

**CITY OF SHOREVIEW  
AGENDA  
REGULAR CITY COUNCIL MEETING  
NOVEMBER 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. November 3, 2014 City Council Meeting Minutes
2. November 10, 2014 City Council Canvass Minutes
3. Receipt of Committee/Commission Minutes—
  - Public Safety Committee, September 18, 2014
  - Planning Commission, October 28, 2014
4. Monthly Reports
  - Administration
  - Community Development
  - Finance
  - Public Works
  - Park and Recreation

5. Verified Claims
6. Purchases
7. License Applications
8. Approve Plans and Specifications and Order Taking of Bids for Sanitary Sewer Improvements—Highway 96 Lift Station, CP 14-07
9. Developer Escrow Reduction
10. Adoption of Administrative Penalties for Tobacco Violations—Cameron Dahl, Exxon of Shoreview and Shoreview BP

#### **PUBLIC HEARING**

11. Public Hearing—Preliminary Plat—5515 Turtle Lake Road, Tom and Barb Novotny

#### **GENERAL BUSINESS**

12. Appeal of Planning Commission Action Variance—1648 Lois Drive, Mike Morse
13. Approval of 2015 Curbside Recycling Budget, City Recycling Fee and Authorize Request of SCORE Funding

#### **STAFF AND CONSULTANT REPORTS AND RECOMMENDATIONS**

#### **SPECIAL ORDER OF BUSINESS**

#### **ADJOURNMENT**

**CITY OF SHOREVIEW  
MINUTES  
REGULAR CITY COUNCIL MEETING  
November 3, 2014**

**CALL TO ORDER**

Mayor Martin called the regular meeting of the Shoreview City Council to order at 7:00 p.m. on November 3, 2014.

**PLEDGE OF ALLEGIANCE**

The meeting opened with the Pledge of Allegiance.

**ROLL CALL**

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

**APPROVAL OF AGENDA**

City Manager Schwerm noted additional information provided for item No. 14, General Obligation Refunding Bonds, 2014A that were sold this date.

Additional attachments have been provided for item No. 17 regarding the Cable Television Franchise Ordinance Amendment

MOTION: by Councilmember Wickstrom, seconded by Councilmember Quigley to approve the November 3, 2014 agenda as submitted.

VOTE:                   Ayes - 5                   Nays - 0

**PROCLAMATIONS AND RECOGNITIONS**

There were none.

**CITIZEN COMMENTS**

**Mr. Cory Springhorn**, 137 Dennison Avenue, Co-Chair of the Shoreview Human Rights Commission, invited all to attend the Community Dialogue on Bullying being hosted Thursday, November 6, 2014, at the Community Center, at 6:30 p.m. Guest speakers include Tim Turner from Northeast Youth and Family Services; John Ward, Mounds View School District; Lynn Cruz, Boston Scientific; and Hunter Sargeant from the ARC of Minnesota. Discussion will cover causes of bullying, bullying in the schools, the workplace and bullying from the perspective of a person with disabilities. A light dinner will be provided. It is appreciated if those planning to attend call and register.

**COUNCIL COMMENTS****Mayor Martin:**

Tuesday, November 4, 2014 is Election Day and all are encouraged to vote.

There will be a Dive-In Movie on Friday, November 14, 2014.

On Tuesday, November 11, 2014, City offices will be closed for Veterans' Day.

**Councilmember Johnson:**

Tuesday, December 4, 2014, all are invited to the Shoreview Community Foundation Evening with Friends. A social will begin at 5:00 p.m.; the program is at 7:00 p.m. This year's theme is on the history of Shoreview. Further details are on the City website.

**Councilmember Quigley:**

Noted the large number of absentee voters and asked if there were numbers to report. City Manager Schwerm stated that as of Friday, October 31, 2014, there were over 1500 votes cast. With the mail on Saturday and Monday, he estimated about 2000 absentee voters.

**Councilmember Withhart:**

On Thursday, November 6, 2014, the Economic Development Authority (EDA) and Economic Development Commission (EDC) are sponsoring a Small Business Workshop on media and marketing. The program will be from 7:30 to 9:00 a.m. at the Community Center.

At 3:30 on Thursday, November 6, 2014, Hummingbird Floral will have a ribbon cutting ceremony after which there will be an Open House. All are encouraged to support this event.

**Councilmember Wickstrom:**

The Holiday Concert presented by the Shoreview Northern Lights Variety Band will be Saturday, December 13, 2014, at 7:00 p.m., at Benson Great Hall at Bethel University. Tickets are a little cheaper if purchased ahead and can be purchased at City Hall.

Councilmember Wickstrom presented a gift from Einhausen, Germany. A group visited Shoreview last week and presented the City with a picture of the rooster sent last year by the Sister City Association. The rooster, the mascot of Einhausen, stands at the town entrance. The next trip to Einhausen will be next summer. The band will be going on that trip.

**CONSENT AGENDA**

The October 20, 2014 City Council Meeting Minutes were pulled for a separate vote.

Councilmember Wickstrom noted a correction to the October 20, 2014, City Council Minutes, which should state that the Holiday Concert begins at 7:00 p.m., not 7:30 p.m. as stated under Councilmember Wickstrom's comments.

**MOTION:** by Councilmember Withhart, seconded by Councilmember Wickstrom to adopt the Consent Agenda for November 3, 2014, and all relevant resolutions for item No. 1 and Nos. 3 through 13:

1. October 13, 2014 City Council Special Workshop Meeting Minutes
3. Receipt of Committee/Commission Minutes:
  - Environmental Quality Committee, October 27, 2014
  - Human Rights Commission, October 22, 2014
  - Economic Development Commission Minutes, October 21, 2014
4. Verified Claims in the Amount of \$831,170.80
5. Purchases
6. Developer Escrow Reduction
7. Application to Conduct a Raffle at the Taste of Shoreview on February 19, 2015
8. Renewal of Insurance Agent Contract
9. Renewal of External Audit Contract with MMKR
10. Conditional Use Permit - George and Justine Greene, 5875 Kitkerry Court South
11. Approve a Change Order for Community Center movable wall Repair and Refurbishment Project
12. Adopting an Ordinance Revising Community Center Rates for 2015
13. Award of 2015 Dental Insurance

**VOTE:**                   Ayes - 5                   Nays - 0

**MOTION:** by Councilmember Wickstrom, seconded by Councilmember Quigley to approve item No. 2 of the Consent Agenda, the October 20, 2014 City Council Meeting Minutes as corrected.

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

Councilmember Johnson abstained as she was not present at the October 20th meeting.

## **PUBLIC HEARINGS**

There were none.

## **GENERAL BUSINESS**

**AUTHORIZING ISSUANCE, AWARDING SALE, PRESCRIBING THE FORM AND DETAILS PROVIDING FOR THE PAYMENT OF \$6,980,000 GENERAL OBLIGATION REFUNDING BONDS, SERIES 2014A**

**Presentation by Finance Director Fred Espe**

One bond is being issued to refund two Build America Bonds issued in 2010. The Build America Bonds were structured so that the federal government would pay 35% of the interest. However, because of sequestration, the federal government payments have been lower than originally promised. The debt is being refunded for interest cost savings and to eliminate the risk of non-payment of the Federal Build America Bond interest subsidy, which has already been reduced by 7.3%.

The City Council authorized refunding the Build America Bonds on September 15, 2014. A bond rating conference was held with Standard & Poor's on October 24, 2014, when the City's AAA rating was reaffirmed. Comments from Standard & Poor's base the City's AAA rating on the following characteristics found in the City's financial management:

- Very strong economy in the Twin City area
- Very strong budgetary flexibility
- Strong budgetary performance
- Very strong liquidity
- Very strong management
- Strong debt and contingent liability position

Eight bids were received at Springsted, Inc. for Council consideration. The low bid was submitted by Stifel, Nicolaus & Co., Inc. The interest cost of 2.283% is below the Springsted estimate of 2.347%, which will result in a savings of \$364,037. The principal amount of the issue is reduced by \$300,000 to \$6,680,000, as a result of the lower interest rate. Staff is recommending award of the bid to the low bidder.

Mayor Martin stated that this great news speaks to the excellent financial policies the City has always implemented. She emphasized that the taxpayer savings is more than \$300,000.

**Ms. Terri Heaton**, Springsted, Inc., commended staff for being able to do all the work necessary for this bond issue while the interest rates are still falling. The City's rating speaks to the excellent financial management policies used every day.

Mayor Martin asked if the bidding is done nationally or locally. **Ms. Heaton** responded that the bidding process is national. The low bidder, Stifel, Nicolaus & Co., Inc. is a national firm.

**MOTION:** by Councilmember Johnson, seconded by Councilmember Withhart to adopt proposed resolution #14-97 authorizing issuance, awarding sale, prescribing the form and details and providing for the payment of \$6,680,000 general obligation refunding bonds, Series 2014A.

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

**PRELIMINARY PLAT/PLANNED UNIT DEVELOPMENT - LEXINGTON ESTATES II TOWNHOME ASSOCIATION**

**Presentation by City Planner Kathleen Castle**

This application requests an amendment to the Planned Unit Development for common areas of Lexington Estates II be re-platted to dedicate Royal Court as a public street with some setback reductions. The PUD was approved in 1981, known as Serene Hills. Private streets were permitted but built to public street standards at the time and comply with the Fire Code for emergency vehicle access and turnaround. The townhome association has managed maintenance of roadway.

Public utilities are located beneath the roadway, and drainage and utility easements have been conveyed to the City. The criteria for converting private streets to public roads include: 1) the street can function as a public street; 2) the street is built to City standards; and 3) re-platting is required to provide dedicated public right-of-ways. The right-of-way varies in width from 25 to 50 feet because of public parking areas. The structure setbacks from the new right-of-way would range from 21 to 25 feet.

The request has been reviewed by the Public Works Director who has determined that Royal Court can be maintained as a public street. Royal Court complies with the criteria in the City's policies. It is noted that a portion of the roadway is on Hill Court property immediately to the north, which is owned by a different Homeowners Association, Lexington Estates Association. That association has agreed to convey an easement to the City for public road purposes. There are two structures in Hill Court that will be within 10 feet of the proposed easement. Public Works staff has determined that a public roadway can be maintained without impact to these two units, including snowplowing.

The Planning Commission reviewed the application and held a public hearing. Public comments questioned additional public expense to maintain the roadway and the impact there would be on nearby structures in Hill Court. The Planning Commission recommends Council approval on a vote of 5 to 1.

Staff is recommending approval with the attached conditions. A parking agreement is required to show that parking must comply with requirements for public roadways. There is driveway space for overnight parking.

Planning Commissioner Proud stated that although some property owners have concerns, he trusts City staff will move forward recognizing those concerns. He personally supports approval of the request.

**Mr. Joe McGregor**, 996 Hill Court, stated that his concern is that his property is less than 10 feet from the new right-of-way. There is also a tree that extends over the roadway plus two other trees that are quite close to it. The reason he bought his place is because it is on a private roadway. He would prefer to keep a private roadway to keep public equipment off the street. Also his patio provides an access to the road way, which will be difficult if snow is piled up from

snow plowing. He requested that snow be plowed to the other side of the roadway because his unit will be the most negatively impacted.

Mayor Martin noted that staff has indicated that maintenance of the roadway can be done without a negative impact to Mr. McGregor's property. Public Works Director Maloney added that he is confident that everything will be done to maintain the road using similar equipment that has been used previously without a negative impact. He requested the Council to vote as if his property were their own.

**MOTION:** by Councilmember Quigley, seconded by Councilmember Wickstrom to approve the Preliminary Plat, Serene Hills Estate Plat Five, and the amended Planned Unit Development, submitted by Lexington Estates II Townhome Association, Inc. converting the private street Royal Court to a public road subject to the following:

1. Approval of the preliminary plat and amendment to the PUD shall expire within one year of the date approved by the City Council.
2. The final right-of-way design for Royal Court is subject to review and approval of the Public Works Director.
3. Execution of an agreement between the City and Association stating the Association will comply with the City parking regulations for the proposed public right-of-way, including the parking areas.

This approval is based on the following findings:

1. The use and development was approved as a PUD, Planned Unit Development with an underlying zoning of R-2, Attached Residential.
2. The use and proposed alterations are consistent with the planned land use , goals and policies of the Comprehensive Plan, Chapter 4, Land Use and the housing goals in Chapter 7, Housing.
3. The conversion of the street to a public roadway is consistent with the City's current subdivision standards that require all streets to be publicly dedicated rights of way.
4. Royal Court complies with the established criteria regarding the conversion of private streets to public streets.

Discussion:

Councilmember Withhart asked if the savings to the townhome association from not having to maintain the street will be reinvested in the townhome property, or if there will be a reduction of dues. He would not support this action if there is a reduction of dues.

Mayor Martin stated that decision is outside the Council's jurisdiction.

**Mr. Dale Birkland**, Chair of Board of Directors of Townhome Association, stated that he lives directly across from Mr. McGregor and most snow is plowed into the public park area. As to use of the savings, discussion has focused on enhanced landscaping. There are good uses for the saved dollars, and no reduction in dues is foreseen.

Councilmember Wickstrom asked if an addition could be made to the City's public street conversion policy that would require adequate reserves be maintained for property maintenance.

Mayor Martin stated that discussion can be considered by the Council. She added that sometimes decisions are made for the good of the community but with a negative impact to one or two property owners.

Councilmember Quigley stated that in a recent survey of townhouse associations regarding financial benefits, few responded. It would be difficult to reach an agreement with them on adequate reserves when there is so little response.

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

**AUTHORIZE EXECUTION OF PROFESSIONAL SERVICES AGREEMENT FOR ENGINEERING SERVICES--WATER TREATMENT PLANT, CP14-02**

**Presentation by Public Works Director Mark Maloney**

There is an identified need to remove iron and manganese from the Shoreview water supply. The City's Capital Improvement Program (CIP) shows a scheduled plan for the design and construction of a Water Treatment Plant over the period of 2014 to 2016.

A Preliminary Design Report for a Water Treatment Plant was authorized by the Council December 16, 2013, and presented to Councilmembers at the September 8, 2014 workshop meeting. The report reviewed exterior water supply infrastructure, evaluated treatment alternatives and provided recommendations that include:

- Use of gravity filtration with raw water aeration to remove iron and manganese--an aeration system positions the City well for further standards that may be imposed;
- Construct a raw water pipeline from the remote Well No. 6 to the Water Treatment Plant; and
- Minor improvements to water supply wells, such as pump changes to pump to the Water Treatment Plant.
- The total estimated project cost is \$11 million.

The next step is to design a Water Treatment Plant. Staff is recommending a Professional Services Agreement with Advanced Engineering & Environmental Services, Inc. (AE2S), the firm that produced the Preliminary Design Report. AE2S is well recognized for similar work done in Minnetonka, Eden Prairie, St. Cloud and Chanhassen. Full engineering and architectural services through the design and bidding phases of the project would be \$941,200. The Agreement would then be amended for construction phase services for the project. These costs are well within the industry standard of between 10% to 15% of the value of the project.

The project schedule anticipated is as follows:

Project Design	November 2014 - March 2015
Approve plans and specifications and authorize bidding	April 2015
Contract Award	May 2015
Construction	June 2015 - November 2016
Start-up of Water Treatment Plant	November 2016

Staff is recommending approval of the proposed Professional Services Agreement with AE2S.

Councilmember Wickstrom asked if there would be a period of time when water is shut off during construction. Mr. Maloney answered, no. That is why the project will take such a long time.

Councilmember Quigley asked if there are any new water standards that are anticipated. Mr. Maloney responded that two considerations he has been hearing about is arsenic and radon. Radon is not in the water but is a condition that can be an issue for the Water Treatment Plant itself.

Councilmember Withhart stated that he is pleased that the recommendation is for the more natural aeration method rather than treating the water with more chemicals.

Mayor Martin asked if the need for water softening would be eliminated. Mr. Maloney stated that there will be no impact on the hardness of the water. Softening water is not part of the budget.

**MOTION:** by Councilmember Withhart, seconded by Councilmember Johnson to adopt Resolution No. 14-100 authorizing execution of a Professional Services Agreement with Advanced Engineering and Environmental Services, Inc. (AE2S) for engineering design services relating to Water System Improvements--Water Treatment Plant, City Project #14-02.

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

**APPROVAL OF CABLE TELEVISION FRANCHISE ORDINANCE AMENDMENT AND GRANTING CONSENT TO THE TRANSFER OF CONTROL OF THE CABLE TELEVISION FRANCHISE AND SYSTEM**

**Presentation by City Manager Schwerm**

The City belongs to the North Suburban Communications Commission (NSCC) which administers the City's franchise agreement for Cable television. The City has notified the NSCC of its intent to withdraw its membership at the end of the year. However, the NSCC continues to negotiate with Comcast and did reach agreement on a number of cable franchise issues contingent on all members' approval. The agreement would do the following: 1) extend the

current Cable TV franchise agreement for two years; and 2) approve the pending Cable transfer from Comcast to Great Land Connections

The agreement extends the current agreement through December 2016. The Memorandum of Understanding (MOU) is also extended through December 2016. This is important because it provides the PEG (public education and government) access fees for the next two years, which could mean as much as \$3 million coming to the NSCC to continue operations. The franchise agreement and MOU would roll over should a cable franchise is not negotiated in time.

Prior negotiations were in a formal process with Comcast with administrative hearings scheduled. All hearings have been suspended but could be rescheduled in July of next year. However, there is a commitment by NSCC and Comcast to meet monthly to continue negotiations. In addition, the NSCC will receive one HD channel and be included in the electronic programming guide that is published by Comcast. There is a refund of approximately \$50,000 to subscribers that is occurring. Violation notices to Comcast from the NSCC are being withdrawn. Another benefit of the extension is that the I-Net among cities will remain, although Comcast is not required to extend or broaden it.

As part of this approval the City will consent to the transfer application submitted by Comcast to Greatland Connections. This is part of the merger with Time Warner and Comcast divesting itself from the Twin Cities market.

Staff is recommending approval of the extended agreement and an amended ordinance.

Mayor Martin asked how this action relates to the next item on the agenda. Mr. Schwerm stated that the City would be covered under both the extension and the Standstill Agreement. The Standstill Agreement acknowledges the negotiations the City has undertaken on its own with Comcast. Most of the items negotiated under the Standstill Agreement are covered under this extension.

Councilmember Quigley asked for clarification of the performance guaranty. **Mr. Mike Bradley**, Attorney with Bradley, Hagen and Gullickson, Attorney for NSCC, stated that the Performance Guaranty means that the corporate parent of the franchisee (Midwest Cable d/b/a as Greatland Connections) will be guarantying performance under the franchise. The second guaranty is that rates will not increase as a result of the transfer.

Councilmember Wickstrom thanked Mr. Bradley for his hard work in negotiating a good package agreement.

**Mr. Martin Lund**, Manager of Government Affairs, Comcast, stated that Comcast is in support of these actions.

**MOTION:** by Councilmember Wickstrom, seconded by Councilmember Quigley to approve Resolution 14-98, Conditionally Granting the Consent to the Transfer of Control of the Cable Television Franchise and Cable Television System from Comcast Corporation to Greatland Connections, Inc.

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

MOTION:     by Councilmember Wickstrom, seconded by Councilmember Quigley to approve an amendment to the Cable Television Franchise Ordinance Number 690 extending the existing franchise through December 31, 2016.

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

Mayor Martin stated that these actions allow the City to continue membership with the NSCC until December 31, 2014. Also, the City is able to pursue negotiations on its own.

**AUTHORIZING THE MAYOR AND CITY MANAGER TO ENTER INTO STANDSTILL AGREEMENT TO PURSUE INFORMAL FRANCHISE RENEWAL WITH COMCAST OF MINNESOTA, INC.**

MOTION:     by Councilmember Withhart, seconded by Councilmember Wickstrom to authorize the Mayor and City Manager to enter into a Standstill Agreement to pursue informal franchise renewal with Comcast of Minnesota, Inc.

ROLL CALL:                   Ayes: Quigley, Wickstrom, Withhart, Johnson, Martin  
                                  Nays: Non

**ADJOURNMENT**

MOTION:     by Councilmember Withhart, seconded by Councilmember Wickstrom to adjourn the meeting at 8:20 p.m.

VOTE:                         Ayes - 5                         Nays - 0

Mayor Martin declared the meeting adjourned.

THESE MINUTES APPROVED BY COUNCIL ON THE \_\_\_ DAY OF \_\_\_\_\_ 2014.

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Terry Schwerm  
City Manager

**CITY OF SHOREVIEW  
MINUTES  
CITY COUNCIL CANVASSER'S MEETING  
NOVEMBER 10, 2014**

**CALL TO ORDER**

Mayor Martin called the meeting to order at 7:00 pm.

**ROLL CALL**

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

Councilmember Withhart was absent.

**CERTIFICATION OF ELECTION RESULTS**

Schwerm indicated that the Council must meet as their Board of Canvassers following the election to certify the results of the local election. Mayor Martin thanked Terri Hoffard for her great work in managing the election for the City of Shoreview. Councilmember Wickstrom talked about the challenges of flattening the absentee ballots so they could be read by the voting equipment and indicated that it could be less work if the State allowed early voting rather than no excuse absentee voting. Quigley asked whether the number of write-in votes was similar to previous elections. Schwerm indicated that his recollection is that it was a similar number.

There being no further discussion, Johnson moved, seconded by Wickstrom, to certify the results of the General Election held on November 4, 2014 as follows:

**Mayor**

Sandy Martin	9606
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**Councilmembers – 2 4–year terms**

Douglas Blomberg	1988
Michael Iwerks	1399
Terry Quigley	4841
Cory Springhorn	3999
Ben Withhart	3770

and further, to certify that the elected candidates are:

Mayor

Sandy Martin

Councilmembers

Terry Quigley  
Cory Springhorn

**ADJOURNMENT**

Johnson moved, seconded by Quigley, that the Special Council meeting to serve as the Board of Canvassers be adjourned at 7:05 pm.

**PUBLIC SAFETY COMMITTEE  
SEPTEMBER 18, 2014**

**CALL TO ORDER**

The Public Safety meeting was called to order by Chairperson Jorgen Nelson at 7:03 p.m.

**ROLL CALL**

Those in attendance were Treverse Guess, Nicole Hertel, Jorgen Nelsen, Henry Halvorson, Marc Pelletier, Edward Povlinski, Gil Schroepfer, Terry Schwerm, Brent Baker (Allina); Commander Ty Sheridan, Traffic Deputy Tim Entner and Animal Control Officer Mario Lee (Ramsey County Sheriff's Department); Fire Chief Tim Boehlke (Lake Johanna Fire Department).

Members Absent: Justine Greene

**APPROVAL OF MINUTES**

Pelletier moved, seconded by Schroepfer, approval of the July 17, 2014 Public Safety Committee minutes. Motion was unanimously adopted.

**CITIZENS' COMMENTS**

None

**NEW BUSINESS**

- Allina – Brent Baker from Allina indicated that he had completed some research after the last Public Safety Committee meeting and determined that most medical calls were received between 1:00 pm and 2:00 pm in the afternoon. He also reported that they were in the process of leasing a building to use as a substation near County Road E and Victoria Street in Shoreview. After discussing the lengthy process they have been going through to locate a substation in the area, he asked for committee support for the substation at this location. Guess moved, seconded by Schroepfer, that the committee supports the location of an Allina substation and garage near County Road E and Victoria. Motion adopted unanimously.

Baker also reported that Allina would be taking part in a large mass casualty drill in New Brighton and a major event exercise in Burnsville.

- Fire Department – Fire Chief Boehlke indicated that the Department was now carrying epi-pens, nitro, and aspirin as part of their medical response. He also

noted that the Department would likely respond to about 2500 calls in 2014, with a majority of them being medical calls. The Department is in the hiring process and has received between 25-30 applications. He anticipated that they will hire between 6-8 new firefighters in 2014.

Boehlke also noted that the 2015 budget calls for a 24/7 duty crew beginning in July, 2015. This will complete the full implementation of the Duty Crew program and spread the total cost of full implementation over the next two years (2015-2016).

- Sheriff's Department – Commander Sheridan reported that the Sheriff's Department is testing new cameras for the squad cars. He hopes to make a decision and purchase these new cameras yet this year. He is also looking at replacing the radar units and opti-con controls in the squads. He noted that a couple of the deputies have been on long-term leaves. The Department recently hired 18 new deputies and, as part of their initial training, will do field officer training in the patrol division. This speeds up the process of assigning deputies to the patrol division when there are vacancies. The Department recently created an electronic crimes unit within the investigations division.

## **NEW BUSINESS**

- Animal Control – Animal Control Officer Mario Lee reviewed a power point presentation with the committee. He discussed the types of calls he responds to and also reviewed the 2014 calls for service in Shoreview and the contract cities. In response to questions from the committee, he indicated that his normal working hours were 10:00 am-6:00 pm, and that he receives many wildlife calls and either responds where appropriate or refers people to an appropriate service. He tries to be proactive with dog bite issues and does allow home “quarantines” when appropriate. Schwerm commented that Mario is doing an outstanding job and he hears very few “animal” complaints since Mario has taken over responsibilities for animal control at the Sheriffs’ Department. He reminded the committee that the Sheriff’s Department only started doing animal control services for the contract cities a couple of years ago.
- Traffic Unit – Traffic Deputy Tim Entner introduced himself to the committee. Schwerm said that Tim has served as the Traffic Deputy for more than 10 years and has done an excellent job, but would be retiring in 2015. Entner indicated that it has been a difficult year for traffic enforcement in Shoreview and throughout the contract city communities. The cold and snow made it difficult to do speed enforcement this past winter and early spring since speeds were generally down due to weather conditions. He also noted that his vehicle was in an accident this past winter. The contract cities have also been operating with only one deputy from the traffic unit, due to a reassignment which has greatly

reduced traffic enforcement in the summer and fall. The contract cities pay for two deputies to perform traffic control duties. He indicated that most community surveys indicate that traffic speeding is typically the top rated public safety concern of residents in Shoreview.

There was a lengthy discussion about the use of administrative citations by the Sheriff's Department. Deputy Entner indicated that it has been an excellent tool and well utilized by the traffic deputies. Marc Pelletier indicated that as a former state transportation department employee who has reviewed a lot of accident data and reports, he does not believe that cities should use administrative citations since they are not reported to insurance companies and do not provide a large enough disincentive to change behavior.

### **LIAISON REPORT**

Schwerm mentioned that the Volunteer Recognition Dinner would be held on Thursday, November 13 and he strongly encouraged committee members to attend.

### **ADJOURNMENT**

There being no further business before the Commission, Pelletier moved, seconded by Schroeffer that the meeting be adjourned at 8:55 pm. Motion unanimously adopted.

**SHOREVIEW PLANNING COMMISSION  
MEETING MINUTES  
October 28, 2014**

**CALL TO ORDER**

Chair Solomonson called the October 28, 2014 Shoreview Planning Commission meeting to order at 7:00 p.m.

**ROLL CALL**

The following Commissioners were present: Acting Chair Schumer, Commissioners, Ferrington, McCool, Peterson, Proud, Thompson

Commissioner Thompson arrived at about 7.05 p.m. Chair Solomonson was absent.

**APPROVAL OF AGENDA**

MOTION: by Commissioner Proud, seconded by Commissioner Ferrington to approve the October 28, 2014 Planning Commission meeting agenda as submitted.

VOTE: Ayes - 5 Nays - 0

Commissioner Thompson arrived at this point in the meeting.

**APPROVAL OF MINUTES**

MOTION: by Commissioner Ferrington, seconded by Commissioner Thompson to approve the September 23, 2014 Planning Commission meeting minutes, as submitted.

VOTE: Ayes - 4 Nays - 0 Abstain - 2 (McCool, Proud)

**NEW BUSINESS**

**PUBIC HEARING - CONDITIONAL USE PERMIT**

**FILE NO. 2547-14-37**  
**APPLICANT: GEORGE & JUSTINE GREENE, JR.**  
**LOCATION: 5875 KITKERRY COURT SOUTH**

**Presentation by Economic Development and Planning Tech, Nikki Hill**

The application for a Conditional Use Permit is for a second detached accessory structure on the applicants' property. The proposal is to construct a 168 square foot pool house, which would be the second detached accessory structure. Currently, there is a 120 square foot shed that was

constructed in 2008. The total area of the requested detached accessory structure exceeds 150 feet and requires a Conditional Use Permit.

The property is zoned R1, Detached Residential with the planned land use designated as low density residential in the Comprehensive Plan. The property is trapezoidal in shape and has an area of approximately 18,295 square feet with a width of 100 feet at Kitkerry. The property is developed with a single family home of approximately 1,308 square feet in foundation area with a 528 square foot attached garage.

The proposed pool house is pre-fabricated with a wall height of 10 feet. It will be located in the rear yard north of the existing pool, 20 feet from the rear yard line to the west and over 40 feet from the north property line. On parcels of less than one acre with a two-car attached garage, the maximum area of detached accessory structures is 150 square feet. The maximum area can be increased to a maximum of 288 square feet with a Conditional Use Permit. The total floor area of all accessory structures, attached or detached, cannot exceed 90% of the foundation area of the dwelling or total 1200 square feet, whichever is less. The application does comply with these foundation area restrictions, with setback regulations and height requirements. The exterior will match the existing home. Existing vegetation on the south lot line will screen the structure, and staff is not recommending additional screening.

Notice of the public hearing was published. Notices were also mailed to property owners within 350 feet of the subject property. One comment was received expressing concern that a second detached accessory structure will clutter the appearance of the property. Staff believes that the limit of two detached accessory structures addresses this concern.

Staff is recommending approval of the proposal and finds it is consistent with the standards and intent of the Development Code.

City Attorney Joe Kelly stated that the public hearing notice was properly published.

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

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

VOTE: Ayes - 6 Nays - 0

MOTION: by Commissioner Proud, seconded by Commissioner Ferrington to recommend the City Council approve the Conditional Use Permit application submitted by George and Justine Greene, 5875 Kitkerry Court S, to construct a 168 sq. ft. detached accessory structure (pool house) on their property. The Conditional Use Permit authorizes 288 square feet of total floor area for the two detached accessory structures, subject to the following conditions:

1. The project must be completed in accordance with the plans submitted with the applications. Any significant changes to these plans, as determined by the City Planner, will require review and approval by the Planning Commission.
2. The exterior design of the addition shall be consistent with the plans submitted and complement the home on the property.
3. The applicant shall obtain a building permit for the structure. The structure shall comply with the Building Code standards.
4. The structure shall not be used in any way for commercial purposes.

Said approval is based on the following findings of fact:

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

**VOTE:                      Ayes - 6                      Nays - 0**

**PUBLIC HEARING-PRELIMINARY PLAT/PLANNED UNIT DEVELOPMENT**

**FILE NO.:                      2500-13-27**  
**APPLICANT:                      LEXINGTON ESTATES II TOWNHOME ASSOCIATION, INC.**  
**LOCATION:                      02-30-23-32-0273 ROYAL COURT**

**Presentation by City Planner Kathleen Castle**

This application requests an amendment to the Planned Unit Development for common areas of Lexington Estates II be re-platted to dedicate Royal Court as a public street with some setback reductions. The PUD was approved in 1981, known as Serene Hills. Private streets were permitted but built to public street standards at the time and comply with the Fire Code for emergency vehicle access and turnaround. The townhome association has managed maintenance of the road which only serves the townhomes.

Public utilities are located beneath the roadway, and drainage and utility easements have been conveyed to the City. The criteria for converting private streets to public roads include: 1) the street can function as a public street; 2) the street is built to City standards; and 3) re-platting is required to provide dedicated public right-of-ways. The right-or-way varies in width from 25 to 50 feet because of public parking areas. The structure setbacks from the new right-of-way would range from 21 to 25 feet.

The request has been reviewed by the Public Works Director who has determined that Royal Court can be maintained as a public street. Royal Court complies with the criteria for the City to take over this private road. It is noted that a portion of the roadway is on Hill Court property immediately to the north, which is owned by a different Homeowners Association, Lexington Estates Association. That association has agreed to convey an easement to the City for public road purposes. There are two structures in Hill Court that will be within 10 feet of the proposed easement right-of-way. Public Works staff has determined that a public roadway can be maintained without impact to these two units, including snowplowing. Smaller vehicles will be used for snowplowing.

Notice of the public hearing was published in the legal newspaper, and notices were sent to property owners within 350 feet of the subject property. Two comments were received expressing concerns about additional public expense to maintain the road and the impact on nearby townhome units in Hill Court. There is a memo from Public Works Director Mark Maloney outlining the anticipated roadway costs.

Staff is recommending approval, as the conversion from private to public roadway meets City policy criteria. The proposal supports housing and neighborhood stabilization goals. A parking agreement is required, as parking must comply with requirements for public roadways. Overnight street parking would be prohibited. Driveways are long enough to accommodate overnight parking for guests.

Commissioner Peterson noted the request that any future street projects not be assessed to Hill Court property owners. Ms. Castle stated that the City cannot make a commitment that there will not be any assessments. Property can only be assessed when it is benefitted by the work being done.

Commissioner McCool expressed his concern about a memo from Public Works Director Mark Maloney stating that the current assessment policy does not necessarily fit the circumstances for assessment if a private road needs improvement. He also asked about not making the parking islands part of the public road right-of-way and the cost for the City to maintain this road. Ms. Castle responded that it would be difficult to determine who plows the road and who plows the parking areas. City crews already plow in the area and it will not be a significant cost to add the plowing of this road.

Commissioner Proud asked how plowing will impact area outside the right-of-way. Ms. Castle stated that the plan is to push the snow to the common area in the middle.

Acting Chair Schumer opened the public hearing.

**Mr. Keith Bolay**, 1050 Royal Court, Member of the Homeowners Association, stated that there was a vote and all are in agreement with this process.

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

VOTE:

Ayes - 6

Nays - 0

Commissioner McCool stated that his concern is that the City is adding additional maintenance expense. He also is concerned that if road improvements are needed, the City will be unable to assess homeowners. There is a legal question as to whether the City can assess. Secondly, there is a policy issue as to whether the City's policy is consistent with allowing assessments..

Commissioner Proud asked if the assessment issue will be brought before the City Council for resolution. Ms. Castle stated that the Planning Commission can take action and recommend that the City Council address this issue before taking final action. The issue could be addressed separately. Commissioner Proud stated that he would support separate consideration of the assessment issue by the City Council.

Commissioner McCool agreed with Commissioner Proud that he would like to see the City Council resolve the issue. It would be difficult for him to support this action without knowing whether assessments can be applied to these homeowners.

Commissioner Proud stated that Councilmembers will read the minutes of this meeting and understand the issues raised. He does not see a need to amend the motion proposed.

Commissioner Peterson noted that Mr. Maloney's memo points out that homeowners on private streets have been paying taxes for City services of snow plowing and sealcoating. He would also like to see an equalization of the assessment policy, but there is good reason to support this application for the neighborhood stabilization reasons given by the Economic Development Authority.

City Attorney Kelly stated that one question is whether to add a recommendation to the motion for the City Council. He agreed that the Council will see the concerns expressed in the minutes of this meeting. The amended PUD does not list an exemption. It looked to be a request. For clarification, it may be a good idea to include a recommendation that any assessments would be fairly distributed to those affected according to law. Ms. Castle has pointed out that assessments are determined according to benefit to the property. It appears that the Association has requested that the Association itself not be assessed. The question is then whether individual homeowners are benefitting and would be assessed. There is also a question of what property is owned by the Association after this vacation.

MOTION: by Commissioner Peterson, seconded by Commissioner Proud to recommend the City Council approve the Preliminary Plat, Serene Hills Estate Plat Five, and the amended Planned Unit Development, submitted by Lexington Estates II Townhome Association, Inc. for the conversion of Royal Court from a private street to a public road. Approval is subject to the following:

1. Approval of the preliminary plat and amendment to the PUD shall expire within one year of the date approved by the City Council.
2. The final right-of-way design for Royal Court is subject to review and approval of the Public Works Director.

3. Execution of an agreement between the City and Association stating the Association will comply with the City parking regulations for the proposed public right-of-way, including the parking areas.

This approval is based on the following findings:

1. The use and development was approved as a PUD, Planned Unit Development with an underlying zoning of R-2, Attached Residential.
2. The use and proposed alterations are consistent with the planned land use, goals and policies of the Comprehensive Plan, Chapter 4, Land Use and the housing goals in Chapter 7, Housing.
3. The conversion of the street to a public roadway is consistent with the City's current subdivision standards that require all streets to be publically dedicated rights of way.
4. Royal Court complies with the established criteria regarding the conversion of private streets to public streets.

**VOTE:**                      **Ayes - 5**                      **Nays - 1 (McCool)**

**VARIANCE**

**FILE NO.:**                      **2546-14-36**  
**APPLICANT:**                      **MIKE MORSE**  
**LOCATION:**                      **1648 LOIS DRIVE**

**Presentation by Senior Planner Rob Warwick**

In 2011, the City became aware of a detached accessory structure being constructed on the Morse property without the proper permits. Prior to that, a detached garage was demolished without proper permits. A Stop Work Order was issued on July 8, 2011 on the new structure, and Mr. Morse was notified of the building and land use requirements as well as the permitting process. The structure did not comply with the area, height and setback regulations. Previous variance requests by Mr. Morse in 2011, 2012 and 2014 have been denied. The City obtained a Court Order to remove the structure, and it was removed in August 2014. The concrete slab of 22' x 50' on which the structure was built was left in place by the City.

The applicant is now requesting a variance to retain the existing concrete slab to construct a 572 square foot garage and a parking area of 22' x 24'. The variance requested is to reduce the side setback from the required 5 feet to 2.3 feet, the setback of the existing slab.

The lot width is 75 feet. The east 5 feet and south 5 feet are encumbered with drainage utility easements with an asphalt drainage channel along the east lot line in the easement. The existing dwelling is single-story consisting of 768 square feet. The plan is to construct the garage on the north portion of the existing slab and use the south portion for parking. There will be a double overhung door on the north side and a single overhead door on the south side to access the parking area behind the garage.

The property is zoned R1, Detached Residential. Accessory structures must be a minimum of 10 feet from the rear lot line. The maximum impervious surface coverage allowed is 40% of lot area. The proposed garage complies with Development Code requirements in terms of floor area, height, wall height and exterior design. The only variance requested is the 2.3 foot side setback.

The applicant states that practical difficulties exist. The garage will be used for vehicle and personal storage. Reuse of the existing slab minimizes further site disturbance and reduces cost. The unique circumstances on the property are the drainage ditch, the location of the previous garage and its alignment with the driveway. The character of the neighborhood will not be impacted because there has been a garage in this location in the past.

The City's Building Official has identified requirements from the Building Code that include:

- One-hour rated fire assembly for the portion of the structure within 5 feet of the property line.
- Building projections, such as soffits, are not permitted to encroach any further than within 2 feet of the property line.
- Gutters are allowed on the 4-inch west overhang.
- An engineer's structural analysis is required to verify that the slab and garage meet the minimum requirements of the Building Code.

Staff finds that the proposed garage complies with City standards except for the side setback of 2.3 feet. But staff does not find practical difficulty is present. The exact setback of the previous garage is not known. A building permit dated from 1965 identifies a setback of 6 feet. The property owner removed the previous garage with no permits or inspections. The existing slab was installed by the property owner with no permits or inspections and is a circumstance created by the property owner. Staff is concerned that proposal will result in: 1) a 22' x 24' parking pad; 2) a 22' x 26' garage; and 3) a driveway all with a setback of less than 5 feet, which may impact the adjacent property. Mitigation with landscaping is not possible because of the narrow proposed setback. The drainage easement is not a unique circumstance that warrants a shift in the garage location further west than the 5-foot required setback.

Property owners within 150 feet of the subject property were notified of the new application. Three comments were received. One comment supports the project. Two expressed concern about fire safety, drainage and visual impact of the structure and parking. A fourth comment was distributed at this meeting that encourages compliance with the 5-foot setback requirement.

Staff finds that the proposed structure could be built at a 5-foot setback. The proposed 2.3 foot setback does not provide open space between properties or space for construction and maintenance. The basis of the variance request is due to the applicant's actions. As staff cannot identify affirmative findings for all three variance criteria, it is recommended that the variance request be denied.

Commissioner Ferrington asked who would pay for the engineer's structural analysis of the slab and new garage. Mr. Warwick responded that the applicant would have to pay for an analysis to show that the structure meets Building Code requirements.

Commissioner McCool noted that the picture of the driveway leading to the old garage shows the driveway closer to the side property line than the garage wall. He asked the setback of the edge of the driveway from the lot line. Mr. Warwick answered, 4 feet.

Commissioner Ferrington stated that the photo could be of any property. There is no way for the Commission to know that this is a picture of the previous garage.

Acting Chair Schumer asked if the applicant had worked with City staff on this application and the reason the slab was not removed. Mr. Warwick answered that there was no discussion with the applicant previous to the application being submitted. The reason the slab was not removed is because the City considered it reasonable to allow the slab for the potential of a future garage that would be in compliance with City Code. The fact that the slab was left intact is not meant as justification for a variance request.

**Mr. Mike Morse**, Applicant, stated he did not work with the City on this application because of what has happened over the last three years. There is a history of him not being treated fairly. He agreed that he is aware of the Code requirements and wonders why those requirements are not being applied to his neighbors. The driveway, which he did not install, is 4 feet from the property line. Everything can be constructed in compliance with City Code. However, there is 33 feet between his home and his neighbor's home. That characteristic is not found in the rest of the neighborhood. The reason is because of the drainage ditch along one side of his property that he did not put in. That is why he believes it is reasonable to place a new garage in the same location as the old garage. There are no clear records of where the old garage was located. The privacy fence shown in the photo mentioned earlier sits 2 feet into his neighbor's property. He plans gutters on each side for runoff. The required fire wall is not a problem. He did not create the circumstances of the placement of the driveway and old garage. The Court Order was for the structure to be removed. He received a letter from Ms. Castle that 2.7 feet of the western side would be removed to bring the concrete into compliance with a 5-foot setback. Letters from neighbors support compliance enforcement, but one neighbor has a garage that is higher than their house. Another neighbor built a garage without a permit in 2000, and was then issued a permit in 2013. It is difficult to understand how there is equal treatment. He is required to put in a fire wall, but his neighbor has a wood burning stove in the garage without one.

Commissioner McCool asked if Mr. Morse would be willing to remove the southern portion of the concrete. Mr. Morse stated that he cannot afford the removal. Commissioner McCool explained that the variance is not just for the garage but makes further impact because of the slab extension for parking. Mr. Morse stated that in January 2014, he withdrew his application because the statements from Planning Commissioners were that the structure size was too large. There was acknowledgement that the drainage swale might push the garage setback closer than 5 feet. He has worked to reduce the size of the garage from 1100 square feet to 572 square feet.

Commissioner Peterson asked the location of the 36-inch gate at the back of the garage. Mr. Morse explained that the gate was never in the back or at the side of the garage. It was originally in front where the deck steps up. When the bigger garage was built, the gate was removed. He put it behind the garage because he did not want to get rid of it.

Acting Chair Schumer asked if Mr. Morse would be willing to cut the concrete slab to comply with the 5-foot setback and move the proposed garage to the back of the slab. His concern is that the back will become a storage area. Mr. Morse stated that he would not be able to afford redoing the concrete.

Acting Chair Schumer asked for public comment.

**Mr. Jim Martin**, 1656 Lois Drive, immediately to the west of the applicant. He referred to his letter that he submitted indicating his opposition to the variance request. His concern is drainage as his property sits lower than the Morse property. Water flows west toward his property. Further, the reduced setback could interfere with fire protection access. He stated that the new proposed garage is not in the same location as the old garage but is at least 2 feet closer to the property line to the west.

**Mr. Curtis Peterson**, 1637 Lois Drive, stated that he does not believe Mr. Morse has acted in good faith. He says he does not have enough money now, but if it had been done right in the first place, there would be no problem. He himself parked an RV on his property that was out of compliance. When it was brought to his attention, he found a place to store it. Residents work to comply with City regulations. He wants Mr. Morse to have a garage, but it is important that the regulations be applied and enforced fairly.

Commissioner Thompson stated that with all the changes that have been made to reduce the size of the garage, she will support the proposal. She is convinced that the old garage was located where the new garage is proposed. Everyone has been through a lot with the way this application has come forward. The variance is reasonable and should be granted.

Commissioner Ferrington asked staff their understanding of the location of the old garage. Mr. Warwick stated that the building permit from 1965 shows a 6-foot side setback.

Commissioner Proud stated that he supports staff's recommendation. He would like to see staff and the applicant negotiate a solution.

City Attorney Kelly stated that there are two types of nonconforming uses. One is when a structure is legally built, but there is a change in the Code. If a property is destroyed 50% or more, there is a right to rebuild the nonconforming use with a building permit applied for within 180 days of the destruction. Other nonconforming uses are illegal. In this case, there is a file from 1965 that shows a 6-foot setback that would be in compliance. Building outside the setback is illegal, and there is no right to rebuild a nonconforming use.

Acting Chair Schumer asked what the Court Order stated. City Attorney Kelly responded that the Order granted the City the right to take down the structure. The City intended to take a portion of the concrete slab, but Mr. Morse's attorney required that the entire slab be removed, not just a portion. The City then left the slab for storage and reserved the right to remove the concrete slab at a later date. There is no time line for total removal.

Commissioner Ferrington stated that she supports the staff recommendation. There are repercussions from having the slab without a permit. It is unclear whether it is adequate to be a garage floor. An engineer will have to be hired to do an analysis, which will cost money. There is a conflict about where the former garage was located. The practical difficulty was created by the applicant over the last three years.

Commissioner McCool stated there is so much history with this applicant. However, if this application were seen for the first time at this meeting, he believes the Commission would still have spent time trying to figure out the location of the earlier garage. He supports the application. The property is unique because the drainage ditch does push the garage further to the west lot line. He would prefer to see no slab, but his support would be with a condition that a portion of the slab be removed to a conforming distance from the lot line. He would also require screening of the slab from the adjacent property owner.

Commissioner Peterson stated that he supports staff recommendation for denial.

MOTION: by Commissioner Proud, seconded by Commissioner Ferrington to deny the variance request submitted by Michael Morse at 1648 Lois Drive to construct a 22' x 26' detached garage and a 22' x 24' parking area on his property with a setback of 2.3 feet based upon the findings that no practical difficulty exists and based on the following findings of fact:

To deny the variance request submitted by Michael Morse, 1648 Lois Drive, to construct a 22- by 26-foot detached garage and a 22- by 24-foot parking area on his property, with a setback of 2.3 feet, based on findings that practical difficulty is not present, and the following findings of fact:

1. The request does not comply with the spirit and intent of the City's Development Code and Comprehensive Plan due to the proposed 2.3-foot setback from the side property line for the driveway, detached garage, and parking area south of the garage, open space between properties is not maintained. Maintenance of west side of the garage is not possible from the applicant's property.
2. Reasonable Manner. The applicant can use his property in a reasonable manner as permitted by the Development Code. In accordance with the City's regulations a 572 square foot detached accessory structure could be constructed at the required 5-foot side yard setback. The applicant's proposal is not a reasonable use because the structure can be placed further away from the lot line.
3. Unique Circumstances. Unique circumstances are not present. The slab was installed in this location by the applicant without required City permits and is a self-created circumstance. It is possible to construct an accessory structure on the property at the 5-foot setback required from the west side lot line.
4. Character of Neighborhood. The proposed setback for the garage and parking from the western side property line does negatively impact the adjoining property and character of the neighborhood. Visual mitigation is not feasible due to the encroachment on the 5-foot side setback required and limited space for landscaping and building maintenance.

Discussion:

Commissioner Proud stated that it is his hope that the parties can have a productive meeting to resolve all issues.

**VOTE:**                      **Ayes - 4**                      **Nays - 2 (McCool, Thompson)**

**VARIANCE**

**FILE NO.:**                      **2550-14-40**  
**APPLICANT:**                **TROY & SARAH WANGLER**  
**LOCATION:**                    **4525 RICE STREET**

**Presentation by City Planner Kathleen Castle**

This application is to increase the maximum 40-foot setback permitted to 45 feet for the construction of a new home. In October, the City Council approved a minor subdivision of the property. A variance was previously granted for Parcel A waiving the requirement for public street frontage. A variance is now requested for Parcel B for the structure setback. Parcel B consists of 44,021 square feet with a lot width of 162 feet. The existing home would be demolished. A new home will be built with attached garage. The new home will be in the same area as the existing home. It complies with all structure setback requirements except for the need to increase the maximum front setback to 45 feet. Five landmark trees will be removed.

The applicant states that the lot is unique. The proposed home is to be located in the same area as the existing home to minimize impacts of construction. If the new home were shifted further south to comply with the 40-foot setback, more fill would be required. There is a utility line bisecting the property that limits building placement. The proposed location best protects the character of the lot.

Staff finds that practical difficulty is present. The proposed single-family home development is reasonable. The existing house is set back 57 feet; the new home is larger but with a setback of 45 feet. Site disturbance will be minimized by using the existing building pad. The lot is unique in configuration and topography. It is a flag lot with buildable area off the improved Rice Street. The proposed location of the home is more in keeping with the adjacent home. There is no defined neighborhood character as there are varying densities and housing types. The proposed house location will not be highly visible from Rice Street. Staff finds that there would be no impact on the character of the neighborhood.

Notices were sent to property owners within 150 feet of the subject property. One comment was received from the City of Vadnais Heights, expressing no concerns. The City Engineer has requested the house be shifted to the east to minimize encroachment or disruption of the utility line. Staff is recommending approval with the conditions listed in the staff report.

**Mr. Troy Wangler**, Applicant, stated that he would be willing to answer any questions.

**MOTION:** by Commissioner Farrington, seconded by Commissioner Thompson to approve the variance request submitted by Troy and Sarah Wangler for their property at 4525 Rice Street (Parcel B) increasing the maximum 40-foot structure setback from a front property line to 45 feet and adopt Resolution No. 14-93, subject to the following conditions:.

1. This approval will expire after one year if the variance has not been recorded with Ramsey County.
2. The approval is subject to a 5-day appeal period.
3. The Development Agreement for Construction on Parcel B shall be executed prior to the issuance of a building permit for this project. The terms and conditions of this agreement shall be adhered to.

This motion is based on the following findings:

1. The proposed single-family residential use of the property is consistent with the low density residential land use designation proposal and the R-1, Detached Residential Zoning District.
2. Practical difficulty is present as the placement of the home in the same general location as the existing home is reasonable. Unique circumstances are present due to the location of the existing home, lot configuration and access, and location of the adjoining home at 4521 Rice Street.
3. The area is currently a mix of high-, medium-, and low-density residential developments. There is no defined development pattern for the single-family residential uses. The proposed setback will not alter the character of the existing neighborhood.

**VOTE:**                      **Ayes - 6**                      **Nays - 0**

**PRELIMINARY PLAT**

**FILE NO.:**                      **2549-14-39**  
**APPLICANT:**                **TOM & BARB NOVOTNY/MOSER HOMES, INC.**  
**LOCATION:**                    **5515 TURTLE LAKE ROAD**

**Presentation by Senior Planner Rob Warwick**

A preliminary plat application has been submitted to subdivide the existing 6.2 acre parcel into four single-family lots, which all conform to the dimension requirements of the R1 District. Each of the two new lots will be 88 feet by 237 feet. A 43 by 145-foot section will be detached from 5515 Turtle Lake Road to enlarge the property at 5525 Turtle Lake Road. The remaining property at 5515 Turtle Lake Road will be 4.56 acres. No change of the current development is proposed for 5515 and 5525 Turtle Lake Road. Both have houses with attached garages.

The property is zoned R1, Detached Residential. Front setbacks are a minimum of 25 to 40 feet. Averaging is used for the front setback when adjacent homes exceed a 40-foot setback, as in this case. Side setbacks are 10 feet for living area and 5 feet for accessory structures. The rear setback is a minimum of 30 feet. The maximum lot coverage allowed is 40% of the lot area. The two existing homes exceed the minimum structure setbacks. Municipal water and sewer must be provided and are stubbed at the front lot line. There are drainage and utility easements along lot lines and over wetlands and wetland buffer areas.

The planned land use of this property is Low Density Residential, 0 to 4 units per acre. The property is located in Policy Development Area (PDA) 4, which is the Turtle Lake Road Neighborhood consisting of approximately 30 acres.

Staff finds that the proposed plat is consistent with policies for the PDA--low density. It incorporates existing homes and has minimal environmental impact. The PDA goal is for integrated redevelopment rather than piecemeal or fragmented development. Two sketches were submitted to show possible future subdivision of the property and how this proposal would not impact cohesive further development in Shoreview. The obstacle to cohesive development is the fragmented ownership of the various parcels.

Mature trees are present on Lots 1 and 2. Removal of landmark trees will require replacement at a ratio of 2 replacements for each landmark tree taken out. Environmental impacts will be evaluated with building permits. There are two wetland areas, the delineations of which are being reviewed by the Rice Creek Watershed District. A 16.5-foot buffer is required per City Code. No impact to wetland is anticipated with this development. Grading will be evaluated with building permits. Grading is anticipated for future houses and drives. The existing drainage pattern will remain.

Property owners within 350 feet were notified of the proposal. No written responses were received. Two telephone calls were from residents concerned about the potential for storm water issues with the future subdivision of Lot 4. Notice of the required Public Hearing was not published. The public hearing will be held at the City Council's November 17th meeting.

Staff finds the proposal consistent with the City's Comprehensive Plan and Development Code. It is recommended that the Planning Commission forward the plat to the City Council with a recommendation for approval.

Commissioner Proud asked if the two lots can be developed without variances. **Mr. Moser**, Moser Homes, Inc., Applicant, stated that no variances are anticipated with development.

Commissioner McCool noted that driveways cross lot lines. He would like to be assured that there are easement agreements. He supports this proposal but will offer an added condition that the applicant demonstrates a private drive to the City or that the easements are recorded.

**MOTION:** by Commissioner McCool, seconded by Commissioner Ferrington to recommend the City Council approve preliminary plat submitted by Moser Homes Inc. on behalf of Barb and Tom Novotny to subdivide and develop the property at 5515

Turtle Lake Road into 4 lots, with two new lots for single-family detached homes. Said recommendation for approval is subject to the following seven conditions and the addition of condition No. 8, that the applicant must demonstrate to City staff that private driveway easements exist serving the lots within the subdivision and to serve the property located at 5521 Turtle Lake Road; if such easements do not exist, the applicant will place appropriate easements on record as a condition to the City's release of the plat.

1. The approval permits the development of a detached residential subdivision providing 4 parcels, two lots with existing detached residences and two lots for single family residential development.
2. A public use dedication fee shall be submitted as required by ordinance prior to release of the final plat by the City.
3. The final plat shall include drainage and utility easements along the property lines and wetland areas. Drainage and utility easements along the front and rear lot lines shall be 10 feet wide and along the side lot lines these easements shall be 5 feet wide, and as otherwise required by the Public Works Director.
4. Tree Preservation and Replanting plan shall be submitted with each building permit application for Lots 1 and 2. Replacement trees shall be planted in accordance with the City's Woodlands and Vegetation Ordinance.
5. The applicant and future property owners shall maintain a 16.5' buffer along the perimeter of the all wetland areas.
6. Grading, Drainage and Erosion Control shall be submitted with each building permit application for Lots 1 and 2.
7. The applicant is required to enter into a Site Development Agreement and Erosion Control Agreement with the City. Said agreements shall be executed prior to the issuance of any permits for this project.

This approval is based on the following findings:

1. The proposed development plan supports the policies stated in the Comprehensive Plan related to land use and housing.
2. The proposed development plan carries out the recommendations as set forth in the Housing Action Plan
3. The proposed development plan will not adversely impact the planned land use of the surrounding property.
4. The preliminary plat complies with the subdivision and minimum lot standards of the Development Code.

**VOTE:**                      **Ayes - 6**                      **Nays - 0**

**VARIANCE**

**FILE NO.:**                      **2551-14-41**  
**APPLICANT:**                      **ANDREW TILSTRA**  
**LOCATION:**                      **340 SNAIL LAKE ROAD**

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

This application is for a variance to reduce the minimum structure setback permitted from an arterial roadway from the required 55 feet to 40 feet. The property has an existing home with attached garage with access off Snail Lake Road. The property is located on the southwest corner of Snail Lake Road and Hodgson Road with a lot width of 106.64 feet of frontage on Snail Lake Road. There is a detached garage with access off Hodgson Road.

The proposal is to build a 378 square foot addition on the east side of the house adjacent to Hodgson Road. The minimum setback from Hodgson Road right-of-way is 40 feet. The addition is one story and will provide a new entry way facing Snail Lake Road and an interior dining area with remodeling.

The property is zoned R1, Detached Residential. The minimum front setback from an arterial street is 40 feet. However if the setback of the adjoining structure exceeds 40 feet, the average is used. The home to the south is set back 55 feet. Therefore, the minimum setback for this property is 45 feet.

The applicant states that there is practical difficulty based on the configuration of the lot, the location of the existing home and neighborhood characteristic.

Staff agrees with the applicant. Reorienting the entryway to Snail Lake Road is reasonable since access to the home is from Snail Lake Road. The building wall will not extend further east than the existing home. The configuration of the lot is unique. The angle of Hodgson Roads limits expansion on the east side of the home. The addition will not extend any further east than the existing home. Expansion on the west is difficult due to the house design.

The character of the neighborhood varies with larger lots and greater setbacks, as well as smaller lots with smaller setbacks. The house to the north is on a corner lot. The setback of that house is not considered. The house to the south is 65 feet. The proposed addition will not impact the neighborhood.

Property owners within 150 feet were sent notices. No comments were received. It is staff's recommendation that practical difficulty is present and that the variance be granted.

**Mr. Andy Tilstra**, 340 Snail Lake Road, stated that they moved to Shoreview in 2010, and have worked with the City on a number of improvements. He is willing to answer any questions.

**MOTION:** by Commissioner Ferrington, seconded by Commissioner Thompson to approve the variance request submitted by Andrew Tilstra, 340 Snail Lake Road, reducing the minimum 55-foot structure setback required from a side property line abutting an arterial roadway to 40 feet and adopt Resolution No. 14-94, subject to the following conditions:

1. This approval will expire after one year if the variance has not been recorded with Ramsey County.
2. The approval is subject to a 5-day appeal period.

This motion is based on the following findings:

1. The proposed single-family residential use of the property is consistent with the low density residential land use designation proposal and the R-1, Detached Residential Zoning District.
2. Practical difficulty is present based on the findings of fact in Resolution 14-94. The proposed addition is reasonable as it improves access to the home and provides living space. Unique circumstances are present due to the configuration of the lot, location, design and orientation of the existing home and characteristic of Hodgson Road. The proposed setback is in keeping with the character of the neighborhood.
3. The proposed improvements support the policies of the Comprehensive Plan regarding housing maintenance and neighborhood reinvestment.

**VOTE:**                      **Ayes - 6**                      **Nays - 0**

**MISCELLANEOUS**

**City Council Assignments**

Commissioners Proud and Ferrington are respectively scheduled to attend the November 3, 2014 and November 17, 2014 City Council meetings. Chair Solomonson and Commissioner Schumer are respectively scheduled to attend the December 1, 2014 and December 15, 2014 City Council meetings

**Planning Workshop**

A Planning Commission is scheduled for 6:00 p.m. on November 18, 2014, immediately prior to the next Planning Commission meeting at 7:00 p.m.

The December meeting of the Planning Commission is December 16, 2014.

**ADJOURNMENT**

**MOTION:**    by Commissioner McCool, seconded by Commissioner Thompson to adjourn the meeting at 9:48 p.m.

**VOTE:**                      **Ayes - 6**                      **Nays - 0**

**ATTEST:**

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Kathleen Castle  
City Planner

# Memorandum

**To:** Mayor and City Council Members  
**Cc:** City Manager  
**From:** Tom Simonson  
Assistant City Manager and Community Development Director  
**Date:** November 13, 2014  
**Re:** Monthly Report  
– Administration Department  
– Community Development Department

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## Planning Commission

The Planning Commission will hold their regular monthly meeting on November 18th. Four applications are on the agenda regarding residential requests and include variances, residential design review and a minor subdivision. The Commission will hold a workshop prior to the business meeting to discuss the appointment/reappointment process, Chair/Vice Chair appointment, the 2015 Calendar and assignments for the 2015 council meetings. Planning staff will also continue to work with the Commission on existing accessory structure regulations due to the increase in requests to exceed the minimum size area standards permitted. The Commission will be reviewing this topic again at a future workshop and would like to meet jointly with the City Council to discuss potential ordinance changes.

Please note that the date for the December meeting of the Planning Commission has changed due to the Christmas Holiday, and will be meeting on December 16<sup>th</sup>.

## EDC “On the Road” – Hummingbird Floral & Gifts

The October 21<sup>st</sup> meeting of the Economic Development Commission was held at the new Hummingbird Floral and Gifts store at 4001 Rice Street. Hummingbird was located in the North Oaks Village Center but needed more space and acquired the former House of Dreams property at the intersection of Gramsie and Hodgson Roads. Hummingbird had just 1,300 square feet at the old location but now has over 5,000 square feet at the new building. They opened in early October.



Mayor Sandy Martin, along with several other City officials, attended the ribbon-cutting ceremony on November 6<sup>th</sup> as part of their grand opening weekend celebration. The City sent a letter to the owner Lugene Olson for hosting the EDC meeting and for including the City in the grand opening event (copy is attached).



### **Small Business Workshop**

The Economic Development Commission hosted a Small Business Workshop on the topic of Social Media and Marketing on November 6<sup>th</sup> at the Community Center. Representatives from the Earned Media Division of Deluxe Corporation facilitated the presentation on how businesses can better utilize social media and optimize their presence in their market area. Approximately 25 persons attended the free event, representing about 12 local businesses. There was positive feedback from those in attendance and from the responses received from the follow-up online survey the City staff sent out to participants.



The EDC had established a goal of expanding business outreach beyond BRE business visits and the popular Shoreview Business Exchange, and wanted to target our smaller businesses. At the November meeting of the EDC, staff will be discussing possible topics and how we can improve upon future business workshops.



Special thanks to Jonathan Weinhagen, Vice President at the Saint Paul Area Chamber of Commerce and EDC member, for assisting us in securing Deluxe Corporation for the workshop. The City sent a letter to the Director of Earned Media at Deluxe Corporation thanking their social media staff for conducting the workshop.

### **Economic Gardening**

City staff has heavily promoted the upcoming Economic Gardening Program that is beginning for the 2014-2015 session. Ramsey County recently informed us that there are three slots still available, so the City sent a follow-up email blast to companies that would meet the eligibility requirements. Last year, the first where Ramsey County participated, there were 7 companies based in Shoreview that joined the Economic Gardening Program and found the sessions very beneficial and informative. Ramsey County indicated that past business participants are not allowed to re-apply and participate again in the program, but there has been discussion about creating an alumni business group to continue the networking.

Ramsey County, is partnering with other metro area counties and the Edward Lowe Foundation and the National Center for Economic Gardening. The program is aimed at connecting seasoned businesses with strategic research, facilitated CEO discussions, and access to a team of specialists that provide expert knowledge in their respective fields. The program provides free tools and resources for companies looking to take their business to the next level. Eligible businesses can apply/enroll on line at <https://hcrs.nationalcentereg.org>.

### **BRE Fund – Loan Guidelines**

The City received legislative approval for a “Shoreview Tax Increment Pilot Project”, which allows for the establishment of up to three special Economic Development Districts for an extended period of 12 years (instead of the current maximum of 8 years), for the purpose of supporting business retention and expansion. Shoreview is also allowed to create a special business retention and expansion fund from both existing and future tax increment resources that can be used to assist with grants and loans to existing local businesses with expansion needs that will create good quality jobs. The City will have this special authority to develop and implement a pilot program for a period of 5 years.

As part of the Special Legislation for a new Business Retention and Expansion (BRE) Tax Increment Financing (TIF) District, the City of Shoreview has the ability to create a new BRE Fund. This fund is a separate entity from the BRE Tax Increment District. Under the Special Legislation Statute, the City can create up to three (3) BRE Tax Increment Districts where 20% of the increment collected (pooled) can be receipted in the BRE Fund.

The advantages of the BRE fund are significant. Unlike when a City uses tax increment, the revenues in the BRE Fund can be used for costs that are not limited to “TIF eligible” expenditures and reimbursements. Whereas, TIF proceeds can only be used for public infrastructure, site improvements, and land acquisition; the BRE Fund revenues are considered non-TIF dollars and can be used for building construction, private improvements and other private capital expenditures. Also under TIF law, cities are not allowed to use TIF revenues to make loans to private enterprise, but with the BRE Fund this would not be restricted. In other words, the City could provide negotiated loans to local businesses in support of retention, expansion and job growth.

Shoreview is not limited as to how it seeds or capitalizes the BRE Fund. Under the Special Legislation Statute, any un-obligated TIF funds from a pre-1990 TIF District can be deposited into the BRE Fund in addition to the 20% pooling provision from new BRE TIF Districts.

Previously, the EDA has discussed with the framework for establishing a BRE fund, including the pros and cons of this fund option as an additional financing tool to assist with business retention and expansion versus retaining existing tax increment fund resources.

There was general EDA support in establishing a special BRE Fund, as allowed through the special legislation, and a discussion of options to seed the fund through existing and future tax increment as well as other potential resources. There appeared to be consensus among the Board to have a balance

approach of providing some seed funding to the BRE Fund but also retain resources in the TIF Fund(s) to provide the greatest flexibility to meeting our objectives.

The level of funding for the program will directly relate to the specific purpose and guidelines of the BRE Fund, as there will be limited resources available to businesses even though the loan program would be established as a revolving fund. As such, there was support of the EDA Board to develop the loan program guidelines but defer transferring tax increment funds until a specific business expansion project is identified for support.

In general, the BRE Fund would be used to provide loans to qualifying businesses looking to expand and create jobs. The EDA may recall the adoption of a business loan policy called *Advantage Shoreview Business Partnership Loan Program* several years ago as a response to temporary uses of tax increment by the Legislature to stimulate job growth in Minnesota. Staff foresees the *Advantage Shoreview* guidelines being amended and updated to match the goals of the BRE Fund.

### **BRE-Targeted Investment Strategy**

The 2014-2015 work plans of both the EDC and EDA include a new action item to the economic development program that would study the linkages between the objectives of the Business Retention and Expansion Program (BRE) and the current types/availability of commercial properties and potential redevelopment areas to accommodate the growth needs of our key businesses to retain in the community. The basis of this study is to develop a comprehensive and focused strategy for supporting the retention and expansion of our BRE companies in cases where additional building space may only be attainable through redevelopment of certain older industrial areas.

At their November 3<sup>rd</sup> meeting, the EDA endorsed the study and proposed scope of analysis. Staff is reviewing the proposed initiative with the EDC at their November 18<sup>th</sup> meeting to receive feedback before undertaking the work.

### **Highway Corridor Transition Study**

The planning consulting firm HKGI is preparing the final study report and should be completed by early next month for review and discussion. This document is the culmination of several meetings with the City Council, EDA, Planning Commission, and City staff and identifies residential and commercial areas along arterials in the City that are in either in transition or require additional measures to preserve the existing land uses. Implementation strategies, financial tools and the City's preferred role in any redevelopment opportunities will be identified for each of the study areas. Outcomes of the study and strategies will eventually lead to developing updated and new land use policies in the Comprehensive Plan and involve a public review process.

### **Development Updates**

**Applewood Pointe.** The foundation work is completed and the precast concrete to cap the underground parking structure is being installed for the Applewood Pointe of Shoreview senior

cooperative building. The contractor will soon begin the framing structure for the 77-unit building. The developer United Properties reports that 84% of the units have sold and only 13 units remain available for sale. All of the third floor units have been sold. Construction is expected to take approximately one year.

**Autumn Meadows.** Eleven lots have now been sold according to Pulte Homes in the Autumn Meadows development, a 25-lot subdivision in northern Shoreview. Nine homes are currently under construction in the project.

**Best Western Plus/Green Mill.** Work is well underway on the major renovations to the Green Mill restaurant and Hampton Inn. The property owner is converting the hotel to a Best Western Plus, as well as revamping the Green Mill restaurant. The hotel will receive upgrades to interior spaces including guest rooms, addition of elevators, and expanded banquet space. Green Mill will be completely redesigned and will have a much larger outdoor patio space. Photographs below were taken this week showing the progress.



**City and County Credit Union.** Work on the construction of a new City and County Credit Union at 1001 Red Fox Road is progressing with exterior work done and interior finishing work expected to be completed soon. The City will soon be issuing an occupancy certificate and the new branch should open within the next several weeks. The building is the third and final phase of the retail development that included Trader Joe's and a retail center along Red Fox Road.



**Raising Cane's.** A building permit is being issued for the Raising Cane's restaurant so they can close on the purchase of the property from Target Corporation. The restaurant will be constructed on a building pad created in the auxiliary parking lot of Super Target along Lexington Avenue just north of the YMCA.

The restaurant chain specializing in chicken fingers is very popular in the South. Construction is expected not to start until next March and be open by mid-August of 2015.

**Housing and Code Enforcement Activity**

**Code Enforcement** – There were 11 new code enforcement cases opened in the past month. The table below summarizes the status of code enforcement activity:

<b>Code Enforcement Activity</b>			
<b>Year</b>	<b>Total Cases</b>	<b>Cases Open</b>	<b>Cases Closed</b>
2014	160	102	58
2013	159	39	120

In late October, City staff re-inspected a property per our agreement with the homeowner whose home was noncompliant to the property maintenance, housing and fire code. Hoarding conditions were found again and a clean-up of the home will occur the week of November 17<sup>th</sup>. Ramsey County, Lake Johanna Fire Department and the Hoarding Project are also providing assistance with this effort and are working with the homeowner.

Ramsey County Sheriff and the Lake Johanna Fire Department personnel also informed the City of another home where hoarding and unsanitary conditions are present. An inspection was completed by staff from the City, Lake Johanna Fire Department, Ramsey County and the Hoarding Project. This team is currently working on a developing a response plan for the homeowner so the home can be brought into compliance with the City’s standards within a reasonable time period.

The Hoarding Project has started to hold support groups here at City Hall. Residents who have entered into an agreement with the City have been encouraged to attend. There is also a separate support group meeting for family and friends of hoarders.

**Rental Licensing** – The City has issued a new high of 604 General Dwelling Unit rental licenses issued and 9 Multi-Family Dwelling Unit to our apartment complexes. 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.

Inspections of the Multi-Family Unit complexes (MFUs are general rental and senior apartment buildings) have been completed for this year. 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. Lakeview Terrace apartment will be added to the inspection schedule beginning next year.

Inspection for GDU units are geographically scheduled by neighborhood throughout the City and performed every other week into the fall. To date, 234 inspections have been conducted of the approximately 320 GDU rental homes that will be inspected by the end of the year.

Next week rental license renewal letters will be mailed to the 2014 rental license holders. Property owners and/or their registered agents are being encouraged to now apply online through the City's Web Store. Rental License applications received after December 31<sup>st</sup> will also be subject to a late fee of \$75.00.

**SHINE Neighborhood Inspections.** The fall SHINE inspections were conducted during October in the three neighborhoods: area at the southwest quadrant of County Road I and Hodgson Road; the Reiland Lane neighborhood; and, areas near Harriet Avenue/Kent Street. There were a total of 291 properties included in this SHINE action.

Department staff is following up and working with homeowners to resolve all violations identified during the inspections. Due to the time of year, housing maintenance violations will be required to be in compliance by May 15<sup>th</sup> of 2015. Property owners found to have housing maintenance issues were provided information on the City's loan programs and other resources. The following tables summarize the overall results for the three neighborhoods selected:

***County Road I/Hodgson Road Neighborhood –***

<b>VIOLATION TYPE</b>	<b>Totals</b>	<b>VIOLATION TYPE</b>	<b>Totals</b>
<b><u>Property Maintenance</u></b>		<b><u>Housing Maintenance</u></b>	
Outside Storage and/or Refuse	4	Housing Maintenance	3
Storage of Vehicles/Equipment	3		
<b><u>No Violations</u></b>	86		

***Reiland Lane Neighborhood –***

<b>VIOLATION TYPE</b>	<b>Totals</b>	<b>VIOLATION TYPE</b>	<b>Totals</b>
<b><u>Property Maintenance</u></b>		<b><u>Housing Maintenance</u></b>	
Outside Storage/Refuse	6	Housing Maintenance	6
Storage of Vehicles/Equipment	2		
<b><u>No Violations</u></b>	50		

**Kent Street Area North of Lake Emily & Owasso –**

<b>VIOLATION TYPE</b>	<b>Totals</b>	<b>VIOLATION TYPE</b>	<b>Totals</b>
<b><u>Property Maintenance</u></b>		<b><u>Housing Maintenance</u></b>	
Outside Storage/Refuse	6	Housing Maintenance	2
Vehicle Storage/Parking	7		
Recreational Vehicle Violations	10		
<b><u>No Violations</u></b>	114		

**Other News and Information**

- Attached is the monthly building permit activity report from the Building Official, showing that building permit valuations have reached \$35.6 million in construction so far this year. The City has seen an increase in new residential house construction with 18 permits being issued this year for new homes. The majority of these homes have been constructed on vacant lots created by minor subdivisions or on lots where a house has been demolished.
- A new Anytime Fitness in the Willow Creek Center at Hamline and Lexington Avenues will be issued occupancy certificate by the City and opening soon.

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

	OCTOBER 2014		TO DATE 2014		OCTOBER 2013		TO DATE 2013	
	PERMITS	VALUATION	PERMITS	VALUATION	PERMITS	VALUATION	PERMITS	VALUATION
DWELLINGS	2	\$602,000	17	\$4,817,650	1	\$335,000	6	\$2,780,000
TOWNHOMES			0	\$0			0	\$0
ADDITIONS	5	\$260,000	25	\$2,697,300			30	\$1,103,700
GARAGES	2	\$30,000	8	\$177,500	2	\$23,000	7	\$135,000
MISCELLANEOUS	129	\$656,651	817	\$4,989,974	129	\$871,756	1093	\$7,430,960
APARTMENTS			1	\$16,705,000			1	\$1,999,750
OFFICES			1	\$1,500,000			0	\$0
RETAIL			0	\$0			1	\$1,285,000
INDUSTRIAL/WAREHOUSE			1	\$80,000			0	\$0
PUBLIC BUILDINGS			0	\$0			5	\$131,000
COMMERCIAL ADDITIONS			0	\$0			3	\$750,000
COMMERCIAL ALTER	4	\$246,845	55	\$4,664,054	3	\$448,700	48	\$3,466,901
<b>TOTAL</b>	<b>142</b>	<b>\$1,795,496</b>	<b>925</b>	<b>\$35,631,478</b>	<b>135</b>	<b>\$1,678,456</b>	<b>1194</b>	<b>\$19,082,311</b>

CC: CITY MANAGER  
 DIR. COMMUNITY DEV  
 MAYOR

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



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

November 12, 2014

Lugene Olson  
Hummingbird Floral and Gifts  
4001 Rice Street  
Shoreview, MN 55126

Dear Lugene:

On behalf of the Mayor and City Council, and all of us with the City of Shoreview, I want to thank you for your wonderful hospitality in hosting our recent meeting of the Economic Development Commission and for also including us in your ribbon-cutting ceremony.

It was clear from our recent visits that you and your staff have a great passion and dedication for the business and strong commitment to customer service. While you have served our community for years, everyone is excited to have you relocate and now officially call Shoreview home to Hummingbird Floral and Gifts.

Please let us know if we can assist you in any way. We wish you great success!

Best regards,

A handwritten signature in blue ink, appearing to read "Tom Simonson", with a long horizontal flourish extending to the right.

Tom Simonson  
Assistant City Manager  
and Community Development Director

TO: Terry Schwerm, City Manager  
 FROM: Fred Espe, Finance Director  
 DATE: November 13, 2014  
 RE: Monthly Finance Report

**Preliminary Tax Levies**

Ramsey County released preliminary tax levies for all taxing jurisdictions this week. The table below provides a summary of levies for jurisdictions that collect taxes in Shoreview only. The column furthest to the right shows the two year change in total levies for each jurisdiction, for the combined levies (regular levy and market valued based levies). Jurisdictions with the highest increase are at the top the table and jurisdictions with the largest decrease at the bottom of the table. As shown, levy changes range from an increase of 34.65% for the Metro Watershed District, to a 3.99% decrease for the Regional Rail Authority.

Shoreview ranks fourth highest with a two year levy increase of 6.91%, last year Shoreview ranked third highest with an increase of 6.77%.

Taxing Authority	Property Tax Levies			Market Value Based Levies			Percent Change in Combined Levies	
	2013 Actual	2014 Actual	2015 Proposed	2013 Actual	2014 Actual	2015 Proposed	One-Year	Two-Year
Metro Watershed	\$ 3,853,692	\$ 4,822,136	\$ 5,188,869	NA	NA	NA	7.61%	34.65%
Shoreview HRA	75,000	90,000	95,000	NA	NA	NA	5.56%	26.67%
I.S.D. #623	8,881,766	9,236,168	10,319,914	13,552,972	14,543,561	15,510,391	8.62%	15.14%
Shoreview	9,604,567	9,919,154	10,267,918	-	-	-	3.52%	6.91%
Rice Creek Watershed	2,239,676	2,291,474	2,300,672	NA	NA	NA	0.40%	2.72%
I.S.D. #621	22,890,048	23,521,704	23,605,643	19,248,223	18,051,828	19,580,229	3.88%	2.49%
Met Council	12,262,705	12,263,586	12,300,980	NA	NA	NA	0.30%	0.31%
Ramsey County	276,538,351	276,538,351	276,538,351	-	-	-	0.00%	0.00%
Mosquito Control	2,541,612	2,496,104	2,492,471	NA	NA	NA	-0.15%	-1.93%
Regional Rail Authority	19,938,811	19,053,307	19,143,354	NA	NA	NA	0.47%	-3.99%
<b>Total Levies</b>	<b>\$ 358,826,228</b>	<b>\$ 360,231,984</b>	<b>\$ 362,253,172</b>	<b>\$ 32,801,195</b>	<b>\$ 32,595,389</b>	<b>\$ 35,090,620</b>	<b>1.15%</b>	<b>1.46%</b>

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

**Monthly Report**

Attached is the monthly report for October.

Taxing Authority	Regular Property Tax Levies			Market Value Based Levies			Percent Change in Combined Levies	
	2013	2014	2015	2013	2014	2015	One-Year	Two-Year
	Actual	Actual	Proposed	Actual	Actual	Proposed		
Ramsey County	\$ 276,538,351	\$ 276,538,351	\$ 276,538,351	-	-	-	0.0%	0.0%
<u>City/Town</u>								
St. Anthony	\$ 1,577,268	\$ 1,621,749	Not Available	\$ -	\$ -	\$ -	N/A	N/A
Gem Lake	254,942	230,219	539,319	-	-	-	134.3%	111.5%
Roseville	16,444,826	17,178,721	17,894,050	825,000	825,000	765,000	3.6%	8.0%
North St. Paul	2,958,536	2,956,549	3,152,112	415,188	479,127	479,847	5.7%	7.7%
Arden Hills	3,191,230	3,257,456	3,421,950	-	-	-	5.0%	7.2%
Shoreview	9,604,567	9,919,154	10,267,918	-	-	-	3.5%	6.9%
Little Canada	2,712,864	2,794,384	2,892,327	-	-	-	3.5%	6.6%
North Oaks	1,253,459	1,275,795	1,335,757	-	-	-	4.7%	6.6%
Vadnais Heights	3,579,662	3,686,463	3,761,782	-	-	-	2.0%	5.1%
Town of White Bear	2,804,002	2,761,232	2,921,678	55,000	55,000	65,000	6.1%	4.5%
Mounds View	4,000,381	4,087,010	4,163,310	181,000	178,000	187,000	2.0%	4.0%
Maplewood	17,835,640	17,912,640	18,772,050	692,760	615,760	297,300	2.9%	2.9%
St. Paul	101,207,852	101,207,852	103,636,842	-	-	-	2.4%	2.4%
Lauderdale	610,115	616,215	624,357	-	-	-	1.3%	2.3%
White Bear Lake	4,663,438	4,662,899	4,750,356	-	-	-	1.9%	1.9%
Falcon Heights	1,084,007	1,083,850	1,083,850	-	-	-	0.0%	0.0%
New Brighton	7,388,308	6,794,308	6,925,000	-	-	-	1.9%	-6.3%
Subtotal	\$ 181,171,097	\$ 182,046,496	\$ 186,142,658	\$ 2,168,948	\$ 2,152,887	\$ 1,794,147	2.0%	2.5%
<u>Schools</u>								
I.S.D. #282	\$ 1,333,062	\$ 1,140,639	Not Available	\$ 1,045,686	\$ 1,189,164	Not Available	N/A	N/A
I.S.D. #623	8,881,766	\$ 9,236,168	\$ 10,319,914	13,552,972	14,543,561	15,510,391	8.6%	15.1%
I.S.D. #622	12,787,517	14,750,979	15,678,591	6,547,132	6,163,686	6,253,986	4.9%	13.4%
I.S.D. #621	22,890,048	23,521,704	23,605,643	19,248,223	18,051,828	19,580,229	3.9%	2.5%
I.S.D. #625	90,587,829	100,175,041	102,758,380	43,131,511	34,881,492	33,648,734	1.0%	2.0%
I.S.D. #624	13,912,123	14,166,509	14,381,236	13,671,535	14,253,390	13,538,534	-1.8%	1.2%
Subtotal	\$ 150,392,345	\$ 162,991,040	\$ 166,743,764	\$ 97,197,059	\$ 89,083,121	\$ 88,531,874	1.3%	3.1%
<u>Special Taxing Districts</u>								
St. Anthony HRA	\$ 44,577	\$ 45,576	Not Available	NA	NA	NA	N/A	N/A
Middle Miss. Watershed	27,685	28,762	Not Available	NA	NA	NA	N/A	N/A
North Suburban Hospital	170,635	186,690	Not Available	NA	NA	NA	N/A	N/A
Lake Diane Sewer	2,250	2,250	3,750	NA	NA	NA	66.7%	66.7%
Metro Watershed	3,853,692	4,822,136	5,188,869	NA	NA	NA	7.6%	34.6%
Capitol Region Watershed	2,656,412	2,969,278	3,404,248	NA	NA	NA	14.6%	28.2%
Shoreview HRA	75,000	90,000	95,000	NA	NA	NA	5.6%	26.7%
North St Paul HRA	223,435	222,798	267,528	NA	NA	NA	20.1%	19.7%
Roseville HRA	698,471	703,579	741,498	NA	NA	NA	5.4%	6.2%
St. Paul HRA	3,178,148	3,178,148	3,278,148	NA	NA	NA	3.1%	3.1%
Rice Creek Watershed	2,239,676	2,291,474	2,300,672	NA	NA	NA	0.4%	2.7%
Met Council	12,262,705	12,263,586	12,300,980	NA	NA	NA	0.3%	0.3%
Bicentennial Pond	2,100	2,100	2,100	NA	NA	NA	0.0%	0.0%
St. Paul Port Authority	2,841,000	2,835,000	2,795,400	NA	NA	NA	-1.4%	-1.6%
Mosquito Control	2,541,612	2,496,104	2,492,471	NA	NA	NA	-0.1%	-1.9%
Regional Rail Authority	19,938,811	19,053,307	19,143,354	NA	NA	NA	0.5%	-4.0%
Valley Branch Watershed	19,214	16,767	16,767	NA	NA	NA	0.0%	-12.7%
Maplewood EDA	-	-	89,270	NA	NA	NA		
Subtotal	\$ 50,775,423	\$ 51,207,555	\$ 52,120,055				1.8%	2.6%
Total Levies	\$ 658,877,216	\$ 672,783,442	\$ 681,544,828	\$ 99,366,007	\$ 91,236,008	\$ 90,326,021	1.0%	1.8%

**General Fund**  
For Year 2014 Through The Month Of November

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Property Taxes	6,837,154	3,492,232	3,344,922	51.08	50.87
Licenses & Permits	324,500	472,348	-147,848	145.56	187.18
Intergovernmental	188,622	552,794	-364,172	293.07	206.71
Charges for Services	1,303,110	1,201,251	101,859	92.18	105.52
Fines & Forfeits	52,800	29,578	23,222	56.02	38.13
Interest Earnings	45,000		45,000		
Miscellaneous	26,108	23,236	2,872	89.00	108.12
<b>TOTAL REVENUES</b>	<b>8,777,294</b>	<b>5,771,439</b>	<b>3,005,855</b>	<b>65.75</b>	<b>67.26</b>
<b>EXPENDITURES</b>					
General Government					
Administration	539,688	407,730	131,958	75.55	90.25
Communications	209,370	156,630	52,740	74.81	89.05
Council & commiss	145,385	116,457	28,928	80.10	93.86
Elections	39,559	15,895	23,664	40.18	90.39
Finance/accounting	559,990	427,216	132,774	76.29	88.41
Human Resources	278,161	197,396	80,765	70.96	82.83
Information systems	334,900	282,635	52,265	84.39	81.34
Legal	120,000	95,865	24,135	79.89	98.54
<b>Total General Government</b>	<b>2,227,053</b>	<b>1,699,823</b>	<b>527,230</b>	<b>76.33</b>	<b>87.96</b>
Public Safety					
Emergency services	7,973	2,637	5,336	33.08	52.44
Fire	1,023,220	1,344,063	-320,843	131.36	121.79
Police	1,969,030	1,623,825	345,205	82.47	91.80
<b>Total Public Safety</b>	<b>3,000,223</b>	<b>2,970,525</b>	<b>29,698</b>	<b>99.01</b>	<b>102.04</b>
Public Works					
Forestry/nursery	132,243	103,897	28,346	78.57	68.56
Pub Works Adm/Engin	460,442	391,013	69,429	84.92	93.18
Streets	837,694	665,050	172,644	79.39	87.15
Trail mgmt	126,347	106,653	19,694	84.41	91.36
<b>Total Public Works</b>	<b>1,556,726</b>	<b>1,266,612</b>	<b>290,114</b>	<b>81.36</b>	<b>87.89</b>
Parks and Recreation					
Municipal buildings	127,775	121,238	6,537	94.88	95.51
Park Maintenance	1,200,912	1,027,372	173,540	85.55	89.34
Park/Recreation Adm	397,368	305,666	91,702	76.92	91.09
<b>Total Parks and Recreation</b>	<b>1,726,055</b>	<b>1,454,276</b>	<b>271,779</b>	<b>84.25</b>	<b>90.21</b>
Community Develop					
Building Inspection	155,715	135,075	20,640	86.74	104.19
Planning/zoning adm	434,522	348,968	85,554	80.31	89.03
<b>Total Community Develop</b>	<b>590,237</b>	<b>484,043</b>	<b>106,194</b>	<b>82.01</b>	<b>93.20</b>

**General Fund**  
For Year 2014 Through The Month Of November

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
Capital Outlay Administration		8,356	-8,356		
Total Capital Outlay		8,356	-8,356		
<b>TOTAL EXPENDITURES</b>	<b>9,100,294</b>	<b>7,883,636</b>	<b>1,216,658</b>	<b>86.63</b>	<b>93.29</b>
<b>OTHER</b>					
Transfers In	692,000	665,333	26,667	96.15	98.15
Transfers Out	-369,000	-329,167	-39,833	89.21	95.19
<b>TOTAL OTHER</b>	<b>323,000</b>	<b>336,167</b>	<b>-13,167</b>	<b>104.08</b>	<b>109.63</b>
Net change in fund equity		-1,776,031	1,855,697		
Fund equity, beginning		4,303,604			
Fund equity, ending		2,527,573			
Less invested in capital assets					
Net available fund equity		2,527,573			

**Recycling**  
For Year 2014 Through The Month Of November

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Intergovernmental	66,000	62,682	3,318	94.97	101.81
Charges for Services	493,500	262,325	231,175	53.16	51.35
<b>TOTAL REVENUES</b>	<b>559,500</b>	<b>325,008</b>	<b>234,492</b>	<b>58.09</b>	<b>57.53</b>
<b>EXPENDITURES</b>					
Public Works					
Recycling	529,569	409,133	120,436	77.26	86.42
Total Public Works	529,569	409,133	120,436	77.26	86.42
<b>TOTAL EXPENDITURES</b>	<b>529,569</b>	<b>409,133</b>	<b>120,436</b>	<b>77.26</b>	<b>86.42</b>
Net change in fund equity	29,931	-84,125	114,056		
Fund equity, beginning		204,983			
Fund equity, ending		120,858			
Less invested in capital assets					
Net available fund equity		120,858			

**STD Self Insurance**  
For Year 2014 Through The Month Of November

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Charges for Services	7,500	6,316	1,184	84.21	92.21
Interest Earnings	450		450		
<b>TOTAL REVENUES</b>	<b>7,950</b>	<b>6,316</b>	<b>1,634</b>	<b>79.45</b>	<b>85.38</b>
<b>EXPENDITURES</b>					
Miscellaneous					
Short-term Disab	8,000	7,250	750	90.63	45.18
Total Miscellaneous	8,000	7,250	750	90.63	45.18
<b>TOTAL EXPENDITURES</b>	<b>8,000</b>	<b>7,250</b>	<b>750</b>	<b>90.63</b>	<b>45.18</b>
Net change in fund equity	-50	-934	884		
Fund equity, beginning		41,257			
Fund equity, ending		40,323			
Less invested in capital assets					
Net available fund equity		40,323			

**Community Center**  
For Year 2014 Through The Month Of November

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Charges for Services	2,431,850	1,957,708	474,142	80.50	89.81
Interest Earnings	8,000		8,000		
Miscellaneous	13,000	412	12,588	3.17	
<b>TOTAL REVENUES</b>	<b>2,452,850</b>	<b>1,958,120</b>	<b>494,730</b>	<b>79.83</b>	<b>89.47</b>
<b>EXPENDITURES</b>					
Parks and Recreation					
Community center	2,667,676	2,162,444	505,232	81.06	89.45
<b>Total Parks and Recreation</b>	<b>2,667,676</b>	<b>2,162,444</b>	<b>505,232</b>	<b>81.06</b>	<b>89.45</b>
<b>TOTAL EXPENDITURES</b>	<b>2,667,676</b>	<b>2,162,444</b>	<b>505,232</b>	<b>81.06</b>	<b>89.45</b>
<b>OTHER</b>					
Transfers In	339,000	282,500	56,500	83.33	91.67
<b>TOTAL OTHER</b>	<b>339,000</b>	<b>282,500</b>	<b>56,500</b>	<b>83.33</b>	<b>91.67</b>
Net change in fund equity	124,174	78,176	45,998		
Fund equity, beginning		1,048,539			
Fund equity, ending		1,126,715			
Less invested in capital assets					
Net available fund equity		1,126,715			

**Recreation Programs**  
For Year 2014 Through The Month Of November

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Charges for Services	1,460,213	1,278,960	181,253	87.59	90.43
Interest Earnings	4,200		4,200		
Miscellaneous		48	-48		
<b>TOTAL REVENUES</b>	<b>1,464,413</b>	<b>1,279,008</b>	<b>185,405</b>	<b>87.34</b>	<b>90.13</b>
<b>EXPENDITURES</b>					
Parks and Recreation					
Adult & youth sports	96,256	100,031	-3,775	103.92	80.69
Aquatics	151,242	104,180	47,062	68.88	97.67
Community programs	102,662	88,369	14,293	86.08	113.02
Drop-in Child Care	61,751	45,622	16,129	73.88	83.65
Fitness Programs	209,023	153,056	55,967	73.22	85.58
Park/Recreation Adm	387,969	287,982	99,987	74.23	81.65
Preschool Programs	113,540	65,843	47,697	57.99	98.82
Summer Discovery	206,689	209,206	-2,517	101.22	107.21
Youth/Teen	36,621	20,393	16,228	55.69	56.56
<b>Total Parks and Recreation</b>	<b>1,365,753</b>	<b>1,074,682</b>	<b>291,071</b>	<b>78.69</b>	<b>89.82</b>
<b>TOTAL EXPENDITURES</b>	<b>1,365,753</b>	<b>1,074,682</b>	<b>291,071</b>	<b>78.69</b>	<b>89.82</b>
<b>OTHER</b>					
Transfers In	70,000	70,000		100.00	100.00
Transfers Out	-100,000	-83,333	-16,667	83.33	91.67
<b>TOTAL OTHER</b>	<b>-30,000</b>	<b>-13,333</b>	<b>-16,667</b>	<b>44.44</b>	<b>33.37</b>
Net change in fund equity	68,660	190,994	-89,000		
Fund equity, beginning		761,736			
Fund equity, ending		952,730			
Less invested in capital assets					
Net available fund equity		952,730			

**Cable Television**  
For Year 2014 Through The Month Of November

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Charges for Services	314,000	249,154	64,846	79.35	81.05
Interest Earnings	1,600		1,600		
Miscellaneous	1,200	1,100	100	91.67	83.23
<b>TOTAL REVENUES</b>	<b>316,800</b>	<b>250,254</b>	<b>66,546</b>	<b>78.99</b>	<b>80.56</b>
<b>EXPENDITURES</b>					
General Government					
Cable television	149,587	139,520	10,067	93.27	89.31
<b>Total General Government</b>	<b>149,587</b>	<b>139,520</b>	<b>10,067</b>	<b>93.27</b>	<b>89.31</b>
Capital Outlay					
Cable television		5,122	-5,122		
<b>Total Capital Outlay</b>		<b>5,122</b>	<b>-5,122</b>		
<b>TOTAL EXPENDITURES</b>	<b>149,587</b>	<b>144,642</b>	<b>4,945</b>	<b>96.69</b>	<b>168.14</b>
<b>OTHER</b>					
Transfers Out	-160,000	-133,333	-26,667	83.33	90.16
<b>TOTAL OTHER</b>	<b>-160,000</b>	<b>-133,333</b>	<b>-26,667</b>	<b>83.33</b>	<b>90.16</b>
Net change in fund equity	7,213	-27,722	88,268		
Fund equity, beginning		178,180			
Fund equity, ending		150,458			
Less invested in capital assets					
Net available fund equity		150,458			

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

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Property Taxes	80,000	40,681	39,319	50.85	50.69
TOTAL REVENUES	80,000	40,681	39,319	50.85	50.69
EXPENDITURES					
Community Develop Econ Development-EDA	71,007	56,955	14,052	80.21	75.29
Total Community Develop	71,007	56,955	14,052	80.21	75.29
TOTAL EXPENDITURES	71,007	56,955	14,052	80.21	75.29
Net change in fund equity	8,993	-16,274	25,267		
Fund equity, beginning		194,964			
Fund equity, ending		178,690			
Less invested in capital assets					
Net available fund equity		178,690			

**HRA Programs of EDA**  
For Year 2014 Through The Month Of November

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Property Taxes	90,000	45,744	44,256	50.83	50.70
TOTAL REVENUES	90,000	45,744	44,256	50.83	50.70
EXPENDITURES					
Community Develop					
Housing Programs-HRA	81,371	64,891	16,480	79.75	86.17
Total Community Develop	81,371	64,891	16,480	79.75	86.17
TOTAL EXPENDITURES	81,371	64,891	16,480	79.75	86.17
Net change in fund equity	8,629	-19,148	27,777		
Fund equity, beginning		74,197			
Fund equity, ending		55,049			
Less invested in capital assets					
Net available fund equity		55,049			

**Liability Claims**  
For Year 2014 Through The Month Of November

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Interest Earnings	2,100		2,100		
Miscellaneous	30,000	15,433	14,567	51.44	3.26
TOTAL REVENUES	32,100	15,433	16,667	48.08	3.02
EXPENDITURES					
Miscellaneous					
Insurance Claims	32,000	87,881	-55,881	274.63	57.00
Total Miscellaneous	32,000	87,881	-55,881	274.63	57.00
TOTAL EXPENDITURES	32,000	87,881	-55,881	274.63	57.00
Net change in fund equity	100	-72,448	72,548		
Fund equity, beginning		227,879			
Fund equity, ending		155,431			
Less invested in capital assets					
Net available fund equity		155,431			

**Slice SV Event**  
For Year 2014 Through The Month Of November

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Charges for Services	26,000	24,836	1,164	95.52	110.42
Miscellaneous	32,000	33,155	-1,155	103.61	136.76
TOTAL REVENUES	58,000	57,991	9	99.99	124.14
EXPENDITURES					
General Government					
Slice of Shoreview	65,735	63,594	2,141	96.74	112.46
Total General Government	65,735	63,594	2,141	96.74	112.46
TOTAL EXPENDITURES	65,735	63,594	2,141	96.74	112.46
OTHER					
Transfers In	10,000	10,000		100.00	100.00
TOTAL OTHER	10,000	10,000		100.00	100.00
Net change in fund equity	2,265	4,398	-2,133		
Fund equity, beginning		65,817			
Fund equity, ending		70,215			
Less invested in capital assets					
Net available fund equity		70,215			

**Water Fund**  
For Year 2014 Through The Month Of November

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Special Assessments		1,209	-1,209		
Intergovernmental	12,620	11,831	789	93.75	96.51
Utility Charges	2,637,000	1,986,018	650,982	75.31	93.04
Late fees		39,211	-39,211		
Water meters	5,500	10,177	-4,677	185.04	345.49
Other prop charges	11,000	8,315	2,685	75.59	289.42
Interest Earnings	34,000	-52	34,052	-.15	1.51
<b>TOTAL REVENUES</b>	<b>2,700,120</b>	<b>2,056,710</b>	<b>643,410</b>	<b>76.17</b>	<b>93.91</b>
<b>EXPENDITURES</b>					
Proprietary					
Water Operations	1,503,536	1,245,362	258,174	82.83	81.45
<b>Total Proprietary</b>	<b>1,503,536</b>	<b>1,245,362</b>	<b>258,174</b>	<b>82.83</b>	<b>81.45</b>
<b>TOTAL EXPENDITURES</b>	<b>1,503,536</b>	<b>1,245,362</b>	<b>258,174</b>	<b>82.83</b>	<b>81.45</b>
<b>OTHER</b>					
Sale of Asset		189	-189		
Depreciation	-639,000	-585,750	-53,250	91.67	91.67
Transfers Out	-303,000	-303,000		100.00	100.00
GO Revenue Bonds	-160,623	-187,963	27,340	117.02	118.23
<b>TOTAL OTHER</b>	<b>-1,102,623</b>	<b>-1,076,525</b>	<b>-26,098</b>	<b>97.63</b>	<b>98.00</b>
Net change in fund equity	93,961	-265,176	410,956		
Fund equity, beginning		13,327,864			
Fund equity, ending		13,062,688			
Less invested in capital assets		9,427,325			
Net available fund equity		3,635,363			

**Sewer Fund**  
For Year 2014 Through The Month Of November

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Special Assessments		1,862	-1,862		
Intergovernmental	10,050	9,426	624	93.79	96.52
Charges for Services	1,000	1,690	-690	168.98	1,448.8
Utility Charges	3,816,000	3,113,378	702,622	81.59	89.16
Late fees		62,284	-62,284		
Facility/area chgs	4,000	28,985	-24,985	724.63	848.65
Other prop charges	2,500	48,500	-46,000	1,940.0	-6.00
Interest Earnings	24,000	-17	24,017	-.07	.67
<b>TOTAL REVENUES</b>	<b>3,857,550</b>	<b>3,266,108</b>	<b>591,442</b>	<b>84.67</b>	<b>91.03</b>
<b>EXPENDITURES</b>					
Proprietary					
Sewer Operations	3,219,590	2,914,152	305,438	90.51	96.18
<b>Total Proprietary</b>	<b>3,219,590</b>	<b>2,914,152</b>	<b>305,438</b>	<b>90.51</b>	<b>96.18</b>
Capital Outlay					
Capital Projects		1,342	-1,342		
<b>Total Capital Outlay</b>		<b>1,342</b>	<b>-1,342</b>		
<b>TOTAL EXPENDITURES</b>	<b>3,219,590</b>	<b>2,915,494</b>	<b>304,096</b>	<b>90.55</b>	<b>96.18</b>
<b>OTHER</b>					
Sale of Asset		189	-189		
Depreciation	-330,000	-302,500	-27,500	91.67	91.67
Transfers Out	-181,000	-181,000		100.00	100.00
GO Revenue Bonds	-58,177	-67,887	9,710	116.69	111.53
<b>TOTAL OTHER</b>	<b>-569,177</b>	<b>-551,199</b>	<b>-17,978</b>	<b>96.84</b>	<b>96.89</b>
Net change in fund equity	68,783	-200,584	304,947		
Fund equity, beginning		7,478,199			
Fund equity, ending		7,277,615			
Less invested in capital assets		4,725,848			
Net available fund equity		2,551,767			

**Surface Water Mgmt**  
For Year 2014 Through The Month Of November

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Special Assessments		382	-382		
Intergovernmental	3,660	3,429	231	93.68	96.34
Utility Charges	1,277,000	1,049,024	227,976	82.15	88.50
Late fees		18,043	-18,043		
Lake Impr Dist chgs	43,577	25,732	17,845	59.05	77.89
Other prop charges	5,000	11,460	-6,460	229.20	148.67
Interest Earnings	8,000		8,000		
<b>TOTAL REVENUES</b>	<b>1,337,237</b>	<b>1,108,071</b>	<b>229,166</b>	<b>82.86</b>	<b>89.21</b>
<b>EXPENDITURES</b>					
Proprietary					
Snail Lake Aug.	27,277	57,806	-30,529	211.92	46.40
Surface Water Oper	799,318	579,826	219,492	72.54	84.93
<b>Total Proprietary</b>	<b>826,595</b>	<b>637,632</b>	<b>188,963</b>	<b>77.14</b>	<b>83.37</b>
Capital Outlay					
Surface Water Oper		48	-48		
<b>Total Capital Outlay</b>		<b>48</b>	<b>-48</b>		
<b>TOTAL EXPENDITURES</b>	<b>826,595</b>	<b>637,680</b>	<b>188,915</b>	<b>77.15</b>	<b>83.37</b>
<b>OTHER</b>					
Depreciation	-248,000	-227,333	-20,667	91.67	91.67
Transfers Out	-147,000	-147,000		100.00	100.00
GO Revenue Bonds	-82,116	-93,676	11,560	114.08	124.56
<b>TOTAL OTHER</b>	<b>-477,116</b>	<b>-468,009</b>	<b>-9,107</b>	<b>98.09</b>	<b>99.99</b>
Net change in fund equity	33,526	2,381	49,358		
Fund equity, beginning		8,072,695			
Fund equity, ending		8,075,076			
Less invested in capital assets		6,135,855			
Net available fund equity		1,939,221			

**Street Light Utility**  
For Year 2014 Through The Month Of November

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Special Assessments		174	-174		
Utility Charges	493,000	403,719	89,281	81.89	88.46
Late fees		7,938	-7,938		
Interest Earnings	2,200		2,200		
Miscellaneous	500	120	380	24.01	
<b>TOTAL REVENUES</b>	<b>495,700</b>	<b>411,951</b>	<b>83,749</b>	<b>83.10</b>	<b>89.51</b>
<b>EXPENDITURES</b>					
Proprietary					
Street lighting	267,491	199,822	67,669	74.70	83.79
<b>Total Proprietary</b>	<b>267,491</b>	<b>199,822</b>	<b>67,669</b>	<b>74.70</b>	<b>83.79</b>
Capital Outlay					
Street lighting		151,064	-151,064		
<b>Total Capital Outlay</b>		<b>151,064</b>	<b>-151,064</b>		
Capital Outlay					
Capital Projects		5,031	-5,031		
<b>Total Capital Outlay</b>		<b>5,031</b>	<b>-5,031</b>		
<b>TOTAL EXPENDITURES</b>	<b>267,491</b>	<b>355,917</b>	<b>-88,426</b>	<b>133.06</b>	<b>140.41</b>
<b>OTHER</b>					
Depreciation	-58,000	-53,167	-4,833	91.67	91.67
Transfers Out	-20,400	-20,400		100.00	100.00
<b>TOTAL OTHER</b>	<b>-78,400</b>	<b>-73,567</b>	<b>-4,833</b>	<b>93.83</b>	<b>94.03</b>
Net change in fund equity	149,809	-17,532	177,008		
Fund equity, beginning		1,163,796			
Fund equity, ending		1,146,264			
Less invested in capital assets		432,561			
Net available fund equity		713,703			

**Central Garage Fund**  
For Year 2014 Through The Month Of November

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Property Taxes	184,000	93,628	90,372	50.88	50.71
Intergovernmental	83,170	77,837	5,333	93.59	94.63
Cent Garage chgs	1,242,855	1,240,040	2,815	99.77	104.71
Interest Earnings	9,500		9,500		
Miscellaneous		150	-150		
<b>TOTAL REVENUES</b>	<b>1,519,525</b>	<b>1,411,655</b>	<b>107,870</b>	<b>92.90</b>	<b>96.44</b>
<b>EXPENDITURES</b>					
Proprietary					
Central Garage Oper	599,799	494,409	105,390	82.43	84.27
<b>Total Proprietary</b>	<b>599,799</b>	<b>494,409</b>	<b>105,390</b>	<b>82.43</b>	<b>84.27</b>
Capital Outlay					
Central Garage Oper		483,269	-483,269		
<b>Total Capital Outlay</b>		<b>483,269</b>	<b>-483,269</b>		
<b>TOTAL EXPENDITURES</b>	<b>599,799</b>	<b>977,679</b>	<b>-377,880</b>	<b>163.00</b>	<b>185.90</b>
<b>OTHER</b>					
Sale of Asset	29,000	90,353	-61,353	311.56	174.78
Transfers In	119,400	119,400		100.00	100.00
Depreciation	-660,000	-605,000	-55,000	91.67	91.67
GO CIP Bonds	-238,054	-240,223	2,169	100.91	100.73
<b>TOTAL OTHER</b>	<b>-749,654</b>	<b>-635,470</b>	<b>-114,185</b>	<b>84.77</b>	<b>87.54</b>
Net change in fund equity	170,072	-201,493	477,228		
Fund equity, beginning		4,203,945			
Fund equity, ending		4,002,452			
Less invested in capital assets		3,228,575			
Net available fund equity		773,877			

INVESTMENT SCHEDULE BY SECURITY TYPE  
AS OF 10-31-14

Seq#	Institution	Type	Term	Purchased	Matures	Principal	Yield
<hr/>							
CERTIFICATE DEPOSIT							
<hr/>							
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: 15						3,463,000.00	

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
1,195	Dain Rauscher Investment Services	FN	5,259	03-20-13	08-13-2027	575,000.00	3.921400

INVESTMENT SCHEDULE BY SECURITY TYPE  
AS OF 10-31-14

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

FED HM MORTG POOL

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

TAX EXMPT MNCPL BOND

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

TAXABLE MUNCPL BONDS

1,201	Dain Rauscher Investment Services	TM	1,554	04-30-13	08-01-17	452,342.50	1.546300
1,202	Dain Rauscher Investment Services	TM	1,919	04-30-13	08-01-18	493,511.75	1.846400
1,190	Dain Rauscher Investment Services	TM	2,302	12-11-12	04-01-19	503,020.00	1.349700
1,177	Wells Fargo Brokerage Services	TM	2,579	08-09-12	09-01-19	503,340.00	1.572100
1,192	Dain Rauscher Investment Services	TM	2,544	12-27-12	12-15-19	224,901.60	2.960600
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 10-31-14

Seq#	Institution	Type	Term	Purchased	Matures	Principal	Yield	
		Sub-Total Of Investments:					18,216,927.20	
		2013B Refunding Escrow					1,398,800.02	
		4M Municipal Money Mkt Fund					5,485,647.28	
		2011 COP Debt Service Reserve					8,440.31	
		GMHC Savings Acct USBank					166,594.16	
		Western Asset Govt MM Fund					146,493.82	
		GRAND TOTAL OF CASH & INVESTMENTS:					25,422,902.79	

TO: MAYOR, CITY COUNCIL AND CITY MANAGER  
FROM: MARK J. MALONEY, PUBLIC WORKS DIRECTOR  
DATE: NOVEMBER 17, 2014  
SUBJ: PUBLIC WORKS MONTHLY REPORT

### **Environmental Services**

Staff is completing documentation to receive reimbursement for costs from the Minnesota Department of Natural Resources for a forestry grant. The City received grant money for removing about 30 ash trees and replacing with new trees within 1 mile of our Emerald Ash Borer infestation in 2012-2014. Residents had the opportunity to choose their tree species from an approved list from the MN DNR, and about 25 new trees were planted this summer. Many residents were excited to have their boulevard ash tree removed pre-emptively and get a new species growing.

The annual recycling budget and fee is proposed to be \$46 per household for 2015. Staff is preparing the SCORE grant application for Ramsey County grant funds in the amount of \$51,930 to help offset the cost of the curbside recycling program. Each of these items will be approved at the City Council meeting on November 17.

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

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

The Environmental Quality Committee is excited to announce the lineup for the Spring Speaker Series in 2015 with experts discussing organics recycling, green remodeling, invasive species, and pollinators. All presentations will focus on what the average resident can do to help our neighborhoods and our environment.

### **Maintenance Activities**

Public works crews had their annual meeting before plowing season where they received updated plow route books, watched safety videos, cleaned and inspected their trucks and drove their routes looking for hazards. They have also been attending various training courses that are usually offered this time of year. The Streets crew were involved with a snow plow defensive driving course, bucket truck workshop and a sign training class. The Utility crew attended sewer school, laserfiche class and a one day SUSA school.

Street crews finished the final spot patching before the snow plowing season. They patched around high iron in the streets which includes; catch basins, manholes, and gate valves. They completed paving along

trails and spot patching trails as needed as well as placing new signs in the Hanson/Nottingham reconstruction project area. Both sweepers were out all month to pick up the leaves that had fallen. Sweeping has stopped for the year with the arrival of the first snow fall on November 10<sup>th</sup>. Plow trucks were out on November 10<sup>th</sup> and 11<sup>th</sup> clearing snow and spreading salt.

Utility crews begin each day with inspecting all the wells, lift stations, the booster station and the towers. Routine maintenance and upkeep and general repairs are made at each site. Water samples are collected daily and analyzed or sent as required by the Minnesota Department of Health. Crews respond daily to location requests and mark City owned underground utilities as required.

Utility crews were also out plowing in the last snow event. They have placed protective bags on the hydrants in the high salt areas and have been making miscellaneous valve and hydrant repairs. They were also quite involved with election day set up and take down.

**Department of Corrections Crew** – The DOC crews start each day by cleaning the maintenance center lunchroom, bathrooms, offices and other common areas. They have been trimming and removing trees and removing buckthorn on City owned property. They have also been trimming plants and shrubs in preparation of winter in the medians and around City Hall. They cleared the boardwalks on County Road I and McCullogh Park as well as various hand work around the City that is needed after every snow event. As time permits these crews clean and detail City owned trucks and equipment.

### Project Updates

**Water Treatment Plant – Preliminary Design Report** – A preliminary design kick-off meeting was held with City staff and the AE2S design team to discuss design elements of the water treatment plant. City staff plans to present design elements of the water plant to the City Council at the February workshop.

**Hanson/Oakridge Neighborhood Reconstruction – Project 14-01** – All of the underground utilities are complete. The concrete curb and gutter, base course of asphalt, driveways and boulevard restoration have been completed on Hanson, Robinhood, and Nottingham. The PaveDrain road surface on Oakridge Ave. has been completed. Driveways on Oakridge Ave. have been paved with a base course and will be completed in the spring along with the boulevard restoration. The final wear course will be completed in the spring.

**Trail Extension and Rehabilitation – Project 14-05** – All work has been completed except for some minor grading and seeding that will be completed in the spring.

**Highway 96 Lift Station – Project 14-07** – The plans and specifications are complete and will be presented to the Council for approval at the November 17<sup>th</sup> Council meeting.

**Autumn Meadows Development – Project 14-06** – The underground utilities, concrete curb and gutter, and the first lift of asphalt has been installed. The top layer of asphalt will be installed next year after a majority of the homes are constructed. The private utilities, XCEL, Comcast, Century Link, have completed their installation along with the new LED Street Lights. Five homes are under construction.

**Turtle Lake Augmentation Feasibility Report** – The City is currently negotiating a RFP/Scope of Services in accordance with City Council direction earlier this year. Staff is anticipating presenting a professional service agreement along with a cost share/escrow agreement with Turtle Lake Homeowners Association and grant agreement with the Met Council in the near future.

**TO: MAYOR AND COUNCILMEMBERS**

**FROM: TERRY SCHWERM  
CITY MANAGER**

**DATE: NOVEMBER 13, 2014**

**SUBJECT: PARKS AND RECREATION MONTHLY REPORT**

### **DEPARTMENT ACTIVITY**

Winter officially arrived this past week with about 4-5 inches of snow. Park maintenance crews have transitioned their equipment to winter activities. The sidewalks were cleared several times throughout the day on Monday and crews also cleared the parking lots at the Community Center, Library, parks and fire stations. Maintenance crews have also been preparing for the holiday lighting ceremony that will be held on November 20<sup>th</sup>.

Most of the building projects that were planned this year are now complete. The roof over the gymnasium was replaced in October and the project only has a few minor punch list items remaining. The carpeting in the Community Center's upper level lobby areas, meeting rooms and Shoreview Room has been replaced. This was a difficult project because it needed to be coordinated around rentals and other uses of the building including the General Election on November 4<sup>th</sup>. There are only a few remaining areas that still need to be recarpeted. A contractor is also scheduled to replace the movable walls in the meeting rooms, which should occur in the next few weeks.

### **COMMUNITY CENTER**

October remained active in the Fitness Center with many members returning indoors for their daily workout routine. Staff continues to receive compliments from our members about the new fitness equipment and expanded stretching area. Personal trainers remained with training redemptions that were purchased during the September annual 10% off training special. Staff is investigating the end of the three year lease on six pieces of cardio equipment and researching if it will be beneficial to purchase equipment instead of renewing the current lease. The maintenance contract with Master Link Sports has been extremely beneficial in keeping fitness equipment in proper working order.

Membership sales increased nearly 10% in October. This membership increase was due to resident annual adult memberships almost doubling compared to last year. This is promising as many new venues are opening in the surrounding area that offer attractive prices for single adult memberships. Regular family annual membership sales remain strong with a 9% increase in active family memberships compared to last year. Membership retention remains at about 90%. Staff is preparing for the next two months in the sales office with November and

December typically being the highest in membership sale revenue. Most years, these two months receive nearly 20% of all membership revenue.

The chlorine pump in the main pool was replaced in the past month. This new system allows an automatic switch over of chlorine flow and ensures safe chemical levels. The whirlpool has been working more effectively since the UV filtration system was installed during the annual pool shut down. Staff has had to do 70% less partial drains on Sunday evenings.

Many children used the water park and indoor playground during MEA this month. There were also a number of daytime pool groups and after-hours pool groups. The poolside party rooms continue to be well utilized. Preschool occupies these rooms during the week and birthday parties and private pool parties are booked on the weekends.

Corporate rentals continue to increase with new groups hosting their trainings at the Community Center. New companies included LaserFiche, Minnesota Department of Revenue and the University of Minnesota. There were 16 corporate events and 7 receptions held in the banquet rooms. The meeting rooms were busy with over 120 meetings held in these rooms this month. An advertisement was placed in the Twin Cities guide showcasing the Community Center as an affordable and attractive venue to host an event. Other marketing efforts were a BOGO (Buy One Get One) in Val Pak, an advertisement in Minnesota Parent showcasing birthday parties, and an advertisement in the Shoreview Press and Bulletin focusing on memberships and the one month membership special "Healthy and Home for the Holidays."

### **RECREATION PROGRAMS**

The fall ice skating session began on October 25<sup>th</sup> with over 50 participants enrolled in the classes this session. The beginning level classes continue to be the most popular with over half of the participants enrolled in our Pre-Snowplow and Snowplow classes. The Pre-Snowplow classes are structured similar to a semi-private lesson where each instructor only has two students. This provides more hands-on assistance for participants that are being introduced to ice skating for the first time.

We continue to contract with Mayer Arts to provide Ballet Classes at the Community Center. Wish upon a Ballet was at capacity this past fall session. Another contractual program that continues to be successful is the Tae Kwon Do courses. This program is held in conjunction with Sun Yi's Academy. There were over 35 participants registered for classes this session.

Kids Care continued to see an increased use this fall compared to 2013. In September and October, we had over 1,200 participants in the program compared to just over 1,000 participants in 2013. Staff expects to see an increase in use as we enter the winter months and more families are using our indoor facilities.

The New Year's Eve party is a Hawaiian theme this year. Staff is preparing for the event by gathering volunteers and planning activities; face painting, crazy hairdos, carnival games, crafts,

bingo, and balloon drop. New this year is swimming with a real life mermaid. The event hours changed to 5:30-8:00 to accommodate the younger children.

Santa's Workshop/ Secret Holiday shopping spree: The Santa's Workshop will be replacing the Skate with Santa event. Santa's workshop will feature breakfast with Santa, crafts, and pictures with Santa. The Secret Holiday shopping spree will be taking place with Santa's Workshop. This will allow kids to be able to shop for presents for their family members.

The fall After School Sports programs at Island Lake School and Turtle Lake School finished this past week. The program offers children the opportunity to learn the basic skills in basketball, soccer or wrestling. There were 67 children enrolled which is a slight decrease from last year. The tennis program wrapped up another successful session this fall. The program offers the opportunity to learn the fundamental skills of tennis in group classes or by private lesson. The pleasant fall weather allowed play for an entire session free from inclement weather cancellations. There were 24 children enrolled which is similar to last season.

The drop-in pickleball and drop-in basketball programs started in September. The drop-in pickleball program is held at the Shoreview Community Center Monday through Friday from 8:30-11:00am. The drop-in basketball program is held at Island Lake School on Wednesdays from 6:30-9:00pm and Saturdays from 8:00 am-10:00 pm. Both programs are averaging around 20 participants per day, although the pickleball numbers have been increasing as the weather becomes colder.

### **PARKS MAINTENANCE CREW**

It was another busy month for the crew. We were able to complete our fall fertilization program. We also have a good start on leaf cleanup. The recent snow will put an end to doing anymore until spring.

The crew mowed all turf surfaces one last time going into winter. The crew started cleaning up leaves in the park and the Community Center. Shamrock and Bucher Parks receive the most complaints from nearby residents, so we tackled those two first. All the irrigation systems have been winterized at this time. As the crew was blowing out the systems they made some repairs at the same time. All drinking fountains were shutdown and drained. The buildings at Rice Creek Fields and Sitzer Park have also been winterized.

The crew continued to cut and paint lines on the football and soccer fields. Now that the fall programs are complete, the crew cleaned up the paint rig and put it into storage until next spring. The crew continued to repair the pitchers mounds and the edges of the warning tracks and infields on the ballfields. A contractor was hired to take off the seat boards of the bleachers at Wilson Park. The paint was peeling from them, so we had it sand blasted off. They now have a brushed aluminum finish.

The crew removed the sunshades from the playground at Bucher Park. They also removed the umbrellas from the lower plaza of the Community Center. Both have been put into storage for the winter. The crew changed over all the equipment taking off the mowing decks and adding brooms, blowers and cabs. All equipment is now ready for winter, which arrived earlier this week. The crew spent all day cleaning the Community Center, Library and fire stations.

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 restrooms at the pavilion will be the only ones in use once skating season arrives.

### **COMMUNITY CENTER CREW**

The crew was busy trying to keep the building on its cleaning schedule. That was hard to do being short staffed for most of the past month. They were still able to get all the soap dispensers changed in the pool locker rooms. We have been slowly changing out the soap dispensers to a hands free system. They also worked on cleaning dust from the walls of the fitness center.

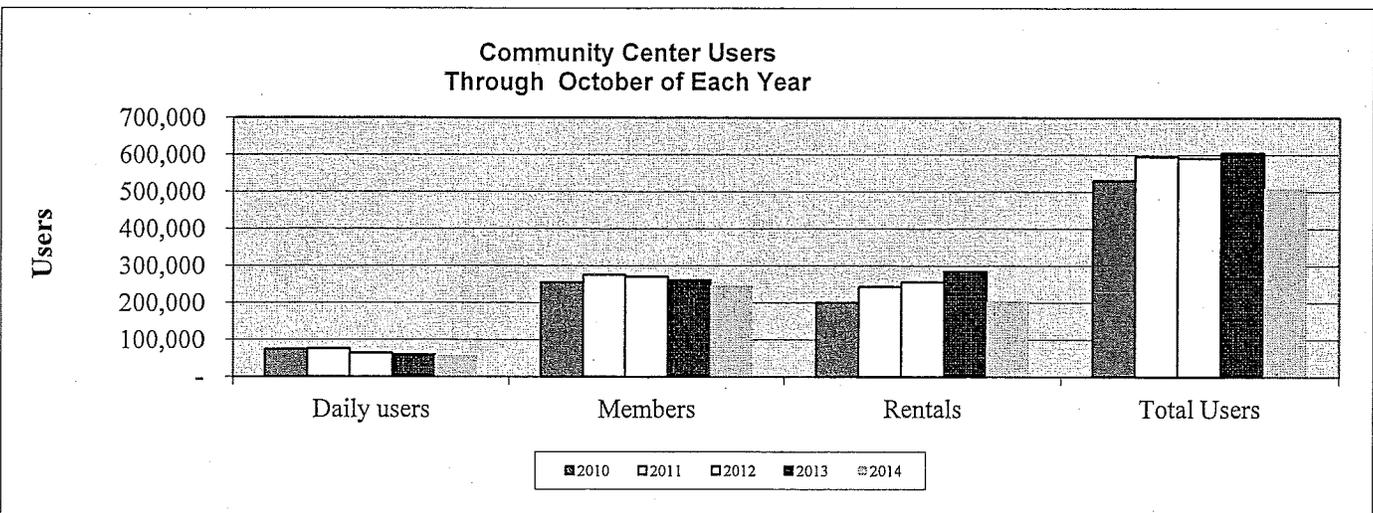
The last couple of items to clean up from the fire are taking place. There has been a crew working after hours cleaning the ductwork in the building. They should finish in the next couple of days. The last item is cleaning the wood slat ceiling in the entryway. A contractor started to clean the ceiling and replacing the insulation this week.

Work orders for repairs keep skyrocketing. We surpassed last year's total on October 15<sup>th</sup>. We are now well over 4700 work orders for this year. We are on track to finish the year with over 5,000. We had 4,208 last year.

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

	2010	2011	2012	2013	2014
<b>Number of Users:</b>					
Daily users	74,141	75,857	63,984	58,884	56,728
Members	254,849	275,687	270,176	261,321	247,465
Rentals	201,089	242,895	255,863	284,582	205,279
<b>Total Users</b>	<b>530,079</b>	<b>594,439</b>	<b>590,023</b>	<b>604,787</b>	<b>509,472</b>
<b>Revenue:</b>					
Admissions	\$ 437,194	\$ 493,670	\$ 466,002	\$ 492,070	\$ 497,460
Memberships-annual	645,126	716,235	752,789	753,590	766,407
Memberships-seasonal	76,173	77,438	75,716	69,747	75,468
Room rentals	191,251	216,781	214,189	253,952	258,140
Wave Café	148,989	168,663	159,398	178,817	183,025
Commissions	9,407	12,559	12,912	11,729	12,294
Locker/vending/video	23,649	23,013	19,880	18,615	16,403
Merchandise	9,149	12,213	12,711	12,567	10,356
Other miscellaneous	1,021	1,131	216	(19)	317
Building charge	93,000	97,000	100,000	101,687	100,000
Transfers in	258,340	247,500	250,000	260,000	282,500
<b>Total Revenue</b>	<b>1,893,299</b>	<b>2,066,203</b>	<b>2,063,813</b>	<b>2,152,755</b>	<b>2,202,370</b>
<b>Expenditures:</b>					
Personal services	1,046,140	1,062,377	1,105,335	1,158,746	1,201,983
Supplies	311,361	359,724	343,756	377,983	422,119
Contractual	419,501	465,940	487,788	514,382	515,738
Other	-	-	5,727	-	-
<b>Total Expenditures</b>	<b>1,777,002</b>	<b>1,888,041</b>	<b>1,942,606</b>	<b>2,051,111</b>	<b>2,139,840</b>
<b>Rev less Exp Year-to-date</b>	<b>\$ 116,297</b>	<b>\$ 178,162</b>	<b>\$ 121,207</b>	<b>\$ 101,644</b>	<b>\$ 62,530</b>

\*



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

**Community Center Monthly Activity  
For the Year 2014**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>Number of Users:</b>													
Daily users	8,204	6,661	10,413	5,480	4,230	5,389	4,858	5,232	2,251	4,010	-	-	56,728
Members	31,509	27,103	29,692	26,463	22,454	23,645	23,864	22,155	18,845	21,735	-	-	247,465
Rentals	9,996	7,882	9,500	11,995	17,617	43,616	40,248	42,655	9,917	11,853	-	-	205,279
<b>Total Users</b>	<b>49,709</b>	<b>41,646</b>	<b>49,605</b>	<b>43,938</b>	<b>44,301</b>	<b>72,650</b>	<b>68,970</b>	<b>70,042</b>	<b>31,013</b>	<b>37,598</b>	<b>-</b>	<b>-</b>	<b>509,472</b>
<b>Revenue:</b>													
Admissions	\$ 58,989	\$ 49,221	\$ 88,178	\$ 40,092	\$ 31,934	\$ 51,666	\$ 47,411	\$ 44,773	\$ 15,288	\$ 25,596	\$ -	\$ -	453,148
Indoor playground	8,013	5,807	8,607	5,131	2,057	3,568	2,782	3,251	2,042	3,054	-	-	44,312
Memberships	139,300	83,683	101,639	73,674	68,059	71,484	68,244	73,477	74,023	88,292	-	-	841,875
Room rentals	26,034	20,287	32,717	29,119	27,458	25,290	21,856	19,529	28,629	27,221	-	-	258,140
Wave Café	24,419	21,030	30,955	18,308	13,815	17,321	14,982	15,534	11,784	14,877	-	-	183,025
Commissions	-	73	53	1,579	1,193	1,050	1,733	802	3,417	2,394	-	-	12,294
Locker/vending/video	3	2,795	2,811	1,444	1,785	1,873	1,604	1,348	1,099	1,641	-	-	16,403
Merchandise	982	1,069	1,108	1,110	937	1,536	1,468	1,094	396	656	-	-	10,356
Other miscellaneous	(42)	(61)	(43)	29	1	296	56	42	18	21	-	-	317
Building charge	-	-	-	-	-	100,000	-	-	-	-	-	-	100,000
Interest	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers in	28,250	28,250	28,250	28,250	28,250	28,250	28,250	28,250	28,250	28,250	-	-	282,500
<b>Total Revenue</b>	<b>285,948</b>	<b>212,154</b>	<b>294,275</b>	<b>198,736</b>	<b>175,489</b>	<b>302,334</b>	<b>188,386</b>	<b>188,100</b>	<b>164,946</b>	<b>192,002</b>	<b>-</b>	<b>-</b>	<b>2,202,370</b>
<b>Expenditures:</b>													
Personal services	80,502	113,805	109,267	111,237	164,246	116,446	112,900	123,504	111,300	158,776	-	-	1,201,983
Supplies	15,848	52,201	51,609	58,274	24,061	37,144	38,870	61,592	26,314	56,206	-	-	422,119
Contractual	8,229	39,893	48,847	45,114	28,652	82,787	33,283	79,182	73,306	76,445	-	-	515,738
Other	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers out	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>104,579</b>	<b>205,899</b>	<b>209,723</b>	<b>214,625</b>	<b>216,959</b>	<b>236,377</b>	<b>185,053</b>	<b>264,278</b>	<b>210,920</b>	<b>291,427</b>	<b>-</b>	<b>-</b>	<b>2,139,840</b>
<b>Rev less Exp (monthly)</b>	<b>\$ 181,369</b>	<b>\$ 6,255</b>	<b>\$ 84,552</b>	<b>\$ (15,889)</b>	<b>\$ (41,470)</b>	<b>\$ 65,957</b>	<b>\$ 3,333</b>	<b>\$ (76,178)</b>	<b>\$ (45,974)</b>	<b>\$ (99,425)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 62,530</b>
<b>Rev less Exp (Ytd)</b>	<b>\$ 181,369</b>	<b>\$ 187,624</b>	<b>\$ 272,176</b>	<b>\$ 256,287</b>	<b>\$ 214,817</b>	<b>\$ 280,774</b>	<b>\$ 284,107</b>	<b>\$ 207,929</b>	<b>\$ 161,955</b>	<b>\$ 62,530</b>	<b>\$ 62,530</b>	<b>\$ 62,530</b>	<b>\$ 62,530</b>

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

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>Number of Users:</b>													
Daily users	7,974	7,000	10,931	7,185	5,072	4,871	4,514	4,366	2,652	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
<b>Total Users</b>	<b>54,559</b>	<b>49,185</b>	<b>60,580</b>	<b>53,877</b>	<b>48,164</b>	<b>85,038</b>	<b>84,255</b>	<b>79,725</b>	<b>44,037</b>	<b>45,367</b>	<b>47,522</b>	<b>46,583</b>	<b>698,892</b>
<b>Revenue:</b>													
Admissions	\$ 50,299	\$ 47,292	\$ 88,714	\$ 54,738	\$ 33,185	\$ 45,769	\$ 43,304	\$ 38,274	\$ 16,516	\$ 28,873	\$ 36,362	\$ 40,843	\$ 524,169
Indoor playground	6,216	6,569	8,744	5,824	3,480	2,899	2,312	2,293	2,074	4,695	6,268	5,289	56,663
Memberships	124,779	85,193	94,796	77,552	67,021	68,231	68,319	76,179	77,643	83,624	112,181	169,305	1,104,823
Room rentals	27,440	26,030	29,824	25,609	27,653	28,573	17,165	27,021	22,877	21,760	21,612	27,643	303,207
Wave Café	20,972	18,003	31,703	19,174	14,800	16,404	15,062	17,706	10,252	14,741	15,558	16,485	210,860
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	4,093	24,198
Merchandise	1,331	1,014	1,807	1,794	1,183	1,614	1,312	1,214	574	724	811	627	14,005
Other miscellaneous	(73)	(20)	(228)	153	50	19	19	42	7	12	-	14,623	14,604
Building charge	-	-	-	-	-	101,687	-	-	-	-	-	-	101,687
Interest	-	-	-	-	-	-	-	-	-	-	-	(42,835)	(42,835)
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
<b>Total Revenue</b>	<b>256,960</b>	<b>213,646</b>	<b>283,180</b>	<b>213,610</b>	<b>176,653</b>	<b>293,851</b>	<b>178,377</b>	<b>191,895</b>	<b>159,337</b>	<b>185,246</b>	<b>220,426</b>	<b>262,225</b>	<b>2,635,406</b>
<b>Expenditures:</b>													
Personal services	82,812	114,612	117,601	109,051	163,800	118,822	114,033	118,407	111,010	108,598	164,022	150,736	1,473,504
Supplies	16,571	51,430	46,426	62,354	39,856	33,562	31,462	39,800	32,616	23,906	32,826	67,635	478,444
Contractual	5,989	49,989	34,133	65,882	62,010	51,361	63,244	71,565	48,713	61,496	43,524	66,349	624,255
Other	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers out	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>105,372</b>	<b>216,031</b>	<b>198,160</b>	<b>237,287</b>	<b>265,666</b>	<b>203,745</b>	<b>208,739</b>	<b>229,772</b>	<b>192,339</b>	<b>194,000</b>	<b>240,372</b>	<b>284,720</b>	<b>2,576,203</b>
<b>Rev less Exp (monthly)</b>	<b>\$ 151,588</b>	<b>\$ (2,385)</b>	<b>\$ 85,020</b>	<b>\$ (23,677)</b>	<b>\$ (89,013)</b>	<b>\$ 90,106</b>	<b>\$ (30,362)</b>	<b>\$ (37,877)</b>	<b>\$ (33,002)</b>	<b>\$ (8,754)</b>	<b>\$ (19,946)</b>	<b>\$ (22,495)</b>	<b>\$ 59,203</b>
<b>Rev less Exp (ytd)</b>	<b>\$ 151,588</b>	<b>\$ 149,203</b>	<b>\$ 234,223</b>	<b>\$ 210,546</b>	<b>\$ 121,533</b>	<b>\$ 211,639</b>	<b>\$ 181,277</b>	<b>\$ 143,400</b>	<b>\$ 110,398</b>	<b>\$ 101,644</b>	<b>\$ 81,698</b>	<b>\$ 59,203</b>	

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

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

## MOTION SHEET

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

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

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

Date	Description	
11/03/14	Accounts payable	\$95,914.81
11/06/14	Accounts payable	\$51,358.89
11/10/14	Accounts payable	\$26,182.16
11/13/14	Accounts payable	\$224,141.59
11/17/14	Accounts payable	\$458,628.47
	<b>Sub-total Accounts Payable</b>	<b>\$ 856,225.92</b>
11/14/14	Payroll 127426 to 127471 969762 to 969956	\$160,875.94
	<b>Sub-total Payroll</b>	
	<b>TOTAL</b>	<b>\$ 1,017,101.86</b>

ROLL CALL:	AYES	NAYS
Johnson		
Quigley		
Wickstrom		
Withhart		
Martin		

11/17/14

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
AMERICAN MESSAGING	LOCKBOX MONTHLY FEE	101	40210	3190		009	\$3.99	\$3.99
AMERICAN WATER WORKS ASSOCIATI	AWWA MEMBERSHIP 2015	101	42050	4330			\$1,792.00	
BARSNESS, KIRSTIN	ED CONSULTING OCTOBER	307	44100	4890			\$2,100.00	
C & E HARDWARE	ELECTRIC BOX COVER FOR WASH BAY OUTLET	701	46500	2180		001	\$14.99	\$14.99
GTS EDUCATIONAL EVENTS	2014 RCLLG ANNUAL MEETING & PROGRAM	101	40100	4330	005		\$25.00	\$25.00
HARDWOOD SUPPLY LLC	DUMP BOX BOARDS FOR UNIT 203	701	46500	2220		001	\$76.50	\$76.50
MINNESOTA POLLUTION CONTROL AG	WASTEWATER LICENSE RENEWAL/MEYER/KEDING	602	45550	4500		003	\$46.00	\$46.00
MULTICARE ASSOCIATES TWIN CITI	EMPLOYEE TESTING	101	40210	3190		006	\$149.00	\$199.00
		101	40210	3190			\$50.00	
PUBLIC EMPLOYEES RETIREMENT AS	EMPL/EMPLOYER CONTRIBUTIONS:10-31-14	101	21740				\$28,459.81	\$28,459.81
SHORT ELLIOTT HENDRICKSON, INC	RR QUIET ZONE STUDY	101	42050	3190			\$1,947.73	\$1,947.73
TARGET COMMERCIAL INVOICE	BENEFIT FAIR SUPPLIES	101	40210	4890		001	\$30.78	\$30.78
TREASURY, DEPARTMENT OF	FEDERAL WITHHOLDING TAX:10-31-14	101	21710				\$22,142.42	\$57,249.24
		101	21730				\$28,323.66	
		101	21735				\$6,783.16	
UNIVERSITY OF MINNESOTA	CEAM ANNUAL CONFERENCE-MALONEY-WESOLOWSK	101	42050	4500			\$740.00	\$740.00
YALE MECHANICAL INC	REPLACE 2 CONDENSER FAN MOTORS	220	43800	3810		003	\$3,229.77	\$3,229.77
							Total of all invoices:	\$95,914.81

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt	
A & L SUPERIOR SOD, INC	SOD FOR 893 SHIRLEE LANE	601	45050	2280		002	\$13.20	\$13.20	
ACE SOLID WASTE	DUMPSTER SERVICE CC AND PARKS	220	43800	3640			\$849.83	\$1,007.86	
		101	43710	3950			\$158.03		
BAUER BUILT TIRE AND BATTERY I	TIRES UNIT 305 & JD S220	701	46500	2230		001	\$142.02	\$876.72	
		701	46500	2230		002	\$734.70		
BUCK, DIANA	REIMBURSE JURY DUTY MILEAGE/BUCK	101	38890			001	\$17.28		
COORDINATED BUSINESS SYSTEMS	MITA LASER MAINTENANCE	101	40550	3860		004	\$162.58	\$162.58	
FEDEX	LAMINATION - SWIM LESSON POSTERS	225	43520	2170		002	\$67.49	\$67.49	
INTERSTATE POWER SYSTEMS, INC	UNIT 306A VAC-CON FUEL FILTER	701	46500	2220		001	\$281.23	\$281.23	
KONRAD MATERIAL SALES LLC	CRACK FILL MATERIAL	101	42200	2180		001	\$13,062.76	\$13,062.76	
MENARDS CASHWAY LUMBER **FRIDL	RED DUCT TAPE HYDRANTS	601	45050	2280		003	\$6.74	\$6.74	
MENARDS CASHWAY LUMBER *MAPLEW	SUPPLIES FOR SALT STORAGE	101	42200	2180		001	\$48.42	\$48.42	
METROPOLITAN COURIER CORPORATI	ARMORED CAR SERVICES: OCT 2014	101	40500	4890		001	\$96.25	\$385.00	
		220	43800	4890		001	\$96.25		
		601	45050	4890		001	\$96.25		
		602	45550	4890		001	\$96.25		
MICHAEL LEE INC	EROSION RED 5964 PARKWOOD RES 14-101	101	22030				\$500.00		
NEUTGENS EXCAVATING & CONSTRU	EROSION RED 689 ARBOGAST RES 14-101	101	22030				\$1,000.00	\$1,000.00	
ORKIN EXTERMINATING CO INC.	PEST CONTROL CC	220	43800	3190		004	\$166.89	\$166.89	
OXYGEN SERVICE COMPANY	WELDING GASES	701	46500	2180		001	\$75.56	\$75.56	
PULTE HOMES	GRADING CERT 1223 BUCHER RES 14-101	101	22025				\$1,000.00	\$1,000.00	
RAMSEY COUNTY TREASURER	LIFE INSURANCE: NOV 2014	101	20414				\$2,619.07	\$2,819.07	
		101	20417				\$200.00		
SESCA	GAMBLING PERMIT FOR TASTE OF SLICE	270	40250	2180		001	\$50.00	\$50.00	
ST ODILIA	LANDSCAPE REL 3495 VICTORIA RES 14-101	101	22020				\$21,875.00	\$21,875.00	
XCEL ENERGY	BOOSTER STATION: ELECTRIC/GAS	601	45050	3610			\$7,881.00	\$7,943.09	
		601	45050	2140			\$62.09		
Total of all invoices:								\$51,358.89	

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
A-1 HYDRAULICS SALES & SERVICE	FLOOR HOIST HYD HOSE REPAIR	701	46500	2180		001		\$47.06	\$47.06
ABM EQUIPMENT & SUPPLY INC	UNIT 306A FAN BEARINGS	701	46500	2220		001		\$1,303.50	\$1,303.50
ACE SOLID WASTE	MAINT CENTER SOLID WASTE PICKUP	701	46500	3640				\$250.46	\$250.46
AMSAN BRISSMAN KENNEDY	ECONOMY SHOWER CURTAIN PIN	220	43800	2110				\$1.92	
AMSAN BRISSMAN KENNEDY	PAPER TOWELS/CAN LINERS	220	43800	2110				\$884.20	\$884.20
AMSAN BRISSMAN KENNEDY	GUM REMOVER AEROSOL	220	43800	2110				\$90.36	\$90.36
AMSAN BRISSMAN KENNEDY	BATH TISSUE/CAN LINER/FOAM SOAP	220	43800	2110				\$398.96	\$398.96
AMSAN BRISSMAN KENNEDY	BATH TISSUE/CAN LINERS/FOAM SOAP	220	43800	2110				\$619.12	\$619.12
AMSAN BRISSMAN KENNEDY	RENOWN LOOP MOP	220	43800	2110				\$62.52	\$62.52
AMSAN BRISSMAN KENNEDY	PAPER TOWELS/CAN LINERS/KLEENEX/COLOROX	220	43800	2110				\$1,274.73	\$1,274.73
AMSAN BRISSMAN KENNEDY	MICROFIBER CLOTH MOP	220	43800	2110				\$96.25	\$96.25
AMSAN BRISSMAN KENNEDY	PAPER TOWEL/SOAP/HAND SANIT/LOW FOAM	220	43800	2110				\$916.14	\$916.14
AMSAN BRISSMAN KENNEDY	BATH TISSUE/CAN LINER	220	43800	2110				\$144.33	\$144.33
AMSAN BRISSMAN KENNEDY	CORD/TERMINAL ASSEMBLY/LABOR	220	43800	3890				\$58.00	\$58.00
AMSAN BRISSMAN KENNEDY	CORD/TERMINAL ASSEMBLY/LABOR	220	43800	3890				\$58.00	\$58.00
ANCOM COMMUNICATIONS INC	2 WAY RADIO SUPPLIES	220	43800	2180		002		\$161.85	\$161.85
APPLIED MAINTENANCE SUPPLIES	MISC. TOOLS	701	46500	2180		001		\$375.20	\$375.20
AUTONATION FORD WHITE BEAR LAK	TIRE PRESSURE SENSOR PROGRAMMER	701	46500	2400		006		\$37.35	\$37.35
AUTONATION FORD WHITE BEAR LAK	UNIT 611 RADIATOR HOSE SEAL	701	46500	2220		001		\$7.03	\$7.03
AUTONATION FORD WHITE BEAR LAK	UNIT 611 RADIATOR SEAL	701	46500	2220		001		\$3.21	\$3.21
AUTONATION FORD WHITE BEAR LAK	WHEEL SPEED SENSOR	701	46500	2400		006		\$48.82	\$48.82
AUTONATION FORD WHITE BEAR LAK	UNIT 611 RADIATOR HOSE	701	46500	2220		001		\$67.08	\$67.08
AUTONATION FORD WHITE BEAR LAK	UNIT 611 STEERING PARTS	701	46500	2220		001		\$62.52	\$62.52
BEISSWENGERS HARDWARE	UNIT S2 MISC. PARTS	701	46500	2220		001		\$47.38	\$47.38
BEISSWENGERS HARDWARE	MUFFLER FOR TRASH PUMP	701	46500	2220		002		\$4.98	\$4.98
BEISSWENGERS HARDWARE	UNIT 208 CHLORIDE TANK PARTS	701	46500	2220		001		\$11.90	\$11.90
BOYER TRUCK PARTS INC.	UNIT 611 RADIATOR SEAL	701	46500	2220		001		\$3.68	\$3.68
BOYER TRUCK PARTS INC.	UNIT 215 MULTI FUNCTION SWITCH	701	46500	2220		001		\$45.12	\$45.12
BOYER TRUCK PARTS INC.	UNIT 306 FUEL FILTER	701	46500	2220		001		\$40.76	\$40.76
BOYER TRUCK PARTS INC.	UNIT 310 MULTI FUNCTION SWITCH	701	46500	2220		001		\$69.70	\$69.70
BRAKE & EQUIPMENT WAREHOUSE	SHOP SUPPLIES	701	46500	2180		001		\$46.31	\$46.31
BRAKE & EQUIPMENT WAREHOUSE	UNIT 310 BRAKE PADS	701	46500	2220		001		\$84.64	\$84.64
BRAKE & EQUIPMENT WAREHOUSE	UNIT 301 BRAKE PADS	701	46500	2220		001		\$42.32	\$42.32
BRAKE & EQUIPMENT WAREHOUSE	UNIT 611 HUB/BEARING ASSEMBLY	701	46500	2220		001		\$247.52	\$247.52
BWBR ARCHITECTS	GYM ROOF PROJECT DESIGN FEES	405	43800	3810				\$3,257.47	\$3,257.47
C & E HARDWARE	WATER FOR BATTERIES	701	46500	2180		001		\$2.58	\$2.58
C & E HARDWARE	PAINT STRIPPER FOR FUEL PUMPS	701	46500	2180		001		\$14.99	\$14.99
C & E HARDWARE	MISC. PARTS	701	46500	2180		001		\$9.33	\$9.33
C & E HARDWARE	PAINT FOR FUEL PUMPS	701	46500	2180		001		\$15.98	\$15.98
COMMUNITY REINVESTMENT FUND	GMHC ADMIN FEES/OCT STMT/15 @ \$6/2 MOS	307	44100	4890				\$180.00	\$180.00
CUSTOM TRUCK ACCESSORIES, INC	UNIT 603 TOPPER HINGES	701	46500	2220		001		\$59.80	\$59.80
EMERGENCY AUTOMOTIVE	STOP/TURN BULBS FOR DUMP TRUCKS	701	46500	2220		001		\$49.50	\$49.50
ENVIRONMENTAL PRODUCTS & ACCES	UNIT 306A MISC PARTS	701	46500	2220		001		\$285.39	\$285.39
FACTORY MOTOR PARTS COMPANY	UNIT 215 BATTERY	701	46500	2220		001		\$382.26	\$382.26
FLEETPRIDE INC	UNIT 208 BRAKE SHOES	701	46500	2220		001		\$94.15	\$94.15
FLEETPRIDE INC	UNIT 306 PUSH ON ELBOW	701	46500	2220		001		\$15.82	\$15.82
FLEETPRIDE INC	SHOP SUPPLIES	701	46500	2180		001		\$18.46	\$18.46
FLEETPRIDE INC	UNIT 215 PARTS/SHOP SUPPLIES	701	46500	2220		001		\$13.46	\$23.23
		701	46500	2180		001		\$9.77	
FLEETPRIDE INC	UNIT S2 PARTS	701	46500	2220		001		\$35.88	
FLEETPRIDE INC	UNIT 210 EXHAUST PIPE	701	46500	2220		001		\$12.24	\$12.24

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Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
FLEETPRIDE INC	HYD FITTINGS FOR BACKHOE	701	46500	2220		002		\$36.48	\$36.48
FLEETPRIDE INC	UNIT S2 PARTS	701	46500	2220		001		\$18.88	\$18.88
FLEETPRIDE INC	TRUCK TAIL LIGHTS	701	46500	2220		001		\$14.20	\$14.20
FLEETPRIDE INC	TOOLS/U215 FLASHER/LESS CREDIT 64728602	701	46500	2400		006		\$7.88	\$26.58
		701	46500	2220		001		\$18.70	
GENESIS EMPLOYEE BENEFITS, INC	FLEX - MED/DEPENDENT CARE 11-07-14	101	20431					\$1,000.00	
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$23.75	\$23.75
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001		\$19.99	\$19.99
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$16.20	\$16.20
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		\$17.29	\$17.29
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$17.26	\$17.26
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		\$16.28	\$16.28
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$16.28	\$16.28
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$16.33	\$16.33
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$16.33	\$16.33
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$17.23	\$17.23
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$17.22	\$17.22
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$16.27	\$16.27
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$16.26	\$16.26
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001		\$16.26	\$16.26
HEGGIE'S PIZZA LLC	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001		\$318.90	\$318.90
I-STATE TRUCK CENTER	UNIT 204 BATTERY BOX/UNIT 215 FLASHER	701	46500	2220		001		\$26.72	\$26.72
I-STATE TRUCK CENTER	UNIT 204 BATTERY BOX	701	46500	2220		001		\$6.75	\$6.75
KUSCHEL, JODEE	REIMBURSEMENT: ELECTION DAY SUPPLIES	101	40300	2180				\$58.17	\$58.17
L T G POWER EQUIPMENT	2 CYL. OIL	701	46500	2130		001		\$89.95	\$89.95
L T G POWER EQUIPMENT	WEED WHIP TRIMMER LINE	701	46500	2220		002		\$115.91	\$115.91
L T G POWER EQUIPMENT	ECHO SAW SCREW ADJUST	701	46500	2220		002		\$5.06	\$5.06
MINNESOTA SPRING AND SUSPENSIO	UNIT 204 FRONT SPRINGS	701	46500	2220		001		\$58.00	\$58.00
NAPA AUTO PARTS	UNIT 215 FLASHERS	701	46500	2220		001		\$37.47	\$37.47
NAPA AUTO PARTS	UNIT 612 OIL FILTER	701	46500	2220		001		\$5.34	\$5.34
NAPA AUTO PARTS	SANDING DISCS (FUEL PUMP DOORS)	701	46500	2180		001		\$11.29	\$11.29
NAPA AUTO PARTS	PAINT REMOVER FOR FUEL PUMPS	701	46500	2180		001		\$34.97	\$34.97
NAPA AUTO PARTS	MISC. PARTS	701	46500	2180		001		\$8.58	\$8.58
NAPA AUTO PARTS	UNIT 305 LIGHT BULB	701	46500	2220		001		\$2.99	\$2.99
NAPA AUTO PARTS	SHOP SUPPLIES	701	46500	2180		001		\$58.95	\$58.95
NORTHERN ELECTRICAL CONTRACTOR	LIGHT REPAIR IN POOL AREA	220	43800	3810		007		\$704.52	\$704.52
NORTHERN ELECTRICAL CONTRACTOR	REPLACE CEILING FANS/LIFT/LABOR	220	43800	3810		004		\$1,966.87	\$1,966.87
NORTHERN ELECTRICAL CONTRACTOR	REPLACE MOTION SENSOR/BALLAST/LABOR	220	43800	3810		001		\$478.07	\$478.07
PLUMBMASTER, INC	REPAIR CLAMPS/SLOAN SNGL FLUSH/EPOXY	220	43800	2240		001		\$535.67	\$535.67
PLUMBMASTER, INC	POW-R WRAP 3 IN.	220	43800	2240		001		\$55.10	\$55.10

COUNCIL REPORT

Vendor Name	Description	FF	GG	00	AA	CC	Line Amount	Invoice Amt	
RADCO INC	UNIT 612 FLOORMATS	701	46500	2220		001	\$99.95		
RADCO INC	FLOOR MATS - TRUCKS	701	46500	2220		001	\$199.90	\$199.90	
RADCO INC	UNIT 612 RUNNING BOARDS	701	46500	2220		001	\$271.90	\$271.90	
SAFETY SIGNS	ELECT. SIGN FOR CLEANUP DAY	210	42750	3640			\$300.00	\$300.00	
SAM'S CLUB DIRECT	COFFEE CART/REFRESHMENTS FOR ALF	225	43590	2174		002	\$101.20	\$101.20	
SWALLEN, JOHN	FALL MINI KICKERS CLASSES	225	43510	3190		012	\$1,358.00	\$1,358.00	
SYSO FOOD SERVICES OF MN, INC	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$236.29	\$412.49	
		220	43800	2591		001	\$176.20		
T-MOBILE	SERVICE - 9/27-10/26/14	601	45050	3190			\$58.26	\$58.26	
TRANSPORTATION SUPPLIES INC	TOOLS	701	46500	2400		006	\$95.79	\$95.79	
TRANSPORTATION SUPPLIES INC	TOOLS	701	46500	2400		006	\$46.37	\$46.37	
TRUCK UTILITIES INC.	UNIT 610 PLOW PART	701	46500	2220		001	\$840.00	\$840.00	
UNITED GLASS INC	FURNISH AND DELIVER CLEAR PLEXI-GLASS	220	43800	2240		003	\$299.43	\$299.43	
WATSON COMPANY	BREAK ROOM SUPPLIES	101	40800	2180		001	\$47.81		
WATSON COMPANY	COFFEE SERVICE SUPPLIES	220	43800	2591		003	\$170.04	\$273.97	
		101	40800	2180			\$103.93		
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$74.33		
		101	40800	2180			\$46.98	\$121.31	
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$6.98		
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$275.42	\$275.42	
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$812.74	\$812.74	
YALE MECHANICAL INC	POOL SHUTDOWN REPAIRS	220	43800	3810		007	\$2,356.00	\$2,356.00	
Total of all invoices:								\$26,182.16	=====

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Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
AARP C/O RAY MURRAY	AARP SMART DRIVER 8HR (11/3)&(11/5)	225	43590	3174		003	\$280.00	\$280.00
ABDUR RAZZAQ, TINAISHA	FACILITY REFUND	220	22040				\$25.00	\$25.00
AGGARWAL, RITU	TEN FAT TURKEYS	220	22040				\$28.00	\$28.00
ALLEN, DEANNE	CC MINUTES - 11/3/14	101	40200	3190		001	\$200.00	\$200.00
ALLEN, DEANNE	EDA MINUTES - 11/3/14	240	44400	3190			\$200.00	\$200.00
ALTAKI, RANIM	FACILITY REFUND	220	22040				\$25.00	\$25.00
AMSAN BRISSMAN KENNEDY	PAPER TOWELS/FOAM SOAP/FLOOR CLEANER	220	43800	2110			\$1,337.59	\$1,337.59
AMSAN BRISSMAN KENNEDY	BATH TISSUE/CAN LINERS/FOAM SOAP	220	43800	2110			\$423.20	\$423.20
AMSAN BRISSMAN KENNEDY	RED/WHITE RIGHT TO KNOW	220	43800	2240		001	\$81.33	\$81.33
BANQUET BOOSTERS, MVHS FOOTBAL	FACILITY REFUND	220	22040				\$200.00	\$200.00
BATTERIES PLUS	MTCE CENTER SECURITY SYSTEM BATTERIES	101	40210	2180		004	\$79.80	\$79.80
BEISSWENGERS HARDWARE	SNOW SHOVELS FOR CC	220	43800	2400			\$103.77	\$103.77
BEISSWENGERS HARDWARE	REPAIR SUPPLIES CC	220	43800	2240		001	\$19.34	\$19.34
BRANDL, KAREN	FACILITY REFUND	220	22040				\$25.00	\$25.00
CARLSON, KARI (DOLLY)	FACILITY REFUND	220	22040				\$50.00	\$50.00
CARPIO, DANITZA	FACILITY REFUND	220	22040				\$25.00	\$25.00
CATURIA, JENNIFER	FACILITY REFUND	220	22040				\$25.00	\$25.00
CLASSIC CATERING/PICNIC PLEASE	VOLUNTEER DINNER	101	40100	4890			\$3,242.78	\$3,242.78
CUB FOODS	PRESCHOOL SUPPLIES	225	43555	2170			\$258.49	\$258.49
CULLIGAN	IRON FILTER SERVICE FEE	220	43800	3190		007	\$88.00	\$88.00
EICHHOLZ, APRIL	FACILITY REFUND	220	22040				\$25.00	\$25.00
ELAZAB, AMANDA	FACILITY REFUND	220	22040				\$25.00	\$25.00
FIELDS, MARCIE	FACILITY REFUND	220	22040				\$25.00	\$25.00
GILECK, AMANDA	FACILITY REFUND	220	22040				\$25.00	\$25.00
GOPHER	ICE SKATING SUPPLIES	225	43580	2171			\$75.99	\$75.99
GOVRIK-MCCOY, ELIZABETH	FACILITY REFUND	220	22040				\$25.00	\$25.00
GREEN MILL	SMALL BUSINESS WORKSHOP BREAKFAST	240	44400	4890			\$457.65	\$457.65
HA, SUGAND	PASS REFUND	220	22040				\$180.00	\$180.00
HABTETSION, ABRAHAM	FACILITY REFUND	220	22040				\$225.00	\$225.00
HACKL, AMELIA	FACILITY REFUND	220	22040				\$25.00	\$25.00
HIGGINS, JAMES	PASS REFUND	220	22040				\$80.00	\$80.00
HOPE, MAUREEN	FACILITY REFUND	220	22040				\$78.56	\$78.56
HRUBY, HYACINTH	FACILITY REFUND	220	22040				\$25.00	\$25.00
JAMISON, JANET	FACILITY REFUND	220	22040				\$600.00	\$600.00
KEYKAL, ANDY	FACILITY REFUND	220	22040				\$25.00	\$25.00
KHANG, KAYING	FACILITY REFUND	220	22040				\$25.00	\$25.00
KNOPPS, PATTY	FACILITY REFUND	220	22040				\$25.00	\$25.00
LINCOLN, TEILO	FACILITY REFUND	220	22040				\$300.00	\$300.00
LYM, JAMES	FACILITY REFUND	220	22040				\$25.00	\$25.00
MANDA, SRIKARAN	FACILITY REFUND	220	22040				\$74.98	\$74.98
MANDA, SRIKARAN	FACILITY REFUND	220	22040				\$25.00	\$25.00
MATHESON TRI-GAS INC	OXYGEN AND CO2	220	43800	2160		002	\$95.73	\$153.45
		220	43800	2200		001	\$57.72	
MCGUIRE, STEVEN	FACILITY REFUND	220	22040				\$25.00	\$25.00
MCNAMEE, KRIS	FACILITY REFUND	220	22040				\$25.00	\$25.00
METROPOLITAN COUNCIL	SEWER SERVICE-DECEMBER 2014	602	45550	3670			\$150,952.26	
MINNESOTA DEPARTMENT OF REV -	ON ROAD DIESEL FUEL TAX: OCTOBER 2014	701	46500	2120			\$362.24	\$362.24
MINNESOTA DEPT LABOR AND INDUS	BUILDING SURCHARGE REPORT: OCTOBER 2014	101	20802				\$2,070.09	\$2,028.69
		101	34060				-\$41.40	
MOUNDS VIEW PUBLIC SCHOOLS	BUILDING SUP/FALL AFTER SCHOOL SPORTS	225	43510	3190		015	\$270.00	\$270.00
PACK #407, CUB SCOUT	FACILITY REFUND	220	22040				\$100.00	\$100.00

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Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
ALLIANCE BENEFIT GROUP INC	COBRA/QUALIFYING EVENT/ONGOING FEE	101	40210	3190		003		\$10.00	\$10.00
AMERICAN ENGINEERING TESTING,	TURTLE LANE/SCHIFSKY CP15-01 SOIL BORING	577	47000	5910				\$5,932.70	
ARAMARK REFRESHMENT SERVICES	COFFEE & SUPPLIES MAINTENANCE CENTER	701	46500	2183		003		\$146.21	\$146.21
BEISSWENGERS HARDWARE	BATTERIES FOR PARK BLDG THERMOSTATS-	101	43710	2240				\$18.19	\$18.19
BEISSWENGERS HARDWARE	HARDWARE TO SECURE CAPS-PICKLEBALL POSTS	101	43710	2240				\$7.80	\$7.80
BEISSWENGERS HARDWARE	FURNACE FILTERS AND BITS	101	43710	2240				\$64.01	\$64.01
BRIGHTON SANDBLASTING INC	SANDBLAST BLEACHERS AND BENCHES WILSON	101	43710	3190				\$3,300.00	\$3,300.00
C&J ENTERTAINMENT LLC	NOVEMBER 2014 DIVE IN MOVIE	225	43590	3173		001		\$800.00	\$800.00
CENTRAL ROOFING COMPANY	ROOF REPAIRS	701	46500	3190				\$14,207.00	\$14,207.00
CENTRAL ROOFING COMPANY	GYM ROOF REPLACEMENT	405	43800	3810				\$132,700.03	\$132,700.03
CHESS	OCTOBER MTCE PLAN	101	40210	3190		007		\$610.00	\$610.00
CRAIG RAY RAPP LLC	ANNUAL FEE-LEADERSHIP DEVELOPMENT	101	40200	4500				\$1,200.00	\$1,200.00
DAKOTA COUNTY TECHNICAL COLLEGE	DEFENSIVE DRIVING/SNOW PLOW DRIVERS	101	42200	4500		001		\$800.00	\$800.00
E.H.RENNER, INC	WELL INSPECTION	601	45050	3190		003		\$400.00	\$400.00
FERGUSON WATERWORKS #2516	MACRO COUPLINGS	601	45050	2280		002		\$594.52	\$594.52
FERGUSON WATERWORKS #2516	VALVE BOX PARTS	601	45050	2280		004		\$576.79	\$576.79
FERGUSON WATERWORKS #2516	NUTS FOR VALVES	601	45050	2280		004		\$124.03	\$124.03
FIRST LAB, INC.	EMPLOYEE TESTING	101	40210	3190		001		\$419.70	\$419.70
FLEET FARM/GE CAPITAL RETAIL B	HANSON/OAKRIDGE CP14-01 MB POST	576	47000	5950				\$19.89	\$19.89
FLOORS BY BECKERS INC	CARPET REPLACEMENT PROJECT	405	43800	3810				\$75,422.40	\$75,422.40
GOPHER STATE ONE-CALL	GOPHER ONE LOCATE CHARGE	601	45050	3190		001		\$156.29	\$625.15
		602	45550	3190		001		\$156.29	
		603	45850	3190		001		\$159.29	
		604	42600	3190				\$153.28	
HAWKINS, INC.	FLUORIDE	601	45050	2160		001		\$3,588.05	\$3,588.05
ICC RESTORATION & CLEANING SER	INSURANCE CLAIM: FIRE	260	47400	4340				\$20,105.35	\$20,105.35
KENNEDY & GRAVEN, CHARTERED	FRANCHISE RENEWAL & TRANSFER	230	40900	3190				\$1,750.00	
LILLIE SUBURBAN NEWSPAPERS INC	LEGAL NOTICES	101	40200	3360		001		\$265.63	\$265.63
MANSFIELD OIL COMPANY	OFF ROAD AND ON ROAD DIESEL FUEL	701	46500	2120		002		\$4,765.80	\$4,765.80
MANSFIELD OIL COMPANY	UNLEADED FUEL MONTHLY CONTRACT PURCHASE	701	46500	2120		001		\$2,937.11	\$2,937.11
NPELRA	MEMBERSHIP/ELLIOTT	101	40210	4330				\$200.00	\$200.00
OFFICE DEPOT	FILE CABINETS	220	43800	2180		001		\$252.79	\$505.57
		225	43530	2170		002		\$252.78	
OFFICE DEPOT	FOLDERS	220	43800	2010		001		\$2.32	
OFFICE DEPOT	HRC COMMUNITY DIALOGUE SUPPLIES	101	40100	4890		002		\$25.33	\$25.33
OFFICE DEPOT	GENERAL OFFICE SUPPLIES	101	40200	2010		002		\$26.81	\$49.74
		101	40500	2010		008		\$3.94	
		220	43800	2200		002		\$18.99	
RAMSEY COUNTY	FLEET SUPPORT FEE - OCTOBER	101	41500	3890		001		\$24.96	\$24.96
RAMSEY COUNTY	CAD SERVICES - OCTOBER	101	41100	3190				\$601.95	\$601.95
RAMSEY COUNTY	911 SERVICES - OCTOBER	101	41100	3190		002		\$8,250.37	\$8,250.37
RAMSEY COUNTY	LAW ENFORCEMENT SERVICES-NOVEMBER	101	41100	3190		001		\$160,469.99	\$160,469.99
RAMSEY COUNTY	WATER PATROL SERVICES-2014	101	41100	3990				\$7,441.50	\$7,441.50
RAMSEY COUNTY PROPERTY RECORDS	EMERGENCY COMMUNICATION RADIO USER FEE	701	46500	4330				\$134.16	\$134.16
RICOH USA INC.	TONER AND TRANSFER UNIT FOR PRINTER	101	40550	3860		004		\$455.74	
RICOH USA INC.	TONER PACKING BOXES	101	40550	2010		002		\$38.00	\$38.00
SCHINDLER ELEVATOR CORPORATION	QUARTERLY MAINTENANCE FEE FOR ELEVATOR	701	46500	3196		002		\$413.31	\$413.31
TRINITY ENVIRONMENTAL SPECIAL	RELINING OF AHU #1 &2	220	43800	3810				\$7,920.00	\$7,920.00
UNI FIRST CORPORATION	UNIFORM RENTAL	101	42200	3970		001		\$38.96	\$155.84
		601	45050	3970		001		\$38.96	
		602	45550	3970		001		\$38.96	



# Purchase Voucher

City of Shoreview  
 4600 Victoria Street North  
 Shoreview MN 55126

Voucher Number	45,391
Vendor number	01547 1 <span style="float: right;">2014</span>
Vendor name	CENTRAL ROOFING COMPANY
Address	4550 MAIN STREET MINNEAPOLIS MN 55421

Date	Comment line on check	Invoice number	Amount
10-31-14	GYM ROOF REPLACEMENT	1	\$132,700.03

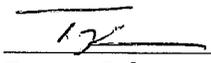
*This Purchase Voucher is more than \$25,000.00; was the state's cooperative venture considered before purchasing through another source?*

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

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

Cooperative purchasing venture consideration requirement does not apply.

Account Coding	Amount
405 43800 3810	\$132,700.03

Is sales tax included on invoice?	Not Taxable
If no, amount subject to sales use tax	\$
Reviewed by:	
(signature required) Gary Chapman	
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	45,484		
Vendor number	01050 1	2014	
Vendor name	FLOORS BY BECKERS INC		
Address	825 FIRST STREET NW NEW BRIGHTON MN 55112		

Date	Comment line on check	Invoice number	Amount
10-31-14	CARPET REPLACEMENT PROJECT	156377	\$75,422.40

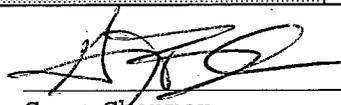
*This Purchase Voucher is more than \$25,000.00; was the state's cooperative venture considered before purchasing through another source?*

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

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

Cooperative purchasing venture consideration requirement does not apply.

Account Coding	Amount
405 43800 3810	\$75,422.40

Is sales tax included on invoice?	Not Taxable
If no, amount subject to sales use tax	\$
Reviewed by: (signature required) Gary Chapman	
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

Vendor number	01337 2
Vendor name	RAMSEY COUNTY
Address	90 PLATO BLVD W. PO BOX 64097 ST. PAUL MN 55164-0097

Voucher	Date	Comment line on check	Invoice number	Account coding	Amount
45,415	11-07-14	LAW ENFORCEMENT SERVICES-NOVEMBER	SHRFL-001360 ✓	101 41100 3190 001	\$160,469.99 ✓
45,414	11-07-14	911 SERVICES - OCTOBER	EMCOM-003644 ✓	101 41100 3190 002	\$8,250.37 ✓
45,416	11-07-14	WATER PATROL SERVICES-2014	SHRFP-001546 ✓	101 41100 3990	\$7,441.50 ✓
45,413	11-07-14	CAD SERVICES - OCTOBER	EMCOM-003659 ✓	101 41100 3190	\$601.95 ✓
45,412	11-07-14	FLEET SUPPORT FEE - OCTOBER	EMCOM-003659	101 41500 3890 001	\$24.96 ✓
Total:					\$176,788.77

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

**LICENSE APPLICATIONS**

Moved by Councilmember

\_\_\_\_\_

Seconded by Councilmember

\_\_\_\_\_

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

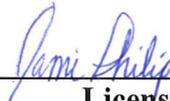
<b>ROLL CALL:</b>	<b>AYES</b>	<b>NAYS</b>
Johnson	_____	_____
Quigley	_____	_____
Wickstrom	_____	_____
Withhart	_____	_____
Martin	_____	_____

November 17, 2014  
Regular Council Meeting

**CITY OF SHOREVIEW - LICENSE APPLICATIONS**  
**November 17, 2014**

<b>LICENSE #</b>	<b>BUSINESS NAME</b>	<b>TYPE</b>
2015-C01	Minnesota Tree Surgeons	Tree Trimmer
2015-C02	Charley's Tree Service	Tree Trimmer

The above licenses are recommended for approval:



\_\_\_\_\_  
License/Permit Clerk

PROPOSED MOTION

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

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

to adopt Resolution No. 14-104 approving plans and specifications for Sanitary System Improvements – Highway 96 Lift Station, City Project 14-07, and ordering the taking of bids on Thursday, December 11, 2014 at 10:00 a.m., at the Shoreview City Hall.

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

REGULAR COUNCIL MEETING  
November 17, 2014

TO: MAYOR, CITY COUNCIL, CITY MANAGER

FROM: TOM WESOLOWSKI, CITY ENGINEER

DATE: NOVEMBER 12, 2014

SUBJECT: APPROVE PLANS & SPECIFICATIONS FOR SANITARY SYSTEM  
IMPROVEMENTS – HIGHWAY 96 LIFT STATION,  
CITY PROJECT 14-07

### INTRODUCTION

At the July 7, 2014 meeting the City Council authorized the execution of a professional services agreement with Bolton & Menk to prepare plans and specifications and provide construction coordination activities for Sanitary Sewer Improvements – Highway 96 Lift Station, City Project 14-07. Plans and specifications have been prepared, and the project is on schedule to proceed to the public bidding phase. City Council authorization for public bidding is required at this time.

### BACKGROUND

A portion of the City's sanitary sewer collection piping is along Highway 96 just east of Dale Street, as shown on the attached drawing. The soils in that area are mainly peat, which does not provide adequate support for piping. When the piping was installed in the 1960's, wooden pilings were installed under the piping to provide support and keep the pipe from sinking. This section of pipe was recently televised and it showed a large dip in the pipe that is completely filled with water. The submerged section of pipe is restricting the flow in the pipe and causing sewage to back up in the pipeline. Two single family residences in the area have a history of sewer backups associated with the condition of the City's sewer line.

### DISCUSSION

As part of the Highway 96 rehabilitation project, completed by Ramsey County this summer, the section of sanitary sewer pipe where the dip is located was exposed and inspected. The inspection of the pipe showed that the pilings under the pipe are settling and pulling the pipe down. To restore proper operation of the sanitary sewer the existing sanitary sewer pipe will be abandoned and a lift station and forcemain will be installed to pump the sewage instead of having it flow by gravity. The lift station will be located on better foundation soils and the forcemain installed at a much shallower depth in better soils, significantly reducing the potential of future settlement and operational problems.

RECOMMENDATION

It is recommended that the City Council adopt Resolution 14-104 approving the plans and specifications for Sanitary Sewer Improvements – Highway 96 Lift Station, City Project 14-07 and authorize the taking of bids.

**EXTRACT OF MINUTES OF MEETING OF THE  
CITY COUNCIL OF SHOREVIEW, MINNESOTA  
HELD NOVEMBER 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 November 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. 14-104

APPROVING PLANS AND SPECIFICATIONS  
AND ORDERING THE TAKING OF BIDS FOR  
SANITARY SEWER IMPROVEMENTS – HIGHWAY 96 LIFT STATION  
CITY PROJECT 14-07

WHEREAS, plans and specifications for Sanitary Sewer Improvements – Highway 96 Lift Station, C.P. 14-07, have been prepared and presented to the City Council for approval.

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

1. The plans and specifications for Sanitary Sewer Improvements – Highway 96 Lift Station, City Project 14-07, are hereby approved.
2. The City Manager shall prepare and cause to be inserted in the official newspaper an Advertisement for Bids for the making of such improvement under such approved plans and specifications. The advertisement shall be published at least twice, at least three weeks prior to the bid opening, shall specify the work to be done, that the bids are the responsibility of the bidder, and shall state that bids are to be received by the City until 10:00 a.m., local time, on Thursday, December 11, at which time they will be publicly opened in the Council Chambers of the City Hall by two or more designated officers of the City.

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 17<sup>th</sup> day of November, 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 17<sup>th</sup> day of November, 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 approving plans and specifications for City Project 14-07 and authorizing bidding of the project.

WITNESS MY HAND officially as such Manager and the corporate seal of the City of Shoreview, Minnesota, this 18<sup>th</sup> day of November 2014.

---

Terry Schwerm  
City Manager

SEAL



HIGHWAY 96/DALE STREET - SEWER REPAIR PROJECT 14-07





TO: MAYOR, CITY COUNCIL, CITY MANAGER

FROM: THOMAS L. HAMMITT  
SENIOR ENGINEERING TECHNICIAN

DATE: NOVEMBER 13, 2014

SUBJECT: DEVELOPER ESCROW REDUCTIONS

INTRODUCTION

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

BACKGROUND

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

1000 Oakridge Ave	Erosion Control completed
5107 Alameda St	Erosion Control completed
554 Suzanne Ave	Grading Cert, Erosion & Curb repairs completed
428 Tanglewood Dr	Grading Cert, Erosion & Curb repairs completed
3460 Lexington Ave	Erosion Control completed

RECOMMENDATION

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

1000 Oakridge Ave	Dennis Jarnot	\$ 500.00
5107 Alameda St	Jack The Carpenter Inc	\$ 1,000.00
554 Suzanne Ave	Lee Homes/Exceptional	\$ 7,500.00
428 Tanglewood Dr	Lee Homes/Exceptional	\$ 9,000.00
3460 Lexington Ave	Earth Wizards	\$ 2,000.00

**\*PROPOSED\***

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

**HELD NOVEMBER 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 November 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. 14-109**

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

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

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

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

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

1000 Oakridge Ave	Dennis Jarnot	\$ 500.00
5107 Alameda St	Jack The Carpenter Inc	\$ 1,000.00
554 Suzanne Ave	Lee Homes/Exceptional	\$ 7,500.00
428 Tanglewood Dr	Lee Homes/Exceptional	\$ 9,000.00
3460 Lexington Ave	Earth Wizards	\$ 2,000.00

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

and the following voted against the same:



**PROPOSED MOTION**

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

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

To approve Resolution No. 14-105 assessing the administrative penalty of \$250 to Shoreview BP, to approve Resolution No. 14-106 assessing the administrative penalty of \$500 to Exxon of Shoreview, and to approve Resolution No. 14-107 assessing the administrative penalty of \$50 to Cameron Dahl, for tobacco license violations in accordance with the City Code.

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

**TO: MAYOR AND COUNCILMEMBERS**

**FROM: TERRI HOFFARD  
DEPUTY CLERK**

**DATE: NOVEMBER 13, 2014**

**SUBJECT: ADOPTION OF ADMINISTRATIVE PENALTIES FOR TOBACCO  
LICENSE VIOLATIONS—EXXON OF SHOREVIEW, SHOREVIEW  
BP AND CAMERON DAHL**

### **INTRODUCTION**

The City Council is being asked to approve administrative penalties for tobacco violations at Exxon of Shoreview, 3854 Lexington Avenue and Shoreview BP, 5990 Hodgson Road.

### **BACKGROUND**

On Wednesday, July 9, 2014, the Ramsey County Sheriff's Department conducted tobacco compliance checks on license holders in Shoreview. Two of our licensed tobacco vendors failed this compliance check.

### **SHOREVIEW BP**

Shoreview BP failed their tobacco compliance check when an employee, Sonja Waldemarsen, sold tobacco to a minor. This is a violation of Section 706 of the Shoreview Municipal Code. The City regulations state that any violation of the restrictions attached to a Tobacco License shall be cause for administrative penalty, suspension of the license or revocation of the license.

The first such violation within 24 months subjects the licensee to a \$250 fine and one additional compliance check. The store clerk making the sale is subjected to a fine of \$50 for the first violation within 24 months. The Sheriff's Department will be conducting an additional compliance check at Shoreview BP in the near future.

Pat Timmers, bookkeeper for Shoreview BP, elected to sign the Agreement for Administrative Penalty form admitting to the facts of the violation, accepting the administrative penalty, and waiving their right to a hearing on this matter before the Shoreview City Council.

The clerk who made the sale, Sonja Waldemarsen, went to Court for this violation, was charged with a petty misdemeanor and has paid her required fine.

### **EXXON OF SHOREVIEW**

Exxon of Shoreview failed their tobacco compliance check when an employee, Cameron Dahl, sold tobacco to a minor. This is a violation of Section 706 of the Shoreview Municipal Code. The City regulations state that any violation of the restrictions attached to

a Tobacco License shall be cause for administrative penalty, suspension of the license or revocation of the license.

This is their second violation in 24 months, therefore, they are subjected to a \$500 fine and an additional compliance check. The Sheriff's Department will be conducting an additional compliance check at Exxon of Shoreview in the near future.

Pat Timmers, bookkeeper for Exxon of Shoreview and Cameron Dahl, the clerk who made the sale, have elected to sign the Agreement for Administrative Penalty form admitting to the facts of the violations, accepting the administrative penalties, and waiving their rights to a hearing on this matter before the Shoreview City Council.

### **RECOMMENDATION**

Based on the foregoing information, it is recommended that the City Council adopt Resolution No. 14-105 approving the administrative penalty of \$250 for Shoreview BP; to adopt Resolution No. 14-106 approving the administrative penalty of \$500 for Exxon of Shoreview; and to adopt Resolution No. 14-107 approving the administrative penalty of \$50 for Cameron Dahl.

**EXTRACT OF MINUTES OF MEETING OF THE  
CITY COUNCIL OF SHOREVIEW, MINNESOTA  
HELD NOVEMBER 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 November 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. 14-105**

**RESOLUTION APPROVING TOBACCO LICENSE  
ADMINISTRATIVE PENALTY FOR SHOREVIEW BP**

**WHEREAS**, Shoreview BP has a Tobacco License from the City of Shoreview;  
and

**WHEREAS**, on Wednesday, July 9, 2014, the Ramsey County Sheriff's Department conducted a tobacco compliance check of Shoreview BP, 5990 Hodgson Road, Shoreview, Minnesota; and

**WHEREAS**, Shoreview BP failed the tobacco compliance check when an employee from their store sold tobacco to a minor; and

**WHEREAS**, this is the first violation within 24 months for Shoreview BP; and

**WHEREAS**, the first violation within 24 months subjects the licensee to the payment of an administrative penalty of \$250 and one additional compliance check; and

**WHEREAS**, Shoreview BP has signed the Agreement for Administrative Penalty form admitting to the facts of the violation, accepting and paying the administrative penalty, and waiving their rights to a hearing on this matter before the Shoreview City Council.

**NOW, THEREFORE, BE IT RESOLVED**, the City Council of the City of Shoreview, Minnesota does hereby make the following assessment of the Administrative Penalty of \$250 and one (1) additional compliance check to Shoreview BP, 5990 Hodgson Road for failing a tobacco compliance check on July 9, 2014.

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 17<sup>th</sup> day of November 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 17<sup>th</sup> day of November, 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 Tobacco License Administrative Penalty for Shoreview BP.

**WITNESS MY HAND** officially as such City Manager and the corporate seal of the City of Shoreview, Minnesota this 18<sup>th</sup> day of November, 2014.

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Terry C. Schwerm, City Manager

**EXTRACT OF MINUTES OF MEETING OF THE  
CITY COUNCIL OF SHOREVIEW, MINNESOTA  
HELD NOVEMBER 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 November 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. 14-106**

**RESOLUTION APPROVING TOBACCO LICENSE  
ADMINISTRATIVE PENALTY FOR EXXON OF SHOREVIEW**

**WHEREAS**, Exxon of Shoreview has a Tobacco License from the City of Shoreview; and

**WHEREAS**, on Wednesday, July 9, 2014, the Ramsey County Sheriff's Department conducted a tobacco compliance check of Exxon of Shoreview, 3854 Lexington Avenue N., Shoreview, Minnesota; and

**WHEREAS**, Exxon of Shoreview failed the tobacco compliance check when an employee from their store sold tobacco to a minor; and

**WHEREAS**, this is the second violation within 24 months for Exxon of Shoreview; and

**WHEREAS**, the second violation within 24 months subjects the licensee to the payment of an administrative penalty of \$500 and one additional compliance check; and

**WHEREAS**, Exxon of Shoreview has signed the Agreement for Administrative Penalty form admitting to the facts of the violation, accepting and paying the administrative penalty, and waiving their rights to a hearing on this matter before the Shoreview City Council.

**NOW, THEREFORE, BE IT RESOLVED**, the City Council of the City of Shoreview, Minnesota does hereby make the following assessment of the Administrative Penalty of \$500 and one (1) additional compliance check to Exxon of Shoreview, 3854 Lexington Avenue N. for failing a tobacco compliance check on July 9, 2014.

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 17<sup>th</sup> day of November 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 17<sup>th</sup> day of November, 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 Tobacco License Administrative Penalty for Exxon of Shoreview.

**WITNESS MY HAND** officially as such City Manager and the corporate seal of the City of Shoreview, Minnesota this 18<sup>th</sup> day of November, 2014.

---

Terry C. Schwerm, City Manager

**EXTRACT OF MINUTES OF MEETING OF THE  
CITY COUNCIL OF SHOREVIEW, MINNESOTA  
HELD NOVEMBER 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 November 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. 14-107**

**RESOLUTION APPROVING TOBACCO LICENSE  
ADMINISTRATIVE PENALTY FOR CAMERON DAHL**

**WHEREAS**, Exxon of Shoreview has a Tobacco License from the City of Shoreview; and

**WHEREAS**, on Wednesday, July 9, 2014, the Ramsey County Sheriff's Department conducted a tobacco compliance check of Exxon of Shoreview, 3854 Lexington Avenue N., Shoreview, Minnesota; and

**WHEREAS**, Exxon of Shoreview failed the tobacco compliance check when Cameron Dahl sold tobacco to a minor; and

**WHEREAS**, the first violation within 24 months subjects the individual seller to the payment of an administrative penalty of \$50; and

**WHEREAS**, Cameron Dahl has signed the Agreement for Administrative Penalty form admitting to the facts of the violation, accepting and paying the administrative penalty, and waiving her rights to a hearing on this matter before the Shoreview City Council.

**NOW, THEREFORE, BE IT RESOLVED**, the City Council of the City of Shoreview, Minnesota does hereby make the following assessment of the Administrative Penalty of \$50 to Cameron Dahl, 12904 Pilgrim Lane, Champlin, MN for failing a tobacco compliance check on July 9, 2014.

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 17<sup>th</sup> day of November, 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 17<sup>th</sup> day of November, 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 Tobacco License Administrative Penalty for Cameron Dahl.

**WITNESS MY HAND** officially as such City Manager and the corporate seal of the City of Shoreview, Minnesota this 18<sup>th</sup> day of November, 2014.

---

Terry C. Schwerm, City Manager

**PUBLIC HEARING AGENDA**  
**FOR 5515 TURTLE LAKE ROAD**

Purpose: PRELIMINARY PLAT APPLICATION REVIEW

Published Time: 7:00 P.M.

Published Date: NOVEMBER 5, 2014

Affidavit of Publication: NOVEMBER 5, 2014

Affidavit of Mailing: NOVEMBER 5, 2014

Review of Affidavits of Mailing and  
Publication by City Attorney: NOVEMBER 17, 2014

Open Public Hearing - Time:

Hearing Discussion: PRELIMINARY PLAT KNOWN AS  
WOODVIEW ADDITION

CLOSE THE PUBLIC HEARING:  
MOVE TO CLOSE BY COUNCILMEMBER \_\_\_\_\_  
SECONDED BY COUNCILMEMBER \_\_\_\_\_

ROLL CALL:	AYE	NAY
JOHNSON	_____	_____
WITHHART	_____	_____
QUIGLEY	_____	_____
WICKSTROM	_____	_____
MARTIN	_____	_____

REGULAR COUNCIL MEETING  
NOVEMBER 17, 2014

**PROPOSED MOTION  
TO APPROVE THE PRELIMINARY PLAT**

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

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

To approve the preliminary plat application submitted by Moser Homes Inc. to subdivide the property at 5515 Turtle Lake Road, subject to the following conditions:

1. The approval permits the development of a detached residential subdivision providing 4 parcels, two lots with existing detached residences and two lots for single family residential development.
2. A public use dedication fee shall be submitted as required by ordinance prior to release of the final plat by the City. Credit shall be given for the two existing dwellings.
3. The final plat shall include drainage and utility easements along the property lines and wetland areas, including a 16.5 foot wetland buffer. Drainage and utility easements along the front and rear lot lines shall be 10 feet wide and along the side lot lines these easements shall be 5 feet wide, and as otherwise required by the Public Works Director.
4. Tree Preservation and Replanting plan shall be submitted with each building permit application for Lots 1 and 2. Replacement trees shall be planted in accordance with the City's Woodlands and Vegetation Ordinance.
5. Grading, Drainage and Erosion Control shall be submitted with each building permit application for Lots 1 and 2.
6. The applicant is required to enter into a Site Development Agreement and Erosion Control Agreement with the City. Said agreements shall be executed prior to the issuance of any permits for this project.

This motion is based on the following findings:

1. The subdivision is consistent with the policies of the Comprehensive Plan and in compliance with the regulations of the Development Code.
2. The proposed lots conform to the adopted City standards for the R-1 District.

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

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

Regular Council Meeting  
November 17, 2014

**TO:** Mayor, City Council, City Manager  
**FROM:** Rob Warwick, Senior Planner  
**DATE:** November 13, 2014  
**SUBJECT:** File No. 2549-14-39, Preliminary Plat, 5515 and 5525 Turtle Lake Road

### **Introduction**

Moser Homes Inc., on behalf of Tom and Barb Novotny, submitted an application for preliminary plat to divide their 6.22 acre property into 4 lots, which will all be used for detached single-family residential homes. The existing houses will remain at 5515 and 5525 Turtle Lake Road, and two new residential building sites will be created which will also have frontage on Turtle Lake Road. The plat will also enlarge the existing lot at 5525 Turtle Lake Road owned by Mark Novotny.

The legal notice of the required Public Hearing was not published prior to the Planning Commission, and so the City Council must hold the hearing on the proposed development.

### **Site Characteristics**

The property is located on the north side of Turtle Lake Road, east of Hodgson Road. The City of North Oaks is located to the south across Turtle Lake Road.

The 6.22 acre property has about 440 feet of frontage on Turtle Lake Road in two segments, as the parcel wraps around another existing lot at 5521 Turtle Lake Road. Two wetland areas are located on the site.

The property is developed with two single-family residences with attached garages and driveways.

### **Project Summary**

The applicant proposes to subdivide the eastern portion of the property with 2 new lots for future development of single-family dwellings. In addition a 43- by 145.5-foot section will be divided and combined with the property at 5525 Turtle Lake Road (Lot 3), owned by their son. The two new lots will each have 88.5 feet of frontage on Turtle Lake Road, and lot areas of 0.48 acre. The resulting lot area remaining for 5515 is 4.56 acres, with 254 feet of frontage. The existing homes and associated improvements will remain on Lots 3 and 4, owned by members of the Novotny family.

### **Development Code**

In the R-1 District, single-family homes are a permitted use. Dwellings must maintain a minimum 10-foot side yard setback and 30-foot rear yard setback. Front setbacks are a 25- to

40-foot range, except averaging is required when the dwellings on adjoining lots have front setbacks more than 40-feet, as is the case for the two new lots. The minimum setback for accessory structures is 5 feet from a side property line and 10 feet from a rear property line. Lot coverage cannot exceed 40%.

Newly created lots must have frontage on a publically dedicated right-of-way and be serviced with City sewer and water. Drainage and utility easements are also required along the proposed lot lines and over any wetlands, ponding areas, and wetland buffer areas.

**Comprehensive Plan**

Chapter 4 of the Comprehensive Plan provides land use policy designating this property as RL, Low-Density Residential Development. The property is located in PDA #4 – Turtle Lake Road Neighborhood, which was designated due to the development potential of the larger lots in this area. The proposed development plan is consistent with the policies for the PDA because of the proposed low density residential land use, incorporation of the existing homes into the development and minimal impact on the environmental features. The PDA strives for the coordinated and integrated redevelopment in this area, and the applicant has prepared two different sketches showing possible layouts for future subdivision of the property, one including just the remainder of the Notvotny property served by a cul-de-sac, and the second with a road connection north to the NSP ROW. Staff believes that the two sketches demonstrate that development of this property will not impede potential for future cohesive development of the PDA and also point out that any further development will be constrained by the property owners who decide to participate in a development proposal.

The proposed development should not have a significant and adverse impact on the surrounding land uses which includes low density residential uses in Shoreview and the North Oaks Maintenance Facility located south of Turtle Lake Road in the City of North Oaks.

**Preliminary Plat**

The proposed preliminary plat, The Woodview Addition, divides the property into 4 single-family residential lots. The following table summarizes the lot area, widths and depths of the proposed parcels as compared to the R1, Detached Residential District.

	<b>Lot 1 (New/Vacant)</b>	<b>Lot 2 (New/Vacant)</b>	<b>Lot 3 (5525 Turtle Lake Road)</b>	<b>Lot 4 (5515 Turtle Lake Road)</b>	<b>R1 District Minimum</b>
<b>Lot Area (acres)</b>	20,975 sf	20,975 sf	38,108 sf	198,584 sf	10,000 sf
<b>Lot Width</b>	88.5 feet	88.5 feet	145.45 feet	264.8 feet	75 feet
<b>Lot Depth</b>	237 feet	237 feet	305 feet	Approx 650 feet	125 feet

The existing structures on Lots 3 and 4, exceed the minimum structure setbacks for the R1 District from the proposed property lines. The proposed new parcels, Lots 1 and 2, have adequate buildable area for future homes.

### *Municipal Utilities*

Municipal sanitary sewer and water service stubs for proposed Lots 1 and 2 were installed in Turtle Lake Road when the street was reconstructed in 2003 and 2004. Each of the new homes is required to connect to these services. The existing homes on Lots 3 and 4 are currently connected to municipal services. The required drainage and utility easements will be dedicated along the property lines and over the wetland and buffer areas.

### *Environmental Impacts*

The property does contain wetland areas and mature trees. The property is located in the Rice Creek Watershed District (RCWD) and subject to the District's permitting requirements. The wetlands have been delineated, and the Watershed District has accepted the delineation. No wetland impacts are anticipated with development of dwellings on Lots 1 and 2. A 16.5' buffer along the perimeter of the wetland areas will be required to be dedicated on the plat.

The extent of tree impacts cannot be determined until building permit applications are received to construct homes on the property. For each parcel within the subdivision, landmark trees will need to be replaced at a ratio of 2 replacement trees for each landmark tree removed.

### *Grading, Drainage and Stormwater Management*

As previously stated, the property is located in the Rice Creek Watershed District and subject to the review and permitting requirements of this District. Lots 1 and 2 are characterized with a topographic grade break near the proposed building pads. Grading is anticipated in the areas for the driveway and building construction. Prior to the issuance of building permits for the new homes, grading plans will be required for review and approval.

### **Public and Agency Comment**

Property owners within 350' of the development site were notified of the request and of tonight's Public Hearing. Prior to the Planning Commission meeting, the City has received two phone comments in response. Both comments identified no concerns with the development proposed at this time, but had questions regarding the potential for future development of proposed Lot 4.

### **Planning Commission**

The Planning Commission reviewed the application at their October 28<sup>th</sup> meeting. Commissioners asked the applicant if any variances would be needed for future homes on Lots 1

and 2. Mr. Moser responded that no variances are expected for houses on those lots, and that permits will be obtained in advance of construction. The Commissioners also identified that the existing driveways serving Lots 3 and 4 cross property lines and recommends a condition that addresses these easements. The Commission also commented that the sketches for possible future plats were good. The Commission unanimously (6-0) recommended approval of the preliminary plat to the City Council.

In response to the Commission comments regarding driveway easements, the applicant submitted copies of the existing documents. These have been reviewed by the City Attorney, and based on his review, there are no further City action is needed.

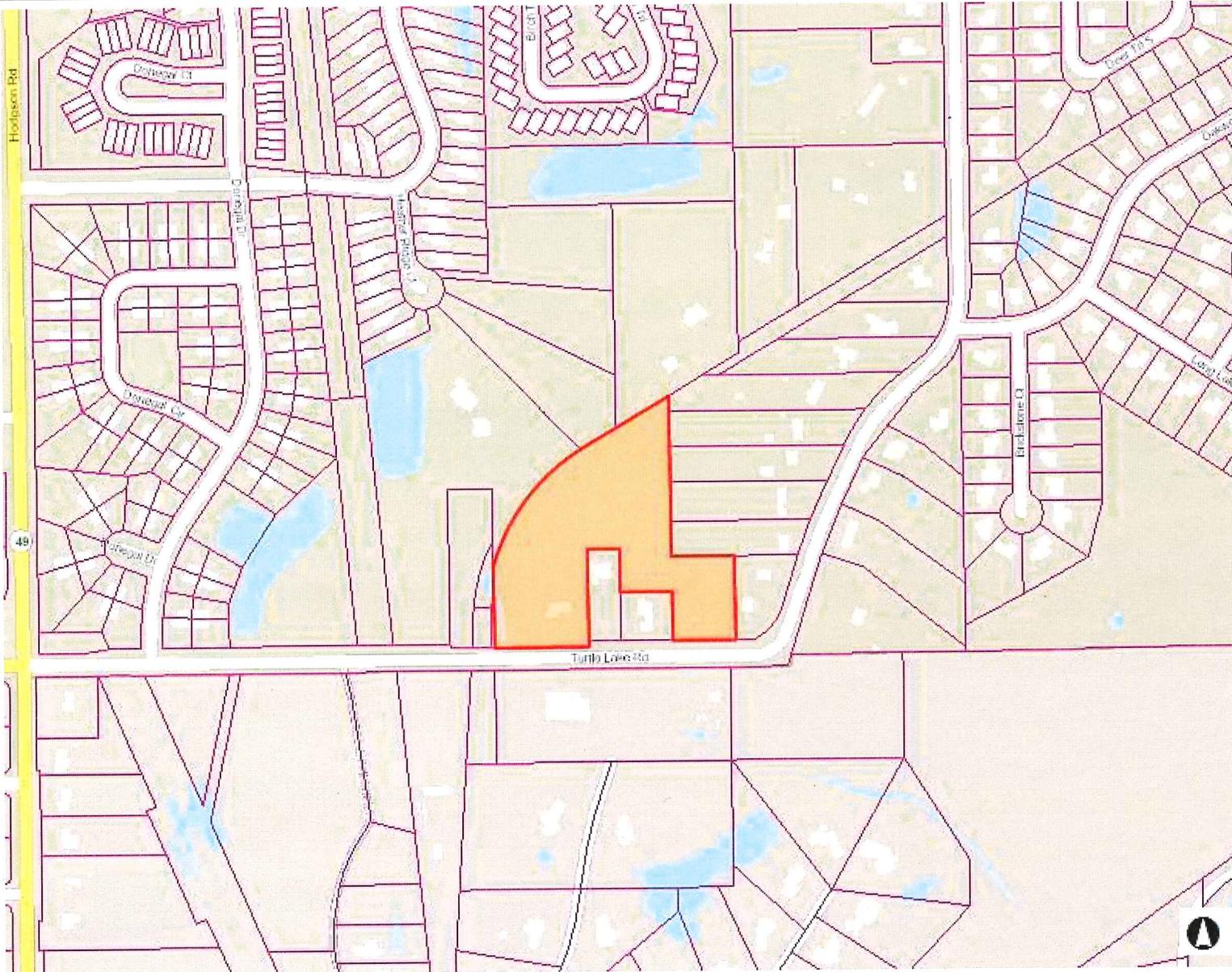
### **Recommendation**

The submitted subdivision plans were reviewed by staff and the Planning Commission in accordance with the City's Comprehensive Plan and Development Code, and found to be consistent with Shoreview's land use and housing policies, and meets the criteria for the Preliminary Plat. Staff recommends the City Council hold the required Public Hearing, take testimony, and approve the application, subject to the following conditions:

1. The approval permits the development of a detached residential subdivision providing 4 parcels, two lots with existing detached residences and two lots for single family residential development.
2. A public use dedication fee shall be submitted as required by ordinance prior to release of the final plat by the City. Credit shall be given for the two existing dwellings.
3. The final plat shall include drainage and utility easements along the property lines and wetland areas, including a 16.5 foot wetland buffer. Drainage and utility easements along the front and rear lot lines shall be 10 feet wide and along the side lot lines these easements shall be 5 feet wide, and as otherwise required by the Public Works Director.
4. Tree Preservation and Replanting plan shall be submitted with each building permit application for Lots 1 and 2. Replacement trees shall be planted in accordance with the City's Woodlands and Vegetation Ordinance.
5. Grading, Drainage and Erosion Control shall be submitted with each building permit application for Lots 1 and 2.
6. The applicant is required to enter into a Site Development Agreement and Erosion Control Agreement with the City. Said agreements shall be executed prior to the issuance of any permits for this project.

### Attachments:

1. Location Map
2. Aerial Photo
3. Planned Land Use Map
4. Submitted Plans
5. Motion, Public Hearing
6. Motion



Legend

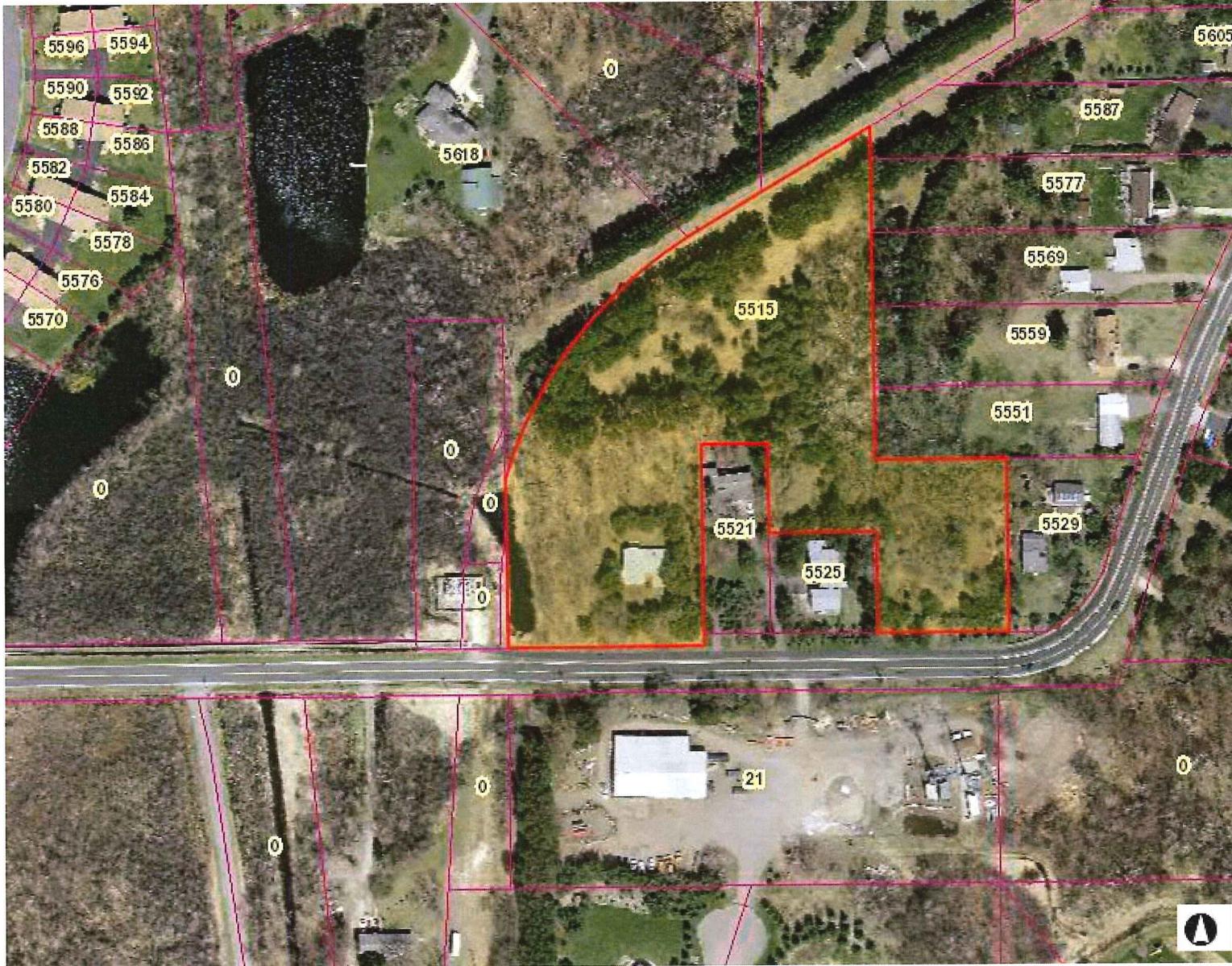


-  City Halls
-  Schools
-  Hospitals
-  Fire Stations
-  Police Stations
-  Recreational Centers
-  Parcel Points
-  Parcel Boundaries

Notes

Enter Map Description

833.3 0 416.67 833.3 Feet



### Legend



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

400.0 0 200.00 400.0 Feet

NAD\_1983\_HARN\_Adj\_MN\_Ramsey\_Feet  
 © 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**

### Notes

Enter Map Description

## Legend



PDA Boundaries

### Planned Land Use



Residential (up to 4 units/acre)



Residential (4 - 8 units/acre)



Residential (8 - 20 units/acre)



High Density Senior Residential



Office



Commercial



Mixed Use



Business Park



Tower



Light Industrial



Institutional



Park



Recreational Open Space



Natural



Railroad



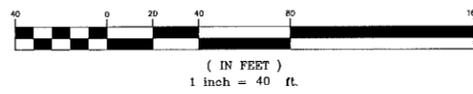
Open Water



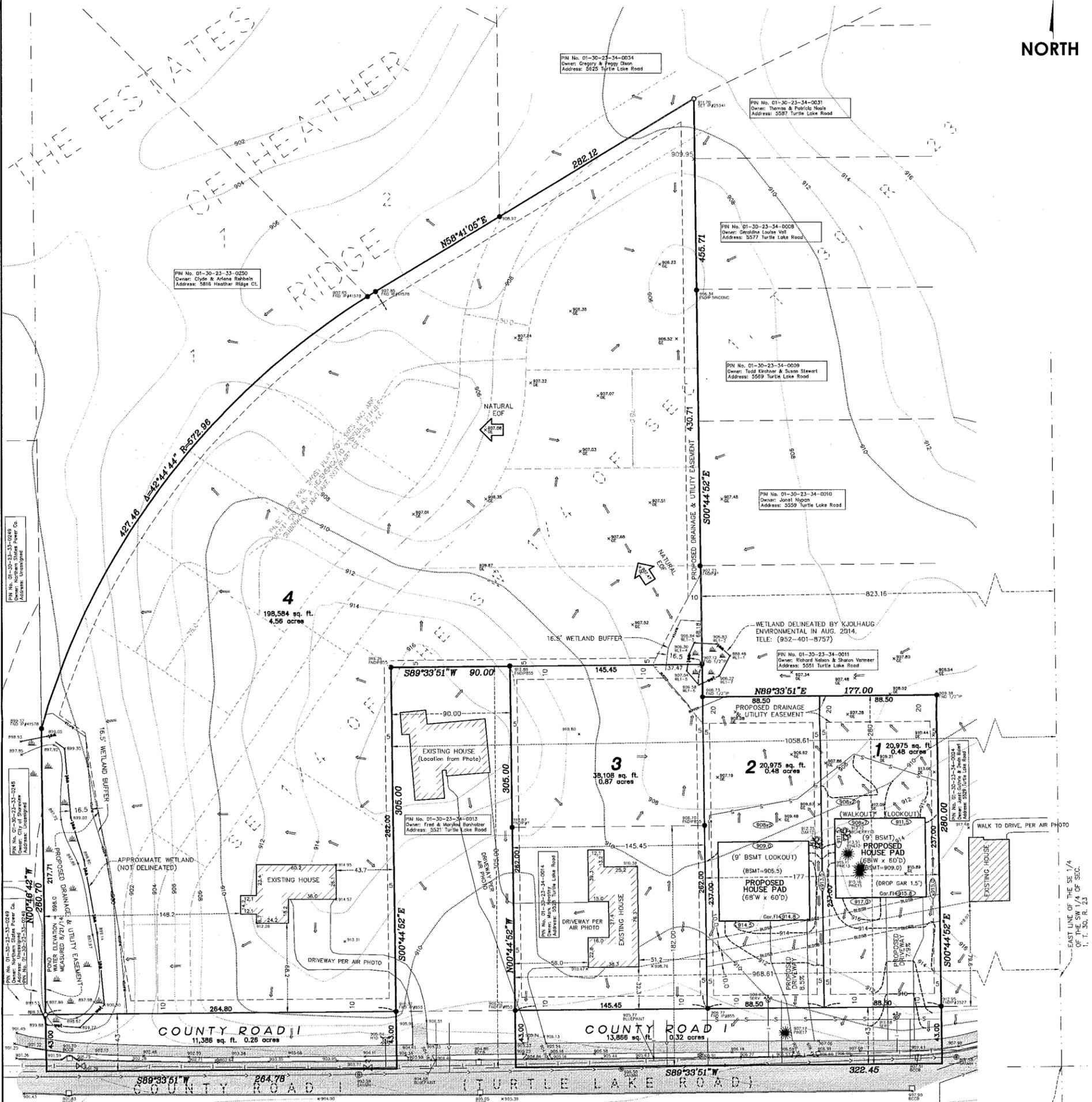
# PRELIMINARY PLAT OF: WOODVIEW ADDITION

~for~ MOSER HOMES, INC.

GRAPHIC SCALE



NORTH



## NOTES

- Field survey was completed by E.G. Rud and Sons, Inc. on 8/21/14.
- Bearings shown are on Ramsey County datum.
- Benchmark: Station 9001 located at NW quad of intersection of Hwy 49 and Co. Rd I, NW of a powerpole with a nail and disk 21.2' SW of SW corner of concrete slab for electric transformer and 0.4' SE of sign and post. Elevation 907.52 (NGVD29 datum).
- Curb shots are taken at the top and back of curb.
- This survey was prepared without the benefit of title work. Additional easements, restrictions and/or encumbrances may exist other than those shown hereon. Survey subject to revision upon receipt of a current title commitment or an attorney's title opinion.
- A search of the City of Shoreview's website indicates that the surveyed premises shown on this survey is currently zoned R-1-(Detached Residential District). Under the applicable zoning regulations, the current building setbacks are: Front/Corner = 25 feet; Side = 10 feet; Rear = 30 feet
- The surveyed premises has access to County Road I (Turtle Lake Road).

## LEGAL DESCRIPTION

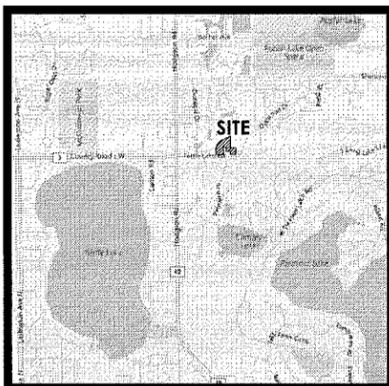
That part of the Southeast Quarter of the Southwest Quarter of Section 1, Township 30, North, Range 23 West, Ramsey County, Minnesota lying southeasterly and easterly of the St. Croix Falls, Minnesota, Improvement Company right-of-way (now Northern States Power Company) except the East 823.16 feet thereof; and except the South 305.00 feet of the West 90.00 feet of the East 1058.61 feet thereof; and including the West 177 feet of the East 823.16 feet of the South 280 feet of Said Southeast Quarter of the Southwest Quarter. Subject to a road easement over the South 43 feet for County Road I (Turtle Lake Road).

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

*Daniel W. Obermiller*  
DANIEL W. OBERMILLER  
Date: 10/20/14 License No. 25341

## VICINITY MAP

PART OF SEC. 1, TWP. 30, RNG. 23



RAMSEY COUNTY, MINNESOTA  
(NO SCALE)

## DEVELOPMENT NOTES:

- Property currently zoned R-1-(Detached Residential District). No zoning change requested.
- Proposed setbacks for Lots 1 and 2 are as follows: Front = Average setback of adjacent existing structures, plus or minus 10 feet. (This approximate setback location is shown on the plat). Side = 10 feet house side, 5' garage side. Rear = 30 feet.
- Total plot area is 303,894sf or 6.98 acres.
- Four proposed single family lots.
- Proposed density is 0.57 lots per acre.
- Dedication of 43' for Turtle Lake Road is proposed (25,252sf or 0.58 acres)
- Proposed building pad locations, elevations and contours shown are subject to individual building permit. No tree removal, or grading of individual building pads is proposed as part of this plat. No sanitary or water service extensions proposed for this plat application. Actual tree removal, grading and utility extension to be proposed at time of building permit.
- Tree replacement/preservation to be in accordance with current City tree preservation policy.
- All significant trees on site, are shown on this plan. Trees shown are shown as diameter of breast height (DBH).

## LEGEND

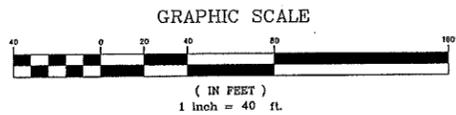
- DENOTES IRON MONUMENT FOUND AS LABELED
- DENOTES IRON MONUMENT SET, MARKED RLS# 25341
- DENOTES CATCH BASIN
- DENOTES SANITARY SEWER MANHOLE
- ⊗ DENOTES GATE VALVE
- ⊕ DENOTES HYDRANT
- ⊙ DENOTES POWER POLE
- ⊛ DENOTES EXISTING SPOT ELEVATION
- ☆ DENOTES LIGHT POLE
- ⊙ DENOTES SOIL BORING. (BY OTHERS)
- ⊙ DENOTES WET LAND
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- - - DENOTES PROPOSED CONTOURS
- - - DENOTES PROPOSED SILT FENCE
- - - DENOTES PROPOSED DIRECTION OF SURFACE DRAINAGE
- - - DENOTES PROPOSED FINISH GRADE ELEVATION
- - - DENOTES EXISTING SANITARY SEWER
- - - DENOTES EXISTING STORM SEWER
- - - DENOTES EXISTING WATER MAIN
- - - DENOTES BITUMINOUS SURFACE
- ⊙ DENOTES ADJACENT PARCEL OWNER INFORMATION (PER RAMSEY COUNTY TAX INFORMATION)

NO.	DATE	DESCRIPTION	BY
1	10/20/14	REVISION GHOST PLAT	DWO
2	11/13/14	ADD WETLAND BUFFER	DWO
3			

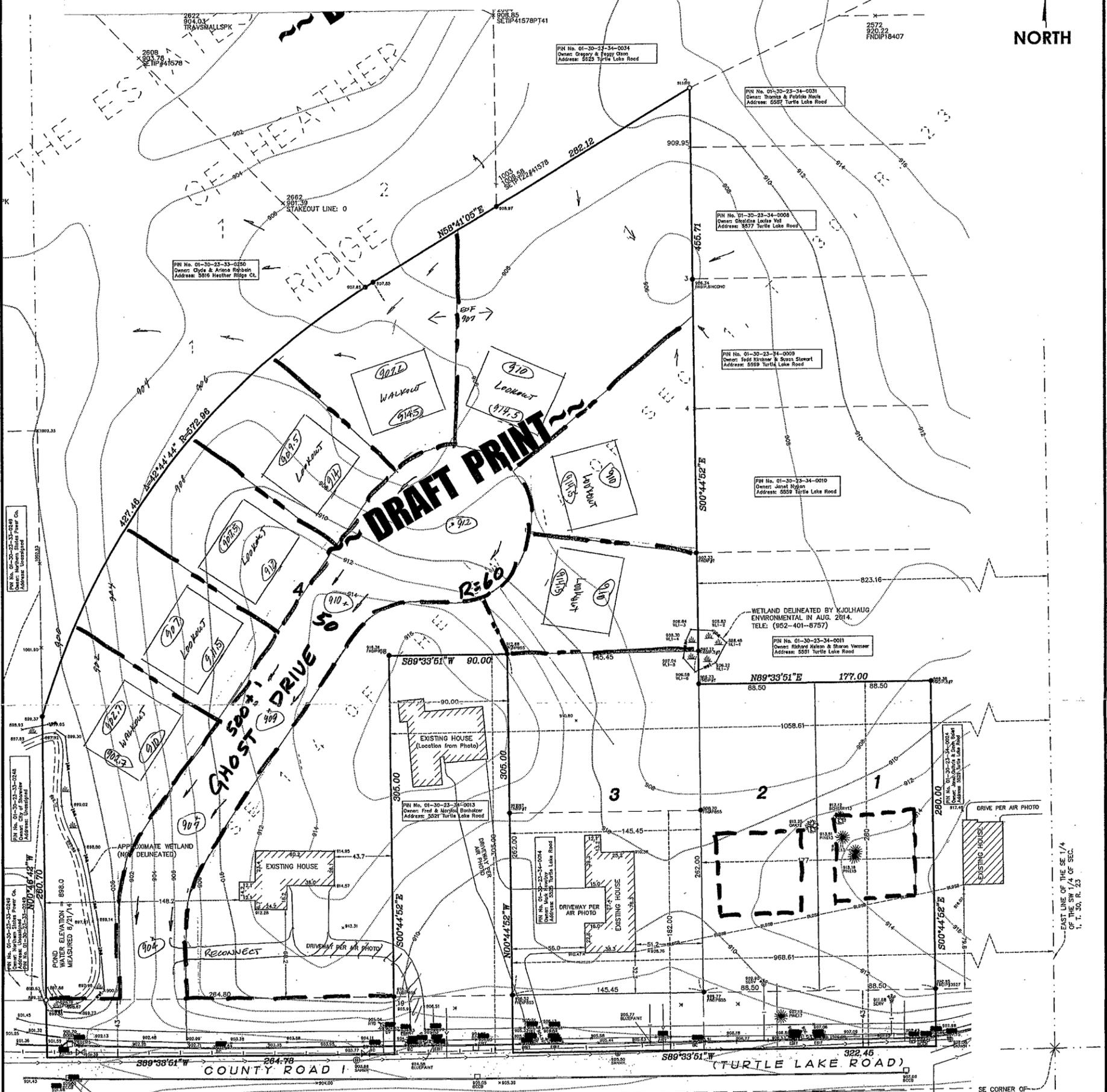
**E.G. RUD & SONS, INC.**  
EST. 1977 Professional Land Surveyors  
6776 Lake Drive NE, Suite 110  
Lino Lakes, MN 55014  
Tel. (651) 361-8200 Fax (651) 361-8701

# POTENTIAL FUTURE SUBDIVISION

## EXAMPLE 1, LOT 4 ONLY



NORTH



### NOTES

- Field survey was completed by E.G. Rud and Sons, Inc. on 8/21/14.
- Bearings shown are on Ramsey County datum.
- Benchmark: Station 9001 located at NW quad of intersection of Hwy 49 and Co. Rd. 1. NW of a powerpole with a nail and disk 21.2' SW of SW corner of concrete slab for electric transformer and 0.4' SE of sign and post. Elevation 907.52 (NGVD29 datum).
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- A search of the City of Shoreview's website indicates that the surveyed premises shown on this survey is currently zoned R-1-(Detached Residential District). Under the applicable zoning regulations, the current setbacks are:

Building: Front/Corner = 25 feet  
 Side = 10 feet  
 Rear = 30 feet

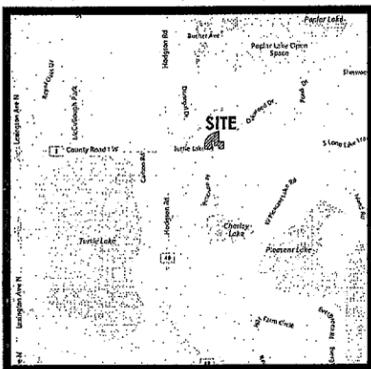
- The surveyed premises has access to County Road 1 (Turtle Lake Road).

### LEGAL DESCRIPTION

That part of the Southeast Quarter of the Southwest Quarter of Section 1, Township 30, North, Range 23 West, Ramsey County, Minnesota lying southeasterly and easterly of the St. Croix Falls, Minnesota, Improvement Company right-of-way (now Northern States Power Company) except the East 823.16 feet thereof; and except the South 305.00 feet of the East 823.16 feet thereof; and including the West 177 feet of the East 823.16 feet of the South 280 feet of Solid Southeast Quarter to the Southwest Quarter. Subject to a road easement over the South 43 feet for County Road 1 (Turtle Lake Road).

### VICINITY MAP

PART OF SEC. 1, TWP. 30, RNG. 23



RAMSEY COUNTY, MINNESOTA  
(NO SCALE)

### LEGEND

- DENOTES IRON MONUMENT FOUND AS LABELED
- DENOTES IRON MONUMENT SET, MARKED RLS# 25341
- DENOTES CATCH BASIN
- ⊗ DENOTES SANITARY SEWER MANHOLE
- ⊕ DENOTES GATE VALVE
- ⊗ DENOTES HYDRANT
- ⊗ DENOTES POWER POLE
- x DENOTES EXISTING SPOT ELEVATION
- ☆ DENOTES LIGHT POLE
- ⊗ DENOTES SOIL BORING. (BY OTHERS)
- ⊗ DENOTES WET LAND
- DENOTES EXISTING CONTOURS
- DENOTES EXISTING SANITARY SEWER
- DENOTES EXISTING STORM SEWER
- DENOTES EXISTING WATER MAIN
- DENOTES BITUMINOUS SURFACE
- DENOTES ADJACENT PARCEL OWNER INFORMATION (PER RAMSEY COUNTY TAX INFORMATION)

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

OBERMILLER  
 License No. 25341

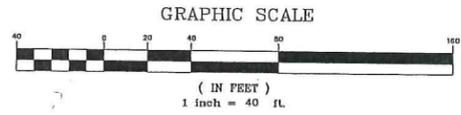
**DRAFT PRINT**

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

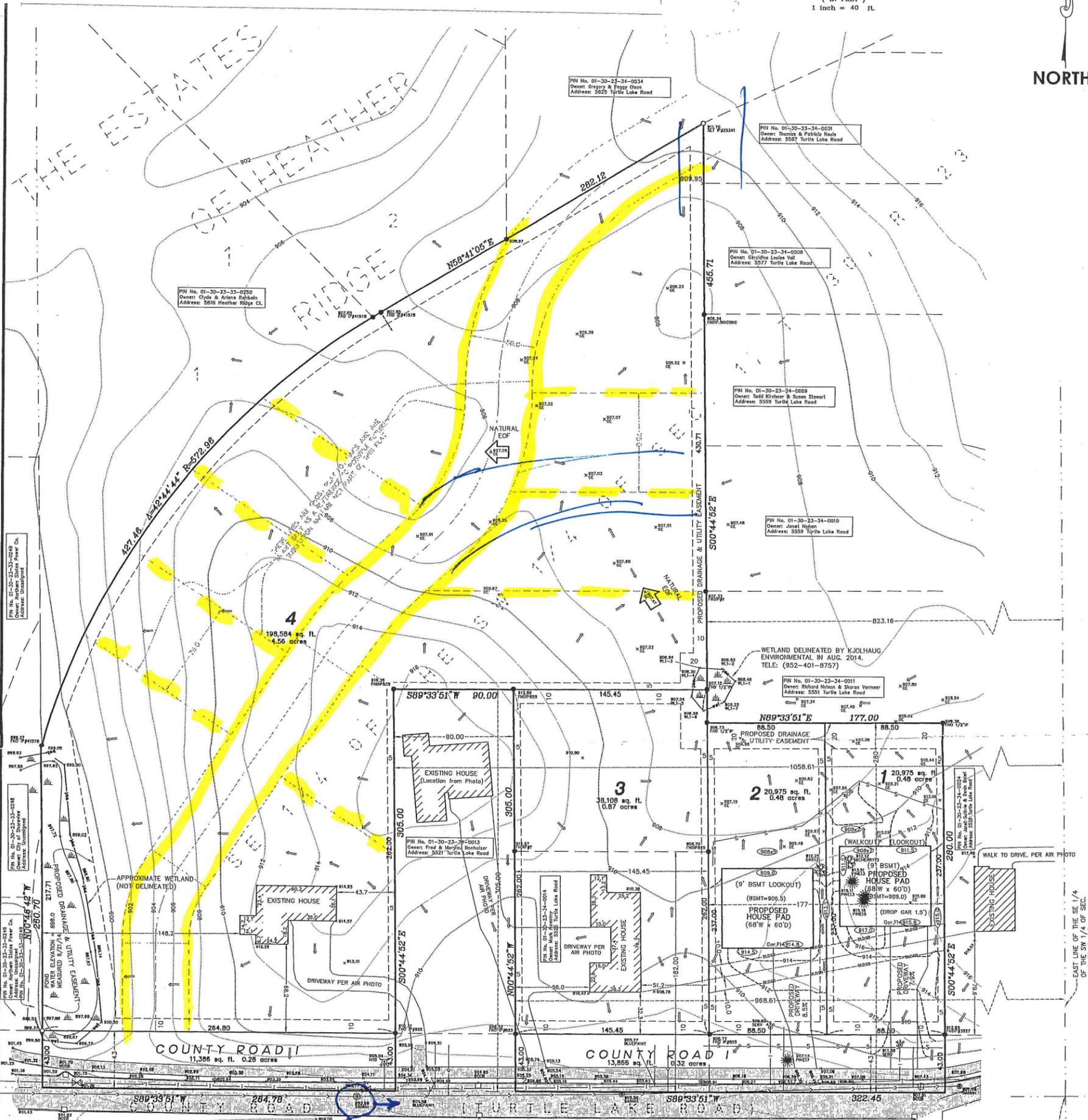
DRAWN BY: BFN	JOB NO: 14446PP	DATE: 8/5/14
CHECK BY: DWJ	SCANNED	
1		
2		
3		
NO.	DATE	DESCRIPTION

# POTENTIAL FUTURE SUBDIVISION

## EXAMPLE 2, STREET CONNECTION TO THE NORTH



NORTH



### NOTES

- Field survey was completed by E.G. Rud and Sons, Inc. on 8/21/14.
- Bearings shown are on Ramsey County datum.
- Benchmark: Station 9001 located at NW quad of intersection of Hwy 49 and Co. Rd 1. NW of a powerpole with a nail and disk 21.2' SW corner of concrete slab for electric transformer and 0.4' SE of sign and post. Elevation 907.52 (NGVD29 datum).
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- A search of the City of Shoreview's website indicates that the surveyed premises shown on this survey is currently zoned R-1 (Detached Residential District). Under the applicable zoning regulations, the current building setbacks are: Front/Corner = 25 feet; Side = 10 feet; Rear = 30 feet
- The surveyed premises has access to County Road 1 (Turtle Lake Road).

### DEVELOPMENT NOTES:

- Property currently zoned R-1 (Detached Residential District). No zoning change requested.
- Proposed setbacks for Lots 1 and 2 are as follows: Front = Average setback of adjacent existing structures, plus or minus 10 feet. (This approximate setback location is shown on the plot). Side = 10 feet house side, 5' garage side. Rear = 30 feet.
- Total plot area is 303,894sf or 6.98 acres. Rear = 30 feet.
- Four proposed single family lots.
- Proposed density is 0.57 lots per acre.
- Dedication of 43' for Turtle Lake Road is proposed (25,252sf or 0.58 acres)
- Proposed building pad locations, elevations and contours shown are subject to individual building permit. No tree removal, or grading of individual building pads is proposed as part of this plot. No sanitary or water service extensions proposed for this plot application. Actual tree removal, grading and utility extension to be proposed at time of building permit.
- Tree replacement/preservation to be in accordance with current City tree preservation policy.
- All significant trees on site, are shown on this plan. Trees shown are shown as diameter of breast height (DBH).

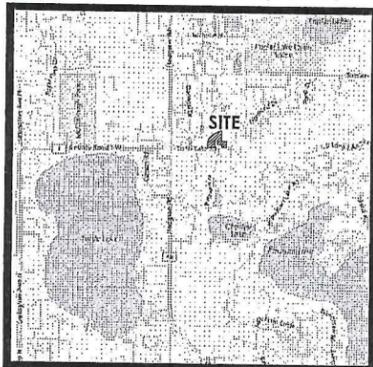
### LEGAL DESCRIPTION

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I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota.  
 Daniel W. Obermiller  
 DANIEL W. OBERMILLER  
 Date: 10/20/14 License No. 25341

### VICINITY MAP

PART OF SEC. 1, TWP. 30, RNG. 23



RAMSEY COUNTY, MINNESOTA  
(NO SCALE)

### LEGEND

- DENOTES IRON MONUMENT FOUND AS LABELED
- DENOTES IRON MONUMENT SET, MARKED RLS# 25341
- DENOTES CATCH BASIN
- ⊗ DENOTES SANITARY SEWER MANHOLE
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- - - DENOTES EXISTING WATER MAIN
- - - DENOTES BITUMINOUS SURFACE
- ⊗ DENOTES ADJACENT PARCEL OWNER INFORMATION (PER RAMSEY COUNTY TAX INFORMATION)

DRAWN BY: BPN	JOB NO: 14446PP	DATE: 10/01/14
CHECK BY: DWO	SCANNED	
1	10/20/14	REVISE GHOST PLAT
2		
3		
NO.	DATE	DESCRIPTION

**E.G. RUD & SONS, INC.**  
 EST. 1877  
 Professional Land Surveyors  
 6776 Lake Drive NE, Suite 110  
 Lino Lakes, MN 55014  
 Tel. (651) 361-8200 Fax (651) 361-8701

## **PROPOSED MOTION**

### **TO DENY THE APPEAL AND UPHOLD THE PLANNING COMMISSION'S DECISION**

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

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

To uphold the Planning Commission's decision denying a variance to reduce the side setback from the minimum 5-feet required to 2.3 feet for a detached garage and parking area located at 1648 Lois Drive, based on the following findings of fact:

1. The request does not comply with the spirit and intent of the City's Development Code and Comprehensive Plan. The intent of the minimum 5-foot setback is to retain open space between properties and provide enough area for the structure's maintenance. The 2.3-foot setback proposed results in a loss of separation and open space between the Morse property and the adjacent property, and is insufficient to maintain the structure.
2. Reasonable Manner. The applicant can use his property in a reasonable manner as permitted by the Development Code. In accordance with the City's regulations a two-car 576 square foot detached accessory structure can be constructed on the property at the required 5-foot setback.
3. Unique Circumstances. Unique circumstances are not present. The necessity for the variances is due to the applicant's actions. The existing drainage easement on the east side of the property and location of the driveway is not a unique circumstance and does not impede a structure located at the 5-foot side yard setback required from the west side lot line. No obstructions are present that create the need for the requested variance from the side property line. The structure can be setback 5-feet from the side lot line in accordance with the Development Code. The existing concrete slab represents a circumstance that was created by the property owner, and does not warrant approval of the variance request.
4. Character of Neighborhood. The proposed setback from the western side lot line does negatively impact the character of the neighborhood and

adjoining properties. Visual mitigation is not feasible due to the encroachment on the minimum 5-foot side setback required, and limited space for landscaping, stormwater management and building maintenance.

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

Regular City Council Meeting  
November 17, 2014

**TO:** Mayor, City Council and City Manager  
**FROM:** Rob Warwick, Senior Planner  
**DATE:** November 13, 2014  
**SUBJECT:** Appeal –Michael Morse, 1648 Lois Drive, File No. 2546-14-36

## **INTRODUCTION**

Michael Morse, 1648 Lois Drive, has submitted an appeal of the Planning Commission's decision to deny a variance to reduce the required 5-foot side yard setback to 2.3 feet for the construction of a 22- by 26-foot (572 sq. ft.) detached garage, and for a 22- by 24-foot parking area on his property. The Planning Commission found that practical difficulties are not present and made findings regarding proximity to the western property line, and impact on the adjoining property.

The appeal states that the Planning Commission erred, and the variance should be approved since practical difficulties and unusual circumstances exist on the applicant's property. The statement submitted with the appeal is attached.

The appeal was complete November 4, 2014.

## **DEVELOPMENT ORDINANCE REQUIREMENTS**

Appeals to decisions of the Planning Commission must be made within 5 business days of the decision, and are heard by the City Council. The criteria for an appeal are based on the application's compliance or noncompliance with the Development Code. The Council can decide to table, grant, or deny an appeal by a majority vote.

The appeal alleges the Planning Commission erred in denying the request to grant a variance to reduce the minimum 5-foot side setback to 2.3 feet. The applicant's appeal statement and the variance statement are attached. A copy of the draft meeting minutes of the October 28<sup>th</sup> Planning Commission is also attached.

### **District Regulations**

The property is located in the R1, Detached Residential District. In this District, the principal structure shall be setback 30 feet from the front lot line. A minimum side yard setback of 10-feet is required for living areas and 5-feet for accessory structures and driveways/parking areas.

On parcels less than one acre in size, where there is no attached garage, the maximum permitted area of a detached accessory structure is 750 square feet or 75% of the dwelling unit foundation. The combined area of all accessory structures is limited to the lesser of 1,200 square feet or 90% of the foundation area of the dwelling. In this case, the maximum area permitted for a detached accessory structure is 576 square feet, and so the proposed 572 sq. ft. detached garage complies with the standard.

Regarding height, the maximum height permitted is 18 feet, as measured from the highest roof peak to the finished grade. In no case, shall the height of the accessory structure exceed the height of the

dwelling unit. The current house has a height of 15' and the applicant is proposing a height of 14.92 feet.

The exterior design and materials used in the accessory structure must be compatible with the dwelling unit and be similar in appearance from an aesthetic, building material and architectural standpoint. The proposed design, scale, massing, height and other aspects related to the accessory structure needs to be evaluated with consideration of structures and properties in the surrounding area.

The proposed 22- by 24-foot detached garage complies with City regulations, except for the proposed 2.3 foot side setback. The 572 sq. ft. floor area is 74.5% of the foundation area of the house foundation area, less than the 75% maximum permitted. The proposed garage height is 14.92 feet, less than the 15-foot height of the house. The exterior will be finished with normal residential materials to complement the exterior of the dwelling.

### **Variance Criteria**

When considering a variance request, City Code requires a determination whether the ordinance causes the property owner practical difficulty, and findings that granting the variance is in keeping with the spirit and intent of the ordinance. Practical difficulty is defined as:

1. *Reasonable Manner.* The property owner proposes to use the property in a reasonable manner not permitted by the Shoreview Development Regulations.
2. *Unique Circumstances.* The plight of the property owner is due to circumstances unique to the property not created by the property owner.
3. *Character of Neighborhood.* The variance, if granted, will not alter the essential character of the neighborhood.

Affirmative findings are required for all of the criteria in order to approve a variance request.

### **APPLICANT'S STATEMENT OF APPEAL**

The applicant identifies that practical difficulty is present. His statement indicates the proposed structure and variance requests comply with the spirit and intent of the Development Code and the policies of the Comprehensive Plan.

Practical difficulties are present according to the applicant. Unique circumstances relate to:

- The drainage ditch on the property located on the east side of the property affects the locations of the improvements that were subsequently constructed on the property;
- The proposed garage utilizes the existing driveway; and
- The placement of the old garage.

The appeal identifies that the Commission erred by considering the history of the property, and that affected the review process.

He also states that the Planning Commission was not informed properly about the reuse of the slab for a future garage, and that he was using the location of the slab as unique circumstance. His statement includes the statement submitted with the variance application on September 19, 2014.

### **PLANNING COMMISSION ACTION**

The Planning Commission considered the variance request at their October 28<sup>th</sup> meeting and denied the variance with a 4 to 2 vote. The Commission listened to testimony regarding the location of the prior garage, use of the slab and discussed options regarding the garage location and setback. The Commission denied the request based on the finding that difficulty is not present and adopted the findings as referenced in the meeting minutes (attached) and included in the Council's motion.

### **BUILDING CODE REQUIREMENTS**

The Building Official identified the requirements of the Building Code, and these include using a one-hour rated fire assembly for that portion of the structure that encroaches within 5-feet of the property line, and projections such as soffits, are permitted to encroach within no more than 2-feet of the property line. The Building Code would allow gutters to be installed along the west side of the roof overhang. The applicant has noted that the construction will comply with the Building Code and identified that gutters and downspouts will be used to manage stormwater runoff from the garage. A structural analysis of the slab and proposed garage by a licensed engineer will be required to demonstrate compliance with the Building Code.

### **STAFF REVIEW**

As previously noted, the proposed garage complies with all Code requirements pertaining to accessory structures, except for the side setback. The applicant's appeal and variance statements identify several factors including re-use of the concrete slab that minimizes site disturbance and reduces cost of construction, and cites the location of the old garage and driveway is affected by the public drainage easement along the east side lot line and that these circumstances justify approval of the variance. The statements are attached.

Staff has reviewed the request and does not believe practical difficulty is present. The practical difficulties identified by the applicant are based principally on the reuse of the slab, which was installed without a City permit by the property owner, and is a self-created circumstance. Staff is also concerned about reliance on the slab's location to justify the proposed garage and parking. In addition, staff has not been able to verify that the 1965 garage was located with the 2.3 foot setback that is requested, or if it was located a greater distance from the side lot line.

1. *Reasonable Manner. The property owner proposes to use the property in a reasonable manner not permitted by the Shoreview Development Regulations.*

The City's Development Code permits accessory structures on residential properties provided certain requirements are met. The Development Code places limitations on the height, size, and location of accessory structures to provide property owners to use their property in a reasonable manner. In this case, the Development Code permits a 576 square foot accessory structure with a 5-foot minimum side setback.

Although the applicant has made a significant reduction in the size of the proposed structure with this application by reducing the floor area of the proposed garage to comply with City standards, staff remains concerned about the 2.3-foot setback from the side property line for both the proposed garage and the proposed parking area south of the garage. The extent of the encroachment is significant due to the size of the slab and combination of the garage structure and slab area. Staff believes that this combination will have an impact on the adjacent residence.

2. *Unique Circumstances. The plight of the property owner is due to circumstances unique to the property not created by the property owner.*

Unique circumstances which warrant the 2.3-foot setback from the side property line do not appear to be present. The applicant has indicated that the structure is placed in the approximate location as the previous garage. This cannot be verified since the older garage was demolished with no permits or inspections. City records indicate this garage was setback 6-feet from the side property line. Although aerial photos indicate that the structure may have been located closer than 6-feet to the side property line, there is no information that definitively identifies the old garage or driveway setback from the side lot line. A new slab foundation was constructed in 2011, and since there was no survey or inspections it is not possible to verify the location of the 18- by 20-foot garage that was constructed in 1965. Further, any nonconforming status of the previous structure, including setback, was lost when the structure (including the slab) was removed.

The location of the existing driveway does not interfere with the placement of the garage at the required 5-foot setback from the side lot line. Access to the garage via the driveway is still possible.

The drainage easement on the eastern side of the property is not a unique characteristic nor does it create the need to shift the proposed garage further to the west. The garage could be setback 5-feet from the west side property line without interfering with the home and other uses on the property. The unique circumstances cited by the applicant hinge solely on the applicant's actions in 2011 when the concrete slab was installed without permits or inspections. As such, the property owner has created these circumstances. The proposed 2.3 foot setback may reduce further site disturbance, but this small setback creates concerns regarding property maintenance, drainage, and impact on the adjacent property.

3. *Character of Neighborhood. The variance, if granted, will not alter the essential character of the neighborhood.*

The neighborhood is characterized with smaller one and one and one-half story homes that are developed with detached garages. Some of the homes remain the original size as when constructed while others have been expanded. In some instances, there are properties that have detached accessory structures that exceed the current area and/or height standards. These structures were built when different accessory structure standards were in effect and are now non-conforming structures.

The 2.3-foot setback from the side property line is detrimental to the neighboring property because of the visual impact, drainage and stormwater management, and potential for encroachment resulting from building construction and maintenance. In accordance with the Building Code, the

building wall along this property line cannot have any building openings. Generally, when structures encroach upon the required structure setbacks, it has been the City's practice to require mitigation of the visual impact through landscaping and/or building design. Landscaping is not a feasible option due to the lack of space and the Building Code limits options regarding the building design.

### **PUBLIC COMMENT**

Property owners within 150 feet were notified of the appeal and the City Council meeting. One resident submitted a comment supporting the applicant's appeal.

Prior to the Planning Commission meeting several comments from two residents were submitted, expressing concerns about fire safety, drainage, and visual impacts of the structure and parking area due to the reduced setback. A third comment supports the request based on the developed drainage ditch along the east side of the subject property. A fourth comment was submitted just prior to the Planning Commission meeting urging the City to uphold the 5-foot setback requirement. These comments are attached.

### **STAFF RECOMMENDATION**

The appeal has been reviewed by staff in accordance with the Development Code standards, and staff does not find that the Planning Commission erred in their action to deny the variance request. The Commission reviewed the application materials, the applicable provisions of the Development Code, took public comment, and were not able to make affirmative findings necessary for the variance criteria.

Staff recommends the City Council uphold the decision of the Planning Commission to deny the variance request to reduce the required 5-foot side setback for a garage and parking area to 2.3 feet, based on the findings listed below.

1. The request does not comply with the spirit and intent of the City's Development Code and Comprehensive Plan. The intent of the minimum 5-foot setback is to retain open space between properties and provide enough area for the structure's maintenance. The 2.3-foot setback proposed results in a loss of separation and open space between the Morse property and the adjacent property, and is insufficient to maintain the structure.
2. Reasonable Manner. The applicant can use his property in a reasonable manner as permitted by the Development Code. In accordance with the City's regulations a two-car 576 square foot detached accessory structure can be constructed on the property at the required 5-foot setback.
3. Unique Circumstances. Unique circumstances are not present. The necessity for the variances is due to the applicant's actions. The existing drainage easement on the east side of the property and location of the driveway is not a unique circumstance and does not impede a structure located at the 5-foot side yard setback required from the west side lot line. No obstructions are present that create the need for the requested variance from the side property line. The structure can be setback 5-feet from the side lot line in accordance with the Development Code. The existing concrete slab represents a circumstance that was created by the property owner, and does not warrant approval of the variance request.

4. Character of Neighborhood. The proposed setback from the western side lot line does negatively impact the character of the neighborhood and adjoining properties. Visual mitigation is not feasible due to the encroachment on the minimum 5-foot side setback required, and limited space for landscaping, stormwater management and building maintenance.

Attachments:

- 1) Location Map
- 2) Aerial
- 3) Applicant's Appeal Statement and Submitted Plans
- 4) Staff report to the Planning Commission
- 5) Request for Comments
- 6) Motion

t:\pcf 2014\2546-14-36\morse 1648 Lois\morse appeal cc report.doc

# Memorandum

To: Rob Warwick, Senior Planner  
From: Steve Nelson, Building Official  
Date: 10/3/2014  
Re: Variance Request, 1648 Lois Drive

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Following are construction related comments on the proposed variance for the construction of a detached garage on an existing garage slab within 5 feet of a property line at 1648 Lois Drive.

## Use of Current Garage Slab

The variance request appears to propose construction of a garage on slab-at-grade footing that currently exists on the property. Previous construction at this site was performed without building permits or inspections. Thickened slab dimensions and reinforcement would be part of a typical review and inspection prior to construction and pouring of the concrete in conjunction with the building permit process. Because the slab was poured without inspections, the construction of the slab is undeterminable.

The City does not have the resources to determine compliance with the structural requirements of the Minnesota State Residential Code. In order to approve the construction of the proposed garage, I would require submittal of a structural analysis from a registered engineer with the State of Minnesota to determine the at-grade foundation would comply with the minimum requirements of the code.

## Setback From Property Line

Minnesota State Residential Code requires walls and projections to have a fire-resistance rating. The following would apply to the proposed garage location in relation to the distance to property line. These requirements do not apply to walls that are perpendicular to the property line.

- Walls less than 5 feet from a property line must have a fire-resistance rating for one hour with exposure on both sides.
- Openings are prohibited less than 3 feet from a property line. No openings would be allowed
- Projections (eaves) must have a fire-resistance rating for one hour on the underside of the eave.
- Projections may only project 1 foot into areas where openings are prohibited. In this case, the eave would need to be at least 2 feet from property line.

The above are requirements for the Minnesota State Residential Code which the City is required to enforce. Any variance approval is subject to building plan review and inspections to insure compliance with this code.



# 1648 LOIS DRIVE



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
- Recreational Centers
- Parcel Points
- Parcel Boundaries

## Notes

Enter Map Description

Applicant's Statement of Appeal  
Of the Planning Commission's Decision,  
File 2546-14-36



APPEAL OF DECISIONS

Department of Community Development  
City of Shoreview  
4600 Victoria Street North  
Shoreview, MN 55126  
(651) 490-4680

**Description of Appeal:**

See Attached

**Site Identification:**

Address: 1648 Lois Dr. Shoreview, MN 55126

Property Identification: \_\_\_\_\_

Legal Description: \_\_\_\_\_

**Applicant:**

Name: Michael Morse.

Address: 1648 Lois Dr. Shoreview MN 55126  
City State Zip Code

Telephone Number: 651-765-9720 (daytime) SAME (home)

Fax Number: \_\_\_\_\_ E-Mail: crazymike01@hotmail.com

**Property Owner (if different from applicant):**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
City State Zip Code

**Signatures:**

Applicant:  

Date: 11-1-14

-----  
Date Received by City: \_\_\_\_\_ By Whom: \_\_\_\_\_

11/04/2014

I submitted a request for variance to be allowed to build a 572 square foot structure that encroaches on the 5 foot minimum side yard setback due to unique circumstances that my property clearly suffers from that I did not create.

The ditch/easement on the entire east lot line of my property.

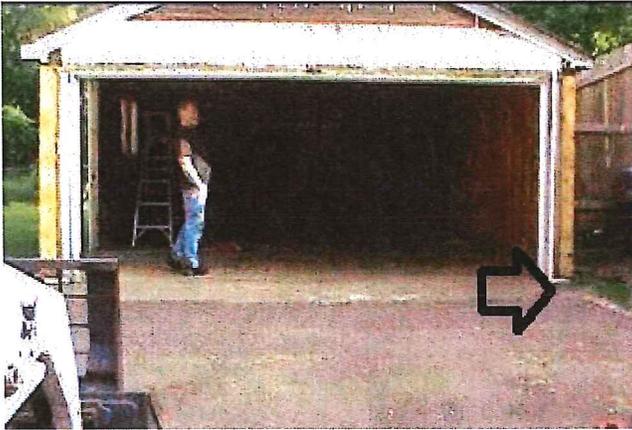
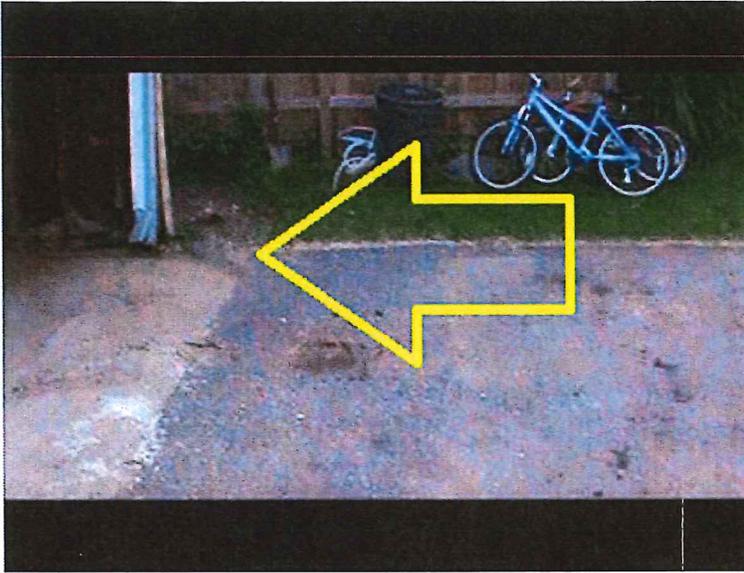
1. The ditch directly affects roughly 1500 square feet of my property due to its pitch and instability.
2. It pushes the entire site plan of my property to the west, including my house, garage and driveway.
3. My home and the home across the ditch are 33 feet from each other, which is very unique in the neighborhood, considering most homes are 20 feet or less from one another.
4. Two neighboring homes in my neighborhood are either driveway to driveway or house to house. What is unique about my property and the neighboring property is that we are driveway to house; this creates practical difficulty to the property as my driveway encroaches (4ft) onto the same side lot line as the neighboring home encroaches on (approx. 7ft).

I do believe my request complies with the spirit and intent of the City's Development Code and Comprehensive Plan, please see my request for variance application dated 10/7/2014 that was reviewed during the Planning Commission Meeting dated 10/28/2014 for details.

Maintenance of the west side of the proposed garage is possible from the applicant's side just as it was when the old garage was placed there.

It is reasonable to want to construct a garage where there garage door lines up directly with the existing driveway.

1. For the proposed garage door to line up with the existing driveway (the driveway I did NOT install) the structure must be 2.3 ft from the west side yard line.
2. The driveway has not been altered in anyway on the west lot line.
3. The old garage door opening lined up with the existing driveway.



4. The reason the proposed structure encroaches the side yard setback inches more than the old garage is because of building standards of the garage door opening. The opening of the proposed garage is in the exact same place as the previous garage.
5. Almost all driveways in my neighborhood line up directly with the garages on their property, they are NOT off set or partially behind the home (which mine would be if the garage was 5 feet from the property line).

The variance will not alter the essential character of the existing neighborhood. The proposed garage would match the architectural style of the current home.

Addressing the parking area behind the garage.

1. I could just as easily put the garage in the back corner of the property, 10 feet from the rear lot line, having a driveway along the same property line and all the same concerns would still exist.
2. Land can be graded to mitigate water runoff. Privacy fences can be built.

3. Parking behind the garage is to protect my belonging from theft (out of sight) and allow us easier access to go in and out of the garage with our daily use vehicles.

I believe that the planning commission's decision has been influenced by the history that goes along with the property. I feel that the planning commission erred by giving a history and painting a picture for the staff, giving me an unfair opportunity. I believe if the city were seeing this application for the first time with a similar situated property with a different property owner it would have been approved.

I would also like to point out that I do not think that the planning commissioners was adequately informed regarding the city's response to the reuse of the slab for a future garage. During the meeting the planning commissioners seemed to be under the impression the city told us we could not apply for a variance for the slabs location and that I am using the location of the slab as unique circumstance.

1. The City stated in a letter dated 8/27/2014, "The retention of the slab in no way implies practical difficulty is present and that a variance may be granted. Any future application will need to address this encroachment."
2. I am not implying practical difficulty or unique circumstance based on the placement/location of the slab; I am showing practical difficult and unique circumstances based on the site plan of my property due to the ditch, the location of existing driveway and placement of the old garage.

For these reason I do believe practical difficulty is present and respectfully request that my variance application to reduce the required minimum 5 foot setback from the west side property line to 2.3 feet for a detached garage and concrete slab be approved.

Michael Morse  
1648 Lois Drive  
Shoreview, MN 55126  
651-765-9720

## Variance Application

### Michael Morse 1648 Lois Drive

#### **Introduction**

I am the property owner at 1648 Lois Drive. I am submitting a variance request to obtain approval to construction a new garage on my property.

The variance request complies with the purpose and intent provisions of Section 201.101, and the City's comprehensive plan.

The Variance Request Complies with the Purpose and Intent Provisions of Section 201.010.

#### **Proposed Structure**

The proposed new garage is 22 feet by 26 feet, equally a total square footage of 572. With a height not higher than the home, proposed height is 14 feet 11 inches. The concrete Slab to remain 22 feet by 50 feet, with a side yard back of 2.4-2.3 feet. Please see drawings for more details. Structure's wall on the west side will be a fire-resistant wall that meets the appropriate building/fire code (1 hour fire wall with no windows). Overhang has been reduced to 4" to not encroach nearer than 2' from the property line. Standard 4-inch gutters will be installed on both sides of the structure that will drain to the back of the structure onto my property to mitigate storm water runoff to my neighboring property. Grading on the west property line and possibly approved fencing between properties.

#### **Current Concrete Slab**

Because the slab was poured without inspection I have included pictures to show the structural make of the slab. It is a floating slab with an outer perimeter of 12 inches deep and the remaining is 4 inches deep. 3/8 inch rebar was placed 2 feet on center, as shown. Concrete was purchased from Knife River Corporation, Sauk River (June 29/30, 2011), pre-mixed, 4,000lb mix, 6% air. I spoke with Nicky at the central division and because it is so old they are unable to give us detailed information. She is trying to locate a statement or batch number for us but thinks it is too old to retrieve. We have a credit card statement that shows date and amount purchased from Knife River Corporation.





**201.010(A): To maintain high quality of life by promoting investment and reinvestment.**

The new garage will be an attractive structure built with high quality materials. It will increase the value of my property and if the property is to be sold in the future, the new garage will increase the chances of sale.

**201.010(B): To provide opportunities for reuse, reinvestment and redevelopment that increases the City's employment and service base.**

The new garage will increase the chances that my property will be resold and used by the new owner as a primary residence. My home is very small and has very little storage capacity. The garage allows extra storage space. A garage therefore increases the possibility that the home will be used as a primary residence in the future and increases the chances of reinvestment.

**201.010(C): To preserve and protect the City's natural resources through standards that promotes sustainable land use and development.**

The new garage will fit in very well with the natural resources in the area and will not require the destruction of any natural resources. The garage will be professionally engineered and built to ensure that it will not cause any environmental concerns. Thus, the garage will preserve the city's natural resources and promote sustainable land use and development.

**201.010(D): To stabilize and improve existing land uses, commercial and business centers, neighborhoods, and property values by minimizing conflicts, harmonious influences and harmful intrusion.**

The new garage will improve my property in several ways. First, it will provide a much needed storage space. Second, the garage will be an attractive structure which fits in aesthetically with my property and the neighborhood. Third, the garage will improve and provide better opportunities for the existing property. Fourth, the new garage will not negatively affect my neighbors and will not interfere with the neighbors' use/enjoyment of their property. Finally, the new garage will significantly improve the value of my property, which will contribute to the City's income through property taxes

**201.010(E): To ensure that public and private lands ultimately are used for the purposes, which are most appropriate and most beneficial for the City as a whole.**

The new garage will allow me and my family to store our vehicles inside and will allow for better use of the backyard for recreation. It will also allow us the additional storage space needed.

**201.010(F): To balance the demand for support services with the ability of the City to**

**efficiently utilize and/or expand the existing utilities, streets, etc.**

The new garage will have no negative impact on the city's ability to efficiently utilize and/or expand the existing utilities or streets. My property has a drainage ditch running through it, the garage is as far away as possible from the ditch and will not interfere with the ditch itself or the city's access or use of the ditch.

**201.010(G): N/A.**

**201.010(H): To protect all districts from excessive noise, illumination, unsightliness, odors, dust, dirt, smoke, vibration, heat, glare and other objectionable influences.**

The new garage will be professionally designed, engineered, and built. The new garage will allow us sufficient room to store vehicles and other personal belongings. The garage will be an attractive structure that will fit in with the property and the neighborhood as a whole.

**201.010(I): N/A.**

**201.010(J): To stage development and redevelopment in a manner that coincides with the availability of public services.**

The new garage will have no negative impact on the availability or access to public services.

**201.010(K): N/A.**

**201.010(L): To provide for adequate light, pure air, safety, from fire and other danger.**

The new garage will be professional designed, engineered and built. The garage will be a safe structure which will provide adequate storage for vehicles and property. The garage will allow me to store some of my seasonal property, which will reduce excessive storage and clutter inside the residence. This will improve safety and diminish fire hazards for both my own property and in the neighborhood as a whole.

**The Variance Request Complies with the Policies of the City's Comprehensive Plan.**

**Vision Statement: The Comprehensive Plan should promote community stewardship . . . [which] involves . . . provid[ing] a better quality of life for present and future citizens. . . . Where management goals conflict, the Comprehensive Plan should seek to**

The new garage would meet the vision statement of Shoreview's Comprehensive Plan. The garage would provide a better quality of life for me and my growing family. Furthermore, when I sell my house in the future, the garage will provide a better quality of life for the new owners. Finally, the garage will provide for better quality of life in the neighborhood because it is an

attractive structure which will permit me to store our seasonal belongings inside rather than outside of the house and will create a cleaner look in the neighborhood.

**Housing: The intent of . . . [the Comprehensive Plan] is to clarify the City's role in protecting the quality of existing housing and neighborhoods, diversifying the cost and types of housing and responding to changing community needs. (Comprehensive Plan, Chapter 7.)**

The new garage would meet the intent of the Comprehensive Plan as it pertains to housing. First, the garage will improve and protect the quality of the existing residence by providing safe, attractive, and much-needed storage space. Second, the garage will increase the value of the property.

**There are Practical Difficulties in Complying with the Provisions of the Shoreview Development Regulations.**

**Reasonable Manner - I will use the garage in a reasonable manner not permitted by the city code.**

The structure will be used for the storage of personal items such as vehicles, lawn and snow related equipment, trailers and recreational vehicles. Garages, especially in Minnesota, are needed for vehicle parking and storage of normal household equipment and supplies. I propose to reconstruct an accessory structure on my property utilizing part of the existing foundation/concrete slab. The remaining slab would be utilized as an approved hard surface for parking. The re-use of the slab and not moving the slab minimizes site disturbance and permits me to retain the vegetation on my property.

**Unique Circumstances – The property has unique circumstances not created by the property owner.**

The drainage easement, placement of the home, driveway and old garage are unique circumstances which were not created by me. The placement of the home, garage, driveway and neighboring home is logical due to the drainage easement on the east side of my property. The proposed structure will retain the same location as the old garage lining up with the driveway. Shifting the garage to the east would interfere with the driveway, requiring additional driveway improvements and removal of a portion of the deck thereby disturbing a larger area of the site. The placement of the structure also minimizing the encroachment into the rear yard, which is a much needed play area for the kids and dog as the house has limited space. The placement of the structure is also affected by the area needed for the driveway.

Driveways also must be set back 5 feet from a side property line. The driveway on my property already encroaches on the side yard line due to the house placement.

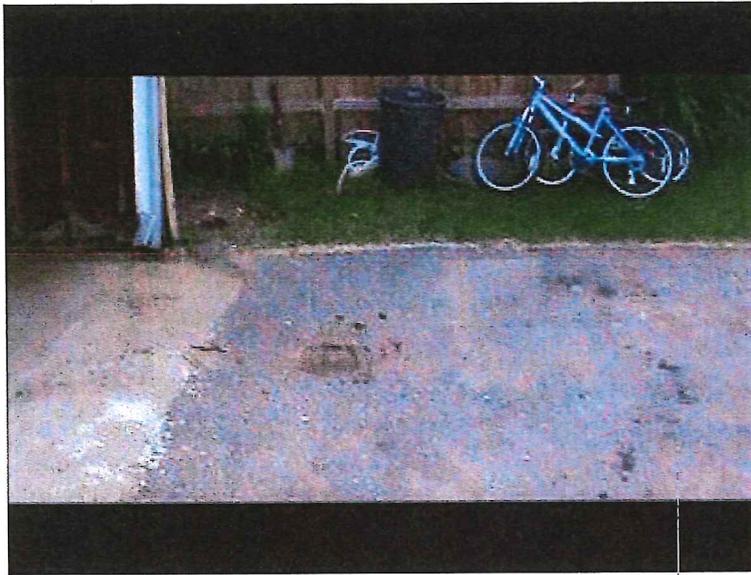
My property has a drainage ditch running through it on the opposite side of the garage. The city has an easement for access to the ditch itself and the area immediately surrounding the ditch. Because of the ditch and the easement, I cannot use a significant area of my lot. The ditch and the easement were both in place when I bought the property. This is a unique circumstance which significantly affects the property and was not created by me.



## 2011

**The old garage did not comply with the current side-yard setback requirement and was too close to the property line.**

I had a garage on my property when I purchased the home, that garage was too close to the property line and in violation of the current side-yard setback requirement. I demolished the old garage and placed the side wall of the new garage in exactly the same area as the side wall of the old garage. I did not build the old garage; I purchased the property with the garage and violation in place. Thus, the placement of the old garage is a unique circumstance which was not created by me



### **Driveway**

I currently have a driveway which was built previously to allow access into the old garage. The driveway was also centered with the old garage. The driveway has not been altered on the west side property line by me in any way. It remains in the same location as it did before I purchased the home.

**Character of the Neighborhood – The variance will not alter the essential character of the neighborhood.**

### **Character of Neighborhood**

The variance will not alter the character of the neighborhood. The proposed structure will replace a once existing structure. Replacement with a new structure in the same location as the once existing structure and designed to complement the architectural design of the home will improve the appearance of the property.

### **Economic Considerations Weigh in Favor of Granting the Variance**

As a result of the previous garage(s), I have had a tremendous financial loss (\$30,000). Being able to reuse the slab greatly decreases the total cost to construct a new structure. Modifying any portion of the concrete slab compromises the integrity of the entire slab due to its perimeter depth of 12 inches and interior depth of 4 inches.

## Conclusion

Based on the factors set forth above, I respectfully requests that the city grant the requested variance and permit me to build the propose structure.

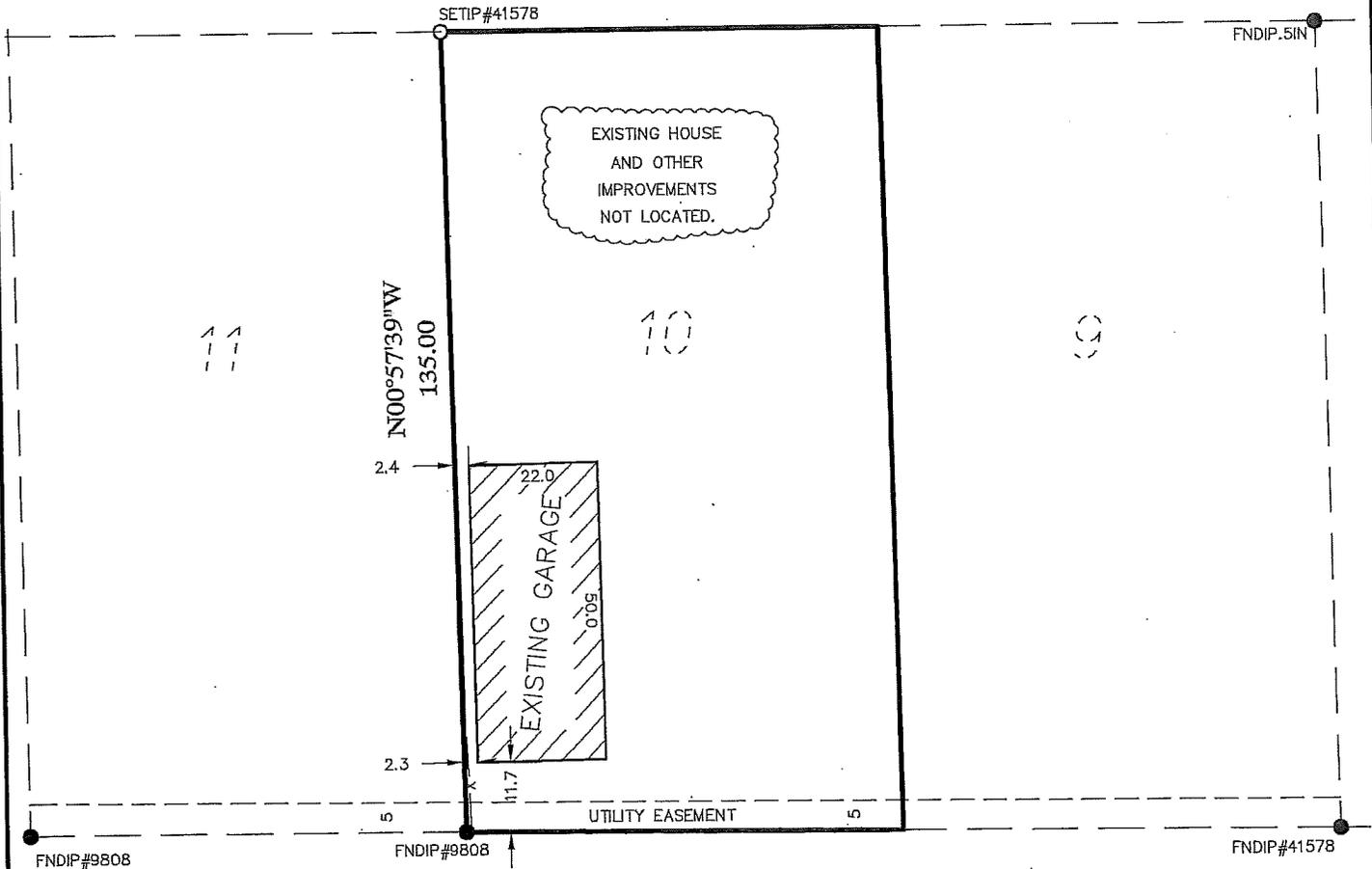
# PARTIAL SURVEY

~for~ MIKE MORSE  
 ~of~ THE WEST LINE OF 1648 LOIS DRIVE



## LOIS DRIVE

NORTH



### NOTES

- Field survey was completed by E.G. Rud and Sons, Inc. on 08/04/11.
- Bearings shown are on an assumed datum.

Lot 10, Block 5, EDGETOWN ACRES, Ramsey County, Minnesota

Location: Shoreview, Minnesota

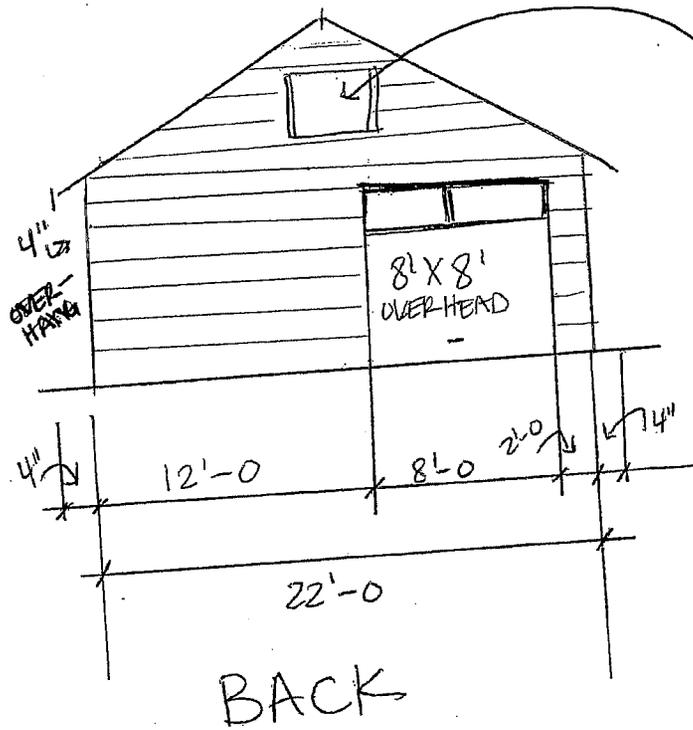
Scale 1" = 30' • Denotes Iron Monument Bearing Datum: Assumed Job No. 113661s Drwg By JER

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

**E. G. RUD & SONS, INC.**

Dated this 8th day of August 2011. By: *[Signature]* Minnesota License No. 41578

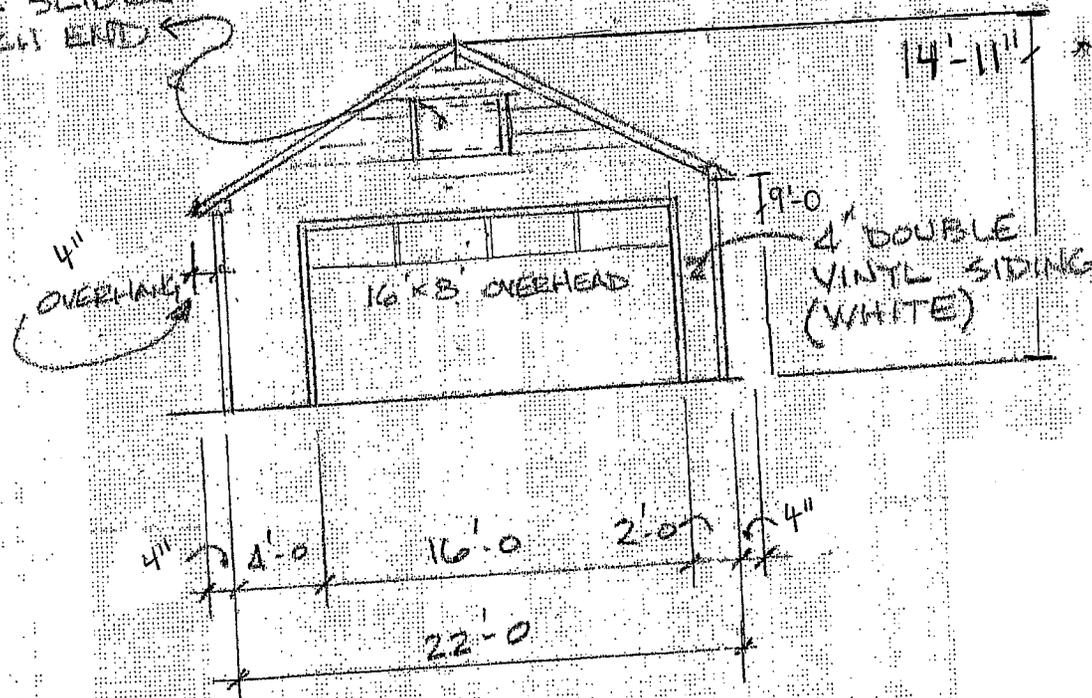
**E. G. RUD & SONS, INC.**  
 PROFESSIONAL LAND SURVEYORS  
 6776 LAKE DRIVE NE, SUITE 110  
 LINO LAKES, MINNESOTA 55014  
 TEL. (651) 361-8200  
 FAX (651) 361-8701  
 www.egrud.com



BACK

10/7/14: Δ overhang on sides of structure from 1.0ft to 4"

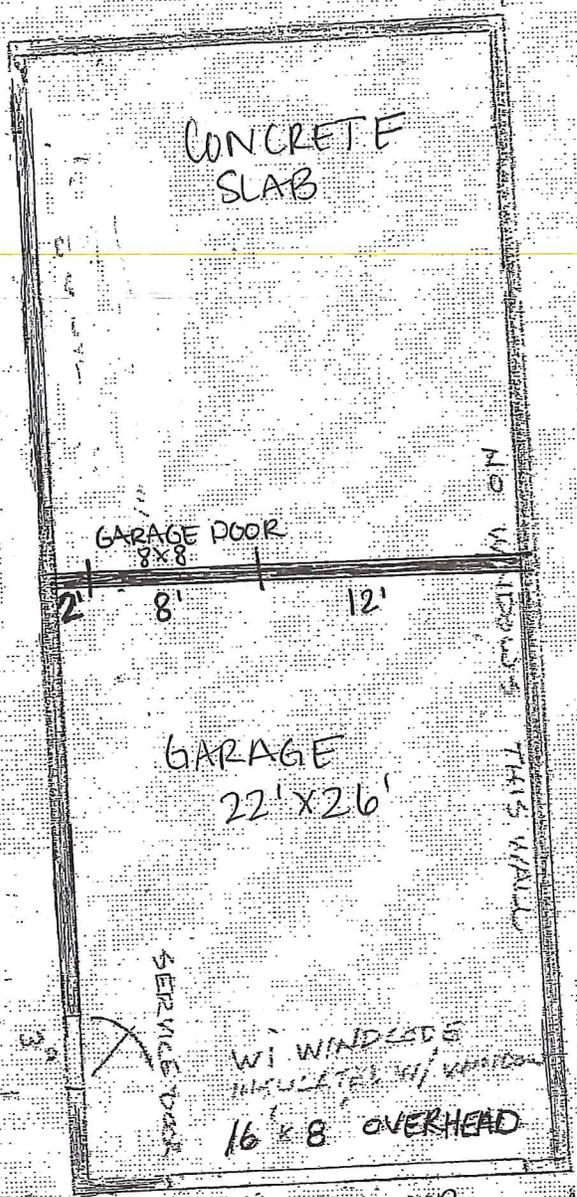
OPTIONAL WINDOW VINYL SLIDER (1) EACH END

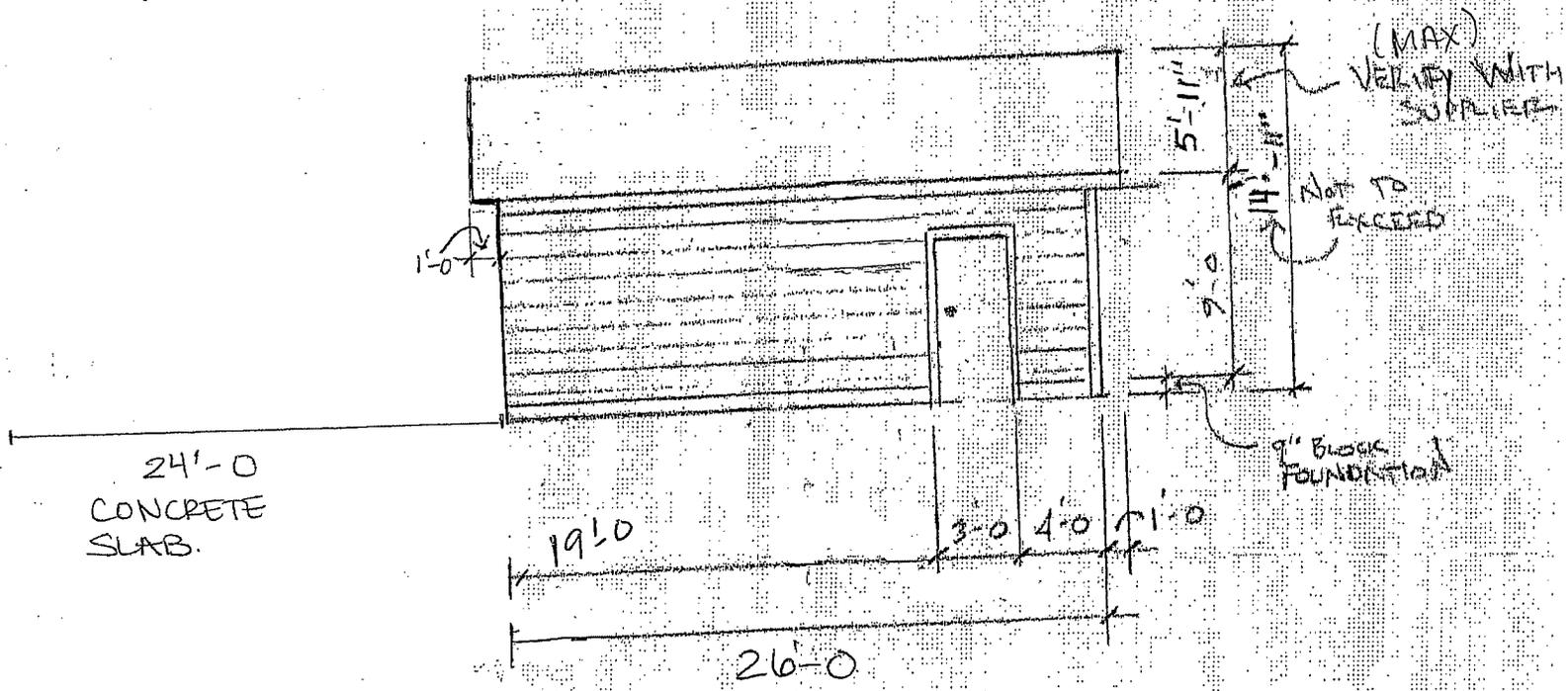


FRONT



Job: MIKE MORSE  
1648 LOIS DR.  
SHOREVIEW, MN. 55126





SIDE

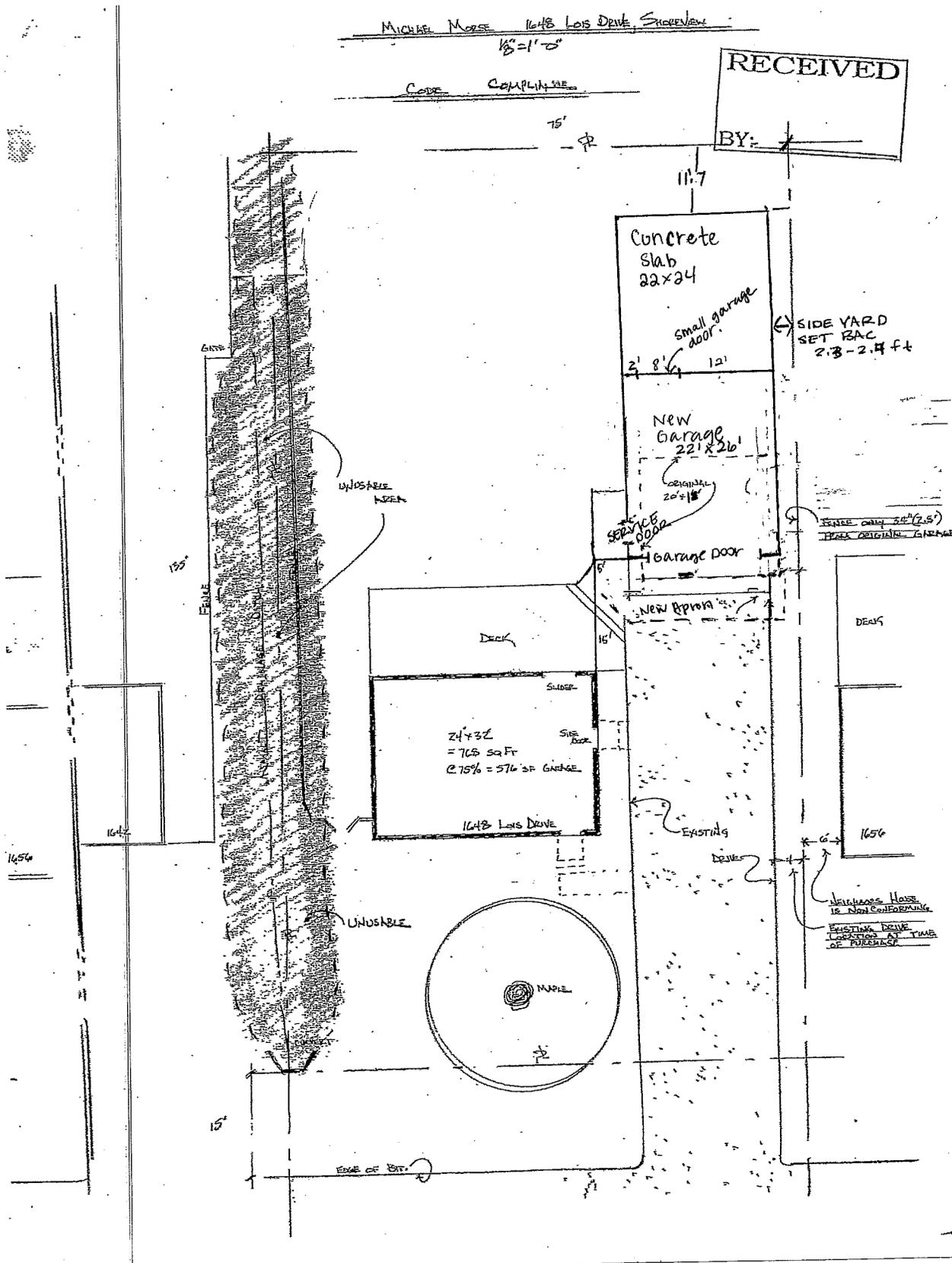
MICHAEL MORSE 1648 LOIS DRIVE, SUDBURY

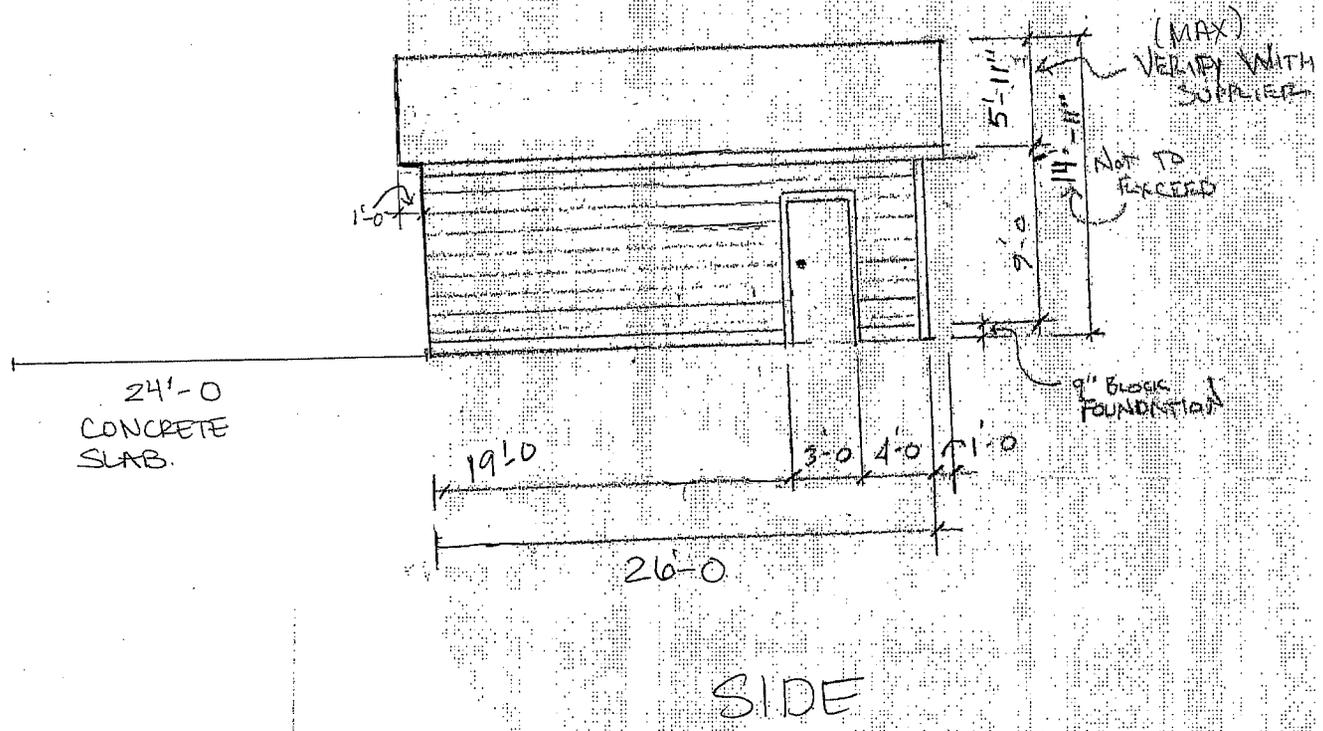
1/8" = 1' 0"

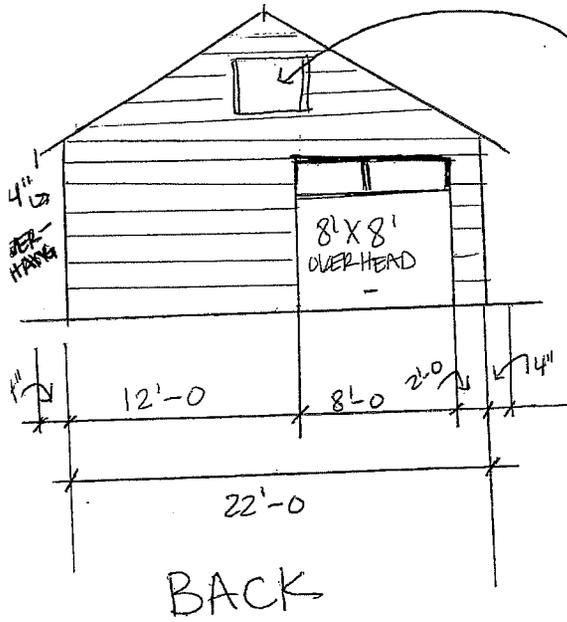
CODE COMPLIANCE

RECEIVED

BY: \_\_\_\_\_

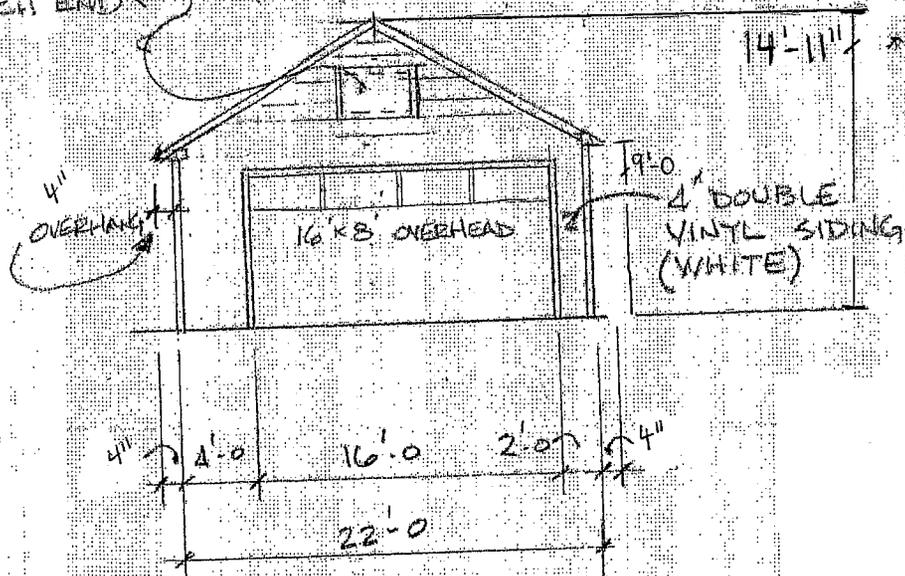






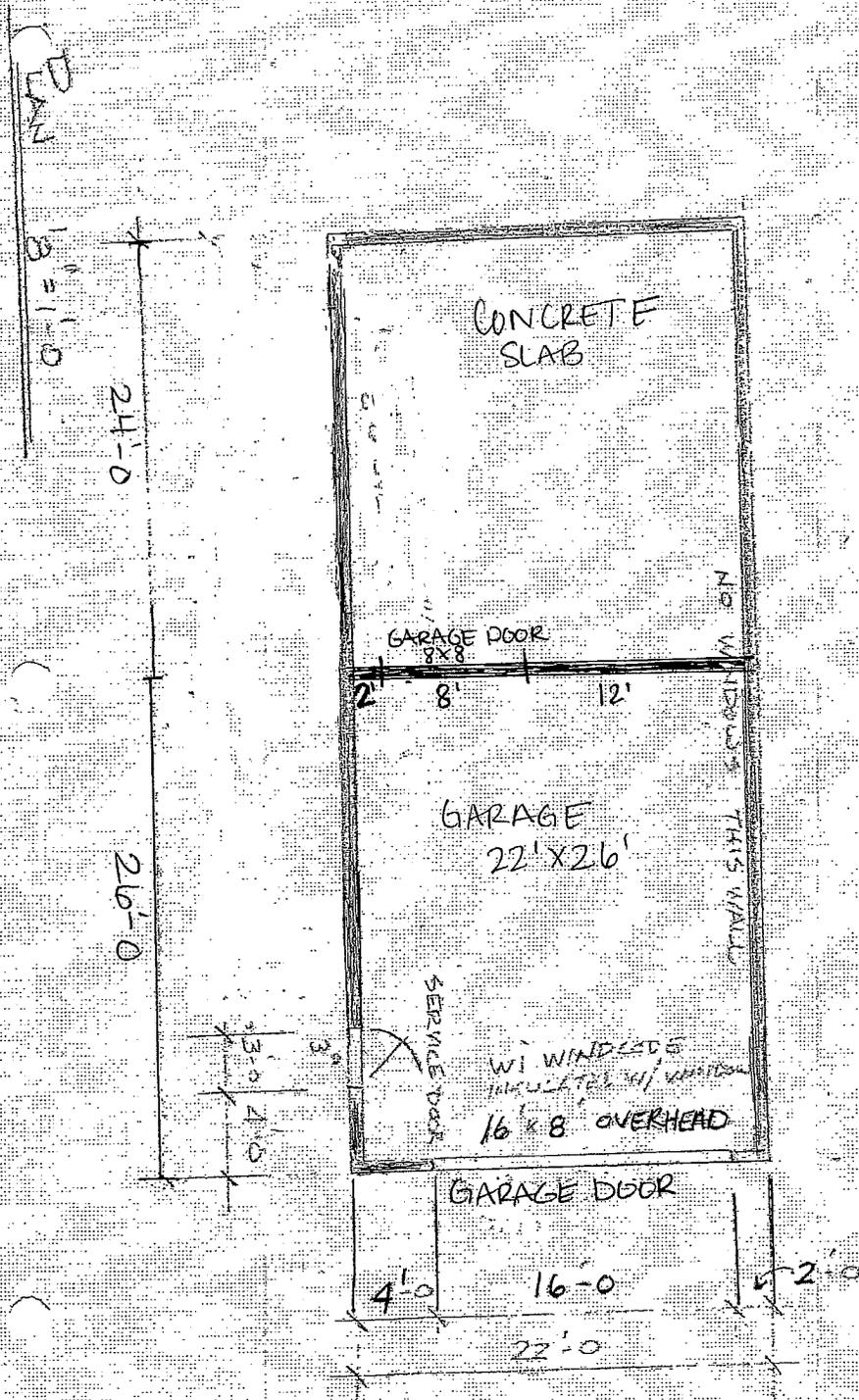
10/7/14: Δ overhang on sides of structure from 1.0ft to 4"

OPTIONAL WINDOW VINYL SLIDER (1) EACH END



FRONT

Job: MIKE MORRIS  
CARLOIS DR.  
STOREVIEW, MN. 55126



**RESPONSE TO  
REQUEST  
FOR  
COMMENTS**



Robert Warwick &lt;rwarwick@shoreviewmn.gov&gt;

---

**Comments on Variance Application submitted by Michael Morse - 1648 Lois Drive**

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Darlene Lund <darlund@comcast.net>  
To: rwarwick@shoreviewmn.gov

Mon, Oct 20, 2014 at 4:28 PM

Mr. Warwick:

Mr. Morse should be allowed to build his garage using the existing concrete slab. His property is greatly affected by the eye sore ditch that is on the east side of his property. He has a large amount of his property that is unusable because of that ditch. His house was built more to the west of his property because of that ditch. The landscape attached to the ditch is constantly eroding. His fence has slowly been moving due to the erosion of the ditch which means he has less property to work with than other residences.

Darlene Lund

1643 Lois Drive

October 22, 2014

Dear Planning Commission Members,

Attached, and enclosed, please find our initial, and additional comments on the variance request for 1648 Lois Drive to be included in the public record prior to the October 28, 2014 Planning Commission hearing.

- 1) The initial comment letter, and email, sent to Kathleen Castle on October 17, 2014.
- 2) A second letter, and email, sent to Kathleen Castle, dated October 21, 2014.
- 3) A third letter, dated October 22, 2014, addressed to the Planning Commission.
- 4) Ramsey County District Court record of the case, including the Court's July 8, 2014 directive to the defendant "to remove the structure within 45 days from the date of this Order, and if defendant fails to remove structure City to remove the structure and assess cost of removal to defendant".

Also, on October 21, 2014, a meeting was held with a senior City official, where it was suggested that the reason the slab and footings remain in-place was "because the City feared the owner would make a muddy mess" and that the City attorneys representing the City were "not clear, as to what the Court intended regarding the definition of the word "structure" .

These suggestions are disingenuous, at best.

The City, both through the Court Order, and City enforcement authority, has the power to cite and fine residents for non-compliance regarding public nuisance and stormwater runoff, thus if a "muddy mess had occurred" the City had the authority to abate this nuisance. Also, the City Attorney and legal staff, are very competent, knowledgeable and talented. In personal telephone conversations with the City Attorney on a number of occasions, including July 31, 2014 and August 18, 2014, it was clear that there is no confusion or misunderstanding as to what the Court intended in defining the word structure.

By any definition, and in any context, and/or industry standard language, the structure refers to both the above grade component/portion and the below grade component/portion of the non-conforming subject building.

On August 4, 2014, during a 21 minute, 22 second telephone conversation with a senior Shoreview official, the official stated that "as directed by the (Ramsey County District) Court, the building, and concrete slab (at 1648 Lois Drive) will be removed by the City, if the Mr. Morse does not do it himself".

On October 20, 2014 during a meeting with Planning staff, the statement was made that a "compromise" was made regarding leaving the slab in-place.

This inconsistency and vacillation, and is untenable, and harmful to the process of governance, and to all involved. Also, if meetings or discussions were held involving this case regarding any decision to agree to leave the slab and footings in-place, it is possible that violations of Open Meeting laws may have occurred, which could be potentially unlawful.

We have been very supportive of the City in the efforts to uphold and enforce the City ordinance, Building Codes and Construction Standards, but remain gravely concerned with the continued presence of the non-conforming concrete slab, and footings at 1648 Lois Drive, and the possibility that, due to political pressure, the City will approve the requested variance.

Again, as stated, we had been assured by the senior City official (quoted above), that per the Court ordered directive (see attached), the structure, including the slab and footings, would be removed.

We expect the Planning staff, Planning Commission, and City Council to be consistent and conduct themselves in a professional manner, in the best interest of all Shoreview citizens, with no bias or favoritism, and adhere to all applicable Building Codes, Construction Standards, rules, and laws, in spite of any agreements, or deals, that may, or may not have been made, in regard to leaving the non-conforming slab and footings in-place.

We realize there is some level of fear and trepidation, on behalf of the City, based on past relationships, and experiences with the applicant, and those associated with the applicant, but to make decisions, that affect entire communities, neighborhoods, and individuals based on fear, intimidation and or/politics is clearly not in the best interest of all Shoreview resident, and is poor governance.

Finally, we respectfully request that the City, as is their responsibility, levy and assess the appropriate fines and citations, to the owner of the property at 1648 Lois Drive, regarding failure to obtain the required demolition permit, building permit and stormwater permit, and enforce and/or inform the appropriate regulations and/or agencies at the State and Federal level, for failure to conduct a Hazardous Materials Building Survey, and an appropriate asbestos survey, in addition to determining the location of the landfill where this potentially regulated material was deposited, as required by both State and Federal regulations.

Originals will follow in the regular mail.

Sincerely,

Gordon and Andrea Girtz  
1636 Lois Drive  
Shoreview, MN  
55126  
651-784-1424

October 21, 2014

Dear Kathleen,

Thank you for the opportunity to meet on October 20, 2014, with you and your staff member, Mr. Warwick.

Below, please find a brief summary of my meeting notes:

- 1) Ramsey County District Court ordered the City to remove all structures from the property at 1648 Lois Drive, relating to the non-conforming building, previously constructed by the owner of that property.
- 2) The City worked out a "compromise" (your word) on the property at 1648 Lois Drive, to leave in place the non-conforming slab and footing structures, prior to completion of the administrative review by your office, voting by the Planning Commission and City Council.
- 3) It is my impression that the City was aware of the fact that the owner of the property at 1648 Lois would file a variance request, for the setback of 2.3 feet, previously reviewed by your office on at least three occasions, each time your office recommending against granting the subject variance.

Thank you so much, again.

Sincerely,

Andrea Girtz

October 17, 2014

Kathleen Castle  
City Planner  
4600 Victoria St. North  
Shoreview, MN  
55126

RE: Comments to Planning Commission regarding variance request at 1648 Lois Drive

We wish to thank the Planning Commission and the City Council for their past support of our neighborhood in previously denying all variance requests from the owner of the property at 1648 Lois Drive, Shoreview.

As you know, and has been presented at previous Planning and Council meetings, the required setback of 5 feet from a garage, or other non-inhabited structures, is based on esthetics, uniformity, drainage requirements, and most importantly the NFPA Fire Code which mandates certain access standards for fire and life safety functions;

**Fire and Life Safety – NFPA 1: 1.1 Scope. 1.1.1** The scope includes, but is not limited to, the following: (1) Inspection of permanent and temporary buildings, processes, equipment, systems, and other fire and related life safety situations (2) Investigation of fires, explosions, hazardous materials incidents, and other related emergency incidents (3) Review of construction plans, drawings, and specifications for life safety systems, fire protection systems, access, water supplies, processes, hazardous materials, and other fire and life safety issues.

In the opinion of our attorney, if the City were to allow for anything except the 5 foot minimum setback, the City would incur potential liability in the event of a material loss of property, to adjoining properties, as a result of fire, or other catastrophic event, and/or which resulted in loss of life.

Also, there is a potential for adjoining property owner's insurance companies to rescind and/or revoke their individual policy coverage, and hold the City liable for the loss of adjoining property, due to the restricted access that resulted from the compromised setback.

This liability translates directly into costs incurred and losses by the taxpayers, via claims against the City, and could result in possible increased premium rates for the City, and adjoining property owners; and increased property taxes.

In 1999, when we constructed our home at 1636 Lois Dive, we requested the City allow an additional 5 feet of garage be constructed to the west of our property. Our request was denied, due to the fact that the garage was connected to the house (although the footprint of the house was still 10 feet from the property line).

Also in 1999, prior to construction, we requested that our proposed exterior, unattached deck, be placed on concrete piers. Our request was denied, and we were directed to drill 48 inch deep holes, and fill them with concrete, which would then comply with the Building Code, and thus was the only acceptable footing construction acceptable to the Building Official.

Accordingly, we hired a contractor to drill the requisite holes and fill them with concrete. However, prior to filling the holes, they were inspected, and measured by a City official, and one hole was found to be only 36 inches deep, due to an obstruction; the City required that we dig out the obstruction, for a total cost of \$2,500 (excluding the deck construction, of which plans and specs were sent to the City for approval, prior to construction)

It is not inconceivable to believe, that if the City allows the existing slab and footings at 1648 Lois Drive (of unknown construction and concrete strength) to remain in-place, that other City residents should be allowed compensation for the additional cost incurred by complying with the Building Code during construction of City approved projects.

On a related note, based on the opinion, and advice of our attorney, we respectfully request the City seek reimbursement of City Attorney fees, from the current property owner at 1648 Lois Drive, for all costs (estimates to be in the tens of thousands of taxpayer dollars) associated with the frivolous, and failed attempts, and court challenges, by the property owner at 1648 Lois, in an attempt to knowingly circumvent the existing Building Codes and Construction Standards.

As you know, these efforts resulted in a nearly three year legal battle against the City, costing the City taxpayers tens of thousands of dollars; again, needlessly spent.

The City did an outstanding job in addressing these issues through the commendable work of City staff and expert legal representation in the court system, thereby protecting the City from incurring liability; and consequently maintaining the quality of the neighborhood, preventing property devaluation and sending a clear signal to others who may attempt to circumvent the rules, that the City will consistently enforce the Building Codes and Construction Standards, and for that we are grateful.

We expect the Planning Commission, and the City Council to continue to foster high quality development, adopt and enforce official controls in concert with the City's Comprehensive Plan, Building Codes and Construction Standards, and thus protect the interests of all Shoreview citizens; accordingly, every Shoreview resident expects, deserves, and is legally entitled to equal and uniform enforcement and administration of Building Codes, Construction Standards, and regulatory requirements, without bias or favoritism; we strongly encourage the Planning Commission and Council to be consistent with past determinations, in denying this most recent detrimental, unwarranted, adverse and unfortunate variance request from the owner of the property at 1648 Lois Drive.

Finally, please provide information regarding the reasons that the existing concrete slab and footings at 1648 Lois Drive were allowed to remain in-place, following demolition of the non-

conforming, illegal above grade structure, despite the initial plans/proposal by the City, prior to demolition, to remove these structures.

Sincerely,

Gordon and Andrea Girtz  
1636 Lois Drive  
Shoreview, MN  
55126  
651-784-1424

Cc: Sandra Martin, Mayor  
Steve Solomonson, Planning Commission, Chair

Register of Actions

Case No. 62-CV-12-1687

**City of Shoreview vs Michael Morse**§  
§  
§  
§  
§  
§**Case Type:** Civil Other/Misc.  
**Date Filed:** 02/28/2012  
**Location:** Ramsey Civil  
**Judicial Officer:** Marrinan, Margaret M.

## Party Information

## Lead Attorneys

**Defendant****Morse, Michael**  
Shoreview, MN 55126**Pro Se****Plaintiff****City of Shoreview**  
Shoreview, MN 55126**JEROME P FILLA**  
*Retained*  
651-224-3781(W)

## Events &amp; Orders of the Court

**DISPOSITIONS**

- 06/11/2013** **Closed administratively** (Judicial Officer: Marrinan, Margaret M.)
- 06/17/2013** **Judgment** (Judicial Officer: Marrinan, Margaret M.)  
Party( )  
Per Order, Judge Margaret M. Marrinan 12/3/12; dfd appear at office of Kelly & Lemmons on 11/30/12 for depo; if dfd fails to appear for dispo, his answer shall be stricken; awarding plns costs and disbursements.
- 06/17/2013** **Judgment** (Judicial Officer: Marrinan, Margaret M.)  
Party( )  
Per Order, Judge Margaret M. Marrinan 5/15/13; dfd shall remove the structure which is subject of action on or before June 30, 2013; if dfd fails to remove structure, the City of Shoreview shall remove the structure and assess costs of removal to dfd; if dfd can agree with pln on a structure in keeping with existing city codes, rebuilding may commence no later than June 30, 2013; pln encouraged to make every reasonable effort to approve bldg of structure; memorandum is incorporated.
- 07/08/2014** **Judgment** (Judicial Officer: Marrinan, Margaret M.)  
Party( )  
Per Amended Findings of Fact, Conclusions of Law, Order for Judgment, Judge Margaret M. Marrinan 7/1/14; dfd shall remove structure no later than 45 days from date this Order; if dfd fails to remove structure, City of Shoreview shall remove the structure and assess the costs of removal to dfd; dfd's motion to re-open and modify record and judgment is denied;

memorandum is incorporated.

#### OTHER EVENTS AND HEARINGS

02/28/2012 **Summons and Complaint**  
02/28/2012 **Notice of Case Assignment** (Judicial Officer: Higgs, David C. )  
03/02/2012 **Answer**  
06/12/2012 **Correspondence**  
07/06/2012 **Informational Statement**  
07/18/2012 **Scheduling Order** (Judicial Officer: Higgs, David C. )  
07/20/2012 **Mediated Agreement-ADR**  
08/20/2012 **Certificate of Representation**  
09/17/2012 **Notice to Remove** (Judicial Officer: Gearin, Kathleen R. )  
09/20/2012 **Notice to Remove** (Judicial Officer: Gearin, Kathleen R. )  
09/24/2012 **Proposed Order or Document**  
09/24/2012 **Order to Remove** (Judicial Officer: Gearin, Kathleen R. )  
09/24/2012 **Notice of Case Reassignment** (Judicial Officer: Marrinan, Margaret M. )  
10/02/2012 **Memorandum**  
10/02/2012 **Notice of Motion and Motion**  
10/02/2012 **Proposed Order or Document**  
10/03/2012 **Affidavit-Other**  
10/05/2012 **Notice of Hearing**  
10/09/2012 **Scheduling Order** (Judicial Officer: Marrinan, Margaret M. )  
10/09/2012 **Referred to Mediation** (Judicial Officer: Marrinan, Margaret M. )  
11/12/2012 **Affidavit-Other**  
11/13/2012 **Notice-Other**  
11/16/2012 **Default Hearing** (1:30 PM) (Judicial Officer Marrinan, Margaret M.)  
*10/17/2012 Reset by Court to 11/14/2012*  
*11/14/2012 Continued to 11/16/2012 - Other - City of Shoreview; Morse, Michael*  
Result: Held  
12/03/2012 **Order-Other** (Judicial Officer: Marrinan, Margaret M. )  
12/19/2012 **Notice of Hearing**  
01/18/2013 **CANCELED Settlement Conference** (9:00 AM) (Judicial Officer Gearin, Kathleen R.)  
*Other*  
01/23/2013 **Statement of the Case**  
01/28/2013 **Settlement Conference** (9:30 AM) (Judicial Officer Marrinan, Margaret M.)  
Result: Held  
01/28/2013 **Order-Other** (Judicial Officer: Marrinan, Margaret M. )  
03/11/2013 **CANCELED Court Trial** (9:00 AM) (Judicial Officer Gearin, Kathleen R.)  
*Other*  
04/01/2013 **Statement of the Case**  
04/10/2013 **Exhibit List**  
04/10/2013 **Statement of the Case**

**04/11/2013** Court Trial (9:00 AM) (Judicial Officer Marrinan, Margaret M.)  
*04/01/2013 Reset by Court to 04/11/2013*  
 Result: Held

**04/11/2013** Order for Submissions-Under Advisement (Judicial Officer: Marrinan, Margaret M. )

**04/11/2013** Exhibit List

**05/10/2013** Taken Under Advisement (Judicial Officer: Marrinan, Margaret M. )

**05/10/2013** Certificate of Representation

**05/10/2013** Memorandum

**05/14/2013** Proposed Order or Document

**05/14/2013** Memorandum

**05/15/2013** Order-Other

**06/13/2013** Appellate Notice of Case Filing

**06/17/2013** Judgment

**06/17/2013** Notice of Entry of Judgment

**06/17/2013** Judgment

**06/17/2013** Notice of Entry of Judgment

**06/28/2013** Court Reporter Certificate as to Transcript-Appellate Court

**07/24/2013** Court Reporter Certificate as to Transcript-Appellate Court

**07/24/2013** Transcript

**07/25/2013** Appellate Court Order

**08/13/2013** Appellate Notice of Case Filing

**08/23/2013** Notice of Withdrawal of Counsel

**08/26/2013** Notice-Other

**10/01/2013** Request for Trial Court Record-Appellate Court

**10/02/2013** Notice-Other

**10/02/2013** Appellate Exhibit List

**04/21/2014** Appellate Court Opinion

**05/22/2014** Memorandum

**05/22/2014** Notice of Motion and Motion

**05/22/2014** Proposed Order or Document

**05/27/2014** Notice of Motion and Motion

**05/27/2014** Affidavit of Service

**05/27/2014** Proposed Order or Document

**06/13/2014** Other Document

**06/13/2014** Affidavit of Service

**06/16/2014** Correspondence

**06/19/2014** Appellate Court Judgment

**06/23/2014** Motion Hearing (2:30 PM) (Judicial Officer Marrinan, Margaret M.)  
 Result: Held

**06/23/2014** Taken Under Advisement    **Doc ID# 2** (Judicial Officer: Marrinan, Margaret M. )

**07/01/2014** Order-Other    **Doc ID# 1** (Judicial Officer: Marrinan, Margaret M. )

**07/08/2014** Judgment    **Doc ID# 3**

**07/08/2014** Notice of Entry of Judgment    **Doc ID# 4**  
 Financial Information

**Defendant Morse, Michael**

**Total Financial Assessment** 524.00  
**Total Payments and Credits** 524.00  
**Balance Due as of 10/21/2014** 0.00

03/05/2012	Transaction Assessment			320.00
03/05/2012	Mail Payment	Receipt # CV62-2012-02783	michael morse	(320.00)
05/27/2014	Transaction Assessment			102.00
05/27/2014	Counter Payment	Receipt # CV62-2014-01135	Morse, Michael	(102.00)
06/13/2014	Transaction Assessment			102.00
06/13/2014	Counter Payment	Receipt # CV62-2014-01246	Morse, Michael	(102.00)

**Plaintiff City of Shoreview**

**Total Financial Assessment** 522.00  
**Total Payments and Credits** 522.00  
**Balance Due as of 10/21/2014** 0.00

02/28/2012	Transaction Assessment			320.00
02/28/2012	Mail Payment	Receipt # CV62-2012-02596	Peterson fram & bergman	(320.00)
10/03/2012	Transaction Assessment			100.00
10/03/2012	E-File Electronic Payment	Receipt # EP62C-2012-04675	City of Shoreview	(100.00)
05/23/2014	Transaction Assessment			102.00
05/23/2014	E-File Electronic Payment	Receipt # EP62C-2014-05730	City of Shoreview	(102.00)



Date: October 22, 2014

To: Mayor Sandy Martin, Shoreview City Council, and Shoreview Planning Commission

From: Phyllis and Jim Martin

Re: Response to Rob Warwick, Senior Planner's Request for Comment letter dated October 14, 2014 regarding Variance Application submitted by Michael Morse

We wish to thank the City Council and Planning Commission for all your past support and hard work, regarding all the variance requests this past four years.

Jim and Phyllis Martin are against allowing the variance requests. I'm talking specifically about the concrete slab, which does not conform to the 5-foot side yard setback. If the Court Order had been followed explicitly, all the proceedings we are now enduring would be unnecessary.

I was told it is still possible to have all the cement removed. If so, let's do it! That would end all the variance issues. Mike Morse can then build his garage with proper building permits, staying within the guidelines and Shoreview building codes. He will be able to build what he wants, on his property, and the variance requests will finally end.

We do have issue with the foundation he wants to build it on. The cement slab is in violation of Shoreview building codes, and it has been court ordered to be removed.

Our lot at 1656 Lois Drive is 12 to 14 inches higher than Mike Morse's lot at 1648. Drainage will be a problem. The water drains to the south along the 50 foot concrete slab (west side), then flows east toward the ditch. The west side of the slab is impossible to mow and is muddy most of the time. Furthermore, If Mike Morse does build this garage, we suggest a 6' X 8' overhead door, instead of an 8' X 8' door, to reduce size of cars and trailers parking in the back yard.

A 4" overhang should have gutters and down spouts. The south end of the slab will require extensive leveling and drainage. The "new apron" needs additional information. The cement slab is in violation of Shoreview building code and it was court ordered to be removed!

The required setback of 5' from a garage or other non-inhabited structures is based on esthetics, uniformity, drainage requirements and most importantly the NFPA (National Fire Protection Association) fire codes which mandate certain access standards for fire and life safety functions. The City may incur potential liability as a result of a fire if they allow anything except the 5' minimum set back.

We respectfully request that the above concerns and suggestions be seriously attended to.

A handwritten signature in blue ink, appearing to read "Jim Martin".

A handwritten signature in blue ink, appearing to read "Phyllis Martin".

South

Attachments  
to comment  
of M/M Martin.  
3 pages. (RW)

36" GATE

West

EAST

LOT  
LINE

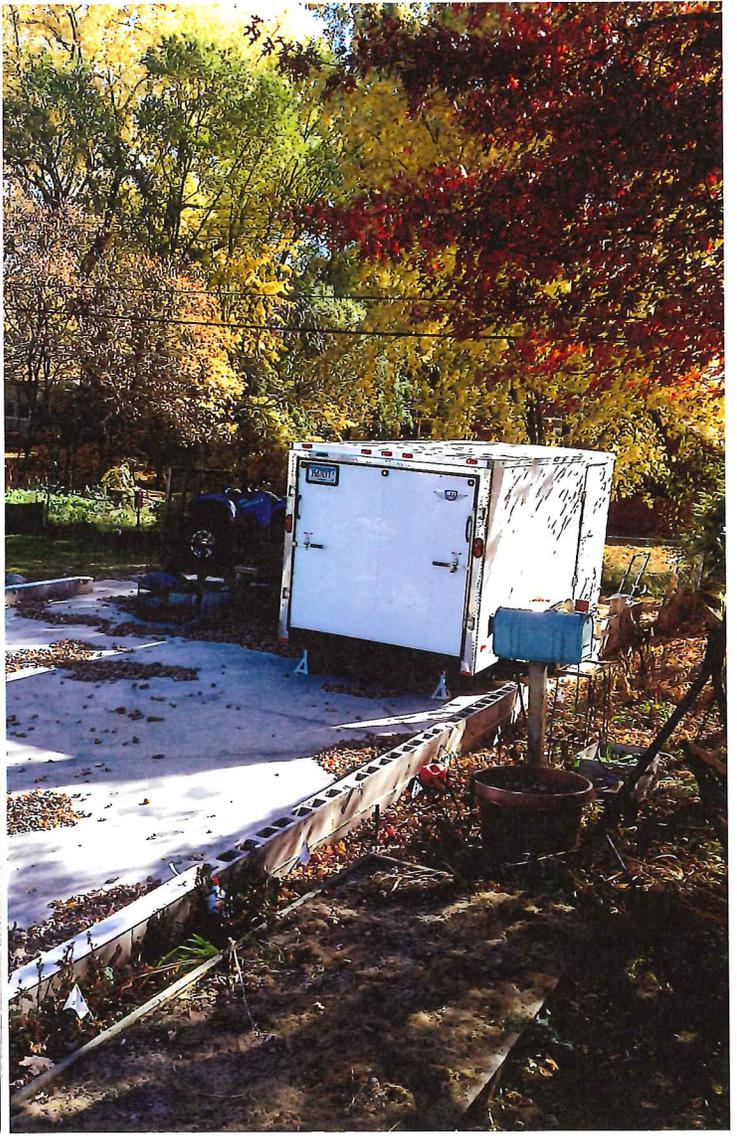
OLD  
GARAGE  
APPROXIMATE  
20x20

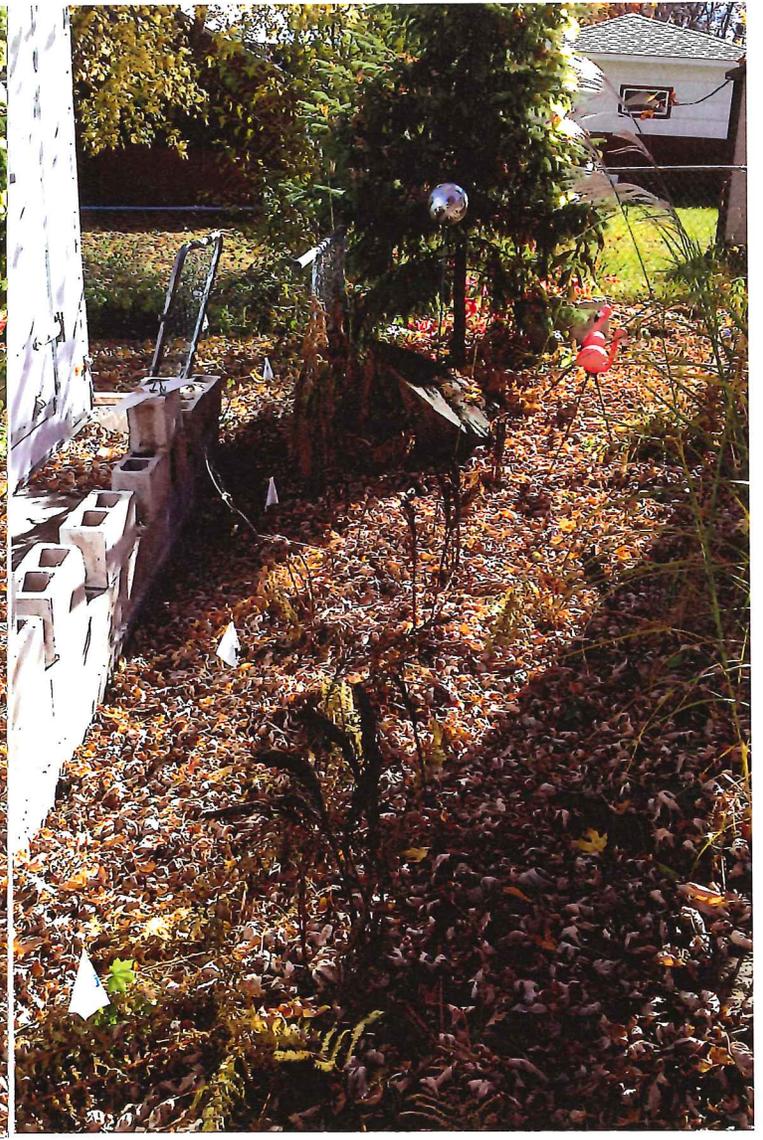
DRIVE  
WAY

1656  
LOIS-  
DRIVE

1648 Lois Dr.

NORTH







Robert Warwick &lt;rwarwick@shoreviewmn.gov&gt;

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**1648 Lois Drive Variance Request, Oct 25th**

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**W S** <william.schultz@usfamily.net>  
To: rwarwick@shoreviewmn.gov

Sun, Oct 26, 2014 at 3:42 PM

Dear Rob Warwick,

In regards to Michael Morse's setback variance request for a garage on property on 1648 Lois Drive I would advise that the council rule in maintaining the 5 foot setback requirement in this case. Adjacent property owners at 1656 Lois Drive have expressed concerns over the setback distance and do not approve of the request. It is in my opinion that parties directly affected by property variances be in agreement before they are approved by the commission.

Regards,  
William Schultz  
1662 Lois Drive  
Shoreview, MN 55126





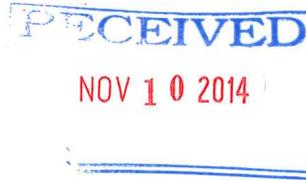
Robert Warwick &lt;rwarwick@shoreviewmn.gov&gt;

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**Michael Morse 1648 Lois Drive**

---

**Darlene Lund** <darlund@comcast.net>  
To: rwarwick@shoreviewmn.gov  
Cc: Michael Morse <crazymike01@hotmail.com>



Mon, Nov 10, 2014 at 2:08 PM

Mr. Warwick:

It totally baffles me that the city cannot see the "Practical Difficulties and Unique Circumstances" associated with Mike Morse's property. I bet if tables were turned and all the people against Mr. Morse's "request for a variance" were put in this situation, they would be doing everything they can to get the city to understand this really is a Practical Difficulty and Unique Circumstance.

I've come to the conclusion that the city doesn't want to identify the problem as a Practical Difficulty or Unique Circumstance. Admitting to this would raise concern to the residences as to when it can be rectified. According to the city maintenance schedules, nothing is going to be done with the drainage ditch until 2020 or later. The constant erosion of this ditch makes things difficult for property owners that have to deal with it daily.

The drainage ditch is the cause of this dilemma. Homes on properties that have to deal with the so called "poor excuse of a drainage ditch" had to be situated differently to accommodate the ditch. Mr. Morse is being squeezed in between the ditch and his next door neighbor to the west of him. His next door neighbor's house is located a few feet inside the side lot line which makes them feel Mr. Morse is encroaching on them. Normally the houses in this neighborhood are located driveway to driveway and house to house. In Mr. Morse's situation, his driveway is next to his next door neighbor's house west of him. Why was it placed this way? It's because of the ditch. Normally houses would be 20 feet from each other but because of the ditch, Mr. Morse has an excessive amount of unusable property between his house and his next door neighbor east of him. If you drove around in this neighborhood, you could easily see that many of the houses and garages in this neighborhood were not built/located according to code. This being said, some of the cities records are incorrect.

I've also noticed the city makes accusations that are untrue and then Mr. Morse has to defend himself. One minute, the city says according to our records the garage was 6' from the property line. Then the city says they have no records about the location of the garage and they accuse Mr. Morse of doctoring pictures he has shown as proof.

The city has approved many other variance applications in the past. Many of these applications involved building or adding onto a garage inside the side lot line and they didn't have the Practical Difficulty and Unique Circumstances of a ditch affecting their property.

What's the difference between Mr. Morse having a garage or a privacy fence in the same location? A privacy fence would redirect drainage just like a garage. A privacy fence wouldn't have gutters to collect and redirect water.

Please approve his variance.

Darlene Lund

1643 Lois Drive

3. Execution of an agreement between the City and Association stating the Association will comply with the City parking regulations for the proposed public right-of-way, including the parking areas.

This approval is based on the following findings:

1. The use and development was approved as a PUD, Planned Unit Development with an underlying zoning of R-2, Attached Residential.
2. The use and proposed alterations are consistent with the planned land use, goals and policies of the Comprehensive Plan, Chapter 4, Land Use and the housing goals in Chapter 7, Housing.
3. The conversion of the street to a public roadway is consistent with the City's current subdivision standards that require all streets to be publically dedicated rights of way.
4. Royal Court complies with the established criteria regarding the conversion of private streets to public streets.

**VOTE:**                      **Ayes - 5**                      **Nays - 1 (McCool)**

**VARIANCE**

**FILE NO.:**                      **2546-14-36**  
**APPLICANT:**                      **MIKE MORSE**  
**LOCATION:**                      **1648 LOIS DRIVE**

**Presentation by Senior Planner Rob Warwick**

In 2011, the City became aware of a detached accessory structure being constructed on the Morse property without the proper permits. Prior to that, a detached garage was demolished without proper permits. A Stop Work Order was issued on July 8, 2011 on the new structure, and Mr. Morse was notified of the building and land use requirements as well as the permitting process. The structure did not comply with the area, height and setback regulations. Previous variance requests by Mr. Morse in 2011, 2012 and 2014 have been denied. The City obtained a Court Order to remove the structure, and it was removed in August 2014. The concrete slab of 22' x 50' on which the structure was built was left in place by the City.

The applicant is now requesting a variance to retain the existing concrete slab to construct a 572 square foot garage and a parking area of 22' x 24'. The variance requested is to reduce the side setback from the required 5 feet to 2.3 feet, the setback of the existing slab.

The lot width is 75 feet. The east 5 feet and south 5 feet are encumbered with drainage utility easements with an asphalt drainage channel along the east lot line in the easement. The existing dwelling is single-story consisting of 768 square feet. The plan is to construct the garage on the north portion of the existing slab and use the south portion for parking. There will be a double overhung door on the north side and a single overhead door on the south side to access the parking area behind the garage.

The property is zoned R1, Detached Residential. Accessory structures must be a minimum of 10 feet from the rear lot line. The maximum impervious surface coverage allowed is 40% of lot area. The proposed garage complies with Development Code requirements in terms of floor area, height, wall height and exterior design. The only variance requested is the 2.3 foot side setback.

The applicant states that practical difficulties exist. The garage will be used for vehicle and personal storage. Reuse of the existing slab minimizes further site disturbance and reduces cost. The unique circumstances on the property are the drainage ditch, the location of the previous garage and its alignment with the driveway. The character of the neighborhood will not be impacted because there has been a garage in this location in the past.

The City's Building Official has identified requirements from the Building Code that include:

- One-hour rated fire assembly for the portion of the structure within 5 feet of the property line.
- Building projections, such as soffits, are not permitted to encroach any further than within 2 feet of the property line.
- Gutters are allowed on the 4-inch west overhang.
- An engineer's structural analysis is required to verify that the slab and garage meet the minimum requirements of the Building Code.

Staff finds that the proposed garage complies with City standards except for the side setback of 2.3 feet. But staff does not find practical difficulty is present. The exact setback of the previous garage is not known. A building permit dated from 1965 identifies a setback of 6 feet. The property owner removed the previous garage with no permits or inspections. The existing slab was installed by the property owner with no permits or inspections and is a circumstance created by the property owner. Staff is concerned that proposal will result in: 1) a 22' x 24' parking pad; 2) a 22' x 26' garage; and 3) a driveway all with a setback of less than 5 feet, which may impact the adjacent property. Mitigation with landscaping is not possible because of the narrow proposed setback. The drainage easement is not a unique circumstance that warrants a shift in the garage location further west than the 5-foot required setback.

Property owners within 150 feet of the subject property were notified of the new application. Three comments were received. One comment supports the project. Two expressed concern about fire safety, drainage and visual impact of the structure and parking. A fourth comment was distributed at this meeting that encourages compliance with the 5-foot setback requirement.

Staff finds that the proposed structure could be built at a 5-foot setback. The proposed 2.3 foot setback does not provide open space between properties or space for construction and maintenance. The basis of the variance request is due to the applicant's actions. As staff cannot identify affirmative findings for all three variance criteria, it is recommended that the variance request be denied.

Commissioner Ferrington asked who would pay for the engineer's structural analysis of the slab and new garage. Mr. Warwick responded that the applicant would have to pay for an analysis to show that the structure meets Building Code requirements.

Commissioner McCool noted that the picture of the driveway leading to the old garage shows the driveway closer to the side property line than the garage wall. He asked the setback of the edge of the driveway from the lot line. Mr. Warwick answered, 4 feet.

Commissioner Ferrington stated that the photo could be of any property. There is no way for the Commission to know that this is a picture of the previous garage.

Acting Chair Schumer asked if the applicant had worked with City staff on this application and the reason the slab was not removed. Mr. Warwick answered that there was no discussion with the applicant previous to the application being submitted. The reason the slab was not removed is because the City considered it reasonable to allow the slab for the potential of a future garage that would be in compliance with City Code. The fact that the slab was left intact is not meant as justification for a variance request.

**Mr. Mike Morse**, Applicant, stated he did not work with the City on this application because of what has happened over the last three years. There is a history of him not being treated fairly. He agreed that he is aware of the Code requirements and wonders why those requirements are not being applied to his neighbors. The driveway, which he did not install, is 4 feet from the property line. Everything can be constructed in compliance with City Code. However, there is 33 feet between his home and his neighbor's home. That characteristic is not found in the rest of the neighborhood. The reason is because of the drainage ditch along one side of his property that he did not put in. That is why he believes it is reasonable to place a new garage in the same location as the old garage. There are no clear records of where the old garage was located. The privacy fence shown in the photo mentioned earlier sits 2 feet into his neighbor's property. He plans gutters on each side for runoff. The required fire wall is not a problem. He did not create the circumstances of the placement of the driveway and old garage. The Court Order was for the structure to be removed. He received a letter from Ms. Castle that 2.7 feet of the western side would be removed to bring the concrete into compliance with a 5-foot setback. Letters from neighbors support compliance enforcement, but one neighbor has a garage that is higher than their house. Another neighbor built a garage without a permit in 2000, and was then issued a permit in 2013. It is difficult to understand how there is equal treatment. He is required to put in a fire wall, but his neighbor has a wood burning stove in the garage without one.

Commissioner McCool asked if Mr. Morse would be willing to remove the southern portion of the concrete. Mr. Morse stated that he cannot afford the removal. Commissioner McCool explained that the variance is not just for the garage but makes further impact because of the slab extension for parking. Mr. Morse stated that in January 2014, he withdrew his application because the statements from Planning Commissioners were that the structure size was too large. There was acknowledgement that the drainage swale might push the garage setback closer than 5 feet. He has worked to reduce the size of the garage from 1100 square feet to 572 square feet.

Commissioner Peterson asked the location of the 36-inch gate at the back of the garage. Mr. Morse explained that the gate was never in the back or at the side of the garage. It was originally in front where the deck steps up. When the bigger garage was built, the gate was removed. He put it behind the garage because he did not want to get rid of it.

Acting Chair Schumer asked if Mr. Morse would be willing to cut the concrete slab to comply with the 5-foot setback and move the proposed garage to the back of the slab. His concern is that the back will become a storage area. Mr. Morse stated that he would not be able to afford redoing the concrete.

Acting Chair Schumer asked for public comment.

**Mr. Jim Martin**, 1656 Lois Drive, immediately to the west of the applicant. He referred to his letter that he submitted indicating his opposition to the variance request. His concern is drainage as his property sits lower than the Morse property. Water flows west toward his property. Further, the reduced setback could interfere with fire protection access. He stated that the new proposed garage is not in the same location as the old garage but is at least 2 feet closer to the property line to the west.

**Mr. Curtis Peterson**, 1637 Lois Drive, stated that he does not believe Mr. Morse has acted in good faith. He says he does not have enough money now, but if it had been done right in the first place, there would be no problem. He himself parked an RV on his property that was out of compliance. When it was brought to his attention, he found a place to store it. Residents work to comply with City regulations. He wants Mr. Morse to have a garage, but it is important that the regulations be applied and enforced fairly.

Commissioner Thompson stated that with all the changes that have been made to reduce the size of the garage, she will support the proposal. She is convinced that the old garage was located where the new garage is proposed. Everyone has been through a lot with the way this application has come forward. The variance is reasonable and should be granted.

Commissioner Ferrington asked staff their understanding of the location of the old garage. Mr. Warwick stated that the building permit from 1965 shows a 6-foot side setback.

Commissioner Proud stated that he supports staff's recommendation. He would like to see staff and the applicant negotiate a solution.

City Attorney Kelly stated that there are two types of nonconforming uses. One is when a structure is legally built, but there is a change in the Code. If a property is destroyed 50% or more, there is a right to rebuild the nonconforming use with a building permit applied for within 180 days of the destruction. Other nonconforming uses are illegal. In this case, there is a file from 1965 that shows a 6-foot setback that would be in compliance. Building outside the setback is illegal, and there is no right to rebuild a nonconforming use.

Acting Chair Schumer asked what the Court Order stated. City Attorney Kelly responded that the Order granted the City the right to take down the structure. The City intended to take a portion of the concrete slab, but Mr. Morse's attorney required that the entire slab be removed, not just a portion. The City then left the slab for storage and reserved the right to remove the concrete slab at a later date. There is no time line for total removal.

Commissioner Ferrington stated that she supports the staff recommendation. There are repercussions from having the slab without a permit. It is unclear whether it is adequate to be a garage floor. An engineer will have to be hired to do an analysis, which will cost money. There is a conflict about where the former garage was located. The practical difficulty was created by the applicant over the last three years.

Commissioner McCool stated there is so much history with this applicant. However, if this application were seen for the first time at this meeting, he believes the Commission would still have spent time trying to figure out the location of the earlier garage. He supports the application. The property is unique because the drainage ditch does push the garage further to the west lot line. He would prefer to see no slab, but his support would be with a condition that a portion of the slab be removed to a conforming distance from the lot line. He would also require screening of the slab from the adjacent property owner.

Commissioner Peterson stated that he supports staff recommendation for denial.

MOTION: by Commissioner Proud, seconded by Commissioner Ferrington to deny the variance request submitted by Michael Morse at 1648 Lois Drive to construct a 22' x 26' detached garage and a 22' x 24' parking area on his property with a setback of 2.3 feet based upon the findings that no practical difficulty exists and based on the following findings of fact:

To deny the variance request submitted by Michael Morse, 1648 Lois Drive, to construct a 22-by 26-foot detached garage and a 22- by 24-foot parking area on his property, with a setback of 2.3 feet, based on findings that practical difficulty is not present, and the following findings of fact:

1. The request does not comply with the spirit and intent of the City's Development Code and Comprehensive Plan due to the proposed 2.3-foot setback from the side property line for the driveway, detached garage, and parking area south of the garage, open space between properties is not maintained. Maintenance of west side of the garage is not possible from the applicant's property.
2. Reasonable Manner. The applicant can use his property in a reasonable manner as permitted by the Development Code. In accordance with the City's regulations a 572 square foot detached accessory structure could be constructed at the required 5-foot side yard setback. The applicant's proposal is not a reasonable use because the structure can placed further away from the lot line.
3. Unique Circumstances. Unique circumstances are not present. The slab was installed in this location by the applicant without required City permits and is a self-created circumstance. It is possible to construct an accessory structure on the property at the 5-foot setback required from the west side lot line.
4. Character of Neighborhood. The proposed setback for the garage and parking from the western side property line does negatively impact the adjoining property and character of the neighborhood. Visual mitigation is not feasible due to the encroachment on the 5-foot side setback required and limited space for landscaping and building maintenance.

Discussion:

Commissioner Proud stated that it is his hope that the parties can have a productive meeting to resolve all issues.

**VOTE:**                      **Ayes - 4**                      **Nays - 2 (McCool, Thompson)**

**VARIANCE**

**FILE NO.:**                      **2550-14-40**  
**APPLICANT:**                      **TROY & SARAH WANGLER**  
**LOCATION:**                      **4525 RICE STREET**

**Presentation by City Planner Kathleen Castle**

This application is to increase the maximum 40-foot setback permitted to 45 feet for the construction of a new home. In October, the City Council approved a minor subdivision of the property. A variance was previously granted for Parcel A waiving the requirement for public street frontage. A variance is now requested for Parcel B for the structure setback. Parcel B consists of 44,021 square feet with a lot width of 162 feet. The existing home would be demolished. A new home will be built with attached garage. The new home will be in the same area as the existing home. It complies with all structure setback requirements except for the need to increase the maximum front setback to 45 feet. Five landmark trees will be removed.

The applicant states that the lot is unique. The proposed home is to be located in the same area as the existing home to minimize impacts of construction. If the new home were shifted further south to comply with the 40-foot setback, more fill would be required. There is a utility line bisecting the property that limits building placement. The proposed location best protects the character of the lot.

Staff finds that practical difficulty is present. The proposed single-family home development is reasonable. The existing house is set back 57 feet; the new home is larger but with a setback of 45 feet. Site disturbance will be minimized by using the existing building pad. The lot is unique in configuration and topography. It is a flag lot with buildable area off the improved Rice Street. The proposed location of the home is more in keeping with the adjacent home. There is no defined neighborhood character as there are varying densities and housing types. The proposed house location will not be highly visible from Rice Street. Staff finds that there would be no impact on the character of the neighborhood.

Notices were sent to property owners within 150 feet of the subject property. One comment was received from the City of Vadnais Heights, expressing no concerns. The City Engineer has requested the house be shifted to the east to minimize encroachment or disruption of the utility line. Staff is recommending approval with the conditions listed in the staff report.

**Mr. Troy Wangler**, Applicant, stated that he would be willing to answer any questions.



Robert Wzarwick &lt;rwarzwick@shoreviewmn.gov&gt;

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**1648 Lois Drive**

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**Janelle** <janann910@aim.com>

Thu, Nov 13, 2014 at 10:04 PM

To: janellez@communitiesofcaremn.com

Cc: sandymartin444@gmail.com, tschwerm@shoreviewmn.gov, tsimonsom@shoreviewmn.gov, tjquig@comcast.net, pkelly@kellyandlemmons.com, todd\_sharkey@hotmail.com, rwarzwick@shoreviewmn.gov, snelson@shoreviewmn.gov, bmarshall@shoreviewmn.gov, ssolomonson@shoreviewmn.gov, pschumer@shoreviewmn.gov, dferrington@shoreviewmn.gov, bmccool@shoreviewmn.gov, cproud@shoreviewmn.gov, ethompson@shoreviewmn.gov, kpeterson@shoreviewmn.gov, emyjohnson26.2@gmail.com, ady@adywickstrom.com, benwithhart@yahoo.com, jmorse@lakevillemotor.com, dmorse@incarnationmn.org, darlund@comcast.net, kcastle@shoreviewmn.gov, twesolowski@shoreviewmn.gov, jschaum@shoreviewmn.gov, mshaughnessy@shoreviewmn.gov, thoffard@shoreviewmn.gov, clpcurtislee@hotmail.com, albasipa@gmail.com, tobyandkaty@yahoo.com, bickyisone@comcast.net, ca.kusic29@hotmail.com

City Council and Shoreview Citizens,

Please take the time to read through this email because I would like you all to know what I now know. I can not go back in time and change the past or start over. I believe that I have greatly paid for the mistake I made and wish to only move forward and put an end to this never ending punishment and awkwardness with my neighbors. I did nothing more than build a garage that I thought my neighbors were in support of. In fact, some of these neighbors helped me tear down the old garage. I honestly didn't know you legally had to obtain a permit.

There are a few things I would like to point out in regards to my appeal but also my perspective over the last 3 years.

First in regards to the appeal, I believe the proposal should be granted based solely on the merit of this idea. If I would have just moved into this property a week ago and the property did not have a garage, I would immediately want to build one. Wouldn't it make sense that the opening of the new garage line up with the existing edge of the driveway? It would not change the character of neighborhood, as there are several driveways, garages and homes that do not follow the current setback requirements in this neighborhood. This includes my immediate neighbor's home at 1656 Lois Dr. which is only 7ft and 1 inch from the property line and it should be 10ft from the property line. My property does have unique circumstances considering the drainage ditch on the east side of the property has caused not only the driveway to be moved over to the west but also the placement of the house and subsequently the proposed garage. The practical difficulty is also present and not created by the home owner since I did not install the driveway or plot the layout of the property. If the garage was to be built 5 feet from the property line meeting structural requirements to support the garage door opening, there would be a wall on the west side of the driveway. As you entered the garage you would need to swerve around the wall, which is obviously not practical or logical. The garage would also then be moved more into our back yard, which I am already trying to prevent by building a 22 ft wide garage opposed to a 24 ft wide garage (which is the modern day standard).

Some things I would like you to consider regarding the ridiculous allegations that proper water run off would not be possible if this variance were granted. First, if I wanted to construct a garage that was in the back of the lot but still 10 feet from the rear lot line, I would be able to have a driveway from the street to the garage door without a variance. The land on the west side of the driveway could easily be graded to direct water around the garage and onto the driveway to make its way to the drainage ditch. The same thing can easily be achieved if I build the proposed garage 2.4 feet from the property line. Also I would have gutters to help direct the water in the most logical manner.

There have been questions about why the city did not remove the slab when they came to tear down the structure. There are 3 things I want to point out.

#1 - The court order states "removal of the structure". The letter I received from Kathleen Castle stated that per

the court order the city will remove the structure and 2.7 feet of concrete on the west side of the slab. The problem is she lied. Nowhere in the court order does it say anything about cutting the concrete to bring it into compliance. The contractor that removed the structure was paid to cut and remove the 2.7ft x 50ft of concrete but that work was never performed and the city still wants me to pay for it. If a variance is not granted based on the merit of the application, then have the contractor return and finish removing the 2.7 ft x 50 ft. of concrete since I've already been billed for it. I will simply use the remaining concrete as a driveway.

#2 - If the city were to remove the concrete in its entirety, the following day I could apply for a driveway permit placing a new driveway in the exact same spot minus the 2.7 feet on the west side. So it is preposterous to remove something that is not a violation simply to have it reinstalled days later.

#3 - It has been said that the city did not remove the concrete because they were "playing nice" which I disagree with 100%. Explain to me how the city is "playing nice" when it is obviously discriminating against me? I look at illegal garages and driveways EVERY DAY in this neighborhood but for some reason I am the only property owner that was brought to court and required to remove the structure. So I do not feel like the city has been nice to me at all. Additionally, the letter from the City only states that leaving the slab on the property does not imply practical difficulty and that I cannot use the slab as unique circumstance. The city states I would need to apply for a variance to address the encroachment which is exactly what I am doing. Yet the planning commissioners seemed to think I was told I could not apply for a variance, which is not true.

Mr. Proud expressed that he would have liked to see some negotiation between me and city staff. The only thing city staff has ever said to me in regards to my proposal is to bring it into compliance! However, I totally understand why because the city staff should not have the power to design or approve something that violates code even though they have been doing it at every meeting!

Rob W. referred to the structure that was tore down a "super structure" at the last planning commission, if my 1100 sq ft single story garage was such a super structure, why is it that a neighboring garage can be 936 sq ft foundation size with a up stairs of roughly 600 sq ft, totally over 1500 sq ft. How is it that this illegal "super structure" is allowed to remain and the city is not enforcing the code to this property?

I also want to address some things that were written in the public comment section of the meeting. Mr. Martin at 1656 Lois Dr. stated there used to be a 3 foot gate in the back corner of the old garage. This is yet another lie I need to defend. There has never been a gate in the back corner, especially a 3 foot gate considering there was not room to install one due to the old garages location. There was a fence post to post that was no longer than 2 feet.

Another comment by Mr. Martin was that his property is 12 inches higher than mine. That is true. I don't know why a garage 2.4 feet from the property line or 5 feet from the property line would make any difference to the water run off in his yard. Gravity will still work as it always has. Water has been coming into my basement for the last 9 years, since I bought the property. I re-graded the back yard in June to help get all the water that comes from Mr. Martin's yard away from my house. When I was about done grading the city again showed up to tell me I needed a permit since I was "disturbing" more than 1,000 square feet of earth. So, I got the permit and finished the project. The problem is that my neighbor across the street re-graded his backyard in May and for some reason his up front cost was only \$28.50. I feel that the city discriminated against me as my upfront cost was \$1,148.50.

It was also said that the garage should be built on "his property". The old garage was on my property and the new garage would be on my property.

Mr Girtz at 1636 Lois Dr. stated that he "is pleased to see the code being enforced equally". That is the most outrageous comment I have ever heard from him. The reason it is so outrageous is the city isn't enforcing the code equally at all. Every day Mr. Girtz can look directly across the street from him and see a garage that is higher than the house that was built illegally and never approved for a Variance. The city has been made aware of this violation but has done nothing to enforce the code. The property I am referring to is 1637 Lois Dr. (Curt and Debbie). Curt said a few words at the planning commission meeting that I would like to follow up on. He said the city told him about a shed that was not in compliance and he fixed that, making it seem like everything is compliant at 1637. Which again is not true. However while some neighbors are ganging up on me, they are doing nothing to the other violations nor is the city. So I certainly do not think they deserve any praise or accolades for their work thus far. It is offensive and the city should be ashamed that they recite the pledge of allegiance at the start of their meeting, which clearly states "Justice for All" and they don't follow that statement. The violations at 1637 Lois Dr. were given to the city manager in January of 2014, so why hasn't

Justice been served. They have an illegal garage that is higher than the home. They have 3 out buildings (including their garage), when only 2 are permitted. They have trailers parked in the lawn on Ramsey county land, a drain in the garage that goes to a reservoir underneath the concrete slab and the shed (one of the 3 out buildings) is in violation of the side yard and rear yard setback requirements; however he has the audacity to publicly protest against me.

As far as character of neighborhood, I do not see any other property on the street with a garage higher than the home, other than 1637 Lois Dr. which is the reason I wanted to build a garage with an upstairs. I thought it was a great use of space and I did not know it was illegal.

The property at 1636 Lois Dr. does not fit in the character of neighborhood at all. From the street all you see is the garage. It is almost completely landscaped including some large boulders about 5 feet from the street. When I had boulders temporarily placed near the street, I was told I had to move them immediately since they were in the public right of way. When I asked the city about the boulders at 1636 Lois Dr. that were also in the public right of way they told me that his were part of a landscape project that seemed mature so the city will not require that home owner to move the boulders out of the right of way. That is another example of me being discriminated against. This same house is worth double the homes that surround it, farthing the argument that it does not fit in the neighborhood but what I want to focus on is water run off. As I said earlier it seems the people that are speaking out against me are the same people with problems of there own which seems very hypocritical. The property at 1636 is higher than the property to the west. The problem is that everything is graded to the east so all the water than runs off of 1636 Lois Dr. puddles in the neighboring property but people are trying to claim that I shouldn't be able to build a garage that lines up with my driveway because of water run off. There is simple remedy to this and I will take it into consideration. If I chose to get a permit to knock down my entire house and build a new house that was 35 ft tall and around 4,500 square feet; it would all be in compliance requiring NO variance. But you are trying to tell me that the small house and small garage that I want have too great of an impact on water run off. The house at 1636 Lois has a wall that is about 60 feet long. All I want to do is build a garage with a wall not even half that at 26 feet long. Wouldn't you agree that my garage would have less impact on water run off and visual impact on surrounding properties than the 60' wall two properties away from me?

Another thing I would like the city council to consider is some of the city staff's decisions. I plan to challenge some of these decisions in federal court. One example is Mr. Martin built a structure without a permit in the year 2000. According to records his house is 768 square feet and his garage is also 768 square feet. Now in the year 2000 this may have been accepted without variance. However a permit was issued in the year 2013 seven years after the code became more restrictive. If he wished to build the structure in 2013 as the permit was issued he would have needed to apply for a variance as the garage cannot exceed 75% of the dwelling. However since he built it illegally in 2000 he is rewarded by being granted a permit now without having to go through the current process. Additionally did the city request that he have a licensed Minnesota engineer test his concrete to make sure it is structurally sound as I am being told to do by the city?

I understand that people are not following my situation day to day as I am; therefore I want to be able to make sure people have all the correct information. Another example is the city sued me for a public nuisance in district court. I wanted to present evidence in court that showed I do qualify for a variance and if a variance is granted it would no longer be the alleged public nuisance. Due to my attorney, I was not able to present all the evidence. I was issued an order to remove the structure. I appealed to the appelet court and won. My case was then remanded back to district court with the same judge. She re-worded the order for me to remove the structure but would not allow me to present any new evidence, stating that I should have motioned her court instead of going to the appelet court. I of course did not know this because I am not a lawyer. So based on the judge's wishes not to re-open evidence, the order was issued without all the information, which you wouldn't think the judicial system would do but at the district court level they sure did. The new order she wrote said I have 45 days to remove the structure or the city could come do it and assess the cost to me. The problem with that was I had 60 days to appeal and since I won the first appeal, I certainly planned on appealing again but my structure was torn down before the time I had to appeal elapsed.

I refuse to be discriminated against. Even if the city grants my Variance request, I still want an explanation of why certain people are held to a different standard than others. This is not even close to justice, this is malarkey.

If you have any questions, please call either myself or Janelle at 651-503-3621.

Thank you for taking the time to read this letter. Below is the letter Darlene submitted to Rob Warwick just

recently.  
Michael Morse

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11/10/2014

Mr. Warwick:

It totally baffles me that the city cannot see the "Practical Difficulties and Unique Circumstances" associated with Mike Morse's property. I bet if tables were turned and all the people against Mr. Morse's "request for a variance" were put in this situation, they would be doing everything they can to get the city to understand this really is a Practical Difficulty and Unique Circumstance.

I've come to the conclusion that the city doesn't want to identify the problem as a Practical Difficulty or Unique Circumstance. Admitting to this would raise concern to the residences as to when it can be rectified. According to the city maintenance schedules, nothing is going to be done with the drainage ditch until 2020 or later. The constant erosion of this ditch makes things difficult for property owners that have to deal with it daily.

The drainage ditch is the cause of this dilemma. Homes on properties that have to deal with the so called "poor excuse of a drainage ditch" had to be situated differently to accommodate the ditch. Mr. Morse is being squeezed in between the ditch and his next door neighbor to the west of him. His next door neighbor's house is located a few feet inside the side lot line which makes them feel Mr. Morse is encroaching on them. Normally the houses in this neighborhood are located driveway to driveway and house to house. In Mr. Morse's situation, his driveway is next to his next door neighbor's house west of him. Why was it placed this way? It's because of the ditch. Normally houses would be 20 feet from each other but because of the ditch, Mr. Morse has an excessive amount of unusable property between his house and his next door neighbor east of him. If you drove around in this neighborhood, you could easily see that many of the houses and garages in this neighborhood were not built/located according to code. This being said, some of the cities records are incorrect.

I've also noticed the city makes accusations that are untrue and then Mr. Morse has to defend himself. One minute, the city says according to our records the garage was 6' from the property line. Then the city says they have no records about the location of the garage and they accuse Mr. Morse of doctoring pictures he has shown as proof.

The city has approved many other variance applications in the past. Many of these applications involved building or adding onto a garage inside the side lot line and they didn't have the Practical Difficulty and Unique Circumstances of a ditch affecting their property.

What's the difference between Mr. Morse having a garage or a privacy fence in the same location? A privacy fence would redirect drainage just like a garage. A privacy fence wouldn't have gutters to collect and redirect water.

Please approve his variance.

Darlene Lund  
1643 Lois Drive

PROPOSED MOTION

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

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

To adopt resolution No. 14-102 approving the 2015 curb-side recycling budget, City recycling fee, and authorizing request of SCORE funding allocation.

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

REGULAR COUNCIL MEETING  
NOVEMBER 17, 2014

TO: MAYOR, CITY COUNCIL, CITY MANAGER

FROM: JESSICA SCHAUM  
ENVIRONMENTAL OFFICER

DATE: NOVEMBER 17, 2014

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

## **INTRODUCTION**

In accordance with the Joint Powers Agreement between the City of Shoreview and Ramsey County, it is necessary to prepare the annual curbside recycling budget and submit it to the County in early December, 2014. The budget is necessary for determining the City recycling fee, which is included as part of the 2015 Ramsey County Property Tax statements.

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

## **BACKGROUND**

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

The following procedures are followed under the Joint Powers Agreement:

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

**EXTRACT OF MINUTES OF MEETING OF THE  
CITY COUNCIL OF SHOREVIEW, MINNESOTA  
HELD NOVEMBER 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 November 17, 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. 14-102

APPROVING 2015 CURB-SIDE RECYCLING BUDGET,  
CITY RECYCLING FEE  
AND  
AUTHORIZE REQUEST OF SCORE FUNDING ALLOCATION

WHEREAS, the City of Shoreview has an established curb-side recycling program, City Staff has prepared a proposed budget for the 2015 curb-side recycling program, and has presented the proposed budget to the City Council for approval, and

WHEREAS, City staff has completed the 2015 SCORE Funding Grant Application.

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

1. The 2015 curb-side recycling budget is hereby approved, indicating estimated revenues of \$574,500 and estimated expenses of \$544,287.
2. Revenue required to finance the curb -side recycling program be collected through the previously approved Joint Powers Agreement with Ramsey County to include a City Recycling Fee of \$46.00 on the 2015 residential property tax statement.
3. City staff is authorized to request the SCORE funding allocation from Ramsey County.

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

;

and the following voted against the same:

SAINT PAUL RAMSEY COUNTY PUBLIC HEALTH  
ENVIRONMENTAL HEALTH DIVISION

2015 SCORE FUNDING GRANT APPLICATION

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

SCORE GRANT REQUEST

1. **What goals does your municipality have for waste reduction and recycling activities in 2015? What strategies will you use to improve your recycling performance?** Please describe how progress toward these goals will be measured and evaluated. These goals and strategies will be used in the development of the 2015 Recycling Performance Work Plan.

*We continue to strive for reducing waste and recycling more. Our goals and strategies of the 2014 Recycling Performance Work Plan have been used to improve our recycling outreach and education and we hope to expand on these efforts in 2015.*

*To continue to improve recycling at single family homes and multi-dwelling units throughout the City. We will follow the work plan and communications plan approved by Ramsey County to cover all aspects of the recycling program. The 2015 work plan will be submitted by January 15<sup>th</sup>, 2015.*

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

PROPOSED SCORE BUDGET—SCORE EXPENSES ONLY

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

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

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

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

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

TOTAL SCORE GRANT Requested \$ 51,930 \_\_\_\_\_

2. List any additional expenses the city anticipates to incur implementing the 2015 Recycling Performance Work Plan: *The City's recycling charge will be \$47 per household in 2015, which we estimate to cover both the cost of curbside recycling and the clean-up day events.*

**RECYCLING BUDGET**

4. Attach a copy of your 2015 municipal budget for all recycling activities, including all funding sources. If your governing body has not adopted the 2015 budget, attach the most current draft budget. If the budget does not list all expenditures and revenues specific to recycling, add a supplemental table that identifies this information.

**PUBLIC ENTITIES LAW COMPLIANCE**

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

**RESOLUTION**

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

\_\_\_\_\_  
Mark Maloney  
NAME OF PERSON AUTHORIZED TO SUBMIT GRANT

\_\_\_\_\_  
Mark Maloney  
SIGNATURE (electronic signature is acceptable)

\_\_\_\_\_  
Public Works Director  
TITLE

\_\_\_\_\_  
11-5-14  
DATE

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

Please return the completed grant application form and attachments by **DECEMBER 1, 2014**.

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



# ACE

SOLID WASTE, INC.

6601 McKinley Street NW, Ramsey, MN 55303

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*Celebrating*  
**50**  
Years of Service!

November 6, 2014

***TO: Jessica Schaum, via email jschaum@shoreviewmn.gov***

***RE: GARBAGE DISPOSAL – CITY OF SHOREVIEW PROPERTIES***

ACE Solid Waste, Inc. hereby certifies that the garbage collected from Shoreview City Properties in 2014 was disposed at:

**Great River Energy Refuse Derived Fuel Facility**  
10700 185 Avenue NW  
Elk River, MN 55330  
MPCA Permit SW-305  
Refuse Derived Fuel, Waste-to-Energy

We expect the disposal location to be unchanged in 2015.

Randy Triplett  
General Manager  
Ace Solid Waste  
763-398-1824