CITY OF SHOREVIEW
AGENDA
REGULAR CITY COUNCIL MEETING
MARCH 17, 2014
7:00 P.M.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF AGENDA

PROCLAMATIONS AND RECOGNITIONS

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

COUNCIL COMMENTS

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

1. February 10, 2014 City Council Workshop Meeting Minutes

2. Receipt of Committee/Commission Minutes-
   --Bikeways and Trails Committee, March 6, 2014
3. Monthly Reports
   --Administration
   --Community Development
   --Finance
   --Public Works
   --Park and Recreation

4. Verified Claims

5. Purchases

6. License Applications

7. Authorize Request for Advance of MSA Funds

8. Acceptance of Gifts—Taste of Shoreview

9. Authorize Purchase of Skidsteer Loader

10. Approval of 2014 Street Sweeping Agreements

11. Final PUD—Hummingbird Floral, 4001 Rice Street N.

PUBLIC HEARING

12. Public Hearing—Direct Preparation of Final Plans and Specifications and Order Improvements—Hanson/Oakridge Neighborhood Reconstruction, CP 14-01

GENERAL BUSINESS

13. Quiet Zone and Operations Study Amendment to SEH Contract

14. Approval of Amendments to Tobacco Regulations

STAFF AND CONSULTANT REPORTS AND RECOMMENDATIONS

SPECIAL ORDER OF BUSINESS

ADJOURNMENT

CITY OF SHOREVIEW
MINUTES
CITY COUNCIL WORKSHOP MEETING
February 10, 2014

CALL TO ORDER

Mayor Martin called a workshop meeting of the Shoreview City Council to order at 6:00 p.m. on February 10, 2014.

ROLL CALL

The following attended the meeting:

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

Staff:	Terry Schwerm, City Manager Kathleen Castle, City Planner Mark Maloney, Public Works Director
White Bear Lake	Jo Emerson, Mayor
St. Paul Area Chamber of Commerce	Jonathan Weinhagen, Regional Director
Ramsey County Staff:	Janet Guthrie, Senior Policy Analyst Blake Huffman, Ramsey County Commissioner
SEH	Dave McKenzie

PRESENTATION BY RAMSEY COUNTY - CULTIVATING ECONOMIC PROSPERITY

Presentation by Janet Guthrie, Senior Policy Analyst, County Manager's Office

Four key policy areas have been identified from the data collected:

- Fostering the best well being of people
- Intensity of land use
- How new partnerships with cities and businesses can drive change
- Building on the existing foundation

As part of the goals adopted by Ramsey County for the 2014/2015 budget development process, a new goal was added to cultivate economic prosperity and combat areas of financial poverty.

Local and national data have been studied to understand the foundation of economic prosperity and what concentrated poverty means.

It was learned that economic prosperity work means working in multi-jurisdictions. Work done in one jurisdiction impacts other jurisdictions and cannot be done in isolation. Secondly, economic prosperity work is multifaceted in that different strategies must be incorporated to address different issues. Creation of a policy framework that can be effectively applied to a variety of circumstances is required for success.

Wealth generation is defined with three assets: 1) people or human capital; 2) land or natural capital; and 3) capital investments. Wealth is an indicator of the particular strength of any jurisdiction. An analysis of wealth looks at assessing available assets--what factors generate or could generate long-term stability and growth and where more investment is needed. Limitations are identified--what aspects of wealth are outside county influence and whether there are limitations unique to Ramsey County not in the rest of the region.

Future economic growth requires an educated, trained and available workforce. Ramsey County population is approximately 500,000, the second most populous county in the region. The 2010 census shows approximately 175,000 from communities of color. Ramsey County is the most diverse county in the region. It is projected that in 2030 the entire region will be as diverse as Ramsey County is now. Ramsey County has the highest percentage of adults without a high school diploma. To not address disparities in education will exacerbate the issue. Students of color, whether from high or low income, have disparities in education.

Ramsey County has 5.5% of the land mass of the region, although it is the second most populous. The majority of state government is located in Ramsey County in the capitol city of St. Paul. Also, 33% of non-profit organizations are located in the County. It has the lowest percentage of undeveloped land and the highest percentage of institutional use that does not generate taxes. Land use in the County is disproportionately residential at almost 50%. For every dollar of revenue residential areas generate, the County spends between $1.06 and $1.15 in services. For every dollar of commercial use generated, there is $.96 of service cost. The mix of residential and commercial is critical.

By looking at the current and future capital land base, capital growth potential can be measured. Ramsey County has the lowest proportion of undeveloped land use for future capital expansion. This means that the intensity of use matters more than in any other county within the region. If land productivity is going to increase, it means redevelopment. Ramsey County is one of the two major employment centers in the region. The big four concentrated employment centers in the region are Minneapolis, St. Paul, University of Minnesota and the airport. Concentrated poverty occurs when there is not access to jobs, transit options are not available to get to jobs.

The poverty threshold is defined by the federal government at approximately $12,000 per household of one or $18,000 for a family of three. Concentrated poverty means certain neighborhoods have a disproportionate amount of poverty. A high poverty area is an area with over 20% of its residents below the federal poverty line. Extreme poverty is an area with over 40% of residents below the federal poverty line. Ramsey County has 32% of all federally

subsidized housing in the region. There is an issue to address. This is a heavy concentration of subsidized units. Without concentrated investment in employment opportunity, financial poverty increases.

There are five neighborhood factors that are accepted as influencing economic prosperity: employment, education, housing, investment and capacity. One concern is how to address the balance of these factors. All have to be addressed, not just one. All influence the resiliency of the community.

Every decision on land use in Ramsey County is significant because there is so little undeveloped land to work with. There needs to be awareness of when decisions impact other jurisdictions. There is great potential because there are more jobs than workers. The challenge is to match educational skills with available jobs so that local residents take advantage of employment opportunities rather than importing workers from other areas.

Analysis of what the County is doing in light of this data and what are the levers of change that can make a difference.

Councilmember Withhart suggested additionally looking at poverty in terms of age, as there are many lower income retirees in Ramsey County.

Commissioner Huffman stated that diversity is growing in the suburb. It is no accident that the TCAAP Master Plan is 4000 jobs and 4000 residents. The Metropolitan Council is now discussing transit all the way to TCAAP.

Councilmember Withhart asked why residential is included in TCAAP when this information clearly shows a need for more jobs within the County. Commissioner Huffman agreed, but the County does not control the land use of the TCAAP property.

Mayor Martin stated that one reason to include residential is to help the schools.

City Manager Schwerm noted that the City's redevelopment efforts and helping businesses to expand within Shoreview tie in well with the County's goal.

Mayor Martin thanked Commissioner Huffman and Ms. Guthrie for the presentation, the excellent information and challenge to be aware of how land decisions can make many impacts.

DISCUSSION REGARDING TRANSIT IN RAMSEY COUNTY

Mayor Emerson, White Bear Lake, stated that cities and counties that have transit were very organized in making transit happen in their areas. As Ramsey County is the smallest and most developed, transit is critical to bring families in. In order to get transit, it is important that municipalities work together and support transit at any location within the County. Once there is one transit line, others can be built off that one.

Mr. Weinhagen added that major employers are urging a strong stand for transit. The Chamber has taken a position to support a 1/2 cent sales tax to that effort. Transit provides an advantage and is a competitive necessity. Younger people will grab a bus or train rather than a car. It is important to recruit top talent to suburban communities.

Mayor Martin asked how this relates to the big grant that was received. Mr. Weinhagen stated that Ramsey County, Washington County and the Chamber worked together to compete for a $750,000 grant which was received. A Board of Governors has been established, and an Executive Director will be hired to provide oversight and guidance.

Councilmember Wickstrom asked if some of the money could be used for the Local Preferred Alternative Analysis, which provides the best studied routes as determined by local officials. It is important to have transit lines exist before development occurs. Commissioner Huffman agreed and stated that there would be a big draw to TCAAP if there was transit.

Mayor Martin stated that she would like to see the information from the Ramsey County presentation fed into transit plans.

Councilmember Quigley stated that it is important to have each city identify where bus or transit routes should be.

Councilmember Johnson stated that ride share, shared cars and non-traditional transportation are options that also need to be considered because transit will not happen soon.

Mayor Emerson stated that the main thing to do is for all cities to stand together and support transit wherever it can happen.

DRAFT RAIL QUIET ZONE STUDY

Mr. McKenzie, SEH, explained that in the early 2000s, regulations were formulated for quiet zones. Quiet zones are allowed as long as safety is not decreased. The rules consider the following as a risk index: 1) the number of trains per day; 2) the speed of the trains, 3) number of cars at a crossing, 4) warning device that exists at a crossing and its crash history. There have been no crashes in Shoreview in the last five years. There are four crossings in Shoreview. The crossings on Lexington and Victoria already have gates and meet the minimum standard for a warning device. In order to establish a quiet zone at the Lexington crossing, the median would have to be extended approximately 10 feet to the track with added signage. The estimated cost is $5,000.

Victoria is a complex signal system. There is not a lot more that can be done after new signal improvements are completed in June. In regard to numbers, Victoria would not qualify to become a quiet zone. However, if it were combined with the Lexington crossing because of the medians, both crossings could become quiet zones. Combined as one zone, the two together would meet the risk index. All that would be needed is additional signage.

The North Owasso crossing has gates, but it does not have the right internal circuitry. The circuitry would have to be upgraded. The crossing at Jerrold only has the stop signs.

Councilmember Wickstrom asked if it is the railroad's responsibility for the upgrades. Mr. Maloney stated that what is at the North Owasso and Jerrold crossings is adequate for the railroad. Because the City wants to make those two areas quiet zones, any cost becomes the City's cost. Mr. Schwerm added that because of increased rail traffic, the railroad may upgrade those two crossings, but it is an unknown as to when that might happen. To establish a quiet zone now would mean the City paying for the needed upgrades.

Mayor Martin stated that to upgrade North Owasso would mean also addressing Jerrold. Mr. McKenzie agreed explained that North Owasso and Jerrold are only 1/4 mile apart and need to be kept together. The Jerrold crossing needs signals and gates. Because of the increase in traffic, the Jerrold site could be a candidate for federal funding that would pay 90% of the cost, but funds are limited and probably four years out from distribution.

Mayor Martin noted that the work on the Rice Street and I-694 bridge will also impact the North Owasso crossing, and that work is about four years out. It may be worthwhile to apply for federal funding for these crossings. Mr. Maloney stated that he anticipates that plans for the Rice Street bridge will mean approach work as far as the railroad crossing. The crossing is barely in Ramsey County jurisdiction and Owasso Boulevard is a City street. There may be a question of whether it is City responsibility.

Mayor Martin stated that with the bridge improvement there may be land left that could bring development.

Mr. McKenzie stated that with CP Rail changes in operations and they met with MN/DOT last spring to discuss all of the small crossings. Little Canada has huge issues that will cost in the millions to address. At that time, MN/DOT ruled that if traffic speed of trains increased to 25 mph, signals would have to be installed at Jerrold. CP Rail backed off from a speed increase. One decision the City has to make is whether to establish quiet zones only at night or for 24-hour time periods. The rules are the same for both. The night time frame is 10:00 p.m. to 7:00 a.m.

Councilmember Quigley stated that he views the big issue as noise, but there is also blockage, fumes and safety. With no incidents in five years, safety is a minimal issue and it is difficult to justify fixing crossings.

Mayor Martin stated that Cardigan Junction has been addressed with CP Rail changing their operations to not change cars and blow horns every time cars are moved. The crossings at issue are Lexington, Victoria, North Owasso and Jerrold. Long before Cardigan was an issue, the City was hearing about noise issues at night.

Councilmember Withhart asked if the train speed limit would increase if North Owasso and Jerrold were upgraded. Mr. McKenzie stated that he would not anticipate an increase in speed. Mr. Schwerm stated that the best strategy might be to see what upgrades CP Rail will do to the St. Paul corridor before Shoreview applies for funding. The improvements to Lexington and

Victoria could occur quickly because the cost estimate is less than $20,000. The City should then apply for the funding and in the four years it takes to receive funding, CP Rail may come in and make the improvements needed. However, if CP Rail cannot increase speed to get through Jerrold and North Owasso because of the curves and proximity to Little Canada, CP Rail may not choose to upgrade those two crossings on their own. Mr. McKenzie stated that CP is doing their own analysis and it will depend on their priorities for spending money. He believes there will be a traffic increase and Jerrold and North Owasso will ultimately be improved by CP Rail.

Councilmember Wickstrom stated that she supports the Lexington and Victoria upgrades, but would not want to signal to the railroad that the City may pay for upgrades to North Owasso and Jerrold by applying for funding. Mr. McKenzie noted that there is a time frame in that the County, railroad and Mn/DOT all have a 60-day comment period on any design for a quiet zone. Once the plan moves forward, construction can be done. Lexington and Victoria could be established as quiet zones by July or August.

Mr. Schwerm stated that he would prefer to see the City apply for funding now because if CP Rail does not make improvements to North Owasso and Jerrold in five years, the City would have to wait another four or five years to receive funding.

Councilmember Wickstrom stated that applying for funds should at least wait to see the outcome of the Little Canada study. It was the consensus of the Council to consider further application for funding after the Little Canada report is released.

Mr. McKenzie noted that Minnesota has included $2 million in the bonding bill for old signal equipment that may be available. He offered to include an addendum to this report that would give an analysis of funding options.

Mr. McKenzie also mentioned Operation Lifesaver, which has educational safety videos for residents and schools. He noted further that the report includes railroad contact information. He recommended a group of cities and emergency response agencies to contact the railroad together.

Councilmember Quigley stated that he would prefer to see only a night quiet zone. Mr. Schwerm noted that engineers have the right to use horns if there is any traffic. Mayor Martin and Councilmember Wickstrom stated that they would prefer 24-hour quiet zone time frame.

It was the consensus of the Council to direct staff to proceed with the improvements needed for Lexington and Victoria to qualify as quiet zones.

OTHER ISSUES

Augmentation for Turtle Lake

Mayor Martin stated that the president of the lake homeowners association has called and wants to meet with the City to discuss moving forward with a feasibility study for augmenting the lake. A discussion with the association Board will be scheduled for the March workshop meeting regarding a feasibility study and funding.

Planning Commission Chair Appointment

At the request of the Planning Commission, the Council briefly discussed the process for appointing chair and vice chair and policy for attendance.

It was the consensus of the Council to request a letter of interest for Council consideration from Commissioners who would be interested in serving as Chair. Secondly, 80% attendance will be counted over a two-year period instead of one year. This new practice would go into effect in 2015.

ADJOURNMENT

The meeting adjourned at 9:45 p.m.

SHOREVIEW BIKEWAYS & TRAILS COMMITTEE

Meeting Minutes

March 6, 2014

1. CALL TO ORDER

The meeting was called to order at 7:00 p.m.

2. ROLL CALL

Members Present:	Keith Severson, Judd Zandstra, Mark Stange, Craig Mullenbach, Ted Haaf, Craig Francisco, Muriel Zhou
Members Absent:	Jay Martin
Guests:	None
City Staff:	Charlie Grill

3. APPROVAL OF AGENDA

The committee agreed and approved the updated agenda.

4. APPROVAL OF MEETING MINUTES

The minutes of the February 6, 2014 meeting were reviewed and approved by consensus of the Committee.

5. COMMITTEE DISCUSSION ITEMS

The meeting began with welcoming our new member Muriel Zhou. Charlie then briefly reviewed the Public Works February monthly report. There was a brief Slice Booth and Tour de Trails discussion. Members updated the committee with specific ideas or things they had completed. It appeared that everything related to TDT and SLICE were moving forward nicely so the committee continued on.

The committee moved forward and discussed the Walk Friendly Award application. While almost all members of the committee agreed that there would be benefits to completing the application, no members could come up with a clear community benefit to justify the large and in depth application that would be necessary. All present members voted to hold onto the application and use it as a tool for self reflection and creative new ideas but to not formally complete and submit the application.

The meeting was adjourned at 7:55 PM.

Memorandum

To: Mayor and City Council Members

Cc: City Manager Terry Schwerm

From: Tom Simonson
Assistant City Manager and Community Development Director

Date: March 14, 2014

Re: Monthly Report
- Administration Department
- Community Development Department

Planning and Zoning

Planning Commission – The Planning Commission has one meeting scheduled this month on March 25th. Items on the agenda include:

- Continuation of a Residential Design Review/Variance for an addition onto a home located on Turtle Lake.
- Site and Building Plan Review for the City and County Credit Union branch facility at 1001 Red Fox Road (final phase of the Red Fox Retail development). A rendering of the proposed credit union is shown on the right.

- Site and Building Plan Review and Sign Plan for major enhancements to the Hampton Inn at 1000 Gramsie Road, converting the hotel to a Best Western Plus and renovating the Green Mill Restaurant.
- Text Amendment to the Housing Code to better define standards related to safety, storage, and room function as well as any other relevant sections. Over the past year, the City has become more cognizant of safety issues and health hazards in residences within the community. The current standards do not effectively address hoarding / garbage situations because the code does not adequately define access, regulate storage or room function. The intent of the proposed text amendment is to establish minimum standards in order to prevent conditions that may impact the health and safety of occupants and emergency personnel who may be responding to a call.

Highway Corridor Transition Study – The planning consultant HKGI will be presenting draft land use concepts to the City Council, Economic Development Authority and Planning Commission at a joint workshop on April 14th. These land use concepts will then be finalized and implementation strategies defined for each corridor in a final report. Outcomes of the study and strategies will eventually lead to developing land use policies in the Comprehensive Plan and involve a public review process.

Quiet Zone and Rail Operations Study – Results of the Quiet Zone and Rail Operations Study completed by the consulting firm SEH, Inc. were presented to the City Council at their workshop last month. An amendment to the contract with SEH, Inc. will be considered by the City Council at the March 17th meeting for work associated with establishing a Quiet Zone for the east-west Paynesville subdivision and the Lexington Avenue and Victoria Street crossings.

Residential Projects – Staff is working with developers of both the Autumn Meadows and Applewood Pointe of Shoreview residential projects and participating in pre-construction meetings. Autumn Meadows is the 25-lot single family subdivision being constructed by Pulte Homes in northern Shoreview off of Lexington Avenue between Woodcrest and Bucher Avenues. Applewood Pointe of Shoreview is the 77-unit senior cooperative being constructed by United Properties on the Kozlak's Royal Oak restaurant property at Tanglewood Drive and Hodgson Road.

Economic Development Authority

The EDA has recently been focused on the following issues relating to their work plan:

- **City Property at 3339 Victoria Street** –Pursuant to EDA direction, a Request for Proposals (RFP) was prepared seeking purchase offers and concept development plans for the City acquired property. The RFP was distributed to 9 local residential builders and developers, several who had expressed interest in the property. The City's goal is to sell the property to a potential developer with the intent of developing 1 or 2 single- family homes that are in character with the neighborhood. Proposals are due on March 21st and submissions will be then be reviewed by the EDA. Any formal development proposal will required a public review process and approvals through the Planning Commission and Council.

  The City has nearly completed the clean-up and demolition work by the contracting firm hired to tear-down the house and garage, cap/seal wells on the site, and restore the City-purchased property. Cold weather has delayed the removal of the wells and site restoration but the buildings have been leveled and most debris removed.

- **TIF Legislation** – Since the EDA and City Council both took formal action earlier this year authorizing the City to pursue possible special legislation to extend Tax Increment District No. 1, set to expire in 2014, staff has been working with our legal advisors and consultants in garnering support of the request. The extension is a major goal as part of overall strategic plan to ensure the City has sufficient resources to achieve business expansion, redevelopment and housing goals in the coming years.

  A bill has been introduced in both the House and Senate that would extend the tax increment district for a period of 15 years. Mayor Martin testified this week before the House Property and Local Tax Committee along with the bill's sponsor Rep. Jason Isaacson and Senate Taxes Committee with the bill's sponsor Sen. Bev Scalze. The City's team will continue to work on gaining legislative approval for the remainder of this session.

- **Hoarding Response Plan** – In follow-up to the EDA adoption of a Hoarding Response Plan for major housing and maintenance code violations, the City staff is also working with the Minnesota Hoarding Project on a pilot project along with the MN Hoarding Task Force and Ramsey County. The goal is to create a protocol for a community response to hoarding disorder that includes a consistent and safe response for residents, first responders and the public.

Economic Development Commission

The Economic Development Commission has been reviewing and updating their work plan priorities, which includes continued focus on business retention and building relationships with the local business community.

- **BRE Program** – This year the direction of both the Council and EDC was to expand the personal business visits to the next level of emerging companies identified as having the potential for growth in the community. BRE teams consisting of EDC, Council, and City staff members have recently visited these local companies: Promet International, American Metro, Allied Generators, and Hed Cycling. These BRE visits have proven to be very beneficial to the City and well received from the business community. The goal is to have at least 6 BRE visits completed this year. Upcoming BRE visits include Stillwater Express Solutions, a local software development company, and Schwab-Vollhaber-Lubratt, a long-time Shoreview business that is in the heating and mechanical industry.
- **Business Development** – Directly related to the BRE Program goals is the growing challenge for the City to assist and support with the retention and expansion of our key businesses, especially with limited land availability. The efforts to extend TIF District No. 1 would provide the City with financial resources to continue to help with economic growth of our tax base and jobs in the coming years. However, another component to supporting local business growth is the need in some cases for additional property to support expansions. The EDC has recently noted this as a topic area that should be further explored with the EDA to develop more strategies and prioritization of "highest and best uses" in our redevelopment areas and strategically plan on how the City can accommodate continued growth of our key businesses.
- **Business Newsletter** – Staff is also working on the re-launching of a new and improved *Business Matters* newsletter, with guidance from the EDC, which we anticipate doing twice a year beginning in 2014.
- **Economic Gardening** – The new Economic Gardening regional network is now underway in a series of workshops that includes participation from 7 Shoreview businesses including: American Metro, Hed Cycling, Lion Precision, Mead Metals, Multi-Clean, Nardini Fire Equipment, and Promet International. The new pilot "Economic Gardening" program is a joint effort by five metro area counties including Ramsey County. A Regional Economic Gardening Network has been established that would develop methods and resources to assist and support growing emerging businesses in the Twin Cities region. Feedback received so far from several local companies indicate that the program has been very informative and beneficial.
- **EDC/EDA Joint Meeting(s)** – The EDC and EDA have both set a goal to meet jointly at least twice a year to coordinate work plan priorities and major goals for economic development and business retention. The first joint meeting is planned for the April 7th regular meeting of the EDA.

Housing and Code Enforcement Activity

Rental Licensing – There have been 554 General Dwelling Unit rental licenses (GDUs are single-family homes, townhouses, condominiums) issued so far for the 2014 licensing year. New GDU license applications are expected throughout the year as properties are converted and the owners apply for licenses. Staff will also remain active in identifying rental properties that have not been

licensed. Inspection for GDU units will begin in April and will be geographically scheduled by neighborhood throughout the City and conducted every other week into fall.

Additionally, all 8 Multi-Family Unit (MFU) complexes have renewed their rental licenses. Inspections of all eight apartment complexes began in early February and will be completed by end of March. Approximately 1/3 of the dwelling units within each of the complexes are inspected for compliance with the City's housing and property maintenance code. This year will be the first time interior common areas will be inspected based on changes to our Housing Maintenance regulations. These MFU inspections are coordinated with the Fire Marshal, who inspects the common areas of these complexes to ensure Fire Code standards are being met.

During the MFU inspections, two hoarding situations and one serious garbage situation were discovered at three different complexes. Property management, City staff and the Fire Department are working with the occupants to correct the conditions inside of these units.

Based on a tenant complaint, City staff inspected a GDU rental unit and discovered a failing furnace producing C.O. gases, which were setting off the detection alarms in the home. City staff posted the home as "uninhabitable" due to the furnace being red-tagged by a licensed contractor as "unsafe to use". City Staff is requiring the rental property owner to bring the furnace into compliance with the City's housing code.

Code Enforcement – There were 10 new code enforcement cases opened in the past month. The table below summarizes the status of code enforcement activity:

Year	Total Cases	Cases Open	Cases Closed
2014	42	36	6
2013	155	58	97

City and Lake Johanna Fire Department staff is continuing to work with three homeowners who were previously notified of property maintenance, housing and fire code violations and entered into compliance agreements with the City. Per our agreements with these homeowners, the City and Lake Johanna Fire Department staff has the authority to conduct follow-up inspections to ensure compliance to the City's ordinances and Fire Code. Staff is working with The Minnesota Hoarding Task Force to determine how to better address these cases. One of the homeowners has started to seek to receive counseling from this non-profit organization.

The City also received a new complaint regarding another potential hoarding situation which Ramsey County Sheriff's Office became aware of during a welfare check. Hoarding conditions were also observed inside of the home. The homeowner qualified for energy assistance from the County and the furnace has since been repaired. The homeowner has entered into a compliance agreement with the City to do the clean-out without outside assistance, and in accordance with a schedule of compliance dates. The County has also provided a dumpster and financial assistance for a contractor to clean up the kitchen and bathroom areas. So far the homeowner is making good progress and keeping on schedule.

Other News and Information

- Attached is the monthly services report from the Housing*Resource* Center.
- Attached is the monthly building permit activity report from the Building Official.

Housing*Resource* Center - NorthMetro
City of Shoreview Monthly Status Report
July 1, 2001 - February 28, 2014

	July-Dec '01	Jan-Dec '02	Jan-Dec '03	Jan-Dec '04	Jan-Dec '05	Jan-Dec '06	Jan-Dec '07	Jan-Dec '08	Jan-Dec '09	Jan-Dec '10	Jan-Dec '11	Jan-Dec '12	Jan-Dec '13	Jan '14	Feb '14	Mar '14	Apr '14	May '14	Jun '14	Jul '14	Aug '14	Sep '14	Oct '14	Nov '14	Dec '14	Yr-to-Date	TOTAL
Number of Calls	43	208	589	168	170	240	275	171	130	271	141	101	152	11	8	0	0	0	0	0	0	0	0	0	0	19	2,678
MHFA Fix Up Fund/Rehab																											
Loan Applications Rec'd	0	6	1	8	6	6	5	3	3	5	0	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	47
Loans Closed	0	5	1	5	3	0	3	2	1	5	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	27
Shoreview Home Improvement Loan																											
Loan Applications Rec'd						Loan not available				6	5	2	8	0	0	0	0	0	0	0	0	0	0	0	0	0	21
Loans Closed						Loan not available				5	5	1	5	0	0	0	0	0	0	0	0	0	0	0	0	0	16
Ramsey County Deferred Loan																											
Loan Applications Rec'd	0	0	3	3	2	0	2	3	1	5	1	1	4	0	0	0	0	0	0	0	0	0	0	0	0	0	25
Loans Closed	0	0	2	0	0	1	1	1	1	2	4	2	3	0	1	0	0	0	0	0	0	0	0	0	0	1	18
Construction Consultation Report																											
Consultation Phone or Walk-in	5	37	14	57	69	72	123	108	71	108	65	41	117	2	2	0	0	0	0	0	0	0	0	0	0	4	891
Site Visits	0	25	31	51	31	58	88	67	43	78	47	28	91	3	1	0	0	0	0	0	0	0	0	0	0	4	642
Scopes & Inspections	5	31	57	8	0	2	2	2	3	3	0	0	4	0	0	0	0	0	0	0	0	0	0	0	0	0	117
Total *SERVICES* Provided	53	312	698	300	281	379	499	357	253	488	268	179	387	16	12	0	0	0	0	0	0	0	0	0	0	28	4,482

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

CITY OF SHOREVIEW
BUILDING INSPECTOR MONTHLY REPORT
COMPARISON OF YEAR 2014 WITH 2013

	FEBRUARY PERMITS	2014 VALUATION	TO DATE PERMITS	2014 VALUATION	FEBRUARY PERMITS	2013 VALUATION	TO DATE PERMITS	2013 VALUATION
DWELLINGS	1	$250,000	1	$250,000			1	$995,000
TOWNHOMES			0	$0			0	$0
ADDITIONS			2	$131,000	2	$130,000	4	$213,000
GARAGES			0	$0			0	$0
MISCELLANEOUS	15	$112,878	42	$333,735	26	$253,535	48	$554,134
APARTMENTS			0	$0			0	$0
OFFICES			0	$0			0	$0
RETAIL			0	$0	1	$1,285,000	1	$1,285,000
IND/WAREHOUSE			1	$80,000			0	$0
PUBLIC BUILDINGS			0	$0			0	$0
COMMERCIAL ADD			0	$0	1	$80,000	1	$80,000
COMMERCIAL ALTER	6	$350,000	7	$355,000	4	$73,000	11	$236,600
TOTAL	22	$712,878	53	$1,149,735	34	$1,821,535	66	$3,363,734

CC: CITY MANAGER
DIR. COMMUNITY DEV
MAYOR

TO: Terry Schwerm, City Manager

FROM: Fred Espe, Finance Director

DATE: March 12, 2014

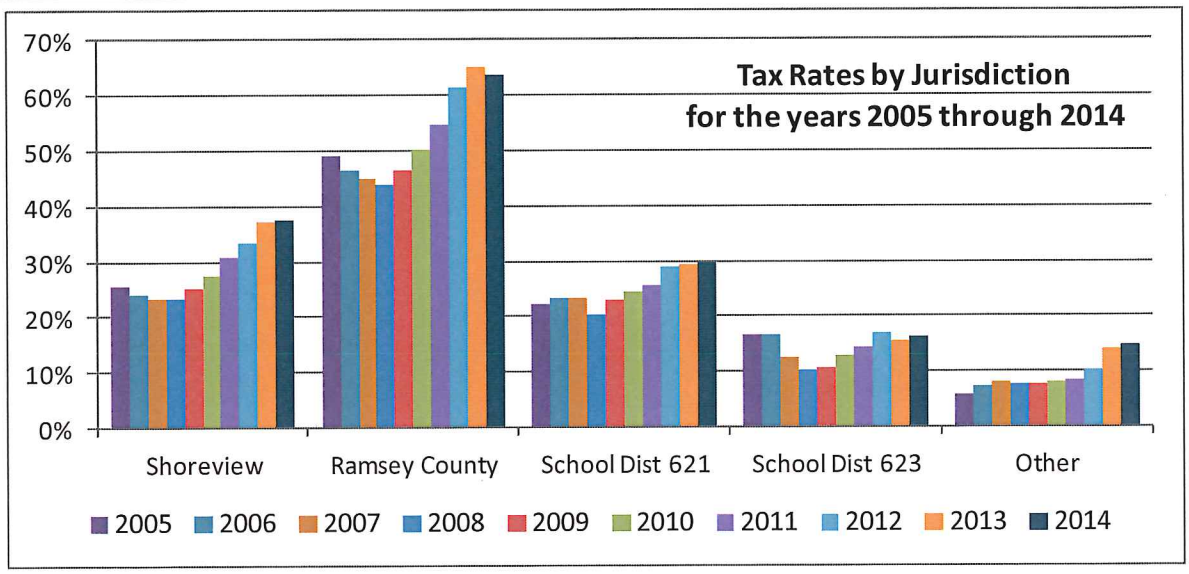
RE: Monthly Finance Report

FINAL 2014 TAX INFORMATION

Ramsey County released final 2014 values and tax rates over the last week. The table below provides a 10-year comparison of tax rates for all jurisdictions, and shows that combined 2014 tax rates decrease slightly over 2013 for all taxpayer combinations except for ISD #623 and Metro Watershed District taxpayers.

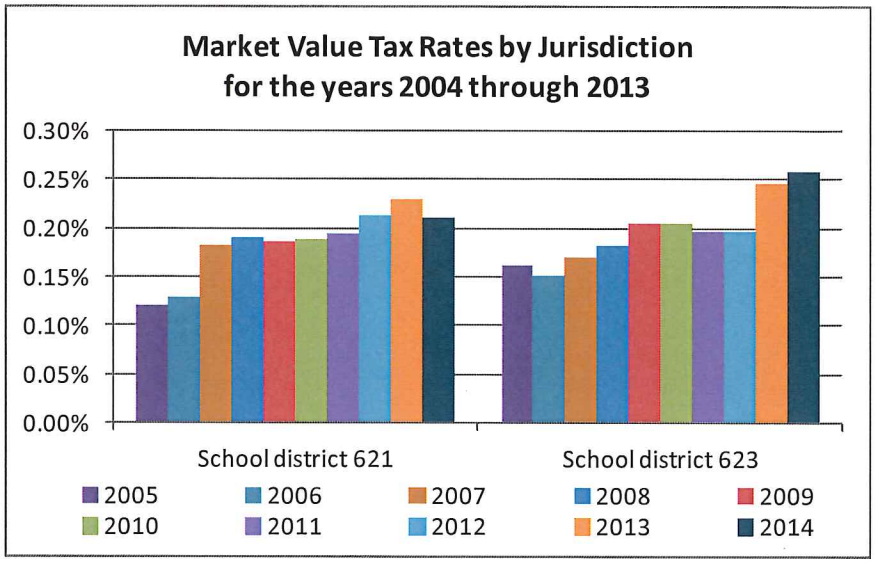
Jurisdiction	Payable 2004	Payable 2005	Payable 2006	Payable 2007	Payable 2008	Payable 2009	Payable 2010	Payable 2011	Payable 2012	Payable 2013	Payable 2014
Tax Rates:											
Shoreview	27.067%	25.445%	23.974%	23.299%	23.532%	25.129%	27.569%	30.671%	33.252%	36.970%	37.490%
Ramsey County	53.135%	49.210%	46.623%	44.943%	44.023%	46.546%	50.248%	54.678%	61.317%	65.240%	63.735%
School Dist 621	21.843%	22.112%	23.419%	23.264%	20.380%	22.937%	24.560%	25.573%	29.044%	29.444%	29.734%
School Dist 623	15.431%	16.713%	16.664%	12.372%	10.175%	10.624%	13.065%	14.566%	17.065%	15.464%	16.251%
* Other	5.532%	5.857%	7.327%	7.946%	7.592%	7.637%	8.122%	8.553%	10.209%	14.131%	14.670%
Total (621 & Metro)	106.371%	101.018%	99.549%	98.137%	93.919%	100.704%	108.988%	117.857%	131.474%	143.463%	143.283%
Total (621 & Rice Creek)	107.577%	102.624%	101.343%	99.452%	95.527%	102.249%	110.499%	119.475%	133.822%	142.142%	141.130%
Total (623 & Metro)	99.959%	95.619%	92.794%	87.245%	83.714%	88.391%	97.493%	106.850%	119.495%	129.483%	129.800%
Total (623 & Rice Creek)	101.165%	97.225%	94.588%	88.560%	85.322%	89.936%	99.004%	108.468%	121.843%	128.162%	127.647%
Market Value Tax Rates:											
School district 621	0.15947%	0.12131%	0.12803%	0.18163%	0.18924%	0.18685%	0.18882%	0.19536%	0.21242%	0.22834%	0.21069%
School district 623	0.19583%	0.16244%	0.15115%	0.16932%	0.18134%	0.20390%	0.20374%	0.19715%	0.19591%	0.24553%	0.25826%

* Met Council, Mosquito Control, Regional Transit, Rice Creek Watershed, Metro Watershed & Shoreview HRA.



The graph above illustrates the change in regular tax rates from 2005 to 2014.

The graph at right illustrates the change in market value tax rates for the two school districts. These rates are used to distribute taxes associated with voter approved levies.



The table below shows median home value, tax rates, and total tax for 2014 and 3 prior years (in 5-year increments). This sampling of estimates shows interesting changes in the property tax bill, often caused by changes in state property law and/or school district funding. For instance, school district property taxes dropped in 2004 when the State changed the school district funding formula and cut state aid to cities. As a result, school district property taxes decreased, and City property taxes increased. In subsequent years, as school districts relied more heavily on referendum levies, school district property taxes increased again.

Total property tax on a median value home increased from $2,076 in 1999 to $3,401 in 2014, which is a $1,325 increase over 15 years (an annual increase of about $88 per year).

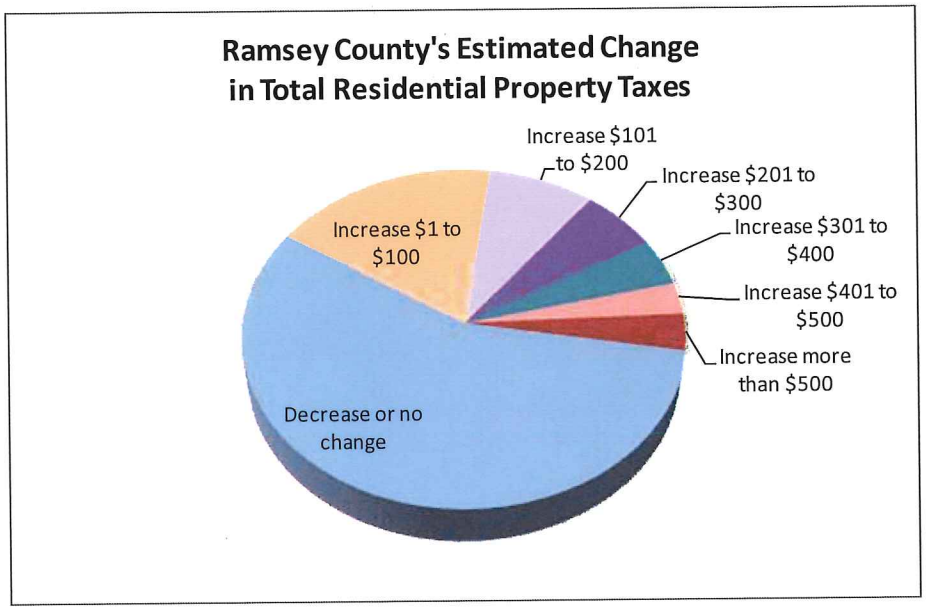
When measuring property tax in comparison to market value, the information shows that 1999 and 2014 property taxes are 1.5% and 1.6% of market value respectively.

Description	1999	2004	2009	2014
Property Value:				
Median Market Value				$ 224,500
Taxable Median Market Value	$ 136,000	$ 207,500	$ 275,600	$ 207,500
Taxable Value	$ 1,787	$ 2,075	$ 2,756	$ 2,075
Tax Rates (taxable value):				
City tax rate	19.917%	27.067%	25.129%	37.490%
County & light rail tax rate	47.021%	53.657%	50.067%	67.932%
School district 621 tax rate	48.241%	21.843%	22.937%	29.734%
Misc. tax rates combined	7.076%	5.010%	4.116%	5.974%
Total Tax Rate [1]	122.255%	107.577%	102.249%	141.130%
Tax Rates (market value):				
School district	0.15538%	0.15947%	0.18685%	0.21069%
Property Tax as % of Market Value	1.5%	1.1%	1.2%	1.6%
Property Tax by Jurisdiction				
City	$ 303.79	$ 514.93	$ 662.00	$ 777.92
County	717.19	1,020.78	1,318.96	1,409.59
School dist	947.12	746.44	1,119.20	1,089.98
Misc.	107.93	95.31	108.43	123.96
Total	$2,076.03	$2,377.46	$3,208.59	$ 3,401.45

[1] Mounds View Schools & Rice Creek Watershed

The change in the total tax bill from 2013 to 2014 for all residential property in Shoreview is shown in the table at right and in the graph below. According to Ramsey County, the total tax bill remained the same or decreased for 5,370 homes (57% of homes).

Change in Total Residential Property Taxes		
Change in Dollars	Number of Homes	Percent of Total
Decrease or no change	5,370	57%
Increase $1 to $100	1,697	18%
Increase $101 to $200	809	9%
Increase $201 to $300	587	6%
Increase $301 to $400	424	4%
Increase $401 to $500	291	3%
Increase more than $500	332	3%
Total Residential	9,510	100%



MONTHLY REPORT

Attached is the monthly report for February of 2014.

General Fund

For Year 2014 Through The Month Of February

	Budget	Actual	Variance	Percent YTD This Yr	Percent YTD Last Yr
REVENUES					
Property Taxes	6,837,154		6,837,154		
Licenses & Permits	324,500	42,290	282,210	13.03	19.86
Intergovernmental	188,622	108,726	79,897	57.64	44.93
Charges for Services	1,303,110	53,087	1,250,023	4.07	4.76
Fines & Forfeits	52,800	2,167	50,633	4.10	3.24
Interest Earnings	45,000		45,000		
Miscellaneous	26,108	3,628	22,480	13.89	12.61
TOTAL REVENUES	8,777,294	209,898	8,567,396	2.39	2.48
EXPENDITURES					
General Government					
Administration	539,688	65,359	474,329	12.11	13.61
Communications	209,370	16,628	192,742	7.94	16.30
Council & commiss	145,385	21,895	123,490	15.06	44.95
Elections	39,559	9	39,550	.02	
Finance/accounting	559,990	95,375	464,615	17.03	14.97
Human Resources	278,161	31,000	247,161	11.14	11.94
Information systems	334,900	93,184	241,716	27.82	28.24
Legal	120,000	9,759	110,241	8.13	7.23
Total General Government	2,227,053	333,209	1,893,844	14.96	18.20
Public Safety					
Emergency services	7,973	703	7,270	8.82	11.03
Fire	1,023,220	511,444	511,776	49.98	49.98
Police	1,969,030	330,031	1,638,999	16.76	16.71
Total Public Safety	3,000,223	842,179	2,158,044	28.07	27.63
Public Works					
Forestry/nursery	132,243	3,603	128,640	2.72	3.36
Pub Works Adm/Engin	460,442	61,572	398,870	13.37	12.80
Streets	837,694	90,777	746,917	10.84	12.33
Trail mgmt	126,347	7,677	118,670	6.08	6.56
Total Public Works	1,556,726	163,628	1,393,098	10.51	11.32
Parks and Recreation					
Municipal buildings	127,775	3,736	124,039	2.92	3.37
Park Maintenance	1,200,912	113,185	1,087,727	9.42	9.71
Park/Recreation Adm	397,368	49,934	347,434	12.57	13.99
Total Parks and Recreation	1,726,055	166,855	1,559,200	9.67	10.10
Community Develop					
Building Inspection	155,715	16,532	139,183	10.62	21.52
Planning/zoning adm	434,522	56,888	377,634	13.09	12.98
Total Community Develop	590,237	73,420	516,817	12.44	15.33

General Fund

For Year 2014 Through The Month Of February

	Budget	Actual	Variance	Percent YTD This Yr	Percent YTD Last Yr
TOTAL EXPENDITURES	9,100,294	1,579,291	7,521,003	17.35	18.48
OTHER					
Transfers In	692,000	26,667	665,333	3.85	3.69
Transfers Out	-369,000	-39,833	-329,167	10.79	9.37
TOTAL OTHER	323,000	-13,167	336,167	-4.08	-18.31
Net change in fund equity		-1,382,560	2,040,894		
Fund equity, beginning		4,881,228			
Fund equity, ending		3,498,668			
Less invested in capital assets					
Net available fund equity		3,498,668			

Recycling
For Year 2014 Through The Month Of February

	Budget	Actual	Variance	Percent YTD This Yr	Percent YTD Last Yr
REVENUES					
Intergovernmental	66,000		66,000		
Charges for Services	493,500		493,500		
TOTAL REVENUES	559,500		559,500		
EXPENDITURES					
Public Works					
Recycling	529,569	33,845	495,724	6.39	7.53
Total Public Works	529,569	33,845	495,724	6.39	7.53
TOTAL EXPENDITURES	529,569	33,845	495,724	6.39	7.53
Net change in fund equity	29,931	-33,845	63,776		
Fund equity, beginning		209,777			
Fund equity, ending		175,932			
Less invested in capital assets					
Net available fund equity		175,932			

STD Self Insurance
For Year 2014 Through The Month Of February

	Budget	Actual	Variance	Percent YTD This Yr	Percent YTD Last Yr
REVENUES					
Charges for Services	7,500	1,256	6,244	16.75	17.23
Interest Earnings	450		450		
TOTAL REVENUES	7,950	1,256	6,694	15.80	15.95
EXPENDITURES					
Miscellaneous					
Short-term Disab	8,000		8,000		
Total Miscellaneous	8,000		8,000		
TOTAL EXPENDITURES	8,000		8,000		
Net change in fund equity	-50	1,256	-1,306		
Fund equity, beginning		42,728			
Fund equity, ending		43,984			
Less invested in capital assets					
Net available fund equity		43,984			

Community Center
For Year 2014 Through The Month Of February

	Budget	Actual	Variance	Percent YTD This Yr	Percent YTD Last Yr
REVENUES					
Charges for Services	2,431,850	441,619	1,990,231	18.16	18.01
Interest Earnings	8,000		8,000		
Miscellaneous	13,000		13,000		
TOTAL REVENUES	2,452,850	441,619	2,011,231	18.00	17.94
EXPENDITURES					
Parks and Recreation					
Community center	2,667,676	306,306	2,361,370	11.48	12.55
Total Parks and Recreation	2,667,676	306,306	2,361,370	11.48	12.55
TOTAL EXPENDITURES	2,667,676	306,306	2,361,370	11.48	12.55
OTHER					
Transfers In	339,000	56,500	282,500	16.67	16.67
TOTAL OTHER	339,000	56,500	282,500	16.67	16.67
Net change in fund equity	124,174	191,812	-67,638		
Fund equity, beginning		1,095,392			
Fund equity, ending		1,287,204			
Less invested in capital assets					
Net available fund equity		1,287,204			

Recreation Programs
For Year 2014 Through The Month Of February

	Budget	Actual	Variance	Percent YTD This Yr	Percent YTD Last Yr
REVENUES					
Charges for Services	1,460,213	156,978	1,303,235	10.75	12.87
Interest Earnings	4,200		4,200		
Miscellaneous		20	-20		
TOTAL REVENUES	1,464,413	156,998	1,307,415	10.72	12.83
EXPENDITURES					
Parks and Recreation					
Adult & youth sports	96,256	5,040	91,216	5.24	10.27
Aquatics	151,242	13,224	138,018	8.74	12.90
Community programs	102,662	17,890	84,772	17.43	22.37
Drop-in Child Care	61,751	7,283	54,468	11.79	14.07
Fitness Programs	209,023	25,202	183,821	12.06	14.10
Park/Recreation Adm	387,969	38,059	349,910	9.81	13.14
Preschool Programs	113,540	12,772	100,768	11.25	22.19
Summer Discovery	206,689	1,140	205,549	.55	.95
Youth/Teen	36,621	6,112	30,509	16.69	13.42
Total Parks and Recreation	1,365,753	126,722	1,239,031	9.28	12.47
TOTAL EXPENDITURES	1,365,753	126,722	1,239,031	9.28	12.47
OTHER					
Transfers In	70,000		70,000		
Transfers Out	-100,000	-16,667	-83,333	16.67	16.67
TOTAL OTHER	-30,000	-16,667	-13,333	55.56	133.34
Net change in fund equity	68,660	13,609	221,718		
Fund equity, beginning		787,969			
Fund equity, ending		801,578			
Less invested in capital assets					
Net available fund equity		801,578			

Cable Television
For Year 2014 Through The Month Of February

	Budget	Actual	Variance	Percent YTD This Yr	Percent YTD Last Yr
REVENUES					
Charges for Services	314,000		314,000		
Interest Earnings	1,600		1,600		
Miscellaneous	1,200	200	1,000	16.67	16.67
TOTAL REVENUES	316,800	200	316,600	.06	.07
EXPENDITURES					
General Government					
Cable television	149,587	77,161	72,426	51.58	47.89
Total General Government	149,587	77,161	72,426	51.58	47.89
Capital Outlay					
Cable television		515	-515		
Total Capital Outlay		515	-515		
TOTAL EXPENDITURES	149,587	77,676	71,911	51.93	47.89
OTHER					
Transfers Out	-160,000	-26,667	-133,333	16.67	16.39
TOTAL OTHER	-160,000	-26,667	-133,333	16.67	16.39
Net change in fund equity	7,213	-104,142	378,022		
Fund equity, beginning		184,338			
Fund equity, ending		80,196			
Less invested in capital assets					
Net available fund equity		80,196			

Econ Devel Auth/EDA
For Year 2014 Through The Month Of February

	Budget	Actual	Variance	Percent YTD This Yr	Percent YTD Last Yr
REVENUES					
Property Taxes	80,000		80,000		
TOTAL REVENUES	80,000		80,000		
EXPENDITURES					
Community Develop					
Econ Development-EDA	71,007	10,312	60,695	14.52	12.64
Total Community Develop	71,007	10,312	60,695	14.52	12.64
TOTAL EXPENDITURES	71,007	10,312	60,695	14.52	12.64
Net change in fund equity	8,993	-10,312	19,305		
Fund equity, beginning		201,341			
Fund equity, ending		191,029			
Less invested in capital assets					
Net available fund equity		191,029			

HRA Programs of EDA
For Year 2014 Through The Month Of February

	Budget	Actual	Variance	Percent YTD This Yr	Percent YTD Last Yr
REVENUES					
Property Taxes	90,000		90,000		
TOTAL REVENUES	90,000		90,000		
EXPENDITURES					
Community Develop					
Housing Programs-HRA	81,371	8,282	73,089	10.18	7.61
Total Community Develop	81,371	8,282	73,089	10.18	7.61
TOTAL EXPENDITURES	81,371	8,282	73,089	10.18	7.61
Net change in fund equity	8,629	-8,282	16,911		
Fund equity, beginning		76,177			
Fund equity, ending		67,895			
Less invested in capital assets					
Net available fund equity		67,895			

Liability Claims
For Year 2014 Through The Month Of February

	Budget	Actual	Variance	Percent YTD This Yr	Percent YTD Last Yr
REVENUES					
Interest Earnings	2,100		2,100		
Miscellaneous	30,000		30,000		
TOTAL REVENUES	32,100		32,100		
EXPENDITURES					
Miscellaneous					
Insurance Claims	32,000	1,266	30,734	3.96	2.17
Total Miscellaneous	32,000	1,266	30,734	3.96	2.17
TOTAL EXPENDITURES	32,000	1,266	30,734	3.96	2.17
Net change in fund equity	100	-1,266	1,366		
Fund equity, beginning		235,461			
Fund equity, ending		234,195			
Less invested in capital assets					
Net available fund equity		234,195			

Slice SV Event
For Year 2014 Through The Month Of February

	Budget	Actual	Variance	Percent YTD This Yr	Percent YTD Last Yr
REVENUES					
Charges for Services	26,000	655	25,345	2.52	17.50
Miscellaneous	32,000	3,800	28,200	11.88	21.26
TOTAL REVENUES	58,000	4,455	53,545	7.68	19.46
EXPENDITURES					
General Government					
Slice of Shoreview	65,735	6,172	59,563	9.39	.33
Total General Government	65,735	6,172	59,563	9.39	.33
TOTAL EXPENDITURES	65,735	6,172	59,563	9.39	.33
OTHER					
Transfers In	10,000		10,000		
TOTAL OTHER	10,000		10,000		
Net change in fund equity	2,265	-1,717	3,982		
Fund equity, beginning		68,354			
Fund equity, ending		66,637			
Less invested in capital assets					
Net available fund equity		66,637			

Water Fund

For Year 2014 Through The Month Of February

	Budget	Actual	Variance	Percent YTD This Yr	Percent YTD Last Yr
REVENUES					
Intergovernmental	12,620	5,995	6,625	47.50	50.94
Utility Charges	2,637,000	288,325	2,348,675	10.93	11.33
Late fees		5,997	-5,997		
Water meters	5,500	220	5,280	4.00	38.29
Other prop charges	11,000	1,403	9,597	12.75	71.89
Interest Earnings	34,000	170	33,830	.50	
TOTAL REVENUES	2,700,120	302,109	2,398,011	11.19	11.72
EXPENDITURES					
Proprietary					
Water Operations	1,503,536	145,507	1,358,029	9.68	9.61
Total Proprietary	1,503,536	145,507	1,358,029	9.68	9.61
TOTAL EXPENDITURES	1,503,536	145,507	1,358,029	9.68	9.61
OTHER					
Depreciation	-639,000	-106,500	-532,500	16.67	16.67
Transfers Out	-303,000		-303,000		
GO Revenue Bonds	-160,623	-102,295	-58,328	63.69	53.59
TOTAL OTHER	-1,102,623	-208,795	-893,828	18.94	18.50
Net change in fund equity	93,961	-52,193	1,933,810		
Fund equity, beginning		13,308,303			
Fund equity, ending		13,256,110			
Less invested in capital assets		9,427,325			
Net available fund equity		3,828,785			

Sewer Fund

For Year 2014 Through The Month Of February

	Budget	Actual	Variance	Percent YTD This Yr	Percent YTD Last Yr
REVENUES					
Intergovernmental	10,050	4,777	5,273	47.53	50.94
Charges for Services	1,000		1,000		12.18
Utility Charges	3,816,000	576,942	3,239,059	15.12	14.99
Late fees		8,463	-8,463		
Facility/area chgs	4,000		4,000		
Other prop charges	2,500	48,500	-46,000	1,940.0	
Interest Earnings	24,000	53	23,947	.22	
TOTAL REVENUES	3,857,550	638,735	3,218,815	16.56	15.18
EXPENDITURES					
Proprietary					
Sewer Operations	3,219,590	397,124	2,822,466	12.33	16.97
Total Proprietary	3,219,590	397,124	2,822,466	12.33	16.97
TOTAL EXPENDITURES	3,219,590	397,124	2,822,466	12.33	16.97
OTHER					
Depreciation	-330,000	-55,000	-275,000	16.67	16.67
Transfers Out	-181,000		-181,000		
GO Revenue Bonds	-58,177	-34,631	-23,546	59.53	52.92
TOTAL OTHER	-569,177	-89,631	-479,546	15.75	15.32
Net change in fund equity	68,783	151,980	875,896		
Fund equity, beginning		7,536,626			
Fund equity, ending		7,688,606			
Less invested in capital assets		4,725,848			
Net available fund equity		2,962,758			

Surface Water Mgmt
For Year 2014 Through The Month Of February

	Budget	Actual	Variance	Percent YTD This Yr	Percent YTD Last Yr
REVENUES					
Intergovernmental	3,660	1,736	1,924	47.42	50.81
Utility Charges	1,277,000	184,716	1,092,284	14.46	14.45
Late fees		2,300	-2,300		
Lake Impr Dist chgs	43,577	5,123	38,454	11.76	12.93
Other prop charges	5,000	740	4,260	14.80	11.00
Interest Earnings	8,000		8,000		
TOTAL REVENUES	1,337,237	194,614	1,142,623	14.55	14.58
EXPENDITURES					
Proprietary					
Snail Lake Aug.	27,277	1,898	25,379	6.96	8.18
Surface Water Oper	799,318	38,306	761,012	4.79	6.37
Total Proprietary	826,595	40,205	786,390	4.86	6.44
TOTAL EXPENDITURES	826,595	40,205	786,390	4.86	6.44
OTHER					
Depreciation	-248,000	-41,333	-206,667	16.67	16.67
Transfers Out	-147,000		-147,000		
GO Revenue Bonds	-82,116	-53,040	-29,076	64.59	56.71
TOTAL OTHER	-477,116	-94,373	-382,743	19.78	18.81
Net change in fund equity	33,526	60,036	738,975		
Fund equity, beginning		7,989,181			
Fund equity, ending		8,049,217			
Less invested in capital assets		6,135,855			
Net available fund equity		1,913,362			

Street Light Utility
For Year 2014 Through The Month Of February

	Budget	Actual	Variance	Percent YTD This Yr	Percent YTD Last Yr
REVENUES					
Utility Charges	493,000	72,586	420,414	14.72	14.72
Late fees		1,021	-1,021		
Interest Earnings	2,200		2,200		
Miscellaneous	500	120	380	24.01	
TOTAL REVENUES	495,700	73,727	421,973	14.87	14.85
EXPENDITURES					
Proprietary					
Street lighting	267,491	16,682	250,809	6.24	6.79
Total Proprietary	267,491	16,682	250,809	6.24	6.79
TOTAL EXPENDITURES	267,491	16,682	250,809	6.24	6.79
OTHER					
Depreciation	-58,000	-9,667	-48,333	16.67	16.67
Transfers Out	-20,400		-20,400		
TOTAL OTHER	-78,400	-9,667	-68,733	12.33	11.94
Net change in fund equity	149,809	47,378	239,898		
Fund equity, beginning		1,149,117			
Fund equity, ending		1,196,495			
Less invested in capital assets		432,561			
Net available fund equity		763,934			

Central Garage Fund
For Year 2014 Through The Month Of February

	Budget	Actual	Variance	Percent YTD This Yr	Percent YTD Last Yr
REVENUES					
Property Taxes	184,000		184,000		
Intergovernmental	83,170	39,357	43,813	47.32	49.88
Cent Garage chgs	1,242,855	147	1,242,708	.01	
Interest Earnings	9,500		9,500		
TOTAL REVENUES	1,519,525	39,504	1,480,021	2.60	3.01
EXPENDITURES					
Proprietary					
Central Garage Oper	599,799	98,354	501,445	16.40	14.61
Total Proprietary	599,799	98,354	501,445	16.40	14.61
Capital Outlay					
Central Garage Oper		19,245	-19,245		
Total Capital Outlay		19,245	-19,245		
TOTAL EXPENDITURES	599,799	117,599	482,200	19.61	14.61
OTHER					
Sale of Asset	29,000		29,000		
Transfers In	119,400		119,400		
Depreciation	-660,000	-110,000	-550,000	16.67	16.67
GO CIP Bonds	-238,054	-121,173	-116,882	50.90	50.72
TOTAL OTHER	-749,654	-231,173	-518,482	30.84	34.32
Net change in fund equity	170,072	-309,268	1,813,103		
Fund equity, beginning		3,486,624			
Fund equity, ending		3,177,356			
Less invested in capital assets		3,228,575			
Net available fund equity		-51,219			

INVESTMENT SCHEDULE BY SECURITY TYPE
AS OF 02-28-14

Seq#	Institution	Type	Term	Purchased	Matures	Principal	Yield
CERTIFICATE DEPOSIT							
1,147	Morgan Stanley Smith Barney LLC	CD	730	03-07-12	03-07-14	249,000.00	.500000
1,141	Morgan Stanley Smith Barney LLC	CD	1,097	02-08-12	02-09-15	150,000.00	1.000000
1,208	Morgan Stanley Smith Barney LLC	CD	546	09-06-13	03-06-15	249,000.00	.700000
1,140	Morgan Stanley Smith Barney LLC	CD	1,461	02-08-12	02-08-16	248,000.00	1.150000
1,155	Morgan Stanley Smith Barney LLC	CD	1,461	05-16-12	05-16-16	98,000.00	1.250000
1,154	Morgan Stanley Smith Barney LLC	CD	1,645	05-16-12	11-16-16	248,000.00	1.300000
1,169	Morgan Stanley Smith Barney LLC	CD	1,826	07-25-12	07-25-17	248,000.00	1.550000
1,172	Morgan Stanley Smith Barney LLC	CD	1,826	07-26-12	07-26-17	247,000.00	1.700000
1,198	Dain Rauscher Investment Services	CD	1,826	04-11-13	04-11-18	247,000.00	1.259800
1,199	Dain Rauscher Investment Services	CD	1,826	04-24-13	04-24-18	248,000.00	1.000000
1,183	Dain Rauscher Investment Services	CD	2,191	09-27-12	09-27-18	249,000.00	1.308400
1,168	Dain Rauscher Investment Services	CD	3,652	07-25-12	07-25-2022	249,000.00	2.425000
1,181	Dain Rauscher Investment Services	CD	3,652	09-12-12	09-12-2022	249,000.00	2.325400
1,189	Dain Rauscher Investment Services	CD	3,652	12-07-12	12-07-2022	249,000.00	2.075100
1,167	Dain Rauscher Investment Services	CD	5,478	07-19-12	07-19-2027	238,000.00	3.416200
1,174	Dain Rauscher Investment Services	CD	5,477	07-31-12	07-30-2027	246,000.00	3.183400
Total Number Of Investments: 16						3,712,000.00	
FEDERAL HOME LN BK							
1,203	Wells Fargo Brokerage Services	FH	1,734	06-19-13	03-19-18	500,000.00	.999900
1,194	Morgan Stanley Smith Barney LLC	FH	2,848	03-12-13	12-28-2020	500,000.00	2.403000
1,159	Dain Rauscher Investment Services	FH	3,647	06-28-13	06-28-2022	605,000.00	2.956500
1,160	Dain Rauscher Investment Services	FH	3,647	06-28-13	06-28-2022	400,000.00	2.956500
1,171	Morgan Stanley Smith Barney LLC	FH	3,652	07-26-12	07-26-2022	600,000.00	2.761000
1,184	Morgan Stanley Smith Barney LLC	FH	3,652	09-28-12	09-28-2022	500,000.00	2.273700
1,209	Dain Rauscher Investment Services	FH	3,288	12-23-13	10-24-2022	485,000.00	3.506300
1,196	Morgan Stanley Smith Barney LLC	FH	3,652	03-27-13	03-27-2023	600,000.00	3.398100
1,206	Dain Rauscher Investment Services	FH	3,611	07-23-13	06-12-2023	496,250.00	3.310400
1,204	Dain Rauscher Investment Services	FH	5,448	06-21-13	05-15-2028	483,125.00	3.806300
Total Number Of Investments: 10						5,169,375.00	
FEDERAL NATL MTG							
1,158	Dain Rauscher Investment Services	FN	5,478	06-28-12	06-28-2027	600,000.00	3.664700
1,170	Dain Rauscher Investment Services	FN	5,475	07-26-12	07-23-2027	1,007,347.00	3.400000
1,173	Dain Rauscher Investment Services	FN	5,478	07-30-12	07-30-2027	600,000.00	3.498100
1,178	Dain Rauscher Investment Services	FN	5,478	08-13-12	08-13-2027	600,000.00	3.208200

INVESTMENT SCHEDULE BY SECURITY TYPE
AS OF 02-28-14

Seq#	Institution	Type	Term	Purchased	Matures	Principal	Yield
1,195	Dain Rauscher Investment Services	FN	5,259	03-20-13	08-13-2027	575,000.00	3.921400
1,200	Dain Rauscher Investment Services	FN	5,479	04-25-13	04-25-2028	1,000,000.00	3.497400
1,207	Dain Rauscher Investment Services	FN	-31,0	07-25-13	06-27-2028	496,500.00	4.419400
1,157	Dain Rauscher Investment Services	FN	7,305	06-21-12	06-21-2032	500,000.00	4.247100
Total Number Of Investments: 8						5,378,847.00	

FED HM MORTG POOL

1,179	Wells Fargo Brokerage Services	HP	2,556	08-22-12	08-22-19	500,000.00	1.399400
1,180	Wells Fargo Bank MN, NA	HP	2,556	08-22-12	08-22-19	460,000.00	1.399400
Total Number Of Investments: 2						960,000.00	

TAX EXMPT MNCPL BOND

1,197	Dain Rauscher Investment Services	MB	4,109	04-01-13	07-01-2024	232,528.00	5.744100
1,205	Dain Rauscher Investment Services	MB	4,113	06-28-13	10-01-2024	82,242.75	5.102700
Total Number Of Investments: 2						314,770.75	

TAXABLE MUNCPL BONDS

1,201	Dain Rauscher Investment Services	TM	1,554	04-30-13	08-01-17	452,342.50	1.546300
1,202	Dain Rauscher Investment Services	TM	1,919	04-30-13	08-01-18	493,511.75	1.846400
1,190	Dain Rauscher Investment Services	TM	2,302	12-11-12	04-01-19	503,020.00	1.349700
1,177	Wells Fargo Brokerage Services	TM	2,579	08-09-12	09-01-19	503,340.00	1.572100
1,192	Dain Rauscher Investment Services	TM	2,544	12-27-12	12-15-19	224,901.60	2.960600
1,191	Dain Rauscher Investment Services	TM	2,910	12-27-12	12-15-2020	235,407.30	3.392500
1,188	Dain Rauscher Investment Services	TM	3,494	12-05-12	06-30-2022	268,192.80	3.576000
1,193	Dain Rauscher Investment Services	TM	3,640	12-27-12	12-15-2022	250,218.50	3.742800
Total Number Of Investments: 8						2,930,934.45	

INVESTMENT SCHEDULE BY SECURITY TYPE
AS OF 02-28-14

Seq#	Institution	Type	Term	Purchased	Matures	Principal	Yield
		Sub-Total Of Investments:				18,465,927.20	
		2013B Refunding Escrow				1,411,130.48	
		4M Municipal Money Mkt Fund				3,219,263.49	
		2011 COP Debt Service Reserve				8,440.24	
		GMHC Savings Acct USBank				170,510.20	
		4M Fund - Hockey Escrow				2,500.00	
		Western Asset Govt MM Fund				116,828.01	
		GRAND TOTAL OF CASH & INVESTMENTS:				23,394,599.62	

TO: MAYOR, CITY COUNCIL AND CITY MANAGER

FROM: MARK J. MALONEY, PUBLIC WORKS DIRECTOR

DATE: MARCH 17, 2014

SUBJ: PUBLIC WORKS MONTHLY REPORT

Water, Water Everywhere…..

More and more staff resources are lately dedicated to water related topics. The Public Works Department always has responsibilities in the realms of drinking water production and surface water management, but some new, separate (but sometimes closely related) water topics are demanding city staff involvement:

- A significant amount of administrative and maintenance resources have been used in the response to the spate of frozen water services this year. It is estimated that about 40 homeowners have been impacted. We've seen no geographic or infrastructure age correlation in these locations, but extremely low water use and/or vacant houses appear to be common factors.
- I have recently been added to the Minnesota Dept. of Natural Resources (DNR) Groundwater Management Area Project Advisory Team as a local government representative. They will meet monthly for the foreseeable future to oversee the DNR's implementation of groundwater and water appropriation policies for the North and East Twin Cities Metro Area.
- I participate in a Metropolitan Council Northeast Water Supply work group that is overseeing the preparation of feasibility studies relating to potential changes to the water supply characteristics for the communities near White Bear Lake. Their work will at some point also include potential augmentation strategies for White Bear Lake, subject to Legislative action for necessary funding.
- The Turtle Lake Homeowners Association Board has recently formally requested that the City oversee the preparation of a detailed feasibility report concerning options for augmenting Turtle Lake. The City heard this week from Board members on both sides of the augmentation topic.

I anticipate that these topics will remain in our department's work program for the foreseeable future. The sheer number of agencies involved in these water topics as well as the potential for Legislative interaction ensures long processes.

Forestry

The City is taking orders for its Annual Tree Sale program – A full page order form in ShoreViews has already generated several orders. The City offers the tree sale as a way for residents to purchase trees at wholesale prices. Shoreview crews will deliver the trees in mid-May. Forms are available online, at City Hall, or residents can purchase them online at the Shoreview store.

Environmental Quality Committee (EQC)

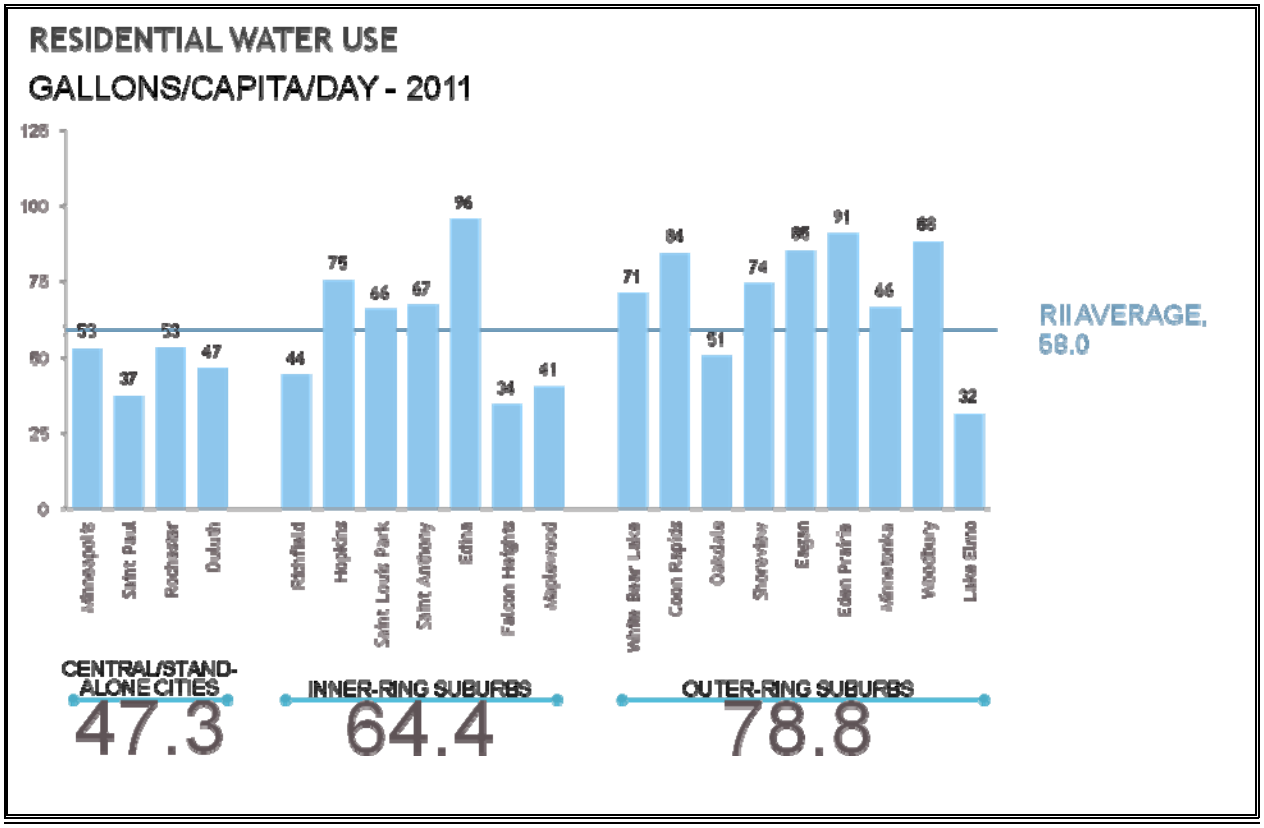
The next EQC Speaker Series event will be held March 19th, "We all live on waterfront property" by Jessica Bromelkamp from the Rice Creek Watershed District. The EQC is also now publicizing and

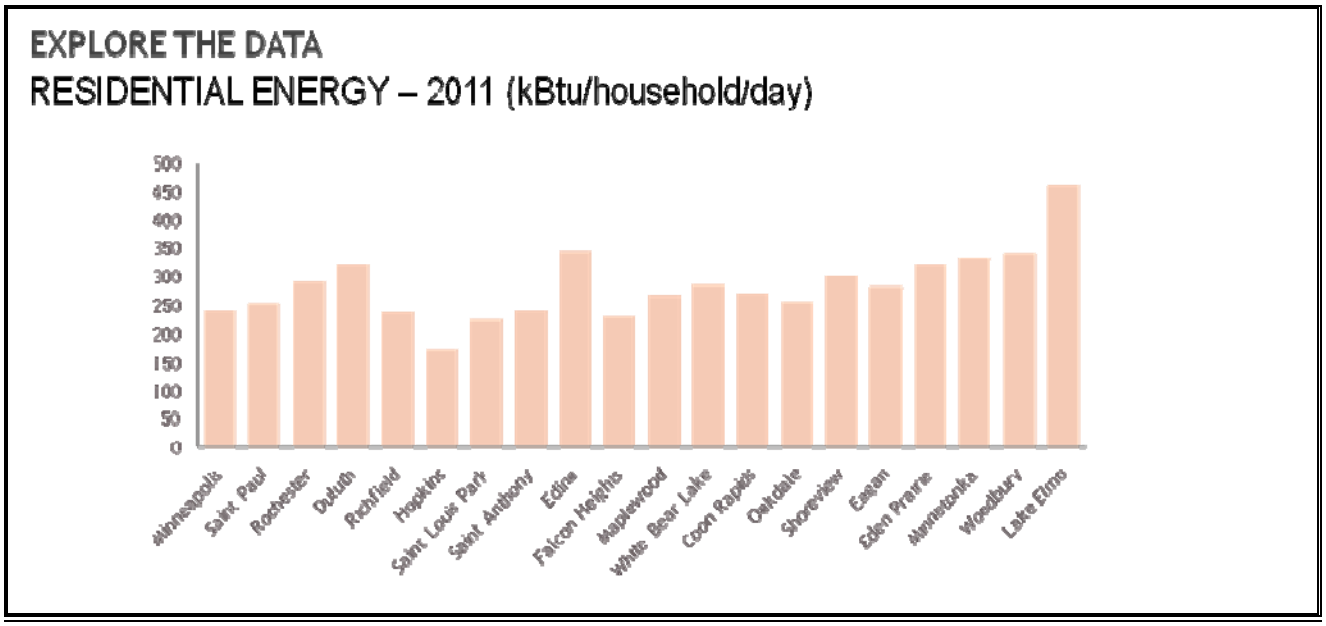
accepting applications for the 2014 Green Community Award. Applications or nominations are due by May 31st.

Rick Carter presented the current Regional Indicators Initiative background and findings to the Environmental Quality Committee at the February meeting. Rick pointed out the importance of comparing our data to ourselves over time, not with other cities. The purpose of the project is help determine if any of the green initiatives we are doing are making a difference in terms of water, waste, vehicles miles traveled, and energy usage throughout the City. Some interesting highlights included:

- All 20 participating cities decreased energy usage from 2008-2010, and increased slightly in 2011 – due to the economy and the recession most likely.
- About 60% of all energy usage in the cities took place in the commercial/industrial sector.
- About 60% of all the water usage in the cities took place in the residential sector.
- Total water usage per person/day ranged from 37-96 gallons in all cities, with the higher levels in the suburban communities, since they typically have more irrigation systems. Interesting to note that the worldwide average daily water use is only 4 gallons per person/day. Shoreview's /day in 2011 was 74.

What's next? Rick's team is working on collecting the 2013 data and finding several cities willing to make commitments to additional action items from the GreenStep Cities program – to track and measure direct outcomes from their implementation. The Met Council is including a policy directive for climate change – which hasn't been included in the past. Several EQC members inquired about the possibility of Shoreview being a participant in the additional action items. Below are several slides from Rick's presentation. He is willing to present the findings to the City Council as well.





Staff recently attended a Friends of Island Lake board meeting to discuss environmental planning and initiatives within the City. Urged by the Minnesota Chapter, staff also submitted an application for the American Public Works Association Sustainability Practices Award. This submittal compiled numerous actions the City has taken over the decades in the sustainability or green operations. Staff hopes to use the document to tell our story, not just for the purpose of this National award program but also within our community.

MAINTENANCE ACTIVITIES

Maintenance crews responded to one full crew plowing event. Street crews put salt down during four separate events. Trails were cleared during and after these events. As trails are filled in plowing operations they need to be cleared multiple times after each snowfall. Crews plow trails as needed. Crews also scraped streets as the weather warmed up. As always, between every snow plowing event all equipment is inspected, repaired as needed and prepared for the next event. Crews also opened catch basins to allow proper drainage as the snow melts.

As time permitted street crews continued trimming boulevard trees. Road Restrictions/Load Limits went into effect on Friday March, 17th. Crews prepared signs and installed signs on streets throughout the City. Also as the weather permits crews are spot patching potholes and will begin Spring street sweeping.

Each day utility crews inspect and perform general maintenance and repairs to all of the wells and lift stations as well as the two water towers and the booster station. Water samples are collected and sent in for analysis as required. Crews respond to location requests and meter appointments as scheduled. They are flushing and rodding segments of the sanitary sewer system. Manhole inspections continue as time permits.

Utility crews have also responded to over 40 frozen water services throughout the City. When a call comes in where a resident's water is not flowing, someone from the utility crew goes out and removes

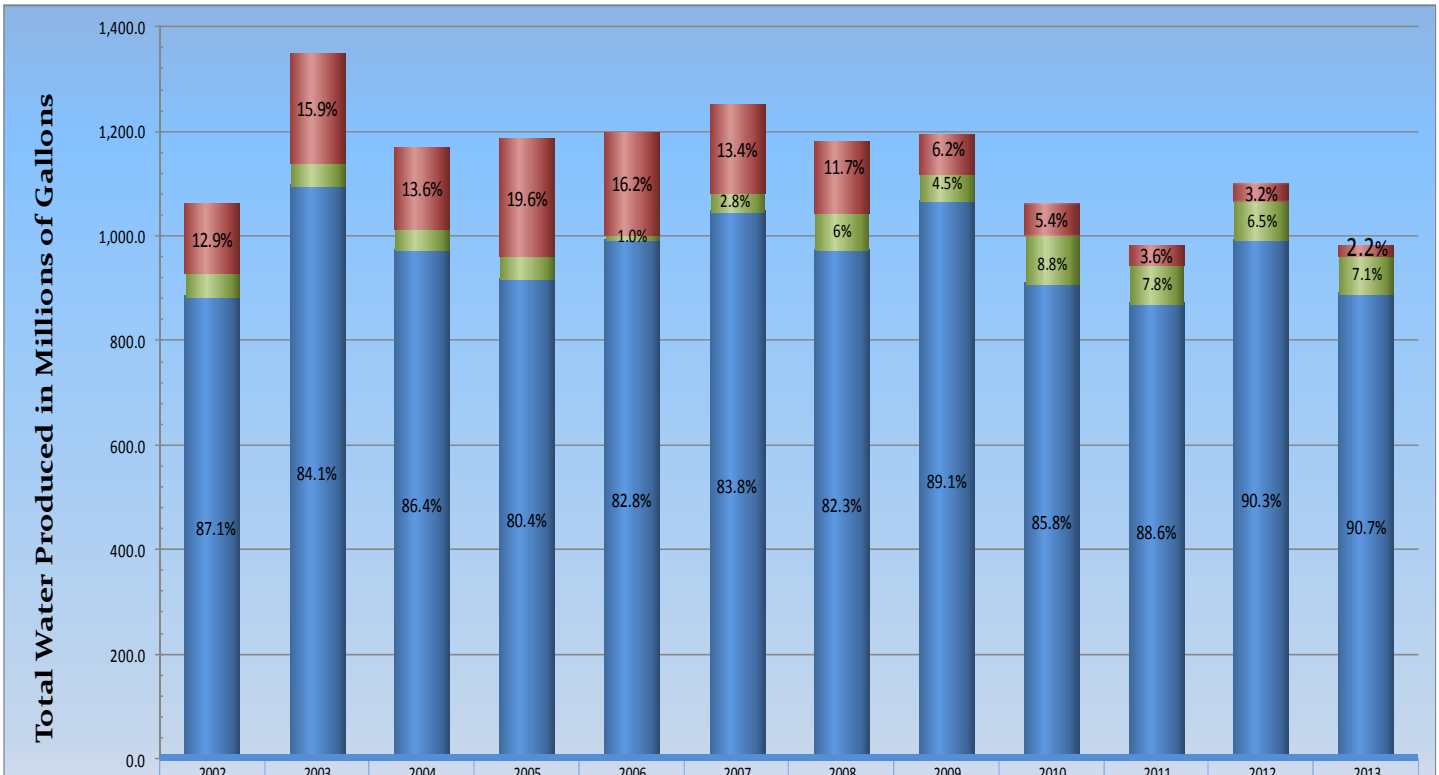
the meter to see if the service is frozen between the home and the main. Once it is determined where the blockage (freeze up) is, the resident is advised on how to proceed.

Given all the recent emphasis on municipal water supplies and their conservation efforts we thought it would be helpful to highlight our recent efforts. Water production, usage and conservation are all priorities for any water utility. For Shoreview water production is considered to be all raw water drawn from the wells and treated with fluoride and chlorine. The majority of water produced by the City is sold for residential use, commercial use and industrial use. A percentage of water produced is used by the City for city operations. Some of the operational uses include the Community Center, City owned and maintained turf irrigation systems, ice rink operations and general sanitary sewer and water system maintenance operations. There is also an amount of water that is lost each year through water main breaks and undetected leaks. After all these measures are taken into consideration there will always be a percentage that just cannot be accounted for. The DNR encourages all water utilities to have less than 5% of all water produced be considered 'Unaccountable Water"

The amount of Shoreview's unaccountable water had risen consistently through the years, reaching nearly 20% in 2005. The water used for a number of operational (water main flushing), Community Center and park-related city uses (irrigation) wasn't being accurately estimated. With the 2002 addition of the SCADA system it became apparent over the next couple of years that the accuracy of the 6 large capacity well meters were suspect. Between 2003 and 2005 a much more aggressive approach to turf maintenance was taken and irrigation systems were added to many of the parks. Although irrigation was added, meters were not installed and this water usage could only be estimated. As unaccountable water continued to climb it became evident that more accurate record keeping and better estimates for municipal water use was needed.

Routine inspection and calibration to all the meters in the booster station and well houses began in 2006. About that time water meters were installed at parks to capture irrigation and pavilion water usage. We also established a routine inspection program for commercial meters to confirm meter accuracy, and we institutionalized an aggressive leak detection program. Each year one third of the city is inspected for system leaks. In the first year alone, over a dozen previously undetected leaks along the mains, at hydrants and at valves were discovered and repaired.

In 2009 the replacement of all residential and commercial meters throughout the water system was completed. Additional meters were installed at the Maintenance Center to more accurately capture water use for maintenance operations. Prior to this all maintenance operational use was estimated. Unaccounted for water in 2009 was at its lowest in eight years at 6.2%, but efforts to more accurately account for all water produced didn't stop there. The use of fire hydrants for anything other than fire emergencies and routine hydrant flushing was no longer allowed beginning in 2010. Last year the amount of unaccounted for water was 2.2%, which marked the twelve year historic low. It looks as if all the efforts of the last decade to account for our water production have paid off, and the timing is good considering the public interest in the operation of Municipal Water Utilities in the Twin Cities area. The chart below details the unaccounted water use since 2002.



	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013
Unaccounted For	131.4	207.7	153.0	224.4	194.7	167.4	137.7	75.8	56.9	35.5	34.8	21.9
City Operations Use	43.0	43.0	43.0	43.0	11.4	35.4	71.1	54.1	94.0	76.2	72.2	69.6
Sold	886.3	1,098.3	973.2	918.1	992.8	1,048.4	973.1	1,066.0	910.8	871.4	993.4	890.9
Total Produced	1,017.7	1,306.0	1,126.2	1,142.5	1,198.9	1,251.2	1,181.9	1,195.9	1,061.7	983.1	1,100.4	982.4

Records have always been kept of water used for city operations, as has estimates of water loss through water main breaks and undetected leaks. The accuracy of those records has varied. The data shown for those records include only estimates prior to 2006.

Department of Corrections Crew – The DOC crew continues to clean the maintenance center lunchroom, bathrooms, offices and other common areas daily. They have been removing snow where hand work is necessary, such as bus shelters, board walk trails and trails over bridges. They continue to remove snow from around hydrants as needed. They clean equipment as needed and have been trimming dead branches and removing buckthorn from City property. They have also been removing snow from the roof of the Community Center.

PROJECT UPDATES

Owasso Street Re-alignment, Project 09-12 – Construction work on the road project was suspended for winter. Final restoration and minor items will be completed after the snow melts. The railroad signal work and crossing upgrade is proposed for mid June after school is out.

Red Fox Road Reconstruction, Project 12-04 – Construction work on the project was suspended for the winter. Final restoration and minor items will be completed after the snow melts.

County Road D Reconstruction, Project 13-01A – Construction work on the project was suspended for the winter. Final restoration and minor items will be completed after the snow melts.

Cottage Place Reconstruction, Project 13-01B – Construction work on the project was suspended for the winter. Final restoration and minor items will be completed after the snow melts.

Water Treatment Plant – Preliminary Design Report – AE2S is currently preparing the final design report.

Hanson/Oakridge Neighborhood Reconstruction – Project 14-01 – A feasibility study was previously completed and received by the City Council. The public improvement hearing is scheduled for the City Council meeting of March 17, 2014. The project, if ordered, is on schedule for construction this summer.

TO: MAYOR AND COUNCILMEMBERS

FROM: TERRY SCHWERM
CITY MANAGER

DATE: MARCH 13, 2014

SUBJECT: PARK AND RECREATION MONTHLY REPORT

DEPARTMENT ACTIVITY

March is a month of transition in the Park and Recreation Department. Winter programs end and our spring programs typically begin after spring break. The Recreation Programs division is planning final details of all of the summer programs and begins to interview and hire staff for the summer months. This process typically continues through April and sometimes into May.

It is also a month of transition for our parks maintenance crews as ice rink equipment is removed, repaired and stored for next winter and park buildings are cleaned and prepared for summer/spring use. As the snow melts, we will also begin receiving calls from the youth athletic associations about when they can begin using the fields. In typical years, we like to wait until the early part of April before we allow groups onto the fields. Due to the depth of the frost this year, it will be interesting to see when the fields will be in playable condition. If groups begin using the fields too early, it can cause damage to the turf that will leave the fields in less than desirable condition for the rest of the spring and summer.

Our maintenance crews will also have to do additional work this spring on the three youth soccer fields at Bucher Park. These fields were seeded last fall as part of the park renovation project. They will likely require additional fertilizing and overseeding this spring. We hope to have the fields available for soccer sometime in June.

COMMUNITY CENTER

The extremely cold temperatures continued to bring plenty of daily traffic into the Community Center. Daily admission revenue increased 5% compared to last year. President's Day was not as active as last year because the Mounds View School District had to make up for one of their cancelled days due to the weather. Marketing efforts focused on daily visits and pool groups. Post cards were mailed to prior visiting organizations in an attempt to book some groups during spring break. An advertisement went into local and surrounding community's newspapers highlighting weddings and offering a discount towards booking an event for some available days in the Shoreview Room.

The Community Center was active with various types of rentals. The rental team is noticing that corporate groups are visiting more frequently. Staff has accommodated these groups with

different invoicing and billing options. The meeting rooms can accommodate 12 different birthday parties on Saturday and 8 parties on Sunday. These time slots were booked 90% of the time for the month of February. The birthday party packages that are hosted in the themed birthday party rooms also increased this month. Nearly 35 birthday party packages were booked on the weekends. The poolside party packages remained steady in the birthday party rooms with a party being hosted every weekend throughout February. These themed party rooms turn into preschool rooms during the week and are also utilized for day and evening classes.

Membership sales decreased slightly this month compared to last February, however membership revenue in 2014 has increased 5% compared to last year. Monthly billing continues to be a favored payment option especially for members that are registered for health insurance reimbursement programs. Seasonal memberships have continued to be a popular option for customers that are looking for an opportunity to come in from the cold without a long term commitment.

There was a slight increase in pool parties hosted at the Tropics Waterpark and staff is preparing for the active weeks of spring break in March. Staff continues to hold in-services and trainings to make sure guards are comfortable with their skills and knowledge. Staff was audited this month by Ellis and Associates. The overall scoring of the audit was an "exceeds expectations" with guards scoring an exceeds expectations in scanning, professionalism, execution of emergency action plan, and management. Safety continues to be the top priority at the Tropics Waterpark.

As is typical for this time of year, Fitness Center use continues to be very high. The 30-minute workout rule for cardio equipment needed to be enforced frequently during peak times. Keeping equipment in good working order has been a challenge for staff due to members and guests tracking in snow, salt, and dirt. There have been 15 maintenance requests on various pieces of fitness equipment during the month of February. Staff is currently planning to replace some of the strength training equipment that is repeatedly having maintenance issues.

RECREATION PROGRAMS

Winter program sessions have been completed. There was a slight increase in participants for adult and youth programs. The tumbling program specifically was popular during the cold winter months with a 10% increase in participants compared to last year. Staff is preparing for the end of the season and evaluating possible changes in the future. The skating season is over with outdoor rinks closing on Presidents Day. The rinks were open 57 days this past season which is a small increase compared to last year. However with the extreme cold temperatures, there were nearly 1000 less skaters than last winter.

Registration for spring programs began on February 24th and classes begin on March 24th. There have been more than 1550 program registrations processed with 60% of those being on line registrations. The majority of these program registrations are in the areas of Aquatics and

Fitness. Swimming lesson revenue increased 11% this season compared to last year, with 641 registered participants and another 23 on the wait list. The other aquatic program that was popular this past month was the Swim and Lifesaving merit badge. This class is held for scouts that need to display certain swimming techniques and skills to earn a scout badge. This year the class was held at Chippewa Middle School so participants could utilize the deep water. Participants and parents appreciated bringing this class to the middle school pool so all deep water criteria could be met.

Group fitness classes have over 1300 participants registered. Free classes will be offered during spring break week in an attempt to have participants sample classes before they register. There was an 80's Neon Zumba jam held on Saturday February 22nd which was very popular. Staff is investigating some new fitness programs to add late spring and early this summer. One new program offering would be a runner's injury prevention class and seminar which would be useful before the running season. Another program being evaluated is a spring golf warm up which would include strength training and range of motion specific to playing golf.
Summer registration started the week of March 10th with over 700 registrations being processed in two days. Summer Discovery registration took place on February 27th with nearly 250 participants registered. The program can accommodate up to 260 students. In 2014, there are new enrichment classes being offered as well as the possibility of ballet being offered as an additional component to the Summer Discovery program.

PARKS MAINTENANCE CREW

Lots of snow and very cold temperatures made for difficult working conditions for the maintenance crew. There were several days where crews made several rounds at the Community Center, the Library, Fire Stations and the Larson House performing snow removal of the sidewalks and parking lots. After those were complete they would clear the ice rinks. The crew stopped clearing the rinks on February 28th. The crew had to remove snow banks at the Community Center and the Fire Stations to make room for more snow and provide better visibility for visitors to the Community Center.

Now that ice rinks have closed for another season, the crew is starting to put skating season equipment away. All the gate planks have been picked up, repaired and put into storage until next winter. The crew also removed the nets from the rinks. Those that needed repairs have been brought into the shop. The crew is in the process of making those repairs. The nets that did not need repairs have been put away into storage. The buildings' thermostats have been turned down to 55 degrees, warm enough to keep any pipes from freezing. The crew has removed tables and benches from the buildings to get ready for cleaning. The crew is in the process of cleaning the floors in the buildings. Three will be stripped and waxed, the rest will be scrubbed with a special cleaner. The crew replaced lamps in the service alley at the Community Center, and parking lot lights at Wilson and Theisen parks.

The crew continues to pick up trash on a daily basis at the Community Center, the Library and the Parks. The trash receptacles are dumped on an as needed basis. The crew is done cleaning

the restrooms at the pavilion until renters start using the building. The restrooms at Rice Creek Fields will most likely open up some time in April.

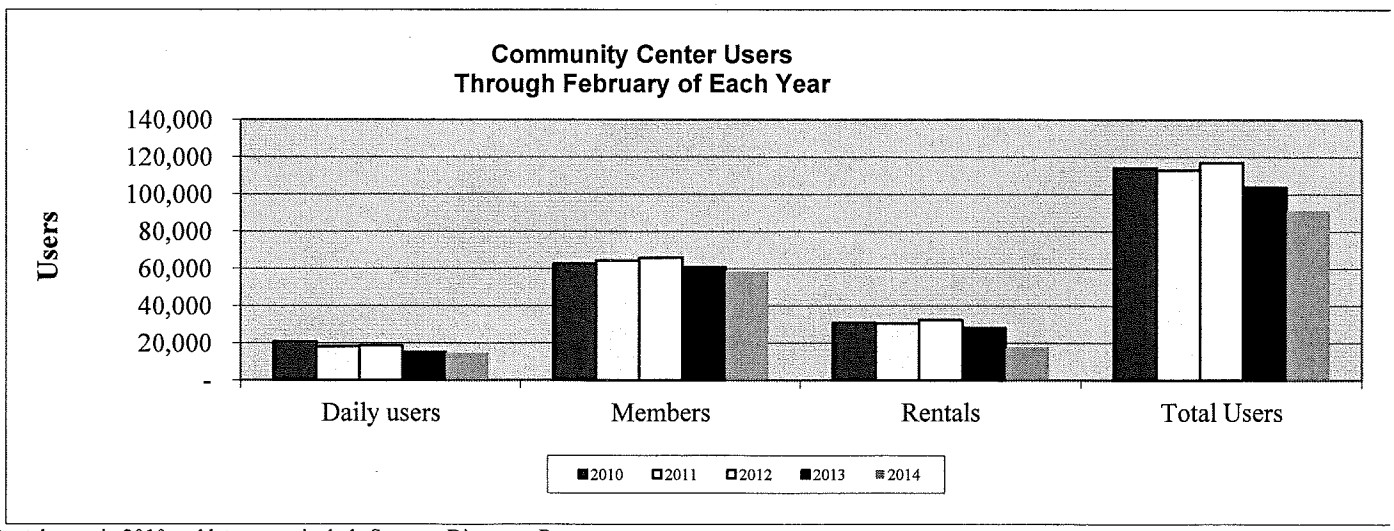
COMMUNITY CENTER CREW

The crew has been very busy trying to keep the building on its cleaning schedule. With the heavy use the building has received this winter, this task has been a challenge. They cleaned the carpet on the lower level. Our large carpet machine is down for repairs right now so that was the only area completed this past month. The crew installed rubber matting in the lockers in the fitness locker rooms. The crew installed more of the hands free soap dispensers in the upper and lower level city hall restrooms. The restrooms by the birthday party rooms and the pool locker rooms are the last areas to get these types of soap dispensers. Work orders for repairs continue to increase. We are currently only 50 work orders from where we were at the end of March last year. We will pass that number by the first part of next week.

We have started to have a number of roof leaks in the gym roof. The south facing slope was shoveled twice to stop leaks from getting inside on the track. Once it dries up we can have the roofing company come out and patch it for when it starts to rain. The roof is scheduled for replacement in 2015.

Community Center Activity Year-to-date
Through February Each Year

	2010	2011	2012	2013	2014	
Number of Users:						
Daily users	20,640	18,127	18,610	14,974	14,865	
Members	62,608	64,240	65,839	60,662	58,612	
Rentals	30,823	30,584	32,464	28,108	17,878	*
Total Users	114,071	112,951	116,913	103,744	91,355	
Revenue:						
Admissions	$ 116,822	$ 116,588	$ 114,896	$ 110,376	$ 122,030	
Memberships-annual	160,559	190,950	189,731	186,910	196,463	
Memberships-seasonal	26,273	25,592	23,930	23,062	26,520	
Room rentals	46,417	42,298	49,672	53,470	46,321	
Wave Café	35,772	39,397	37,434	38,975	45,450	
Commissions	1,921	143	279	426	73	
Locker/vending/video	3,704	2,397	4,031	3,135	2,798	
Merchandise	1,662	2,024	2,341	2,345	2,051	
Other miscellaneous	(23)	(5)	63	(93)	(83)	
Building charge	-	-	-	-	-	
Interest	-	-	-	-	-	
Transfers in	51,668	49,500	50,000	52,000	56,500	
Total Revenue	444,775	468,884	472,377	470,606	498,123	
Expenditures:						
Personal services	195,018	189,279	197,043	197,424	192,045	
Supplies	51,912	66,209	54,670	68,001	68,049	
Contractual	31,426	54,210	27,679	55,978	46,212	
Other	-	-	2,485	-	-	
Total Expenditures	278,356	309,698	281,877	321,403	306,306	
Rev less Exp Year-to-date	$ 166,419	$ 159,186	$ 190,500	$ 149,203	$ 191,817	

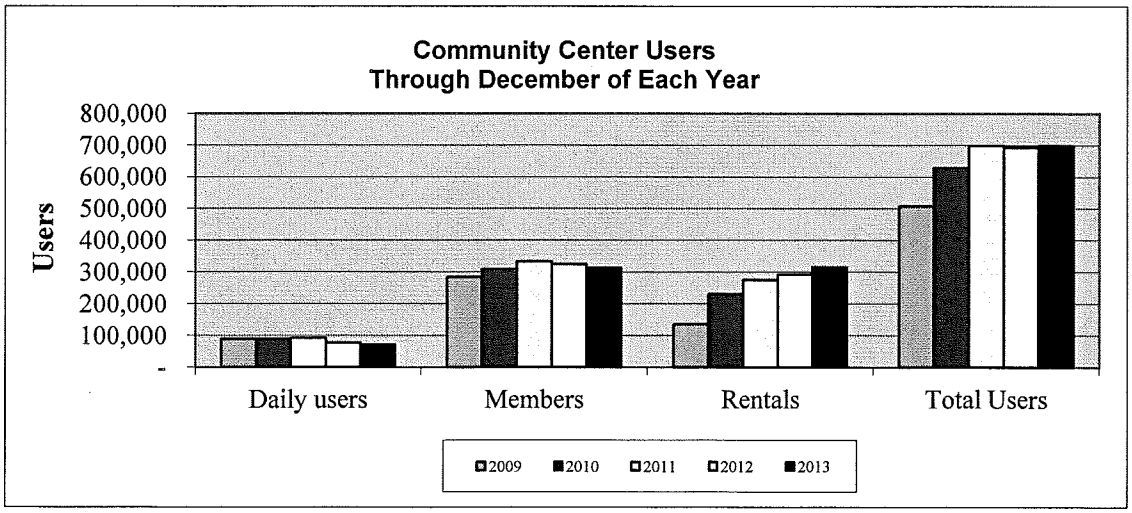


* Rental users in 2010 and later years include Summer Discovery Prgm

t/data/excel/comm cntr/Monthly report 2014

Community Center Activity Year-to-date
Through December Each Year

	2009	2010	2011	2012	2013	
Number of Users:						
Daily users	88,319	88,784	91,392	76,521	70,573	
Members	284,384	308,404	332,762	324,216	313,395	
Rentals	135,248	230,634	274,871	291,879	314,924	*
Total Users	507,951	627,822	699,025	692,616	698,892	
Revenue:						
Admissions	$ 548,432	$ 522,371	$ 597,166	$ 555,209	$ 580,832	
Memberships-annual	783,741	933,541	1,007,883	1,040,037	1,007,551	
Memberships-seasonal	115,668	106,953	103,304	97,673	97,272	
Room rentals	219,052	220,664	250,299	255,186	303,211	
Wave Café	163,086	176,816	195,578	192,351	210,860	
Commissions	9,149	10,627	14,503	14,546	12,025	
Locker/vending/video	32,458	29,470	29,606	26,453	24,198	
Merchandise	9,577	10,656	13,724	14,521	14,005	
Other miscellaneous	1,344	1,944	1,323	672	14,259	
Building charge	89,882	94,415	98,441	101,757	103,000	
Interest	8,171	8,017	20,674	14,100	-	
Transfers in	310,000	310,000	297,000	300,000	312,000	
Total Revenue	2,290,560	2,425,474	2,629,501	2,612,505	2,679,213	
Expenditures:						
Personal services	1,287,910	1,319,270	1,352,471	1,399,969	1,473,508	
Supplies	392,043	405,540	448,853	446,077	478,360	
Contractual	507,042	544,863	600,542	599,683	621,286	
Other	-	-	-	5,727	-	
Total Expenditures	2,186,995	2,269,673	2,401,866	2,451,456	2,573,154	
Rev less Exp Year-to-date	$ 103,565	$ 155,801	$ 227,635	$ 161,049	$ 106,059	



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

t/data/excel/comm cntr/Monthly report 2013

Community Center Monthly Activity
For the Year 2014

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Number of Users:													
Daily users	8,204	6,661	-	-	-	-	-	-	-	-	-	-	14,865
Members	31,509	27,103	-	-	-	-	-	-	-	-	-	-	58,612
Rentals	9,996	7,882	-	-	-	-	-	-	-	-	-	-	17,878
Total Users	49,709	41,646	-	-	-	-	-	-	-	-	-	-	91,355
Revenue:													
Admissions	$ 58,989	$ 49,221	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	108,210
Indoor playground	8,013	5,807	-	-	-	-	-	-	-	-	-	-	13,820
Memberships	139,300	83,683	-	-	-	-	-	-	-	-	-	-	222,983
Room rentals	26,034	20,287	-	-	-	-	-	-	-	-	-	-	46,321
Wave Café	24,419	21,031	-	-	-	-	-	-	-	-	-	-	45,450
Commissions	-	73	-	-	-	-	-	-	-	-	-	-	73
Locker/vending/video	3	2,795	-	-	-	-	-	-	-	-	-	-	2,798
Merchandise	982	1,069	-	-	-	-	-	-	-	-	-	-	2,051
Other miscellaneous	(22)	(61)	-	-	-	-	-	-	-	-	-	-	(83)
Building charge	-	-	-	-	-	-	-	-	-	-	-	-	-
Interest	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers in	28,250	28,250	-	-	-	-	-	-	-	-	-	-	56,500
Total Revenue	285,968	212,155	-	-	-	-	-	-	-	-	-	-	498,123
Expenditures:													
Personal services	78,240	113,805	-	-	-	-	-	-	-	-	-	-	192,045
Supplies	15,848	52,201	-	-	-	-	-	-	-	-	-	-	68,049
Contractual	6,319	39,893	-	-	-	-	-	-	-	-	-	-	46,212
Other	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers out	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures	100,407	205,899	-	-	-	-	-	-	-	-	-	-	306,306
Rev less Exp (monthly)	$ 185,561	$ 6,256	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 191,817
Rev less Exp (ytd)	$ 185,561	$ 191,817	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	

Community Center Monthly Activity
For the Year 2013

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Number of Users:													
Daily users	7,974	7,000	10,931	7,185	5,072	4,871	4,514	4,366	2,652	4,319	5,986	5,703	70,573
Members	32,422	28,240	31,139	29,472	25,068	23,723	24,641	22,833	20,314	23,469	25,962	26,112	313,395
Rentals	14,163	13,945	18,510	17,220	18,024	56,444	55,100	52,526	21,071	17,579	15,574	14,768	314,924
Total Users	54,559	49,185	60,580	53,877	48,164	85,038	84,255	79,725	44,037	45,367	47,522	46,583	698,892
Revenue:													
Admissions	$ 50,299	$ 47,292	$ 88,714	$ 54,738	$ 33,185	$ 45,769	$ 43,304	$ 38,274	$ 16,516	$ 28,873	$ 36,362	$ 40,536	523,862
Indoor playground	6,216	6,569	8,744	5,824	3,480	2,899	2,312	2,293	2,074	4,695	6,268	5,270	56,644
Memberships	124,779	85,193	94,796	77,552	67,021	68,231	68,319	76,179	77,643	83,624	112,181	168,187	1,103,705
Room rentals	27,440	26,030	29,824	25,609	27,653	28,573	17,165	27,021	22,877	21,760	21,612	27,642	303,206
Wave Café	20,972	18,003	31,703	19,174	14,800	16,404	15,062	17,706	10,252	14,741	15,558	16,389	210,764
Commissions	-	426	456	793	617	-	3,168	1,347	1,848	3,074	144	152	12,025
Locker/vending/video	(4)	3,139	1,364	1,973	2,664	2,655	1,716	1,819	1,546	1,743	1,490	3,053	23,158
Merchandise	1,331	1,014	1,807	1,794	1,183	1,614	1,312	1,214	574	724	811	625	14,003
Other miscellaneous	(73)	(20)	(228)	153	50	19	19	42	7	12	-	13,428	13,409
Building charge	-	-	-	-	-	103,000	-	-	-	-	-	-	103,000
Interest	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers in	26,000	26,000	26,000	26,000	26,000	26,000	26,000	26,000	26,000	26,000	26,000	26,000	312,000
Total Revenue	256,960	213,646	283,180	213,610	176,653	295,164	178,377	191,895	159,337	185,246	220,426	301,282	2,675,776
Expenditures:													
Personal services	82,812	114,612	117,601	109,051	163,800	118,822	114,033	118,407	111,010	108,598	164,022	150,738	1,473,506
Supplies	16,571	51,430	46,426	62,354	39,856	33,562	31,462	39,800	32,616	23,906	32,826	48,522	459,331
Contractual	5,989	49,989	34,133	65,882	62,010	51,251	63,244	71,565	48,713	61,496	43,524	53,885	611,681
Other	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers out	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures	105,372	216,031	198,160	237,287	265,666	203,635	208,739	229,772	192,339	194,000	240,372	253,145	2,544,518
Rev less Exp (monthly)	$ 151,588	$ (2,385)	$ 85,020	$ (23,677)	$ (89,013)	$ 91,529	$ (30,362)	$ (37,877)	$ (33,002)	$ (8,754)	$ (19,946)	$ 48,137	$ 131,258
Rev less Exp (ytd)	$ 151,588	$ 149,203	$ 234,223	$ 210,546	$ 121,533	$ 213,062	$ 182,700	$ 144,823	$ 111,821	$ 103,067	$ 83,121	$ 131,258	

Community Center Monthly Activity
For the Year 2012

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

MOTION SHEET

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

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

Date	Description				Amount
03/03/14	Accounts payable				$9,468.59
03/06/14	Accounts payable				$138,504.38
03/10/14	Accounts payable				$39,409.52
03/13/14	Accounts payable				$183,591.80
03/17/14	Accounts payable				$185,852.85
	Sub-total Accounts Payable			**$**	**556,827.14**
03/07/14	Payroll	126501 to 126549	966043 to 966234		$157,370.10
	Sub-total Payroll				
	TOTAL				

ROLL CALL:	AYES	NAYS
Johnson		
Quigley		
Wickstrom		
Withhart		
Martin		

03/17/14

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
LEAGUE OF MN CITIES INS TRUST	INS CLAIM: UNIT 204	260	47400	4340			$2,156.08	$2,156.08
LEAGUE OF MN CITIES INS TRUST	INS CLAIM: O'BRIEN REIMBURSEMENT	260	47400	4340			$1,078.04	$1,078.04
POSTMASTER	UTILITY POSTAGE/PERMIT 5606/PUBLIC WORKS	601	45050	3220		001	$2,380.92	$2,380.92
RICOH USA INC.	BASE CHARGE ON RICOH 821 PRINTER	101	40550	3860		004	$55.44	$55.44
RICOH USA INC.	ADDITIONAL IMAGE CHARGE:RICOH821 PRINTER	101	40550	3860		004	$5.37	$5.37
SHORT ELLIOTT HENDRICKSON, INC	SHOREVIEW ANTENNA PROJECTS	601	22015				$3,443.30	$3,443.30
SIGNATURE LIGHTING INC	INS CLAIM: STREET LIGHT	260	47400	4340			$349.44	$349.44
							Total of all invoices:	$9,468.59

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
AMBLER, ROBERT & DIANNE	FROZEN SERVICE COST SHARE - 1/2 INVOICE	601	45050	4890			$400.00	$400.00
AMERICAN MESSAGING	LOCKBOX PAYMENT	101	40210	3190		009	$3.45	$3.45
AMSAN BRISSMAN KENNEDY	MOLDSTAT PLUS	220	43800	2110			$164.30	$164.30
ANDERSON, ELEANORE	FROZEN SERVICE COST SHARE - 1/2 INVOICE	601	45050	4890			$475.00	$475.00
AUSTINSON, JOHN	BASKETBALL REF FEB 17 & 24	225	43510	3190		002	$138.00	
BEISSWENGERS HARDWARE	NUTS AND BOLTS/ANTIFREEZE	220	43800	2240		001	$16.00	$16.00
BELSON OUTDOORS INC	BENCHES FOR FITNESS LOCKER ROOM	220	43800	2180		001	$620.14	$620.14
BELSON OUTDOORS INC	BENCH FOR COMMUNITY CENTER	220	43800	2180			$301.82	$301.82
BROWN, WILLIAM & MAGGIE	FROZEN SERVICE COST SHARE - 1/2 INVOICE	601	45050	4890			$500.00	$500.00
BUNKHOLT, JAIME	VOLLEYBALL GRADE 4-5	220	22040				$57.00	$57.00
C&J ENTERTAINMENT LLC	DEPOSIT FOR SUMMER MOVIE SERIES	225	43590	3173		001	$1,945.00	$1,945.00
CARROLL, DENA	FACILITY REFUND	220	22040				$25.00	$25.00
CENTRAL RESTAURANT PRODUCTS	WAVE CAFE SUPPLIES	220	43800	2590		002	$813.94	$813.94
COCA COLA REFRESHMENTS	WAVE CAFE BEVERAGE FOR RESALE	220	43800	2590		001	$676.26	$676.26
COMMISSIONER OF REVENUE- WH TA	WITHHOLDING TAX - PAYDATE 03-07-14	101	21720				$9,231.99	$9,231.99
COMMUNITY HEALTH CHARITIES - M	EMPLOYEE CONTRIBUTIONS:03-07-14	101	20420				$134.75	$134.75
CROWL, MARIA	VOLLEYBALL GRADE 4-5	220	22040				$57.00	$57.00
DAVIS LOCK & SAFE	REKEY LOCKS TOWER AND WELLS	601	45050	3190		003	$575.00	$575.00
DELTA DENTAL	DENTAL COVERAGE: MARCH 2014	101	20415				$6,642.24	$6,959.09
		101	20411				$316.85	
DONG, YANHONG	REIMBUREMENT FOR MAIL BOX DAMAGE	101	42200	2181		003	$42.82	
DYKSTRA, WENDY	VOLLEYBALL GRADE 6-8	220	22040				$57.00	$57.00
ELDER-JONES BUILDING PERMIT SE	PERMIT REFUND 2014-00213	101	32500				$199.35	$208.77
		101	20802				$4.42	
		101	34850				$5.00	
FLAHERTY, DEB	AQUATICS - LEVEL 2.5	220	22040				$73.00	$73.00
FORBIS, ALLISON	FACILITY REFUND	220	22040				$25.00	$25.00
GALE, DAWN	VOLLEYBALL GRADE 6-8	220	22040				$47.00	$47.00
GENESIS EMPLOYEE BENEFITS, INC	VEBA CONTRIBUTIONS:03-07-14	101	20418				$5,505.00	$5,505.00
GENESIS EMPLOYEE BENEFITS, INC	FLEX - MED/DEPENDENT CARE 03-07-14	101	20431				$2,243.69	
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001	$19.99	$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKE FOR RESALE	220	43800	2591		001	$19.99	$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKE FOR RESALE	220	43800	2591		001	$19.99	$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKE FOR RESALE	220	43800	2591		001	$19.99	$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKE FOR RESALE	220	43800	2591		001	$23.75	$23.75
GRANDMA'S BAKERY	BIRTHDAY CAKE FOR RESALE	220	43800	2591		001	$23.75	$23.75
GRANDMA'S BAKERY	BIRTHDAY CAKE FOR RESALE	220	43800	2591		001	$42.50	$42.50
GRANDMA'S BAKERY	DOUGHNUTS FOR RESALE	220	43800	2591		001	$77.10	$77.10
GRANDMA'S BAKERY	DOUGHNUTS FOR RESALE, BAKERY FOR RESALE	220	43800	2590		001	$15.13	$92.51
		220	43800	2591		001	$77.38	
GRANDMA'S BAKERY	DOUGHNUTS FOR RESALE	220	43800	2591		001	$80.45	
GRANDMA'S BAKERY	DOUGHNUTS FOR RESALE	220	43800	2591		001	$35.90	$35.90
GRANDMA'S BAKERY	DOUGHNUTS FOR RESALE	220	43800	2591		001	$107.88	$107.88
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	$16.29	$16.29
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	$15.39	$15.39
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	$15.42	$15.42
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	$15.38	$15.38
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	$15.42	$15.42
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	$15.42	$15.42
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	$16.30	$16.30
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	$15.40	$15.40

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
HAWKINS, INC.	POOL & WHIRLPOOL CHEMICALS	220	43800	2160		001	$448.54	$448.54
HEGGIE'S PIZZA LLC	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	$483.20	$483.20
HERMANN, MARK	FROZEN SERVICE COST SHARE - 1/2 INVOICE	601	45050	4890			$800.00	$800.00
HERZOG, WILLIAM	VOLLEYBALL GRADE 4-5	220	22040				$47.00	$47.00
HORIZON COMMERCIAL POOL SUPPLY	WHIRLPOOL DRAIN COVER REPLACEMENTS	220	43800	2200		004	$236.57	$236.57
ICMA/VANTAGEPOINT TRANSFER-300	EMPLOYEE CONTRIBUTIONS PAYDATE:03-07-14	101	21750				$6,137.87	$6,137.87
ICMA/VANTAGEPOINT TRANSFER-705	ROTH CONTRIBUTIONS:03-07-14	101	20430				$655.00	$655.00
JANES, ANJI	VOLLEYBALL GRADE 6-8	220	22040				$57.00	$57.00
JONES, MARTINA	VOLLEYBALL GRADE 4-5	220	22040				$57.00	$57.00
KYARIGA, LAURENCIA	FACILITY REFUND	220	22040				$300.00	$300.00
LARSON, DALE	FROZEN SERVICE COST SHARE - 1/2 INVOICE	601	45050	4890			$264.50	$264.50
LEE, MAI KUE	FACILITY REFUND	220	22040				$100.00	$100.00
LINE, CORRIE	VOLLEYBALL GRADE 4-5	220	22040				$57.00	$57.00
LUOMA, HAILEY	FACILITY REFUND	220	22040				$114.30	$114.30
MARTIN, DAVID	WAVE CAFE FOOD FOR RESALE/REIMBURSEMENT	220	43800	2590		001	$29.52	$29.52
MATHESON TRI-GAS INC	CO2 FOR WHIRLPOOL	220	43800	2160		002	$96.57	$96.57
MENARDS CASHWAY LUMBER **FRIDL	HEAT TAPE FOR WELL 6	601	45050	2280		005	$54.99	$54.99
METROPOLITAN COURIER CORPORATI	ARMORED CAR SERVICES: FEBUARY 2014	101	40500	4890		001	$97.50	$390.00
		220	43800	4890		001	$97.50	
		601	45050	4890		001	$97.50	
		602	45550	4890		001	$97.50	
MINNESOTA CHILD SUPPORT PAYMEN	PAYDATE:03-07-14	101	20435				$217.50	
MINNESOTA ENVIRONMENTAL FUND	MN ENVIRONMENTAL EMPL CONTRIB:03-07-14	101	20420				$35.00	$35.00
MODY, KIRIT	FROZEN SERVICE COST SHARE - 1/2 INVOICE	601	45050	4890			$400.00	$400.00
NEIHART, KEN	PASS REFUND	220	22040				$20.00	$20.00
O'RESKIE, ELIZABETH	SMART DRIVER (3/18)	220	22040				$23.00	$23.00
OLESON, SHERRY	FROZEN SERVICE COST SHARE - 1/2 INVOICE	601	45050	4890			$500.00	$500.00
PESCHEL, ANGIE	VOLLEYBALL GRADE 6-8	220	22040				$187.00	$187.00
POSSEHL, KIRK	VOLLEYBALL GRADE 6-8	220	22040				$47.00	$47.00
PUBLIC EMPLOYEES RETIREMENT AS	EMPL/EMPLOYER CONTRIBUTIONS:03-07-14	101	21740				$29,729.29	$29,729.29
RAMBERG, JANICE	VOLLEYBALL GRADE 6-8	220	22040				$57.00	$57.00
RAMSEY COUNTY TREASURER	LIFE INSURANCE: MARCH 2014	101	20414				$2,651.86	$2,846.86
		101	20417				$195.00	
REINERTSON, BETH	FACILITY REFUND	220	22040				$25.00	$25.00
RICE, JONATHON & HEATHER	FROZEN SERVICE COST SHARE - 1/2 INVOICE	601	45050	4890			$400.00	$400.00
RODRIGUEZ, CINDY	VOLLEYBALL GRADE 6-8	220	22040				$57.00	$57.00
SEEHUSEN, AMY	VOLLEYBALL GRADE 4-5	220	22040				$57.00	$57.00
SEVERIN, MICHAEL	VOLLEYBALL GRADE 4-5	220	22040				$47.00	$47.00
SIGNATURE LIGHTING INC	COMM CTR LIGHT POLE BANNER ARM CAPS	604	42600	3810			$534.75	$534.75
SOCHA, PAUL & MARIAN	FROZEN SERVICE COST SHARE - 1/2 INVOICE	601	45050	4890			$300.00	$300.00
SORENSON, MATTHEW	BASKETBALL REF FEB 17 & 24	225	43510	3190		002	$138.00	$138.00
STUEVE, CHRISTY	FACILITY REFUND	220	22040				$285.67	$285.67
TARGET COMMERCIAL INVOICE	BIRTHDAY CAKE FOR RESALE	220	43800	2591		001	$15.19	$15.19
THOMPSON, CHERYL	FACILITY REFUND	220	22040				$25.00	$25.00
TREASURY, DEPARTMENT OF	FEDERAL WITHHOLDING TAX:03-07-14	101	21710				$22,429.54	$57,624.20
		101	21730				$28,523.66	
		101	21735				$6,671.00	
UNITED WAY - GREATER TWIN CITI	EMPLOYEE CONTRIBUTIONS:03-07-14	101	20420				$60.00	
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	$1,668.52	$1,668.52
WESTERMANN, DAWN	FROZEN SERVICE COST SHARE - 1/2 INVOICE	601	45050	4890			$302.50	
WSB & ASSOCIATES, INC.	DESIGN SERVICES COUNTY D CP 13-01A	573	47000	5910			$588.00	$588.00

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
							Total of all invoices:	$138,504.38

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
LEAGUE OF MN CITIES INS TRUST	INS CLAIM: UNIT 204	260	47400	4340			-$2,156.08	-$2,156.08
LEAGUE OF MN CITIES INS TRUST	INS CLAIM: O'BRIEN REIMBURSEMENT	260	47400	4340			-$1,078.04	-$1,078.04
ACE SOLID WASTE	MAINT CENTER SOLID WASTE PICKUP	701	46500	3640			$248.94	$248.94
AMSAN BRISSMAN KENNEDY	WET AREA BLUE MAT	220	43800	2240		003	$557.43	
AMSAN BRISSMAN KENNEDY	12V BATTERY FOR SWEEPER	220	43800	3890			$340.00	$340.00
AMSAN BRISSMAN KENNEDY	WHEEL MAIN	220	43800	3890			$173.80	$173.80
AMSAN BRISSMAN KENNEDY	GASKET/POTENTIOMETER/SQUEEGEE	220	43800	3890			$281.60	$281.60
AMSAN BRISSMAN KENNEDY	CHASSIS/BEARING BLOCK/DRIVE BELT	220	43800	3890			$306.56	$306.56
AMSAN BRISSMAN KENNEDY	MOTOR FILTER/BRUSH/DRIVE BELT/HOSE	220	43800	3890			$262.30	$262.30
AMSAN BRISSMAN KENNEDY	BATH TISSUE/LINERS/SOAP	220	43800	2110			$379.48	$379.48
AMSAN BRISSMAN KENNEDY	PAPER TOWELS/BATH TISSUE/CLOROX/KLEENEX	220	43800	2110			$928.97	$928.97
BAIERL, KEVIN	FROZEN SERVICE COST SHARE - 1/2 INVOICE	601	45050	4890			$200.00	$200.00
BAIERL, KEVIN	FROZEN SERVICE COST SHARE - 1/2 INVOICE	601	45050	4890			$200.00	$200.00
BEISSWENGERS HARDWARE	NUTS AND BOLTS/SPRAY PRIMER/SPRAY PAINT	220	43800	2240		001	$39.84	$39.84
BEISSWENGERS HARDWARE	DRILL BITS	220	43800	2400			$2.95	$2.95
C & E HARDWARE	LIGHT BULBS	602	45550	2282		001	$4.78	$4.78
CITY SIGNS	PC NEW MEMBER/KENT PETERSON	101	44100	2010			$39.90	$39.90
COCA COLA REFRESHMENTS	WAVE CAFE BEVERAGES FOR RESALE	220	43800	2590		001	$349.10	$349.10
COMCAST	CABLE FOR CC	220	43800	3190		001	$168.12	$168.12
FOLEY, PATRICK	FROZEN SERVICE COST SHARE - 1/2 INVOICE	601	45050	4890			$125.00	$125.00
GOEBEL, JAY	DODGEBALL REF FEB 26 & MAR 5	225	43510	3190		005	$90.00	$90.00
GRAINGER, INC.	CARPETED ENTRANCE MAT	220	43800	2240		001	$424.30	$424.30
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	$15.38	$15.38
GRANDMA'S BAKERY	DOUGHNUTS FOR RESALE	220	43800	2591		003	$35.90	$35.90
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	$15.39	$15.39
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	$15.38	$15.38
HAMPTION INN SHOREVIEW	PLANNING APP REFUND	101	34830		410		$100.00	$100.00
HOFFARD, THERESA	MILEAGE TO CENTURY COLLEGE	101	40200	4500		004	$34.72	$34.72
KANSAS STATE BANK-GOVT FINANCE	CONTRACT LEASE PAYMENT/MARCH 2014	220	43800	3960		003	$1,089.00	$1,089.00
KANSAS STATE BANK-GOVT FINANCE	CONTRACT LEASE PAYMENT/MARCH 2014	220	43800	3960		004	$1,320.00	$1,320.00
LEAGUE OF MN CITIES INS TRUST	INS CLAIM: O'BRIEN REIMBURSEMENT	260	47400	4340			$1,078.04	$1,078.04
LILGREEN, APRIL	REIMBURSEMENT FOR DAMAGED SWIMSUIT	220	43800	2180		002	$39.90	$39.90
LINN, ASHLEY	VOLLEYBALL REF FEB 22,25,MAR 1	225	43510	3190		010	$135.00	$135.00
MINNESOTA FARMERS MARKET ASSOC	2014 MFMA SPRING CONFERENCE/SCHUTTA	225	43400	4500			$45.00	$45.00
PLUMBMASTER, INC	FILTER, SOLENOID, BATTERY, CAULK, ETC	220	43800	2240		001	$608.67	$608.67
REPUBLIC SERVICES INC #899	FEB WASTE SERVICES	210	42750	3190			$30,366.12	$30,366.12
SPIELER, CLINT	FROZEN SERVICE COST SHARE - 1/2 INVOICE	601	45050	4890			$500.00	$500.00
SWEENEY, FALLON	VOLLEYBALL REF FEB 22,25,MAR 1	225	43510	3190		010	$90.00	$90.00
SYSCO FOOD SERVICES OF MN, INC	WAVE CAFE FOR RESALE	220	43800	2590		001	$152.47	$152.47
T-MOBILE	WATER TOWER CARD - 1/27/14 - 2/26/14	601	45050	3190			$59.05	$59.05
VANCO SERVICES	FEB 14 FITNESS INCENTIVE PROCESSING FEE	220	43800	3190		003	$149.00	$149.00
WATSON COMPANY	WAVE CAFE FOR RESALE	220	43800	2590		001	$22.28	$22.28
WATSON COMPANY	WAVE CAFE FOR RESALE/COFFEE SERVICE	220	43800	2590		001	$1,550.01	$1,649.27
		220	43800	2590		003	$49.63	
		220	43800	2590		002	$49.63	
							Total of all invoices:	$39,409.52

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
AARP A/O WILLIAM GILLIES	AARP SMART DRIVER (03.06.2014)	225	43590	3174		003	$120.00	$120.00
ACE SOLID WASTE	DUMPSTER SERVICE CC AND PARKS	220	43800	3640			$1,081.90	$1,238.98
		101	43710	3950			$157.08	
ASHWOOD, LAUREN	FACILITY REFUND	220	22040				$25.00	$25.00
ATKINSON, DENISE	FACILITY REFUND	220	22040				$25.00	$25.00
AUDIO VIDEO ELECTRONICS	COUNCIL CHAMBER-AUDIO VISUAL UPDATE	230	40900	5800			$107.32	$107.32
AUSTINSON, JOHN	BASKETBALL REF MARCH 3 & 10	225	43510	3190		002	$161.00	
BREHEIM, LOIS	SMART DRIVER (3/18)	220	22040				$23.00	$23.00
BREIEN, PATRICIA	PICKLEBALL CLUB	220	22040				$15.00	$15.00
CUB FOODS	PRESCHOOL SUPPLIES	225	43555	2170			$143.42	$143.42
DIVISION, MNDOT METRO	FACILITY REFUND	220	22040				$300.00	$300.00
ELIFEGUARD, INC	RESCUE TUBES AND BAG	220	43800	2200		002	$432.33	$540.89
		220	43800	2200		001	$108.56	
FABER ELECTRIC, LLC	PERMIT REFUND 0214-00244	101	32580				$35.00	$40.00
		101	20802				$5.00	
GENESIS EMPLOYEE BENEFITS, INC	ADMINISTRATION FEE:FEB 2014	101	20416				$356.40	$356.40
GENESIS EMPLOYEE BENEFITS, INC	FLEX - MED/DEPENDENT CARE 03-14-14	101	20431				$3,947.58	
GRISE, RACHEL	FACILITY REFUND	220	22040				$25.00	$25.00
HUMPHREY, DESHONA	FACILITY REFUND	220	22040				$25.00	$25.00
HUNT, ROSETTA	FACILITY REFUND	220	22040				$25.00	$25.00
JEFF ELLIS & ASSOCIATES, INC	LIFEGUARD LICENSES	220	43800	3190		007	$2,067.00	$2,067.00
JEFF ELLIS & ASSOCIATES, INC	AQUATIC SAFETY AUDIT	220	43800	3190		007	$850.00	$850.00
JONES & BARTLETT PUBLISHERS, I	LIFEGUARD BOOKS	220	43800	2200		002	$1,001.02	$1,001.02
KUBITSCHEK, PAMELA	PASS REFUND	220	22040				$20.00	$20.00
LAKE JOHANNA FIREFIGHTER'S REL	STATE OF MN FIRE RELIEF AID	100	19999				$2,000.00	$2,000.00
LIFEGUARD STORE, THE	OXYGEN ADAPTERS	220	43800	2200		001	$107.50	$107.50
LINDGREN, MIKE	FACILITY REFUND	220	22040				$25.00	$25.00
LYNCH, AMY	AQUATICS - LEVEL 1	220	22040				$73.00	$73.00
MATHESON TRI-GAS INC	CO2 FOR WHIRLPOOL	220	43800	2160		002	$96.57	$96.57
MENDOZA, DANIEL	FACILITY REFUND	220	22040				$50.00	$50.00
METROPOLITAN COUNCIL	SEWER SERVICE-APRIL 2014	602	45550	3670			$150,952.26	$150,952.26
MINNESOTA DEPT LABOR AND INDUS	BUILDING SURCHARGE REPORT: FEBRUARY 2014	101	20802				$737.27	$712.27
		101	34060				-$25.00	
MN EARLY CHILDHOOD EDUCATOR'S-	EARLY CHILDHOOD EDUCATOR CONF BRYNTESEN	225	43555	2170			$85.00	$85.00
MOSQUITO PRODUCTIONS	DIVE IN MOVIE JANUARY	225	43590	3173		001	$374.94	$374.94
ON CALL SERVICES INC	INDOOR PLAYGROUND MAINTENANCE FEE	220	43800	3190		006	$8,200.00	$8,200.00
RAMBO, DAN	FACILITY REFUND	220	22040				$25.00	$25.00
RICOH USA INC.	MAINTENANCE: RICOH COPIERS	101	40200	3850		002	$5,334.67	$5,334.67
RICOH USA, INC.	LEASE: CITY HALL COPIERS	101	40200	3930		002	$2,080.87	$2,080.87
SCHAUM, JESSICA	MECA CONFERENCE MILEAGE	101	42050	3270			$86.24	$86.24
SINGER, EMMY	FACILITY REFUND	220	22040				$300.00	$300.00
STROBEL, ANNELIES	PASS REFUND	220	22040				$40.00	$40.00
TARGET COMMERCIAL INVOICE	ICE SKATING SUPPLIES	225	43580	2171			$4.27	$4.27
TOKLE INSPECTIONS INC	INSPECTION SERVICES	101	44300	3090			$1,441.60	
VANG, ANGELA	FACILITY REFUND	220	22040				$25.00	$25.00
VANG, LINNA	FACILITY REFUND	220	22040				$25.00	$25.00
WALETZKO, SASHA	FACILITY REFUND	220	22040				$25.00	$25.00
WALLY'S UPHOLSTERY	WEAR COVERS FOR FITNESS CENTER	220	43800	2240			$160.00	$160.00
WILSON, DION	BASKETBALL REF MARCH 3 & 10	225	43510	3190		002	$161.00	$161.00
YOUNG, TOM	FACILITY REFUND	220	22040				$150.00	$150.00

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
							Total of all invoices:	$183,591.80

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
ALLEN, DEANNE	MINUTES - 2/10 CC, 2/18 CC, 1/28 PC	101	40200	3190		001	$400.00	$550.00
		101	44100	3190			$150.00	
AMERICAN FASTENER	PLOW BOLTS	701	46500	2180		001	$25.86	$25.86
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110			$447.42	
AMSAN BRISSMAN KENNEDY	CLEANING SUPPLIES CC	220	43800	2110			$1,671.91	$1,671.91
BEISSWENGERS HARDWARE	BUILDING SUPPLIES	701	46500	2183		001	$20.78	
BEISSWENGERS HARDWARE	BUILDING SUPPLIES	701	46500	2183		001	$20.78	$20.78
BEISSWENGERS HARDWARE	RED PAINT FOR HOCKEY GOALS	101	43710	2240			$31.19	$31.19
BIFF'S, INCORPORATED	BUCHER PARK UNIT	101	43710	3950			$68.50	$68.50
BIFF'S, INCORPORATED	MCCULLOUGH PARK UNIT	101	43710	3950			$68.50	$68.50
BIFF'S, INCORPORATED	SITZER PARK UNIT	101	43710	3950			$68.50	$68.50
BIFF'S, INCORPORATED	SHAMROCK PARK UNIT	101	43710	3950			$68.50	$68.50
BIFF'S, INCORPORATED	THEISEN PARK UNIT	101	43710	3950			$68.50	$68.50
BIFF'S, INCORPORATED	WILSON PARK UNIT	101	43710	3950			$68.50	$68.50
BOYER TRUCK PARTS INC.	BELT FOR UNIT 207	701	46500	2220		001	$56.57	$56.57
BRAKE & EQUIPMENT WAREHOUSE	BRAKE CLEANER	701	46500	2130		001	$44.40	$44.40
C & E HARDWARE	SUPPLIES	701	46500	2180		001	$2.58	$2.58
CDW GOVERNMENT, INC	CHIEF MONITOR MOUNT/LOWER CONF ROOM	422	40550	5800		010	$543.35	$543.35
CDW GOVERNMENT, INC	DISPLAY MONITOR/LOWER CONF ROOM	422	40550	5800		010	$4,263.27	$4,263.27
CDW GOVERNMENT, INC	MOBILE DEVICE FOR PUBLIC WORKS	422	40550	5800		010	$271.16	$271.16
CDW GOVERNMENT, INC	MICROSOFT USER CALS FOR FINANCE SERVER	101	40550	3860		011	$1,119.20	$1,119.20
COMPLETE HEALTH, ENVIRONMENTAL	FEB MTCE PLAN	101	40210	3190		007	$610.00	$610.00
DOCK DOGS NORTHERN STARS	DEPOSIT FOR SLICE EVENT	270	40250	3190		002	$2,750.00	$2,750.00
DUSTY'S DRAIN CLEANING	THAW 4071 VIRGINA	601	45050	3190		004	$600.00	$600.00
EMERGENCY AUTOMOTIVE	STROBE PARTS FOR UNIT 215	701	46500	2220		001	$65.10	$65.10
ENVIROTECH SERVICES INC	2500 GAL CALCIUM CHLORIDE	101	42200	2181		002	$2,450.00	$2,450.00
FERGUSON WATERWORKS #2516	BANDAIDS FOR WATERMAIN	601	45050	2280		002	$375.68	$375.68
FLEETPRIDE INC	EXHAUST FLUID	701	46500	2120		002	$59.22	$59.22
FLEETPRIDE INC	PARTS FOR UNIT 209	701	46500	2220		001	$87.39	$87.39
G & H DISTRIBUTING AND SUPPLY	HYD SUPPLIES	701	46500	2180		001	$305.26	$305.26
GOPHER STATE ONE-CALL	GOPHER ONE LOCATE CHARGE	601	45050	3190		001	$21.95	$43.90
		602	45550	3190			$21.95	
GOPHER STATE ONE-CALL	GOPHER ONE LOCATE CHARGE	601	45050	3190		001	$14.55	$58.20
		602	45550	3190		001	$14.55	
		603	45850	3190		001	$14.55	
		604	42600	3190			$14.55	
H & L MESABI, INC.	PLOW BLADE CURB RUNNERS	701	46500	2180		001	$720.00	$720.00
I-STATE TRUCK CENTER	PARTS FOR UNIT 204	701	46500	2220		001	$168.72	
INDUSTRIAL DOOR COMPANY, INC	REPAIR OVERHEAD GARAGE DOOR	701	46500	3196		001	$229.50	
INSTRUMENTAL RESEARCH INC	SAMPLES	601	45050	3190		001	$270.00	$270.00
INTERNATIONAL OFFICE TECHNOLOG	TONER AND REPAIR FOR HP 4V PRINTER	101	40550	3860		004	$168.99	$168.99
KELLY & LEMMONS, P.A.	FEBRUARY 2014 LEGAL FEES	101	40600	3020			$3,672.12	$9,329.52
		101	40600	3030			$5,609.40	
		576	47000	5930			$48.00	
LEAGUE OF MINNESOTA CITIES	JOINT LEGISLATIVE CONFERENCE - WICKSTROM	101	40100	4500		002	$99.00	$99.00
LILLIE SUBURBAN NEWSPAPERS INC	LEGAL NOTICES	101	40200	3360		001	$52.50	$52.50
MENARDS CASHWAY LUMBER *MAPLEW	PAINT	701	46500	2180		001	$9.22	$9.22
MINNESOTA RECREATION & PARK AS	RECREATION PROGRAM COORD	101	40210	3360		002	$100.00	$100.00
MTI DISTRIBUTING, INC	BROOM FOR TORO 3	701	46500	2220		002	$397.12	$397.12
NAPA AUTO PARTS	U JOINT FOR MV	701	46500	2220		002	$62.98	$62.98
NAPA AUTO PARTS	PARTS FOR UNIT 212	701	46500	2220		001	$59.99	$59.99

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
NAPA AUTO PARTS	HEAD LIGHT FOR UNIT 611	701	46500	2220		001	$3.29	$3.29
NAPA AUTO PARTS	PARTS FOR UNIT 212	701	46500	2220		001	$2.99	$2.99
NORTHEAST YOUTH & FAMILY SERVI	2014 CITY PARTICIPATION	101	40100	3200		003	$42,993.00	$42,993.00
OFFICE DEPOT	GENERAL OFFICE SUPPLIES: CITY HALL ONLY	101	44100	2010			$5.39	$85.73
		101	40500	2010		008	$17.94	
		101	40200	2010		002	$62.40	
PIONEER MANUFACTURING CO	FIELD LINER/PAINT STRIPER	701	46500	5800			$12,510.58	$12,510.58
PIONEER PRESS	PC JOB 2 WEEK AD	101	40210	3360		001	$723.80	$723.80
PLAISTED COMPANIES, INCORPORAT	FILL SAND FOR MAIN BREAKS	601	45050	2280		002	$1,014.25	$1,014.25
PRESS PUBLICATIONS	PC & MOD ADS	101	40210	3360		001	$522.00	$522.00
PUSH PEDAL PULL	HANDLE STRAPS FOR PRECOR STRETCH TRAINER	220	43800	2180		001	$37.73	$37.73
RAMSEY COUNTY	911 SERVICES - FEBRUARY 2014	101	41100	3198			$8,852.32	$8,852.32
RAMSEY COUNTY	LAW ENFORCEMENT- MARCH LESS CREDIT	101	41100	3190		001	$73,651.99	$73,651.99
RAMSEY COUNTY	FLEET SUPPORT FEE - FEBRUARY	101	41500	3890			$24.96	$24.96
RAMSEY COUNTY	HAZARDOUS WASTE GENERATOR LICENSE FEE	701	46500	4330		001	$82.00	
RAMSEY COUNTY PROPERTY RECORDS	EMERGENCY COMMUNICATION RADIO USER FEE	701	46500	4330		003	$134.16	$134.16
SAFELITE FULFILLMENT, INC	WINDSHIELD FOR UNIT 403-13	701	46500	2220		001	$413.48	$413.48
SPRINT	SERVICE/JANUARY 15 TO FEBRUARY 14	101	44300	3190			$40.00	$854.71
		601	45050	3190			$220.00	
		101	40200	3210		002	$594.71	
STAR TRIBUNE	MOD/AQUATIC/REC PRO/JOBS ADS	101	40210	3360		001	$738.00	$2,214.00
		101	40210	3360		002	$1,476.00	
STEPP MANUFACTURING CO INC	WAND FOR CRACK SEALER	701	46500	2220		002	$1,021.81	$1,021.81
TOUSLEY FORD, INC	TRANSMISSION/UNIT 608/CM3288247	701	46500	2220		001	$2,545.00	$2,545.00
TOUSLEY FORD, INC	GASKET FOR UNIT 608	701	46500	2220		001	$7.79	$7.79
TRANSPORTATION SUPPLIES INC	TOOLS	701	46500	2400		006	$449.01	
UNI FIRST CORPORATION	UNIFORM RENTAL	101	42200	3970		001	$38.13	$152.63
		601	45050	3970		001	$38.13	
		602	45550	3970		001	$38.13	
		603	45850	3970		001	$19.12	
		701	46500	3970		001	$19.12	
UNI FIRST CORPORATION	UNIFORM RENTAL	101	42200	3970		001	$38.05	$152.63
		601	45050	3970		001	$38.05	
		602	45550	3970		001	$38.05	
		603	45850	3970		001	$19.24	
		701	46500	3970		001	$19.24	
UNIFIRST CORPORATION	UNIFORM RENTAL PARKS	101	43710	3970			$60.00	
UNIFIRST CORPORATION	UNIFORM RENTAL CC	220	43800	3970			$48.45	$48.45
UNIFIRST CORPORATION	UNIFORM RENTAL PARKS	101	43710	3970			$60.00	
UNIFIRST CORPORATION	UNIFORM RENTAL CC	220	43800	3970			$48.45	$48.45
UNLIMITED SUPPLIES INC	SIGN BOLTS	101	42200	2180		001	$69.10	$69.10
W.D.LARSON COMPANIES LTD, INC.	FILTERS/LESS CREDIT REFERENCE#952821	701	46500	2180		001	$57.08	$57.08
W.D.LARSON COMPANIES LTD, INC.	FILTERS	701	46500	2180		001	$81.16	$81.16
WATER CONSERVATION SERVICE, IN	LOCATE CHANDLER/WALNUT WATERMAIN	601	45050	3190		004	$747.80	$747.80
YOCUM OIL COMPANY INC.	UNLEADED GAS	701	46500	2120		001	$2,937.69	$2,937.69
YOCUM OIL COMPANY INC.	OFF ROAD DEISEL FUEL	701	46500	2120		003	$1,580.50	$1,580.50
YOCUM OIL COMPANY INC.	ON ROAD DEISEL FUEL	701	46500	2120		002	$3,161.00	$3,161.00
							Total of all invoices:	$185,852.85

Purchase Voucher

City of Shoreview
4600 Victoria Street North
Shoreview MN 55126

44738

Voucher Number	40,451
Vendor number	01901 1 2014
Vendor name	~~ALLIED WASTE SERVICES #899~~ Republic Services
Address	PO BOX 9001154 LOUISVILLE, KY 40290-1154

Date	Comment line on check	Invoice number	Amount
02-25-14	FEB ALLIED WASTE SERVICES	0899-002432199	$30,366.12

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

Return to:	

Account Coding	Amount
210 42750 3190	$30,366.12

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.

[X] Cooperative purchasing venture consideration requirement does not apply.

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	40,522
Vendor number	00416 1 2014
Vendor name	METROPOLITAN COUNCIL
Address	PO BOX 856513 MINNEAPOLIS MN 55485-6513

Date	Comment line on check	Invoice number	Amount
03-04-14	SEWER SERVICE-APRIL 2014	1031467	$150,952.26

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

Return to:	

Account Coding	Amount
602 45550 3670	$150,952.26

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.

[X] Cooperative purchasing venture consideration requirement does not apply.

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

Reviewed by: DEngblom
(signature required) Debbie Engblom

Approved by: TS
(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	40,328
Vendor number	01262 1 2014
Vendor name	NORTHEAST YOUTH & FAMILY SERVICES
Address	3490 LEXINGTON AVENUE N SHOREVIEW MN 55126

Date	Comment line on check	Invoice number	Amount
02-27-14	2014 CITY PARTICIPATION	1-28-14	$42,993.00

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.

[X] Cooperative purchasing venture consideration requirement does not apply.

Account Coding	Amount
101 40100 3200 003	$42,993.00

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:
(signature required) Tom Simonson, Acting City Mgr

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

Quote 1	
Quote 2	
Explanation if no quote received	

Purchase Voucher

City of Shoreview
4600 Victoria Street North
Shoreview MN 55126

Voucher Number	40,394
Vendor number	00569 3 2014
Vendor name	RAMSEY COUNTY
Address	50 KELLOGG BLVD W SUITE 620B ST PAUL MN 55102-1557

Date	Comment line on check	Invoice number	Amount
03-04-14	LAW ENFORCEMENT- MARCH MINUS CREDIT	SHRFL-001298	$73,651.99

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.

[X] Cooperative purchasing venture consideration requirement does not apply.

Account Coding	Amount
101 41100 3190 001	$73,651.99

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: TS
(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	

LICENSE APPLICATIONS

Moved by Councilmember

_____

Seconded by Councilmember

_____

To approve the License Applications as listed on the attached report dated March 17, 2014.

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

March 17, 2014
Regular Council Meeting

CITY OF SHOREVIEW - LICENSE APPLICATIONS
March 17, 2014

LICENSE #	BUSINESS NAME	TYPE
2014-C22	Rainbow Tree Care	Tree Trimmer

The above licenses are recommended for approval: Pami Philip
License/Permit Clerk

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

to adopt Resolution No. 14-14, authorizing the request for an advance of Municipal State Aid funds.

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

REGULAR COUNCIL MEETING
MARCH 17, 2014

t:/projects/2013/13-02 2013 rehab/ MSA Advance Request #2 03-17-2014.docx

TO: MAYOR, CITY COUNCIL, CITY MANAGER

FROM: TOM WESOLOWSKI,
CITY ENGINEER

DATE: MARCH 10, 2014

SUBJECT: AUTHORIZE REQUEST FOR AN ADVANCE OF MUNICIPAL STATE AID FUNDS

INTRODUCTION

The City has the opportunity to request an advance of funds from the General State Aid Construction Account to finance a portion of the Municipal State Aid (MSA) street reconstruction project completed in 2013 and the County Road D Reconstruction project that was started in 2013 and will be completed this year. A resolution by the City Council is required by State Aid rules in order for MNDOT to consider the City's request to advance these funds.

BACKGROUND

In 2013, the City completed a MSA Street project that included the pavement rehabilitation of Royal Oaks Drive, Fernwood Street and Oakwood Drive. In 2013 the City also undertook another MSA Street project that included the reconstruction of County Road D, which will be completed in 2014.

The total cost for the projects exceeded Shoreview's available State Aid Construction Account balance. Funds from the City's internal MSA fund were used to finance the project along with an advance of MSA funds. The advance was presented to the Council and approved at the August 5, 2013 Council meeting.

The City has the opportunity to request an advance of State Aid funds for the cost of the projects, which will be deposited in the City's internal MSA fund. Replenishing the City's internal MSA fund provides the City flexibility in the timing of future MSA projects.

Any request by the City is subject to available balances and administrated in accordance with MN rules 8820.1500. The advance will be repaid from subsequent accruals to the Municipal State Aid Street Construction Account from future year allocations.

RECOMMENDATION

It is recommended that the City Council adopt the attached resolution authorizing the City Engineer to request an advance of Municipal State Aid funds.

TEW

EXTRACT OF MINUTES OF MEETING OF THE

CITY COUNCIL OF SHOREVIEW, MINNESOTA

HELD MARCH 17, 2014

* * * * * * * * * * * * *

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 March 17, 2014 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. 14-14

RESOLUTION AUTHORIZING THE REQUEST
FOR AN ADVANCE OF
MUNICIPAL STATE AID FUNDS

WHEREAS, the City of Shoreview has constructed and is currently constructing Municipal State Aid Projects, which will require State Aid funds in excess of those available in its State Aid Construction account, and

WHEREAS, the City of Shoreview is requesting the use of an advance from the Municipal State Aid Street Fund to supplement the available funds in its State Aid Construction Account, and

WHEREAS, repayment of the funds so advanced will be made in accordance with the provisions of Minnesota Statute162.14, Subdivision 6 and Minnesota Rules, Chapter 8820.1500, Subparagraph 10b, and

WHEREAS, the Municipality acknowledges advance funds are released on a first-come-first-serve basis and this resolution does not guarantee the availability of funds.

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

That the Commissioner of Transportation be and is hereby requested to approve this advance for financing the approved Municipal State Aid Street Project in the City of Shoreview in an amount up to $1,700,000. The City hereby authorizes repayment from subsequent accruals to the Municipal State Aid Street Construction Account of the City of Shoreview from future year allocations until fully repaid.

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 17th day of March, 2014.

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 17th day of March, 2014, 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 advance State Aid Funds.

WITNESS MY HAND officially as such Manager and the corporate seal of the City of Shoreview, Minnesota, this 18th day of March 2014.

_____
Terry Schwerm
City Manager

SEAL

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

To approve resolution 14-12, accepting gifts/donations for the 2014 Slice of Shoreview Days event and expressing appreciation to all the generous sponsors and donors.

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

Regular City Council Meeting
March 17th, 2014

TO: MAYOR AND COUNCILMEMBERS

FROM: JESSICA RILEY
COMMUNITY CENTER MANAGER

DATE: MARCH 17TH, 2014

SUBJECT: ACCEPTANCE OF AND APPRECIATION FOR DONATIONS FOR THE 2014 TASTE OF SHOREVIEW.

INTRODUCTION

The City of Shoreview may accept gifts for the benefit of its citizens in accordance with the terms prescribed by the donor. Minnesota Statute 465.03 requires that the City Council accept these gifts by resolution.

BACKGROUND

The Slice of Shoreview Days is an annual festival celebrating the quality of life in Shoreview. The three-day event takes place over the fourth weekend of July at Island Lake Park and incorporates a wide variety of family-oriented activities including a carnival, parade, art and craft fair, food vendors, displays and demonstrations, talent show, bike ride, music and entertainment, fireworks and much more.

All aspects of the Slice of Shoreview Days are financed by contributions from area businesses and individuals, as well as the City of Shoreview. Admission to the event is free for everyone and free parking is also provided. Within the past three years the Slice Committee has been able to build a budget reserve, which allows them to pay in advance for entertainment and contracts.

All businesses that contribute to the Slice of Shoreview Days receive recognition through the local papers, Slice publications, Slice website and throughout the Slice of Shoreview Days event.

ACCEPTANCE OF GIFTS/DONATIONS

On February 20th of this year, the Slice of Shoreview Days Committee, in conjunction with Shoreview Einhausen Sister City Association (SESCA), hosted the Taste of Shoreview fundraising event to kick off this year's sponsorship drive and to build community awareness and excitement about the festival. The Taste of Shoreview included a live auction, bucket raffle, heads or tails game, and wine wall as well as food tasting from area restaurants and wine tasting from Minnesota vineyards. SESCA held the charitable gambling permit for the event and donated the proceeds to the Slice of Shoreview Days in the amount of $3,800.00.

RECOMMENDATION

Staff recommends that the City Council adopt resolution 14-12, accepting gifts/donations for the 2014 Slice of Shoreview Days event and expressing appreciation to all the individuals and organizations that donated prizes for the event.

EXTRACT OF MINUTES OF MEETING OF THE CITY COUNCIL OF SHOREVIEW, MINNESOTA HELD MARCH 17, 2014

* * * * * * * * * * * * *

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 March 17, 2014, 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. 14-12

A RESOLUTION EXPRESSING ACCEPTANCE OF AND APPRECIATION FOR DONATIONS FOR THE 2014 SLICE OF SHOREVIEW

WHEREAS, the City of Shoreview has received the following donations (see attached list) from area businesses for the 2014 Slice of Shoreview.

WHEREAS, the City Council is appreciative of the donations.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Shoreview, acknowledges and accepts the donations on the attached list, with gratitude and that the donations will be appropriated to the 2014 Slice of Shoreview.

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

And the following voted against the same:

WHEREUPON, said resolution was declared duly passed and adopted the 17th day of March, 2014.

STATE OF MINNESOTA)

COUNTY OF RAMSEY)

CITY OF SHOREVIEW)

I, the undersigned, being the duly qualified City Manager of the City of Shoreview of Ramsey County, Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of said City Council on the 17th day of March, 2014, with the original thereof on file in my office and the same is full, true and complete transcript therefrom insofar as the same relates to the acceptance of and appreciation for gifts for the 2014 Slice of Shoreview.

WITNESS MY HAND officially as such City Manager and the corporate seal of the City of Shoreview, Minnesota this 18th day of March, 2014.

_____

Terry C. Schwerm, City Manager

Taste of Shoreview 2014 Donations

Donor	Item	Value
5 Guys	3-$10.00	$30
Alerus Mortgage	German Beer Basket	$40
Alerus Mortgage	Wine Bag	$40
Alexis Baily Wines	Wine	$105
BeautiControl-Julie Lebahn	Beauty Basket	$80
BeautiControl-Julie Lebahn	Beauty Basket	$80
Beck Warnes	Sport Wine Toppers	$20
Brenda Lortie	$50 off KidzArt Birthday Party	$50
Cannon River Winery	Reserved Tasting for 4	$48
Cannon River Winery	Wine and Gift Card	$93
Carmike Cinemas	2 Movie Passes	$30
Cement-i-Ment Heart Prints	Garden Stone	$40
Cement-i-Ment Heart Prints	Special Order Pet or Memorial	$50
Chickadee	Velvet Jacket	$55
Chickadee	Italian Basket	$40
Chickadee	Tea Basket	$40
Chipotle	Three Meals	$25
Chomonix Golf Course	4 Rounds of Gold at Chomonix Golf Course	$128
Cindy Larsen Designs	Triple Strung Pearl Necklace and Earrings	$165
Cindy Larsen Designs	Triple Strung Necklace and Earrings	$165
Cub Liquor	Gift Card	$50
Custom Drapery & Blinds	2 Gift Certificates for Custom Drapery &Blinds	$200
D'Ann Bagan Hair Expressions	Spa Day Package	$164
Dr Jeff & Robin Norsted	Kahlua and Patron Basket	$85
Edina Realty Title-Patty Coleman	Wine Basket	$55
Edina Realty-Alana Wilson and Pam	Baking Basket	$75
Edina Realty-Alana Wilson and Pam	Doggie Basket	$85
Emy Johnson	Trader Joe's Basket	$40
Flaherty's Bowling	Party Package	$80
Four Daughters Vineyard	Grand Tour & Tasting for 4	$150
Four Daughter's Vineyard	Grand Wine Tasting and tour of 4	$150
GearHeads	Beer Basket	$25
GearHeads	Beer Basket	$25
George Robinson	Etching Picture	$350
Greg and Cheryl Hoban	Wild Tickets March 26	$184
Gretchen Palmer Robinson	Stoneware Lidded Jar #186-Speckled Blue Glaze	$85
Hampton Inn and Green Mill	Hotel Night Stay and Brunch for 4	$189
Honey Baked Ham Co	2-$50.00 gift cards	$100
Indian Island Winery	6 bottles of wine	$80
Jacci Krebsbach	Irish Scarf	$30
Jacci Krebsbach	MN Calendar and CD	$25
Jim Stahl Art	Framed Onion Picture, Framed bird Picture	$118
JJ Wine and Spirits	4 bottles of wine and 2 bottles of Southern Comfor	$100

Taste of Shoreview 2014 Donations

Jules Loft	Edible Garden Art	$25
Lakeshore Players Theatre	2 tickets to "And then there were none" at Lakeshc	$40
Linda Stahl	Kitchen Towels and Wine Tote	$45
Lindey's Steakhouse	2-$25.00 Gift Cards	$50
Lisa Fertig	15 x 22 framed water color	$395
Little Venetian	2-$20.00 Gift Cards	$40
Mad Jacks	2-$15.00 Gift Cards	$30
Mallard's Restaurant	Mallard's Gift Card	$25
Marianne's Kitchen	2 Marianne's Kitchen Basket	$40
Massage Advantage	One Hour Massage	$95
Massage Advantage	One Hour Massage	$95
Mike and Jacci Krebsbach	Wine Basket(wine,book,towel, coaster, cork)	$75
Mike Egan	Stoneware Bowl	$35
Muller Theater WB Township	6 Movie Passes	$60
Porterhouse	2-$25.00 gift cards to Porterhouse	$50
Press Publications	Chanhassen Dinner Theatre Dinner and Show	$150
Rainbow Glass	Candy Dish, Plate, Bowl, & Vintage Pedi Dish	$112
Red Robin	Red Robin Gift Card	$40
Sandi's Tresaure Chest	Gift Baskets-Jellies	$35
Sandy Martin	Golf with Mayor Sandy Martin	$200
Sandy's Stained Glass	Multicolored Stained Glass Hanging	$50
Seams Bizarre	Women's Silky Scarf and 6 Pack Greeting Cards	$37
Shoreview Community Center	Tropical Package Cake Deal	$144
Shoreview Einhausen Sister City Ass	Gift Cert. for SESC German Dinner	$60
Shoreview Historical Society	Shoreview Reflections Book and CD	$25
Shoreview Historical Society	Shoreview Reflections Book and CD	$25
Sweet Chocolat	Gift Basket	$50
Tey-Art/Tabask Inc	Keller Leather Handbag	$125
Thirty One Gifts-Tiffani Loegering	About Town Blanket-"Mounds View Embroidery"	$54
Thirty One Gifts-Tiffani Loegering	"A Day at the Beach" Thirty One Gifts	$150
TitleSmart Inc	New Home Basket	$50
Tom Olmscheid	Split Rock Lighthouse Framed Photo	$150
Trader Joe's	Gift Basket	$50
Vonnie Rae	Minky Pillowcase	$27
Warner's Stellian	Picnic Pack	$125
Wendy Egan	Pearl and Crystal Necklace	$35
Woodland Hill	3 bottles of wine	$55

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

to authorize the purchase of an A770 Bobcat Skidsteer Loader from the approved State of Minnesota Contract, for $56,152.58, pursuant to the Capital Improvements Program and approved 2014 Annual Budget.

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

REGULAR COUNCIL MEETING
MARCH 17, 2014

TO: MAYOR, CITY COUNCIL, CITY MANAGER

FROM: MARK J. MALONEY, PUBLIC WORKS DIRECTOR

DATE: MARCH 17, 2014

SUBJ: AUTHORIZATION FOR REPLACEMENT PURCHASE OF A SKIDSTEER LOADER

INTRODUCTION

Shoreview's adopted Capital Improvements Program includes the scheduled replacement of the 2002 a220 Bobcat Skidsteer Loader. City Council approval is necessary at this time for authorization to purchase this replacement unit from the State of Minnesota Contract No. T-631(5).

DISCUSSION

The existing skidsteer loader is used by park maintenance personnel for various types of excavating projects, tree planting/landscaping projects and snow removal. The current skidsteer loader has over 1,200 hours on it and will either be used as a trade-in or sold at a public auction sometime in 2014.

The 2014 Capital Improvement Program includes an estimate of $55,000 for the replacement of this skidsteer loader. Under the State of Minnesota Cooperative Purchasing Venture, the City of Shoreview can acquire a replacement skidsteer loader for $56,152.58.

RECOMMENDATION

Staff recommends consideration of the attached motion that authorizes the purchase of a 2014 A770 Bobcat Skidsteer Loader from the State of Minnesota Contract in the amount of $56,152.58.

MJM/dc

t:centralgarage\vehicle\council\bobcat replacement14.doc

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

to approve the 2014 street sweeping agreements for private streets with:

- CHEROKEE HILLS ASSOC. III
- LEXINGTON TH ASSOC. – HILL COURT
- LEXINGTON ESTATES 4 – LOIS COURT
- LEXINGTON CURVE TH ASSOC. – RAVENSWOOD COURT
- LEXINGTON ESTATES 2 – ROYAL COURT

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

REGULAR COUNCIL MEETING
MARCH 17, 2014

TO: MAYOR, CITY COUNCIL, CITY MANAGER

FROM: MARK MALONEY
PUBLIC WORKS DIRECTOR

DATE: MARCH 11, 2014

SUBJ: 2014 PRIVATE STREET SWEEPING AGREEMENTS

INTRODUCTION

The City maintains agreements with a number of townhouse associations for the provision of street sweeping services. We have received written requests for this service from the associations so noted, and agreements have been generated. Upon Council approval and agreement execution, the City will continue to sweep these private streets.

BACKGROUND

A copy of a typical Private Street Sweeping Agreement between the City of Shoreview and a town home association is included for consideration. The agreement allows for the sweeping of a private street with reimbursement based upon an estimate of the labor and materials used. The cost for sweeping is annually adjusted to reflect changes in labor and equipment costs. The agreements reflect an increase in cost to the Association of approximately 3% when compared to 2013. The following associations have returned signed agreements, and await Council action:

- CHEROKEE HILLS ASSOC. III
- LEXINGTON TH ASSOC. – HILL COURT
- LEXINGTON ESTATES 4 – LOIS COURT
- LEXINGTON CURVE TH ASSOC. – RAVENSWOOD COURT
- LEXINGTON ESTATES 2 – ROYAL COURT

RECOMMENDATION

Staff recommends that Council approve the proposed street sweeping agreements with the townhouse associations noted.

MJM/cc
T:\Streets\Street maintenance\AGREEMENTS\PRIVATESTREETSWEEPING\2013 AGREEMENTS

2014 STREET SWEEPING AGREEMENT

BETWEEN THE
CITY OF SHOREVIEW
TOWNHOME ASSOCIATION
(STREET)

THIS AGREEMENT, made and entered into this _____day of _____, 2014, by and between **Townhome Association**, a Minnesota Corporation, in the County Ramsey, State of Minnesota, hereinafter referred to as the "Association," and the City of Shoreview, a Municipal Corporation, in the County of Ramsey, State of Minnesota, hereinafter referred to as the "City."

WHEREAS, the City has, within its territorial limits, a public street system which requires street sweeping by employees of the City, with City equipment; and

WHEREAS, the Association owns the real property of **Street**, and wishes to contract with the City so that the City will sweep said private street, upon the terms and conditions hereinafter set forth.

NOW THEREFORE, in consideration of the premises and other mutual agreements hereinafter set forth, the Association and the City agree as follows:

1. The City agrees to sweep the above-described private street, to the same extent as the City sweeps public streets, as deemed necessary by the Public Works Department of the City.

2. The Association agrees to pay $165.00 (One Hundred Sixty Five and No/100 Dollars) per sweeping to have the City sweep **Street**, as covered in the Agreement.

3. The Association agrees to pay any such charges within thirty (30) days after billing by the City.

4. The Association agrees that the City will not be responsible for any damage to shrubs, landscaping, sod, asphalt driveways, curb and gutter, and mailboxes, which may occur during the sweeping. The Association shall indemnify and save harmless the City and all of its officers, agents, and employees, from any and all losses, damages, expense, including cost and expense and attorney fees of litigation arising from all suits, actions, or claims or any character, name and description, brought for, or on account of any injuries or damages received or sustained by any person or property during the course of street sweeping.

5. Either the Association or the City may terminate this Agreement upon giving ten (10) days written notice of termination to the other party. If either party terminates while work is in process or not yet billed, the Association shall nevertheless pay the City for such services performed by the City prior to termination.

IN WITNESS WHEREOF, the Townhome Association has caused this Agreement to be executed in its corporate name by its proper corporate officers pursuant to authority of the Board of Directors of said corporation, and the City of Shoreview has caused this Agreement to be executed by its Mayor and Manager by the authority of the City Council of the City of Shoreview, as of the day and year first above written.

TOWNHOME ASSOCIATION
(STREET)

By: _____

Its: _____

CITY OF SHOREVIEW

By: _____
Sandra Martin, Mayor

ATTEST: _____
Terry Schwerm, City Manager

MOTION

MOVED BY COUNCIL MEMBER: _____

SECONDED BY COUNCIL MEMBER: _____

To approve the Final PUD and Development Agreement for Lugene Olson, Hummingbird Floral and Gifts, to convert the existing mixed use office/residential building at 4001 Rice Street to a retail use. Said approval is subject to the following conditions.

Planned Unit Development – Final Stage

1. The PUD permits the use of this property as C, Commercial for a retail floral and gift store. Any future change of use or occupancy requires an amendment to the PUD.
2. The property owner shall enter a PUD – Development Agreement prior to occupancy of the building. This Development Agreement shall identify low intensity retail uses that would be permitted in the building, prohibited uses and change of use or occupancy.
3. Said approval is contingent upon the Metropolitan Council's approval of the Comprehensive Plan Amendment changing the designated land use from Office to Commercial.

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

Regular City Council Meeting
February 3, 2014

TO: Mayor, City Council, City Manager

FROM: Kathleen Castle, City Planner

DATE: March 14, 2014

SUBJECT: File No. 2521-14-11, Final Stage - Planned Unit Development, Olson/Hummingbird Floral - 4001 Rice Street

REQUEST

Lugene Olson, the owner of Hummingbird Floral and Gift, has submitted an application for the Final Stage - Planned Unit Development (PUD) to convert the mixed use office/residential structure at 4001 Rice Street to commercial. At the February 3rd meeting, the Council previously approved a Comprehensive Plan Amendment and PUD- Development Stage amendment for this change.

STAFF REVIEW

The submitted plans are consistent with those previously approved with the Development Stage of the PUD. The interior will be remodeled to accommodate the flower shop. One delivery vehicle will be stored outside in the parking lot.

The Comprehensive Plan Amendment changes the land use designation from O, Office to C, Commercial. The amendment has been submitted to the Metropolitan Council; however, formal action by the Metropolitan Council has not yet been taken. Staff anticipates that this will be classified as a minor amendment since there are no impacts on the regional systems. As such, Staff is expecting action by the Metropolitan Council within the next month. Approval of the Final PUD is subject to the Metropolitan Council's approval of the amendment.

The other issue related to the PUD pertained to the intensity of commercial uses and parking demand. Uses are restricted to those retail uses that have a lower intensity to minimize impacts on the surrounding residential land uses and can meet the City's off-street parking requirements. Any change in use or occupancy will require an amendment to the PUD. These provisions are included in the Development Agreement. Exhibit A defines uses that are permitted and prohibited.

RECOMMENDATION

The submitted Final Stage - PUD application, including the Development Agreement is being presented to the City Council for action. The plans are consistent with those previously approved and the Development Agreement does restrict uses to ensure compatibility with the adjoining neighborhood and that parking needs are met. Any change in use or occupancy will require review and approval through the City's PUD process. The Comprehensive Plan Amendment has also been submitted to the Metropolitan Council. Staff is recommending the

City Council approve the request, including the Development Agreement, with the following conditions attached:

1. The PUD permits the use of this property as C, Commercial for a retail floral and gift store. Any future change of use or occupancy requires an amendment to the PUD.
2. The property owner shall enter a PUD – Development Agreement prior to occupancy of the building. This Development Agreement shall identify low intensity retail uses that would be permitted in the building, prohibited uses and change of use or occupancy.
3. Said approval is contingent upon the Metropolitan Council's approval of the Comprehensive Plan Amendment changing the designated land use from Office to Commercial.

Attachments

1. Development Agreement
2. February 3rd City Council Minutes
3. Aerial
4. Applicant's submitted statement and plans
5. Motion

T:/2014pcf/2513-14-03olson-hummingbird/pcmemo

PLANNED UNIT DEVELOPMENT
DEVELOPMENT AND USE AGREEMENT
HUMMINGBIRD FLORAL AND GIFTS
4001 RICE STREET N

(I) THIS AGREEMENT is made and entered into by and between the City of Shoreview, a municipal corporation and political subdivision of the State of Minnesota (hereinafter the "City") and Hummingbird Floral and Gifts, their successors and assigns (hereinafter the "Developer").

(II) On March 17, 2014 the City gave approval to develop certain property located at **4001 Rice Street North** within the City and legally described as follows (hereinafter the "Subject Property"):

Subj To St Part Nely Of Th 49 And Sly Of A L Beg On E L Of And 388 29/1oo Ft S Of Ne Cor Of Sec 25 T 3o R 23 Th S 69 Deg 12 Min W 357 93/1oo Ft To Cl Of Sd Hwy Of Ne 1/4 Of Sd Sec 25 Tn 30 Rn 23

(III) Pursuant to City Ordinances, the Developer is required:

A) To make certain improvements to the property legally described and addressed above.

(IV) In consideration of the City's grant of permission allowing the Developer to develop the subject property, and in consideration of the mutual agreements contained herein, the City and the Developer agree as follows:

A) **Applicability.** This agreement is applicable to the property legally described and addressed above.

B) **Improvements.** All improvements shall be constructed in accordance with the approval of the City Council, the City's ordinances and regulations and pursuant to approved plans and specifications submitted for the Final Stage – Planned Unit Development. The approved plans permit the conversion of the existing mixed use office and residential structure into a retail use for the floral and gift shop. All requirements attached to said project by the City's Council on March 17, 2014, as conditions of approval, are to be satisfied whether or not identified in this document. A building permit is required for the needed structural improvements.

C) **Underlying Zoning District.** The underlying zoning district for this property is C1A, Limited Retail Service District.

D) **Use.** The PUD permits the use of this property as commercial for the Hummingbird Floral and Gifts retail use. Conversion of the use to another permitted retail use as

defined in Exhibit A attached shall require an amendment to the PUD, with Planning Commission review and City Council action. Other uses may be permitted through the PUD process with review by the Planning Commission and approval by the City Council.

E) **Other Permits**. The applicant is subject to the permitting requirements of other agencies for this development and shall demonstrate compliance before any City permits are issued for this site.

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

G) **Special Development/Use Terms.** The project is subject to the conditions as approved by the City Council for the Development Stage Planned Unit Development on February 3, 2014, whether or not specified in this Agreement.

1. The PUD permits the use of this property as C, Commercial for a retail floral and gift store. Any future change of use or occupancy requires an amendment to the PUD.
2. Vehicles used for the retail use may be parked outside. The maximum number of vehicles permitted is one.
3. The structure and uses must comply with the Building Code. A Building Permit is required prior to commencing any remodeling work.
4. The property owner shall enter a PUD – Development Agreement prior to occupancy of the building. This Development Agreement shall identify low intensity retail uses that would be permitted in the building, prohibited uses and change of use or occupancy.

H) **Occupancy**. Any change in Building Code occupancy classification will require an amendment to this PUD with review by the Planning Commission and action by the City Council.

I) **Accessory Structures.** No accessory structures are permitted on the property.

J) **Property Maintenance.** The property shall be maintained in accordance with Section 211, Property Maintenance, of the Municipal Code. Outside storage is not permitted, however, limited display of products sold on-site is permitted near the entryway and sidewalk leading to the entry is allowed.

K) **Default** The occurrence of any of the following after written notice from the City and thirty (30) days to cure (or such longer period as may be reasonable) shall be considered an "Event of Default" in the terms and conditions contained in this Agreement:

1. The failure of the Developer to comply with any of the terms and conditions contained in this agreement;

2. The failure of the Developer to comply with any applicable ordinance or statutes with respect to the development and operation of the subject property.

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

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

In addition to the remedies and amounts payable set forth or permitted above, upon the occurrence of an Event of Default, the Developer shall pay to the City all fees and expenses, including reasonable attorney's fees, incurred by the City as a result of the Event of Default, whether or not a lawsuit or other action is formally taken.

(V) **IN WITNESS WHEREOF,** the City and the Developer have executed this Agreement.

Approved by the City Council of Shoreview, Minnesota, this March 17, 2014.

HUMMINGBIRD FLORAL AND GIFTS	**CITY OF SHOREVIEW**
_____	_____ Sandra C. Martin, Mayor
_____ Title	_____ Terry Schwerm, City Manager

EXHIBIT A

Any change of use or change in occupancy requires an amendment to the PUD with review by the Planning Commission and action by the City Council.

All uses must comply with the minimum parking standards as identified in the Development Code unless waived through the PUD process.

Other uses may be permitted with approval by the City Council through the PUD process.

Permitted Uses:

Office and Professional Services

Office uses are defined as those uses that conduct the affairs of a business, profession, service, industry or government. These activities do not include the production, sale or repair of goods on site. Professional Service uses provide services (work done for others) as opposed to products sold or repaired to the general public. These uses include but are not limited to:

1. Financial institutions without drive-through facilities
2. Public or quasi-public facilities
3. Medical and dental offices and clinics.
4. Licensed day care facilities
5. Utilities.

Limited Retail and Service

Limited Retail includes those uses that offer products for sale and or repair and are intended to serve personal service needs of nearby residents and employers. These uses include but are not limited to:

1. Salon and/or spa
2. Tanning Salon
3. Tailor/Dressmaking
4. Massage Therapist
5. Veterinary Clinic
6. Photocopying service
7. Floral/Gift Shop
8. Dry Cleaner

PROHIBITED USES

Prohibited uses are those uses that are not allowed in this development. These uses include but are not restricted to the following:

1. Automobile Sales Accessories and Parts
2. Tavern
3. Car Wash
4. Commercial Recreation
5. Convenience Retail
6. Financial Institutions with drive-through facilities
7. Fuel stations
8. Kennels
9. Off-Sale Liquor
10. Restaurants with drive-through facilities
11. Tobacco
12. Tattoo Parlor
13. Pawn Shops
14. Outdoor Sales

T:/2014pcf/2521-14-11hummingbirdfloral/developmentanduseagreement

Councilmember Withhart requested information on the number of elected officials on the Suburban Rate Authority.

9. Appointment of Planning Commission Chair and Vice Chair
Mayor Martin stated that the Planning Commission Chair appointment is currently made from a recommendation by the Commission. The Vice Chair is not appointed by the Council but by the Planning Commission. She has heard from Commissioners that they would prefer the Council to appoint the Chair each year without Commission input because it creates an awkward situation. Mayor Martin requested this policy be discussed at an upcoming workshop. For this year, she would recommend appointing Steve Solomonson to his third year as Chair as recommended by the Planning Commission. Implementation of any type of new policy would not begin until next year.

MOTION: by Councilmember Quigley, seconded by Councilmember Johnson to adopt the Consent Agenda for January 6, 2014, and all relevant resolutions for item Nos. 1 through 10:

1. January 13, 2014 City Council Workshop Meeting Minutes
2. January 21, 2014 City Council Meeting Minutes
3. Receipt of Committee/Commission Minutes:
   - Economic Development Authority, January 6, 2014
   - Suburban Rate Authority, January 15, 2014
   - Public Safety Committee, January 16, 2014
4. Verified Claims in the Amount of $1,675,852.43
5. Purchases
6. License Applications
7. Approval of Contract for *Slice of Shoreview* Event Coordinator
8. Developer Escrow Reduction
9. Appointment of Planning Commission Chair
10. Approval of Application for Exempt Permit - St. Odilia's Men's Club Benefit

VOTE: Ayes - 5 Nays - 0

PUBLIC HEARINGS

There were none.

GENERAL BUSINESS

PLANNED UNIT DEVELOPMENT - DEVELOPMENT STAGE/COMPREHENSIVE PLAN AMENDMENT - HUMMINGBIRD FLORAL, 4001 RICE STREET

Presentation by City Planner Kathleen Castle

The property is located on the corner of Rice Street and Hodgson Road with a driveway access to both streets. Adjacent land is zoned for high and low density residential and commercial. The

building at 4001 Rice Street is 5400 square feet with 2400 square feet designated for Office and 3000 square feet designated for residential. Off-street parking provides 25 parking spaces. The property was rezoned to Planned Unit Development (PUD) from Office in 2012.

The proposal is to convert the main level to retail, flower production and preparation, office and office-related uses. The exterior will stay the same but allow limited outdoor display along the existing walkway. A Comprehensive Plan Amendment to the PUD is needed to change the use from Office to Commercial.

The site complies with development standards. Through the PUD, staff would recommend that retail uses be controlled to low intensity uses as there is limited opportunity to expand parking. Any change of use or change of occupancy would require an amendment to the PUD.

Property owners within 350 feet were notified of the proposal. One response was received expressing concern about taxes and local traffic. Two comments in support were received. At its last meeting, the Planning Commission recommended approval on a 6 to 0 vote. The Commission required that permitted uses be better defined in the final PUD Development Agreement and that any change of use or occupancy require a PUD Amendment. Staff is recommending approval with proposed low intensity retail that would be compatible with surrounding land uses.

Mayor Martin asked if there are criteria for low intensity commercial uses. Ms. Castle responded that permitted uses would be identified in the Development Agreement, which will not occur until Final Development stage approval. Provision for change of use or change of occupancy would be in the Development Agreement.

Councilmember Quigley stated that low intensity works because of access and the amount of parking available. He noted that this site is a very visible location for retail.

Councilmember Wickstrom asked if there is an issue with parking available in back while the entrance is in front. **Ms. Katie Ross** stated that she is representing the applicant, Lugene Olson. She responded that there is a back door to the shop where customers can enter from the parking area. There will not be a full outdoor display in front but decorative items, such as hanging baskets to make the store look attractive.

MOTION: by Councilmember Johnson, seconded by Councilmember Wickstrom, to adopt Resolution No. 14-10 and approve the following requests submitted by Lugene Olson, Hummingbird Floral and Gifts, to convert the existing mixed use office/residential building at 4001 Rice Street to a retail use. Said approval is based on the following conditions:

Comprehensive Plan Amendment

1. The amendment changes the land use designation from O, Office to C, Commercial.
2. Review and approval of the amendment by the Metropolitan Council.
3. The amendment will not be effective until the City grants approval of the PUD-Final Stage request, and the required agreements are executed.

Planned Unit Development - Development Stage

1. The PUD permits the use of this property as C, Commercial for a retail and gift store. Any future change of use or occupancy requires an amendment to the PUD.
2. Vehicles used for the retail use may be parked outside. The maximum number of vehicles permitted is one.
3. The structure and uses must comply with the Building Code. A Building Permit is required prior to commencing any remodeling work.
4. The property owner shall enter a PUD - Development Agreement prior to occupancy of the building. The Development Agreement shall identify low intensity retail uses that would be permitted in the building, prohibited uses and change of use or occupancy.

This approval is based on the following findings:

1. The proposed plan supports the policies stated in the Comprehensive Plan related to land use and economic development.
2. The proposed development plan will not adversely impact the planned land use of the surrounding property provided the intensity of commercial uses is limited through the PUD.

Discussion:

Councilmember Withhart asked the meaning of "determine means of egress" from the upper loft area as mentioned in the memo from the Lake Johanna Fire Department. Ms. Castle explained that the space is planned to be used as storage. However, if in the future customers are allowed to go to that area, there are certain egress requirements.

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

WIRELESS TELECOMMUNICATIONS FACILITY PERMIT; CROWN CASTLE, 4614 N. VICTORIA STREET

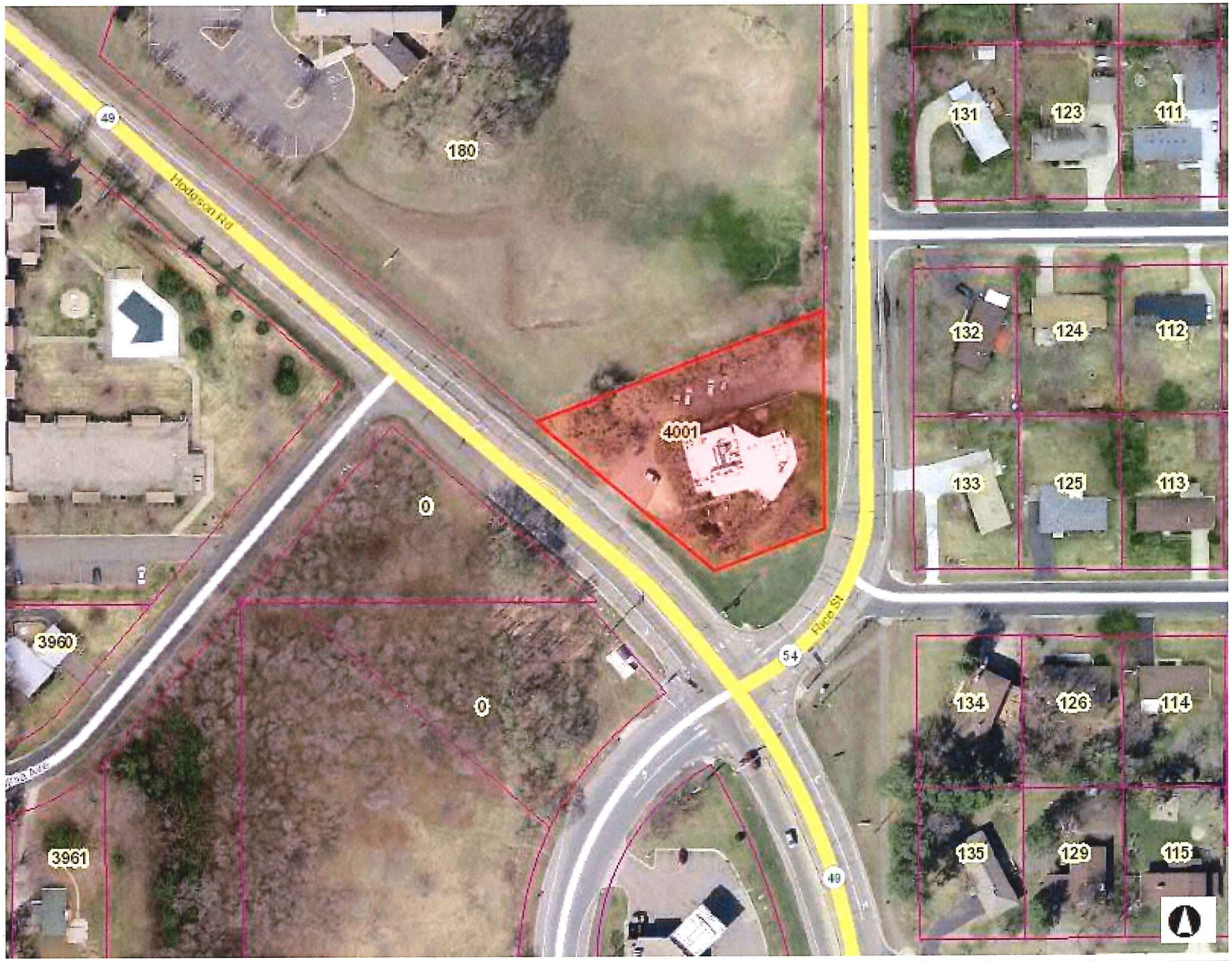
Presentation by City Planner Kathleen Castle

Crown Castle USA and Verizon Wireless LLC are applicants for a wireless telecommunications facility permit. Currently, Verizon has a ground lease with the City for a monopole located on the Maintenance Center property. The proposal is to add infrastructure, which includes antennas and a 12-foot by 30-foot equipment shelter that includes an emergency power generator. The property is zoned R1. This use is permitted as part of Telecommunications Overlay District 2.

The Development Code establishes standards for wireless telecommunications facility permits. The proposal meets the development standards. Emissions must comply with FCC emissions standards; testing will be done by the City's consultant to verify compliance. The proposed generator may only be used for emergency power, routine testing and maintenance.

MapRamsey

Hummingbird Floral and Gifts



258.0 0 128.98 258.0 Feet

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© Ramsey County Enterprise GIS Division

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

Legend

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

Notes

Comprehensive Plan Amendment
Planned Unit Development

Planned Unit Development (PUD) Final Application

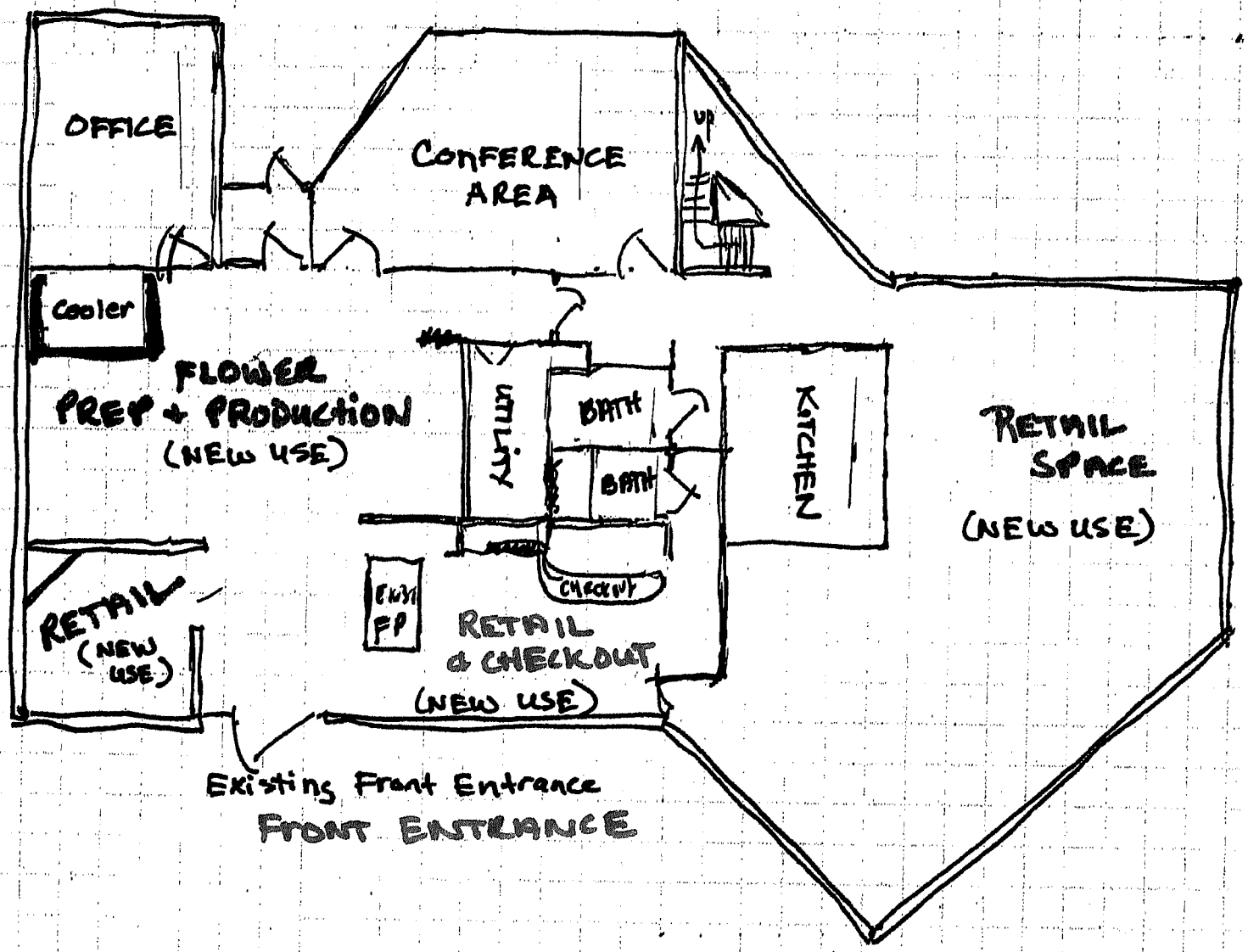
File No. 2513-14-03
4001 Rice Street - House of Dreams
Submitted by Hummingbird Floral & Gifts- Lugene Olson

Hummingbird Floral and Gifts is requesting that the city council approve the amended PUD, which changes the land use designation of 4001 Rice Street from Office to Commercial. The City Council adopted Resolution 14-10 at their February 3rd meeting.

I intend to make no changes to the exterior of the building. Planned changes to the interior are shown in the sketch attached. These interior changes are to facilitate the production of flower arrangements and to accommodate the needs of the staff. No exterior changes are planned at this time. Refreshing the landscape with plants and flowers to improve the property is planned. Once interior plans are finalized, a Building permit will be applied for. We have one delivery van which will be parked in the back of the building.

I am excited about the opportunity to have a community floral and gift shop in Shoreview. I appreciate your consideration and time of my application and look forward to moving into the House of Dreams later this year.

Lugene Olson
Owner
Hummingbird Floral & Gifts
3/1/14



PROPOSED USE
HUMMINGBIRD FLORAL
12/30/13

1/4" = 3'0"

PUBLIC HEARING AGENDA

Purpose: HANSON/OAKRIDGE NEIGHBORHOOD ROAD RECONSTRUCTION CITY PROJECT 14-01

Published Time: 7:00 P.M.

Published Date: MARCH 5, 2014

Affidavit of Publication: MARCH 5 & 12, 2014

Affidavit of Mailing: MARCH 5, 2014

Review of Affidavit of Publication by City Attorney: _____

Open Public Hearing - Time: _____

Hearing Discussion

MOVED TO CLOSE PUBLIC HEARING

BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

ROLL CALL: AYES _____ NAYS _____

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

REGULAR COUNCIL MEETING
MARCH 17, 2014

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

to adopt Resolution No. 14-13 directing the preparation of plans and specifications and ordering the improvements for the Hanson/Oakridge Neighborhood Road Reconstruction, City Project 14-01.

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

REGULAR COUNCIL MEETING
MARCH 17, 2014

TO: MAYOR, CITY COUNCIL AND CITY MANAGER

FROM: TOM WESOLOWSKI, CITY ENGINEER

DATE: MARCH 10, 2014

SUBJ: HANSON/OAKRIDGE NEIGHBORHOOD ROAD RECONSTRUCTION, CITY PROJECT 14-01
PUBLIC HEARING & AUTHORIZATION TO PREPARE PLANS & SPECIFICATIONS

INTRODUCTION

At its February 18, 2014 meeting, the City Council received the feasibility report and called for a public hearing for the proposed improvements for the Hanson/Oakridge Neighborhood Road Reconstruction, City Project 14-01. The project includes Hanson Road from Tanglewood Drive to Oakridge Avenue, Robinhood Place from Hanson Road to Nottingham Place, the north half of Nottingham Place, and Oakridge Avenue from Hanson Road east to the dead end, as shown on the attached map.

The feasibility report outlined the existing conditions, proposed improvements, estimated project costs, and estimated assessment for the proposed reconstruction. After the public hearing, action by the City Council is required to authorize the City Engineer to prepare plans and specifications and order the proposed projects to proceed.

DISCUSSION

On October 7, 2013, the City Council initiated the Hanson/Oakridge Road Reconstruction Projects by directing the City Engineer to prepare a feasibility report describing the existing conditions and the proposed improvements. Design concepts for the reconstruction have been discussed and the proposed project has been presented to the affected properties.

The previously received feasibility report provided details of the existing condition of the project infrastructure. In summary:

- The bituminous streets have major distresses including cracking, heaving, settlement, and patches and require reconstruction.

- The project area is served by the City's municipal water and sanitary sewer system. The existing water main on Hanson and Oakridge consists of cast iron pipe, which is relatively brittle material and prone to breaks.

- Minor stormwater collection systems that do not provide treatment are located within the project area. Surface water runoff from the portion of Hanson south of Robinhood flows south to inlets located at Tanglewood Drive. Runoff from Nottingham is directed south to inlets that direct the runoff into an underground pipe that connects to the stormwater

collection system on Tanglewood. Runoff from Robinhood and the intersection of Hanson and Robinhood is collected in inlets and directed west to underground pipes that connect to the stormwater collection system on Tanglewood. The stormwater system on Tanglewood Drive crosses under Lexington Avenue and discharges into a low area located south of Marsden Lake. Surface water runoff from the Hanson north of Robinhood and Oakridge runs along the road edge and overland and discharges directly into Turtle Lake.

- Street lights are owned by Xcel and consist of wooden poles with cobra-head light fixtures.

The previously received feasibility report proposed the following improvements for the reconstruction projects:

- Reconstruction of Hanson Road to a 28-foot wide paved street measured from face to face of curb.

- Reconstruction of Robinhood Place and Nottingham to a 24-foot wide paved street measured from face to face of curb with no parking on one side. This width is consistent with similar residential neighborhoods with the City

- Reconstruction of Oakridge Avenue to a 22-foot wide permeable concrete pavement street measured from face to face of curb with no parking on either side. Currently parking is prohibited on both sides of the street. The proposed road width is based on the limited right of way and consistent with similar residential neighborhoods within the City.

- Installation of a barrier style concrete curb and gutter.

- Replacing the existing cast iron water main and services on Hanson and Oakridge.

- Replacement and/or repair of limited portions of the existing sanitary sewer system.

- Installation of two types of storm water collection and treatment systems to meet the Rice Creek Watershed District and City stormwater standards. The first consisting of a series of catch basins, catch basin manholes, and underground infiltration chambers. The second, consisting of the sand sub-base layer, a rock storage layer, and a permeable concrete pavement.

- Replacement of existing street lights and installation of additional street lights on Nottingham and Oakridge.

The permeable pavement for Oak Ridge Avenue is being proposed due to the extremely limited right of way and the large number of mature trees located along the street. Installation of a permeable pavement requires much less digging when compared to the underground infiltration chambers and significantly reduces the potential for tree removal. Due to the storage capacity of the permeable pavement collection system, no additional storm sewer infrastructure such as catch basins, manholes, underground piping, or discharge points to Turtle Lake will be needed on Oak Ridge.

City staff received comments through two neighborhood informational meetings to discuss the proposed improvements on November 26, 2013 and February 6, 2014. The first meeting reviewed the road reconstruction process that is used by the City and how the City finances the project. Staff also received general input from the residents about the infrastructure issues in the neighborhood. At the second meeting staff reviewed proposed road widths, curb type, utility and street light improvements, and stormwater collection and treatment alternatives, which includes the use of pervious pavement for a portion of the project area. Estimated assessment information was also presented. Both meetings were well attended and the overall reaction to the proposed improvements was positive.

Residents commented that stormwater runoff and drainage is a consistent problem, but due to lake level concerns did not want runoff directed away from Turtle Lake. They also had concerns about tree removal. Staff explained that existing stormwater runoff from the area that currently drains to the lake would continue to drain/infiltrate toward the lake. Staff also explained that trees would not need to be removed to install the road, but some trees may need to be removed due to the replacement of water and sanitary sewer services. The residents were supportive of the proposed road widths, barrier style curb, replacement/addition of street lights, and the use of permeable pavement where required for storm water management purposes.

ASSESSMENTS

Assessments proposed for these proposed improvements will be administered in accordance with Minnesota Statutes, Chapter 429, the City of Shoreview Street Renewal Program Unit Assessment Policy dated March 7, 1986, and Storm Sewer Assessment Policy dated March 17, 1980.

Estimated assessments for the proposed improvements are as follows:

Total estimated street assessment	$ 1,317/unit
Total estimated storm sewer assessment	$ 1,120/unit(max)
Total Possible Estimated Typical Assessment	**$ 2,437/unit**

COSTS

Detailed cost estimates for the proposed improvements were presented in the feasibility report. These costs estimates are based on construction prices experienced for similar improvements and include 25% for contingency, engineering, legal, and administrative costs.

The following is a summary of the estimated costs for the proposed improvements:

Street	$ 712,500
Water Main	$ 268,000
Sanitary Sewer	$ 123,500
Storm Sewer	$ 443,000
Street Lights	$ 75,000
Total Estimated Project Cost	**$ 1,622,000**

FINANCING

Funding sources for the proposed improvements are as follows:

Street	
Street Renewal	$ 619,000
Assessments	$ 93,500
Water	
Water Fund	$ 268,000
Sanitary Sewer	
Sewer Fund	$ 123,500
Storm Sewer	
Surface Water Fund	$ 382,110
Assessments	$ 60,890
Street Lights	
Street Light Utility Fund	$ 75,000
Total	$1,622,000

PROPOSED PROJECT SCHEDULE

If the project is ordered to proceed, the proposed schedule is as follows:

Council Approve Plans and Specifications	April 7, 2014
Bid Opening	May 1, 2014
Council Award Contract	May 5, 2014
Construction Start	May 2014
Construction Complete	October 2014
Assessment Hearing	September 2015

RECOMMENDATION

It is recommended that the City Council hold the public hearing and adopt Resolution No. 14-13, directing the City Engineer to prepare plans and specifications and order the proposed improvements for the Hanson/Oakridge Neighborhood Road Reconstruction, City Project 14-01.

EXTRACT OF MINUTES OF MEETING OF THE

CITY COUNCIL OF SHOREVIEW, MINNESOTA

HELD MARCH 17, 2014

* * * * * * * * * * * * *

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 March 17, 2014, at 7:00 p.m. The following members were present:

and the following members were absent:

Council member introduced the following resolution and moved its adoption.

RESOLUTION NO. 14-13
AUTHORIZING THE PREPARATION OF PLANS AND SPECIFICATIONS
FOR THE
HANSON/OAKRIDGE NEIGHBORHOOD
ROAD RECONSTRUCTION
CITY PROJECT 14-01

WHEREAS, a resolution adopted by the City Council of Shoreview on February 18, 2014, fixed a date for a Council Hearing on the proposed improvements of the Hanson/Oakridge Neighborhood by reconstructing streets, replacement of water main, repair of sanitary sewer, installing concrete curb & gutter, installing storm sewer collection and treatment, and street lights; and

WHEREAS, the Council finds the proposed improvements necessary and cost effective; and

WHEREAS, ten days' mailed notice of the Hearings were given, and the hearing was held thereon on the 17th day of March 2014, at which time all persons desiring to be heard were given an opportunity to be heard thereon.

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

1. That the improvements relating to the reconstruction of said streets, City Projects 14-01, is hereby ordered; and that the City Engineer or his assigns is hereby designated as the Engineer for this improvement. He shall prepare plans and specifications for the making of such improvements.

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 17th day of March 2014.

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 17th day of March 2014, 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 authorizing the preparation of plans and specifications for City Projects 14-01.

WITNESS MY HAND officially as such Manager and the corporate seal of the City of Shoreview, Minnesota, this 18th day of March 2014.

_____
Terry Schwerm
City Manager

SEAL

MOTION
LETTER OF AGREEMENT - SEH, INC.
PHASE 2- RAILROAD QUIET ZONES

MOVED BY COUNCILMEMBER_____

SECONDED BY COUNCILMEMBER_____

To authorize the City Manager to execute a professional services agreement with SEH, Inc, for Phase 2 of the Railroad Quiet Zone Study to establish a quiet zone along the east-west corridor at the Lexington Avenue and Victoria Street crossings.

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

Regular City Council Meeting
March 17, 2014

TO: Mayor, City Council and City Manager

FROM: Kathleen Castle, City Planner

DATE: March 14, 2014

SUBJECT: Phase 2, Rail Quiet Zone report– Letter of Agreement SEH, Inc.

In February, the City Council reviewed the draft Railroad Quiet Zone report, prepared by SEH, Inc. which summarized rail operations, regulations, and provided recommendations regarding the establishment of quiet zones along the two rail corridors in the City. The Council concluded that the City should move forward and immediately establish a quiet zone along the east-west corridor at the Lexington Avenue and Victoria Street crossings. While there was also support for establishing a quiet zone along the north-south corridor, further action is not being taken at this time due to the high cost estimate for the crossing improvements. On these crossings, the Council directed Staff to work with Little Canada after their report is completed and apply for State funding assistance for these crossings.

A letter of agreement with SEH, Inc. is being presented to the City Council for Phase 2 to complete work associated with the establishment of the quiet zones along the east-west rail corridor. The scope of work includes the preparation of plans and specifications for the needed improvements, preparing the notice of intent, making revisions as needed to the proposed improvements, providing assistance with construction activities and preparing the 21-day notice of establishment.

Budget and Schedule

The cost of services is $7,000. The study would be completed within 90 days upon receipt of the approved agreement.

Prior to the establishment of quiet zones, the improvements for Lexington Avenue and Victoria Street will need to be completed. These improvements consist of median extensions and the installation of passive warning signs. The estimated cost range for these improvements is between $7,000 to $15,000.

Recommendation

With the execution of this agreement, SEH, Inc. will complete the work needed to establish quiet zones at the Lexington Avenue and Victoria Street crossings on the east-west Canadian Pacific rail line. It is expected that quiet zones would then be formally established this summer, after the Victoria Street signal improvements are installed and the median improvements are completed at Lexington Avenue. Staff is recommending the Council authorize the City Manager to execute this agreement.

Attachments:

1) Letter of Agreement - SEH, Inc

Building a Better World
for All of Us®

March 9, 2014

RE: City of Shoreview
Railroad Quiet Zone Phase 2
SEH No. 126043

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

Dear Mark:

SEH has concluded the first phase of the quiet zone study and the City has requested SEH's help with the next phase of implementing a quiet zone for Lexington Ave and Victoria Street. This letter outlines a scope of work to provide professional services to the City of Shoreview to implement a railroad quiet zone. This letter serves as a Supplemental Letter Agreement as set forth in our general engineering services contract.

Background

Over the last few months, SEH conducted a feasibility to enact a railroad quiet zone for the four railroad grade crossings within the City. Based on those results and recommendations, the City has decided to pursue a quiet zone for two of the four crossings. Lexington Avenue and Victoria Street will be the next phase. The remaining two crossings will not be pursued at this time because of the extensive construction needed to bring the crossings into compliance with the rules.

The implementation of the quiet zone consists of 5 steps:

1) Prepare plans for improvements at each crossing.
2) Submit Notice of Intent (NOI) to the Railroads, MnDOT, and Ramsey County for comments. This includes plans, risk index calculations, inventory updates and schedule. Each agency has 60 days to comment.
3) Based on comments, construction plans are finalized and construction is scheduled.
4) Construction is started and completed
5) Submit Notice of Establishment (NOE) to the FRA, Railroads, MnDOT and Ramsey County. This is a 21 day notice that all improvements are in place and sets the date to start the quiet zone.

The improvements for Lexington and Victoria are median extensions and installation of passive warning signs. The current construction improvements at Victoria are scheduled to be completed in July. The quiet zone cannot be established until after this construction has been completed.

Scope of Work

The scope for this phase of the work has the following tasks:

1. Prepare plans and specifications for the improvements at Lexington Avenue and Victoria Street.

2. Prepare the Notice of Intent (NOI) packet for the City to submit.
3. Revised plans based on NOI comments.
4. Assist City with Construction activities.
5. Review all improvements to ensure the requirements of the rules are met.
6. Prepare 21 day Notice of Establishment (NOE) packet for the City to submit.

Budget and Schedule

The budget for this work $7,000. The work would be done on an hourly basis plus direct expenses. The work would take 90 days after receipt of an approved contract.

This agreement is an understanding of the project. If this document satisfactorily sets forth you understanding of our agreement, please sign in the space below and return one copy to our office. We look forward to working with you, your staff and the community on this project. Thanks for the opportunity to continue to work with the City of Shoreview.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.

David McKenzie, P.E.
Project Manager

City of Shoreview, Minnesota

Approved this _____ day of _____, 2013

By _____

c: Mark Lobermeier
Sue Mason

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

To approve Ordinance 919 amending the City's tobacco licensing regulations.

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

Regular Council Meeting
March 17, 2014

TO: MAYOR AND COUNCILMEMBERS

FROM: TERRY SCHWERM
CITY MANAGER

DATE: MARCH 13, 2014

SUBJECT: APPROVAL OF ORDINANCE 919—TOBACCO LICENSING AMENDMENTS

INTRODUCTION

At its December 9, 2013 and March 10, 2014 workshop meetings, the City Council discussed proposed amendments to the City's tobacco licensing regulations pertaining to e-cigarettes. The Council is being asked to adopt Ordinance No. 919 which amends the City's tobacco regulations.

BACKGROUND

Electronic cigarettes are typically battery operated nicotine vaporizers that are often designed to look like traditional cigarettes. This product is sold in cartridges filled with nicotine and users breathe nicotine vapor produced by a small heating element. E-cigarettes are available in many flavors and there is concern that they are being marketed toward youth. Since e-cigarettes are a relatively new product, little is known about the health impacts of the product. Attached is an information sheet published by the Ramsey Tobacco Coalition. As noted in the information sheet, e-cigarette use is increasing at a very rapid rate and some are predicting it will overtake the sale of tobacco products in the next decade.

The City's current ordinance does a good job of regulating nicotine delivery devices (e-cigarettes fall under this definition) since they are treated similar to other tobacco products. However, after reviewing information that was prepared by the Ramsey Tobacco Coalition and the Tobacco Control Legal Consortium, the City Attorney is recommending that the City update some provisions of the tobacco licensing regulations.

Essentially, the proposed amendments provide a stronger and broader definition of nicotine delivery devices. In addition, the amendments will extend the City's regulation that prohibits tobacco and tobacco related product use and sampling in retail establishments to delivery devices. This would prevent the opening of vaping lounges, which has started to occur in other cities. All of the City's other regulations pertaining to the licensing and sale of tobacco products would continue to apply to e-cigarettes.

The Public Safety Committee reviewed a proposed modification to the ordinance at their November meeting and support the proposed amendments as part of the City's efforts to limit youth access to these products.

RECOMMENDATION

Based on the foregoing information, it is recommended that the City Council approve Ordinance 919 amending the City's tobacco licensing regulations.

STATE OF MINNESOTA
COUNTY OF RAMSEY
CITY OF SHOREVIEW

ORDINANCE NO. 919

AN ORDINANCE REGULATING THE POSSESSION, SALE AND CONSUMPTION OF TOBACCO AND TOBACCO RELATED DEVICES AND PRODUCTS

The Shoreview City Council ordains that Chapter 700, Licensing, is hereby amended by replacing Section 706, Tobacco Products, in its entirety with the following:

706 TOBACCO PRODUCTS

706.010 **Purpose and Intent**. The purpose of this ordinance is to regulate the sale, possession and use of tobacco, tobacco products, tobacco-related devices, and delivery devices for the purpose of enforcing and furthering existing laws, to protect minors against the serious effects associated with the illegal use of tobacco, tobacco products, tobacco-related devices, and delivery devices, and to further the official public policy of the state in regard to preventing young people from starting to smoke as stated in M.S. § 144.391, as it may be amended from time to time. In making these findings, the City Council accepts the conclusions and recommendations of Center for Disease Control in their study "Selected Cigarette Smoking Initiation and Quitting Behaviors Among High School Students, United States, 1997," and of the following medical professionals in these medical journals: Khuder SA, et al., "Age at Smoking Onset and its Effect on Smoking Cessation," Addictive Behavior 24(5):673-7, September-October 1999; D'Avanzo B, et al., "Age at Starting Smoking and Number of Cigarettes Smoked," Annals of Epidemiology 4(6):455-59, November 1994; Chen, J & Millar, WJ, "Age of Smoking Initiation: Implications for Quitting," Health Reports 9(4):39-46, Spring 1998; Everett SA, et al., "Initiation of Cigarette Smoking and Subsequent Smoking Behavior Among U.S. High School Students," Preventive Medicine, 29(5):327-33, November 1999, copies of which are adopted by reference.

706.020 **Definitions.** Except as may otherwise be provided or clearly implied by context, all terms shall be given their commonly accepted definitions. For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

(A) Compliance Checks. The system the city uses to investigate and ensure that those authorized to sell tobacco, tobacco products, tobacco-related devices, and delivery devices are following and complying with the requirements of this ordinance. Compliance checks shall involve the use

of minors as authorized by this ordinance. Compliance checks shall also mean the use of minors who attempt to purchase tobacco, tobacco products, tobacco-related devices, or delivery devices for educational, research and training purposes as authorized by state and federal laws. Compliance checks may also be conducted by other units of government for the purpose of enforcing appropriate federal, state or local laws and regulations relating to tobacco, tobacco products, tobacco-related devices, and delivery devices.

(B) Individually Packaged. The practice of selling any tobacco or tobacco product wrapped individually for sale. Individually wrapped tobacco and tobacco products shall include but not be limited to single cigarette packs, single bags or cans of loose tobacco in any form, and single cans or other packaging of snuff or chewing tobacco. Cartons or other packaging containing more than a single pack or other container as described in this definition shall not be considered individually packaged.

(C) Indoor Area. All space between a floor and a ceiling that is bounded by walls, doorways, or windows, whether open or closed, covering more than 50 percent of the combined surface area of the vertical planes constituting the perimeter of the area. A wall includes any retractable divider, garage door, or other physical barrier, whether temporary or permanent.

(D) Loosies. The common term used to refer to a single or individually packaged cigarette or any other tobacco product that has been removed from its packaging and sold individually. The term "loosies" does not include individual cigars with a retail price, before any sales taxes, of more than $2.00 per cigar.

(E) Minor. Any natural person who has not yet reached the age of 18 years.

(F) Moveable Place of Business. Any form of business operated out of a truck, van, automobile or other type of vehicle or transportable shelter and not a fixed address store front or other permanent type of structure authorized for sales transactions.

(G) Delivery Devices. Any product containing or delivering nicotine or lobelia or any other substance intended or unintended for individual human consumption, or any component of such a product. Delivery devices include those products that can be used to deliver nicotine, lobelia or any other substance through inhalation of vapor. Delivery device does not include any product that has been approved or otherwise certified for legal sale by the United States Food and Drug Administration for tobacco

use cessation, harm reduction, or for other medical purposes and is being marketed and sold solely for that approved purpose.

(H) Retail Establishment. Any place of business where tobacco, tobacco products, tobacco-related devices, or delivery devices are available for sale to the general public. The phrase shall include but not be limited to grocery stores, convenience stores, restaurants, and drug stores.

(I) Sale. Any transfer of goods for money, trade, barter or other consideration.

(J) Self-Service Merchandising. Open displays of tobacco, tobacco products, tobacco-related devices, or delivery devices in any manner where any person shall have access to the tobacco, tobacco products, tobacco-related devices, or delivery devices, without the assistance or intervention of the licensee or the licensee's employee. The assistance or intervention shall entail the actual physical exchange of the tobacco, tobacco product, tobacco-related device, or delivery device between the customer and the licensee or employee. Self-service sales are interpreted as being any sale where there is not an actual physical exchange of the product between the clerk and the customer.

(K) Smoking. Inhaling or exhaling smoke from any lighted or heated cigar, cigarette, pipe, or any other lighted or heated tobacco, plant, natural or synthetic product or inhaling or exhaling vapor or any other byproduct of a delivery device. Smoking also includes carrying a lighted or heated cigar, cigarette, pipe, or any other lighted or heated tobacco or plant product intended for inhalation.

(L) Tobacco or Tobacco Products. Tobacco or tobacco products includes cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product; cigars, cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff, snuff flour, cavendish; plug and twist tobacco; fine cut and other chewing tobaccos; shorts, refuse scraps, clipping, cuttings and sweepings of tobacco; and other kinds and forms of tobacco. Tobacco excludes any tobacco product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

(M) Tobacco-Related Devices. Tobacco-related devices includes any tobacco product as well as a pipe, rolling papers, ashtray, or other device intentionally designed or intended to be used in a manner which enables the chewing, sniffing or smoking of tobacco or tobacco products.

(N) Vending Machine. Any mechanical, electric or electronic, or other type of device which dispenses tobacco, tobacco products or tobacco-related devices or delivery device upon the insertion of money, tokens or other form of payment directly into the machine by the person seeking to purchase the tobacco, tobacco product or tobacco-related device.

706.030 License.

(A) License Required. No person shall sell or offer to sell any tobacco, tobacco products, tobacco-related device, or delivery device without first having obtained a license to do so from the city.

(B) Application. An application for a license to sell tobacco, tobacco products, tobacco-related devices, or delivery devices shall be made on a form provided by the city. The application shall contain the full name of the applicant, the applicant's residential and business addresses and telephone numbers, the name of the business for which the license is sought, and any additional information the city deems necessary. Upon receipt of a completed application, the City Clerk shall forward the application to the City Council for action at its next regularly scheduled City Council meeting. If the City Clerk shall determine that an application is incomplete, he or she shall return the application to the applicant with notice of the information necessary to make the application complete.

(C) Action. The City Council may either approve or deny the license, or it may delay action for a reasonable period of time as necessary to complete any investigation of the application or the applicant it deems necessary. If the City Council shall approve the license, the City Clerk shall issue the license to the applicant. If the City Council denies the license, notice of the denial shall be given to the applicant along with notice of the applicant's right to appeal the City Council's decision.

(D) Term. All licenses issued under this section shall be valid for the calendar year during which it is approved.

(E) Revocation or Suspension. Any license issued under this section may be revoked or suspended as provided in Section 706.130.

(F) Transfers. All licenses issued under this section shall be valid only on the premises for which the license was issued and only for the person to

whom the license was issued. No transfer of any license to another location or person shall be valid without the prior approval of the City Council.

(G) Moveable place of business. No license shall be issued to a moveable place of business. Only fixed location businesses shall be eligible to be licensed under this section.

(H) Display. All licenses shall be posted and displayed in plain view of the general public on the licensed premise.

(I) Renewals. The renewal of a license issued under this section shall be handled in the same manner as the original application. The request for a renewal shall be made at least 30 days but no more than 60 days before the expiration of the current license.

(J) Issuance as privilege and not a right. The issuance of a license issued under this section shall be considered a privilege and not an absolute right of the applicant and shall not entitle the holder to an automatic renewal of the license.

(K) Smoking. Smoking shall not be permitted and no person shall smoke within the indoor area of any retail establishment or any licensed retail tobacco shop. Smoking for the purposes of sampling tobacco, tobacco related products, delivery devices or any other product is prohibited.

706.040 **Fees.** No license shall be issued under this chapter until the appropriate license fee shall be paid in full. The fee for a license under this chapter shall be established in the City Code Exhibit B, as it may be amended from time to time.

706.050 **Basis for Denial of License.**

(A) Grounds for denying the issuance or renewal of a license under this chapter include but are not limited to the following:

(1) The applicant is under the age of 18 years.

(2) The applicant has been convicted within the past five years of any violation of a federal, state, or local law, ordinance provision, or other regulation relating to tobacco, tobacco products, tobacco-related devices, or delivery devices.

(3) The applicant has had a license to sell tobacco, tobacco products, tobacco-related devices, or delivery devices revoked within the preceding 12 months of the date of application.

(4) The applicant fails to provide any information required on the application, or provides false or misleading information.

(5) The applicant is prohibited by federal, state, or other local law, ordinance, or other regulation from holding a license.

(B) However, except as may otherwise be provided by law, the existence of any particular ground for denial does not mean that the city must deny the license;

(C) If a license is mistakenly issued or renewed to a person, it shall be revoked upon the discovery that the person was ineligible for the license under this chapter.

706.060 **Prohibited Sales.** It shall be a violation of this chapter for any person to sell or offer to sell any tobacco, tobacco product, tobacco-related device, or delivery device:

(A) To any person under the age of 18 years.

(B) By means of any type of vending machine.

(C) By means of self-service methods whereby the customer does not need to make a verbal or written request to an employee of the licensed premise in order to receive the tobacco, tobacco product, tobacco-related device, or delivery device and whereby there is not a physical exchange of the tobacco, tobacco product, tobacco-related device, or delivery device between the licensee, or the licensee's employee, and the customer.

(D) By means of loosies as defined in Section 706.020(D).

(E) Containing opium, morphine, jimson weed, bella donna, strychnos, cocaine, marijuana, or other deleterious, hallucinogenic, toxic or controlled substances except nicotine and other substances found naturally in tobacco or added as part of an otherwise lawful manufacturing process. It is not the intention of this provision to ban the sale of lawfully manufactured cigarettes or other tobacco products.

(F) By any other means, to any other person, or in any other manner or form prohibited by federal, state or other local law, ordinance provision, or other regulation.

706.070 **Self-Service Sales.** It shall be unlawful for a licensee under this chapter to allow the sale of tobacco, tobacco products, tobacco-related devices, or delivery devices by any means whereby the customer may have access to those items without having to request the item from the licensee or the licensee's employee and whereby there is not a physical exchange of the tobacco, tobacco product, tobacco-related device, or delivery device between the licensee or his or her clerk and the customer. All tobacco, tobacco products, tobacco-related devices, and delivery devices shall either be stored behind a counter or other area not freely accessible to customers, or in a case or other storage unit not left open and accessible to the general public. This section shall not apply to retail stores which derive at least 90 percent of their revenue from tobacco, tobacco products, tobacco-related products and delivery devices and where the retailer ensures that no person younger than 18 years of age is present, or permitted to enter, at any time.

706.080 **Responsibility.** All licensees under this chapter shall be responsible for the actions of their employees in regard to the sale of tobacco, tobacco products, tobacco-related devices, or delivery devices on the licensed premises, and the sale of an item by an employee shall be considered a sale by the license holder. Nothing in section shall be construed as prohibiting the city from also subjecting the clerk to whatever penalties are appropriate under this chapter, state or federal law, or other applicable law or regulation.

706.090 **Compliance Checks and Inspections.** All licensed premises shall be open to inspection by the Ramsey County Sheriff's Office or other authorized city official during regular business hours. From time to time, but at least once per year, the city, or its designated law enforcement agency, shall conduct compliance checks by engaging, with the written consent of their parents or guardians, minors over the age of 15 years but less than 18 years to enter the licensed premise to attempt to purchase tobacco, tobacco products, tobacco-related devices, or delivery devices. Minors used for the purpose of compliance checks shall be supervised by city designated law enforcement officers. Minors used for compliance checks shall not be guilty of unlawful possession of tobacco, tobacco products, tobacco-related devices, or delivery devices when those items are obtained as part of the compliance check. No minor used in compliance checks shall attempt to use a false identification misrepresenting the minor's age, and all minors lawfully engaged in a compliance check shall answer all questions about the minor's age asked by the licensee or his or her employee and shall produce any identification, if any exists, for which he or she is asked. Nothing in this section shall prohibit compliance checks authorized by state or federal laws

for educational, research, or training purposes, or required for the enforcement of a particular state or federal law.

706.100 **Other Illegal Acts.** Unless otherwise provided, the following acts shall be a violation of this chapter:

(A) Illegal Sales. It shall be a violation of this chapter for any person to sell or otherwise provide any tobacco, tobacco product, tobacco-related device, or delivery device to any minor.

(B) Illegal Possession. It shall be a violation of this chapter for any minor to have in her or her possession any tobacco, tobacco product, tobacco-related device, or delivery device. This shall not apply to minors lawfully involved in a compliance check.

(C) Illegal Use. It shall be a violation of this chapter for any minor to smoke, chew, sniff or otherwise use any tobacco, tobacco product, tobacco-related device, or delivery device.

(D) Illegal Procurement. It shall be a violation of this chapter for any minor to purchase or attempt to purchase or otherwise obtain any tobacco, tobacco product, tobacco-related device, or delivery device, and it shall be a violation of this chapter for any person to purchase or otherwise obtain those items on behalf of a minor. It shall further be a violation for any person to coerce or attempt to coerce a minor to illegally purchase or otherwise obtain or use any tobacco, tobacco product, tobacco-related device, or delivery device. This shall not apply to minors lawfully involved in a compliance check.

(E) Use of False Identification. It shall be a violation of this chapter for any minor to attempt to disguise his or her true age by the use of a false form of identification, whether the identification is that of another person or one on which the age of the person has been modified or tampered with to represent an age older than the actual age of the person.

706.110 **Exceptions and Defenses.** Nothing in this chapter shall prevent the providing of tobacco, tobacco products, tobacco-related devices, or delivery devices to a minor as part of a lawfully recognized religious, spiritual, or cultural ceremony. It shall be an affirmative defense to the violation of this chapter for a person to have reasonably relied on proof of age as described by state law.

706.120 **Severability.** If any section or provision of this ordinance is held invalid, such invalidity shall not affect other sections or provisions which can be given force and effect without the invalidated section or provision.

706.130 **Administrative Fine, Suspension or Revocation**. Any violation of the City's regulations relating to the issuance of a Tobacco Products License or of any conditions/restrictions attached to the issuance of such license shall be cause for the imposition of an administrative fine, the suspension of the license or the revocation of the license pursuant to the procedures described in Shoreview Code Section 701.060.

If the violation relates to the sale of tobacco, tobacco products or delivery devices to minors by licensee or licensee's employees, the following administrative fines, suspensions or revocations shall be imposed:

(A) The first such violation within 24 months shall subject the licensee to the payment of an administrative fine of $250 plus an additional compliance check;

(B) The second violation within 24 months shall subject licensee to the payment of an administrative fine of $500 plus an additional compliance check;

(C) The third violation within 24 months shall subject the licensee to the payment of an administrative fine of $1,000 and to a minimum seven (7) business day suspension of the license;

(D) The fourth violation within 24 months shall subject the licensee to the payment of an administrative fine of $1,500 fine and to a minimum fifteen (15) business day suspension of the license;

(E) The fifth violation within 24 months shall subject the licensee to the payment of an administrative fine of $2,000 and to a minimum of thirty (30) business day suspension of the license.

(F) The sixth violation within 24 months shall be cause for revocation of the license for up to one year.

The imposition of an administrative fine and a suspension of license or to a license revocation pursuant to this section shall be preceded by a hearing before the City Council.

706.140 **Administrative Fine – Individuals**. An individual who sells tobacco, tobacco products or delivery devices to a person under the age of 18 years of age will be charged an administrative penalty. No penalty may be imposed until the individual has received notice, served personally or by mail, of the alleged violation and an opportunity for a hearing before the City Council. A decision

that a violation has occurred must be in writing. The following administrative fines shall be imposed:

(A) First Violation within 24 months- $50.00
(B) Second Violation within 24 months- $100.00
(C) Third Violation within 24 months - $150.00
(D) Fourth Violation within 24 months - $200.00
(E) Fifth Violation within 24 months - $250.00

Failure to pay this penalty by an individual who sells tobacco to a person under the age of 18 years of age will result in a misdemeanor violation for the first offense. Additional offenses within five years of a previous conviction will result in a gross misdemeanor.

706.150 **Administrative Penalties Procedures.** The following procedure should generally be followed for Council review of tobacco license violations that are subject to the administrative penalties established in 706.130 and 706.140:

(A) The City Manager or designee will contact the licensee/seller asking if the licensee/seller will sign an admission of the facts of the alleged violation and an acceptance of the administrative penalty listed in Section 706.130 and 706.140. Licensees/sellers have the right to request a hearing before the City Council if not in agreement with the violation or the administrative penalty. The City Manager may also schedule a hearing before the Council if he/she believes there is a valid reason to deviate from the administrative penalty.

(B) If a hearing is requested, it will be conducted in accordance with the Administrative Procedure Act, Minn. Stat. 14.57 to 14.70. The Council will issue written findings on the alleged violation and an order imposing sanctions, if any.

(C) If the licensee/seller and the City Manager agree on the violation and the administrative penalty, a written admission will be provided to the Council with a proposed order. For first and second violations, the matter will be scheduled as part of the consent agenda, and it is expected that the Council will generally issue the proposed order without discussion. Nevertheless, the Council may choose to schedule the matter for special Council review and action. The City must provide at least ten (10) days notice to the licensee/seller before this review is conducted. Any violations beyond the second violation must be scheduled for a hearing before the Council.

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

Publication Date. Published on the ____day of _____, 2014.

_____
Sandra C. Martin, Mayor

Ramsey Tobacco Coalition

ELECTRONIC CIGARETTES

One example of a rechargeable e-cigarette model

"blu" is a brand of electronic cigarettes manufactured by Lorillard, the company that makes Newport cigarettes. It is purposefully designed to look difference than a cigarette for use by consumers in places with smoke-free policies.

This disposable electronic cigarette produced by NJOY costs about $7. NJOY is the number one selling brand of electronic cigarettes.

WHAT IS AN ELECTRONIC CIGARETTE?

Electronic cigarettes, also called e-cigarettes, are battery operated nicotine vaporizers that are produced primarily in China.[1] E-cigarettes often look like a traditional cigarette but do not produce smoke. The use of e-cigarettes is referred to as "vaping" rather than "smoking."

E-cigarette users purchase cartridges filled with liquid nicotine and other substances, attach the cartridge onto the e-cigarette battery, and breathe in nicotine vapor produced by a small heating element.

The cartridges are sold in many flavors such as cherry, bubblegum, vanilla, and fruit punch, making them appealing to youth.[2] Disposable e-cigarettes sell for about $5 and rechargeable e-cigarettes cost up to $120. E-cigarettes are often advertised as a safer alternative to tobacco cigarettes; however, the potential health risks associated with these products is not known.

Liquid nicotine found in e-cigarettes is derived from tobacco; however, most of the devices do not contain any tobacco. Similar to tobacco cigarettes, heavy metals, carcinogens, silicate, and nanoparticles (which can go deep into the lungs) have been found in e-cigarette vapor.[3]

ARE ELECTRONIC CIGARETTES REGULATED?

The production and manufacturing of e-cigarettes is poorly regulated.[4,5] The Food and Drug Administration (FDA) has noted that "quality control processes used to manufacture these products are inconsistent or nonexistent." For example, three different e-cigarette cartridges with the same label were tested and each cartridge released a substantially different amount of nicotine with each puff.[6]

WHAT ARE THE HEALTH EFFECTS OF ELECTRONIC CIGARETTE USE?

Because these products are so new, little is known about their long term health effects. There is a significant amount of research showing the harmful effects of nicotine: a highly addictive stimulant that increases blood pressure and heart rate.[3] E-cigarettes are designed to deliver high amounts of nicotine to the user. Often, e-cigarettes deliver more than two times the amount of nicotine approved by the FDA for smoking cessation aids.[1] Many of the ingredients found in e-cigarettes are known to be dangerous to human health. These ingredients can cause: lung and cardiac inflammation, cancer, and cell damage.

Many e-cigarettes are advertised as a smoke-free alternative, especially as a New Year's resolution.
Source: Rolling Stone (January 17, 2013). Retrieved from www.trinketsandtrash.org

Source: Okl Magazine (October 3, 2011). Retrieved from www.trinketsandtrash.org

WHO USES ELECTRONIC CIGARETTES?

As a result of widespread availability, sales of e-cigarettes are increasing rapidly. Some predict that electronic cigarette sales could overtake traditional cigarette sales in the next decade. Electronic cigarettes are popular among people who are looking for an alternative to traditional cigarettes. These people are often looking for a "safer" alternative and the ability to smoke in places where cigarette smoking is prohibited.

WHAT CAN I DO TO HELP PREVENT YOUTH ELECTRONIC CIGARETTE USE?

It is critical that local municipalities regulate e-cigarettes. All e-cigarette vendors should be licensed and subject to the same provisions as traditional tobacco retailers to ensure youth do not have access to these products. Minnesota state law currently regulates the sale of e-cigarettes by prohibiting sale to minors. Local ordinances should be updated at the county and city level to ensure that e-cigarettes are not sold to those under 18 years of age.

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What are e-cigarettes?

- E-cigarettes are typically battery-operated devices containing nicotine and other chemicals that produce a vapor that is inhaled.[1]
- Most e-cigarettes are designed to look like cigarettes, but some resemble everyday items such as pens.
- E-cigarettes do not contain tobacco, but many contain varying levels of nicotine, which is primarily derived from tobacco.

Are e-cigarettes safe to use?

- E-cigarettes are not currently regulated by the Food and Drug Administration. There is no way for consumers to know what types or concentrations of potentially harmful chemicals are found in e-cigarettes or how much nicotine they are inhaling.[2, 3]
- To date, there is no evidence that using e-cigarettes or inhaling the secondhand vapor they emit is safe. Studies have shown the presence of heavy metals and carcinogens in e-cigarette vapor.[4, 5, 6]
- No long-term studies have been conducted on e-cigarettes, so the lasting impact on the health of the user and those exposed to the secondhand vapor is unknown.

Can e-cigarettes help people quit smoking?

- To date, e-cigarettes are not a proven way to quit smoking.
- Until more is known, people looking to quit should use FDA-approved smoking cessation aids that are shown to be safe and effective, such as nicotine gum, lozenges and patches.
- Free quitting assistance is available to all Minnesotans through QUITPLAN® Services by calling 1-888-354-PLAN or visiting www.quitplan.com.

Why should communities care about e-cigarettes?

- Some advertisements for e-cigarettes encourage smokers to use them in places where they cannot use traditional cigarettes.[7, 8]
- E-cigarettes can complicate enforcement of smoke-free laws, as it may be difficult to distinguish e-cigarettes from traditional cigarettes.
- E-cigarettes often have candy flavors such as chocolate, bubble gum and fruit punch, and research shows that flavored tobacco products appeal to children and teens.[9]
- A CDC study found that use of e-cigarettes among middle and high school students more than doubled between 2011 and 2012.[10]
- The three largest tobacco companies (Phillip Morris, R.J. Reynolds and Lorillard) now have their own e-cigarette product lines and are putting significant time and money into promoting these new tobacco products.[11]

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How does Minnesota law treat e-cigarettes?

- In Minnesota, e-cigarettes are taxed as a tobacco product and it is illegal to sell them to minors.[12]
- Currently, using e-cigarettes does not meet the definition of "smoking" under Minnesota's Clean Indoor Air Act – so using them in public places, such as bars and restaurants, is not against the law.
- Since Minnesota workplaces became smoke-free in 2007, clean indoor air has become the standard and 85 percent of Minnesotans support the statewide smoke-free law.[13] Many businesses and localities are now taking action to limit the use of e-cigarettes.

Communities across Minnesota are now taking action.

- The City of Duluth has banned the use of e-cigarettes anywhere smoking is prohibited, including bars, restaurants and transit stops. The city has also prohibited the sampling of tobacco products, including e-cigarettes, in retail stores and required that all e-cigarettes be sold behind the counter.
- The City of Mankato has prohibited e-cigarette stores from providing samples to customers and also requires sellers to get a retail tobacco license.
- Hennepin County has banned the use of e-cigarettes on county property.
- Housing and Redevelopment Authorities in St. Cloud, Eveleth and Worthington have included e-cigarettes in their smoke-free housing policies.
- Hennepin County Technical College has banned the use of e-cigarettes on its campus.
- Rock County has required that all e-cigarettes be sold behind the counter in retail stores.
- Scott County has included e-cigarettes in its smoke-free work place policy.
- Target Field has prohibited e-cigarette use in the stadium.

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What can be done by communities to regulate e-cigarettes?

Although the FDA has the authority to regulate e-cigarettes, it has yet to take action. As a result, many state and local governments and businesses are choosing to regulate these new products.

Businesses can:

» Ban the use of e-cigarettes on their property.

Cities and counties can:

» Update indoor air laws to include a ban on e-cigarettes.

» Require e-cigarette stores and "vapor lounges" to be licensed as tobacco retailers.

» Prohibit the use of e-cigarettes on city or county grounds.

» Restrict the sale of flavored e-cigarettes to adults-only stores.

» Require that e-cigarettes be sold behind the counter in stores.

Minnesota can:

» Update the Minnesota Clean Indoor Air Act to include e-cigarettes.

» Require that e-cigarettes be sold behind the counter in stores.

» Prohibit the sampling of e-cigarettes in stores.

» Require that the ingredients in e-cigarettes be disclosed.