

**CITY OF SHOREVIEW  
AGENDA  
REGULAR CITY COUNCIL MEETING  
May 18, 2015  
7:00 P.M.**

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**APPROVAL OF AGENDA**

**PROCLAMATIONS AND RECOGNITIONS**

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

**COUNCIL COMMENTS**

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

1. May 4, 2015 City Council Meeting Minutes
2. Monthly Reports
  - Administration
  - Community Development
  - Finance
  - Public Works
  - Park and Recreation
3. Verified Claims
4. Purchases

5. License Applications
6. Developer Escrow Reduction
7. Authorize Advertisement for Bids—2015 Seal Coat Program, CP 15-05
8. Approval of Street Sweeping Agreement—Hill Court
9. Maintenance Agreement between City and Rice Creek Watershed District for Stormwater Infrastructure—Turtle Lane and Schifsky Road, CP 15-01
10. Award of Long-Term Disability Insurance
11. Approval of Application to Conduct Excluded Bingo—Slice of Shoreview
12. Approval of Application for Exempt Permit—Greyhound Pets of America

### **PUBLIC HEARING**

13. Vacate Portion of Drainage and Utility Easement—5550/5560 Lexington Avenue, Shaughnessy/Gaylor

### **GENERAL BUSINESS**

14. Consideration of Parking Restrictions for Alameda Street between Birch Lane North and South
15. Snail Lake Marsh Master Plan Amendment—Highway 96 Regional Trail, Ramsey County Parks and Recreation
16. Nuisance Abatement Hearing—604/610 Sherwood Road, Dawson
17. Receipt of Bids and Award of Contract—Turtle Lane and Schifsky Road Reconstruction, CP 15-01 and Lexington Avenue Sewer Repair, CP 15-03
18. Appointment to Public Safety Committee

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

### **SPECIAL ORDER OF BUSINESS**

### **ADJOURNMENT**

**\* Denotes items that require four votes of the City Council.**

**CITY OF SHOREVIEW  
MINUTES  
REGULAR CITY COUNCIL MEETING  
May 4, 2015**

**CALL TO ORDER**

Mayor Martin called the regular meeting of the Shoreview City Council to order at 7:00 p.m. on May 4, 2015.

**PLEDGE OF ALLEGIANCE**

The meeting opened with the Pledge of Allegiance.

**ROLL CALL**

The following Councilmembers were present: Mayor Martin; Councilmembers Johnson, Quigley, Springhorn and Wicksrom.

Staff Present:           City Manager Terry Schwerm  
                              City Planner Kathleen Castle  
                              Public Works Director Mark Maloney  
                              Assistant to City Manager Rebecca Olson

Others Present:        City Attorney Joe Kelly  
                              Planning Commissioner Brian McCool  
                              City Consultant, Dave McKenzie, SEH

**APPROVAL OF AGENDA**

MOTION:     by Councilmember Wickstrom, seconded by Councilmember Quigley to approve the May 4, 2015 agenda as submitted.

VOTE:                        Ayes - 5                        Nays - 0

**PROCLAMATIONS AND RECOGNITIONS**

Mayor Martin stated that it is her honor to read the following proclamation in recognition of National Police Week:

To recognize National Police Week 2015 and to honor the service and sacrifice of those law enforcement officers killed in the line of duty while protecting our communities and safeguarding our democracy.

WHEREAS, there are approximately 900,000 law enforcement officers serving in communities across the United States, including the dedicated members of the **RAMSEY COUNTY SHERIFF'S OFFICE**;

WHEREAS, nearly 60,000 assaults against law enforcement officers are reported each year, resulting in approximately 16,000 injuries;

WHEREAS, since the first recorded death in 1791, almost 20,000 law enforcement officers in the United States have made the ultimate sacrifice and been killed in the line of duty, including **FOUR** members of the **RAMSEY COUNTY SHERIFF'S OFFICE**;

WHEREAS, the names of these dedicated public servants are engraved on the walls of the National Law Enforcement Officers Memorial in Washington, D.C.;

WHEREAS, 273 names of fallen heroes are being added to the National Law Enforcement Officers Memorial this spring, including 117 officers killed in 2014 and 156 officers killed in previous years;

WHEREAS, the service and sacrifice of all officers killed in the line of duty will be honored during the National Law Enforcement Officers Memorial Fund's 27<sup>th</sup> Annual Candlelight Vigil, on the evening of May 13, 2015;

WHEREAS, the service and sacrifice of all officers killed in the line of duty will be honored during the **MINNESOTA LAW ENFORCEMENT MEMORIAL ASSOCIATION'S** Annual Candlelight Vigil, on the evening of May 15, 2015;

WHEREAS, the Candlelight Vigil is part of National Police Week, which takes place this year from May 10-16;

WHEREAS, May 15 is designated as Peace Officers Memorial Day, in honor of all fallen officers and their families;

WHEREAS, the service and sacrifice of **RAMSEY COUNTY SUBURBAN LAW ENFORCEMENT** officers killed in the line of duty will be honored during the **SUBURBAN RAMSEY COUNTY LAW ENFORCEMENT MEMORIAL CEREMONY**, on May 11, 2015;

THEREFORE, BE IT RESOLVED that the **SHOREVIEW CITY COUNCIL** formally designates May 10-16, 2015, as Police Week in **THE CITY OF SHOREVIEW**, and publicly salutes the service of law enforcement officers in our community and in communities across the nation.

### **CITIZEN COMMENTS**

There were none.

## **COUNCIL COMMENTS**

### **Mayor Martin:**

June 6, 2015 is Shoreview Cleanup Day. Residents are encouraged to participate.

Tuesday, May 5, 2015, will be the first “Walk and Talk with the Mayor.” Mayor Martin will be in the Council Chambers at 3:00 p.m. and will begin the walk at 3:30 with residents who wish to join her.

On Wednesday, May 6, 2015 the Northeast Youth and Family Services Leadership Luncheon will be held at Midland Hills from 11:30 to 1:00 p.m. The State Commissioner of Health will be the keynote speaker.

### **Councilmember Johnson:**

Green Community Award applications are being accepted. The deadline is May 31, 2015. Detailed information is available on the City’s website.

### **Councilmember Quigley:**

Noted that the Ramsey County League of Local Governments will focus its next meeting on public health.

### **Councilmember Wickstrom:**

Thank you to all the volunteers who helped with maintenance of the rain garden by Fire Station No. 4.

Also, thank you to volunteers who took the invasive weed management workshop. She called attention to the presence of wild parsnip which has become invasive. The plant has developed a chemical to protect it from a bug. This chemical caused third degree burns to a woman who walked on it. Wild parsnip is in Shoreview along County Road E from the pedestrian bridge to south of Island Lake Park. She cautioned residents to not walk in that area.

### **Councilmember Springhorn:**

Gallery 96 will open an art show at the Ramsey County Library on Friday, May 8. The theme is Architecture. The opening event is free and there will be refreshments.

On Monday, June 8, Northeast Youth and Family Services will sponsor the inaugural Mayor’s Challenge Golf Tournament at Keller Golf Course from noon to 7:00 p.m. Please contact him by his email that is posted on the City website, if interested in participating.

## **CONSENT AGENDA**

**MOTION:** by Councilmember Johnson, seconded by Councilmember Wickstrom to adopt the Consent Agenda for May 4, 2015, and all relevant resolutions for item Nos. 1 through 12:

1. April 13, 2015 City Council Workshop Meeting Minutes



The proposed plat would subdivide the property into 10 lots for single-family residential development, which is consistent with the Comprehensive Plan designation of Low Density Residential. The proposed parcels comply with R1 zoning district and subdivision standards. The key issues are access, streets and storm water management. Six lots would front on Grand Avenue. Four lots would front on North Owasso Boulevard. All lots show public road frontage. It is anticipated that Grand Avenue improvements will be completed in 2016, but the City will require an Access Plan to address temporary access to lots on Grand Avenue should homes be constructed before the Grand Avenue improvements are completed.

The proposal includes vacated portions of the alleyway east of Centre Street and a portion of Centre Street. These vacations will be processed with the Final Plat through the public hearing process. The existing alley used to access 271 and 277 North Owasso Boulevard will be maintained.

A revised Stormwater Management Plan has been submitted to address previous concerns. Drainage from the rear yard areas and front yard areas along North Owasso Boulevard will be directed to a stormwater infiltration basin located in the southwest corner of the site. A permit will be required from Ramsey Washington Metro Watershed District.

Property owners within 350 feet were notified of the proposal. Three comments were received expressing concern about changing the character of the neighborhood, traffic, vegetation and wildlife. There is also concern about emergency access and the use of alleyways and the impact to access for existing residents with the proposed vacations. The Lake Johanna Fire Department requires that any temporary access road shall be maintained until Grand Avenue improvements are completed. Also, hydrant access shall be provided.

The Planning Commission held the public hearing at its March 24, 2015 meeting. Public comment focused on concerns about erosion control, traffic on North Owasso Boulevard, alley access and the impact of the proposed vacations. The plat will be revised to show no vacation of the alleyway adjoining Lots 1 and 2. The Commission recommended approval on a 6 to 0 vote.

Staff finds that the plat complies with the Comprehensive Plan, Subdivision and Zoning Codes. Approval is recommended subject to the conditions listed in the staff report.

### **Council Discussion**

Mayor Martin asked if the reason homeowners not on lots that are part of the development would join the request for vacation of alleyways is because the vacated portions would revert back to the adjoining properties. Ms. Castle answered, yes, and noted a homeowner adjacent to Lot 6 who has indicated a willingness to vacate a portion of the alleyway adjacent to his property. There is also a homeowner adjacent to Centre Street who has agreed to vacate the western portion of that street adjacent to his property.

Mayor Martin asked who maintains the portion of alleyway that would remain. Ms. Castle stated that there are a few homes that will continue to use alley access and maintain it privately.

Councilmember Wickstrom noted that one resident expressed concern about providing an evacuation route if there should be a train derailment in the area. She asked how people would get out of the neighborhood, if there were such an emergency. Ms. Castle stated that there is not a specific answer at this time. The City will work with the Fire Department and let Emergency Management identify an evacuation route should road access be blocked.

Councilmember Wickstrom asked if it would be better to not vacate Centre Street and use it as a trail. It would not be a street but could be used for evacuation. City Manager Schwerm stated that at the time the Grand Avenue improvements were approved, a trail was discussed that would link Grand Avenue to the Lake Wabasso Park area. That would alleviate any interference with lot configuration.

Councilmember Quigley noted that the Emergency Plan dated a few years ago referenced a trail link. He asked if the plan is updated regularly. Mr. Schwerm answered that the Fire and Police Departments are aware of road design changes in the City and the County does update the street plan through its GIS system. Depending on where an emergency would occur, the Fire and Police Departments would be responsible for determining the best evacuation routes.

Planning Commissioner McCool stated that the driveway that serves the existing homes on Lots 1 and 2 is located on both halves of the alley. If half the alley were vacated, the vacation would encroach into private yards. The Commission also discussed not vacating Centre Street to preserve access to another home. He agreed that a private easement for that home would also work.

Mayor Martin opened the discussion to public comment.

**Mr. Steve Galatowitsch**, 224 Grand Avenue, asked if there were a trail, would it be plowed in the winter to allow emergency exit from the neighborhood. In visiting with the Fire Chief, he was assured the Fire Department would have adequate access to fight a fire. However, if there is a catastrophic event, there needs to be an evacuation route. Mr. Schwerm stated that the City plows many trails in the winter. If that trail is identified as critical by the Fire Department, the City would plow it.

**Mr. Lee Bryngelson**, 277 North Owasso Boulevard, stated that if the alley were vacated, there would not be enough room for him to access his garage. His family has maintained the alley since 1989. His concern about the vacation of Centre Street is how that driveway will fit and whether the curve will be too tight to access his driveway, especially with large vehicles or boats. He also expressed concern about any increased drainage to his property, as his sump pump runs continuously. Public Works Director Mark Maloney responded that the City is working with a design engineer regarding drainage for this area to make sure standards are met. He believes the grading plan will result in fewer drainage issues.

Mayor Martin asked if the driveway off Centre Street would change. Ms. Castle stated that further discussion is needed with the developer. As proposed, the vacation does clip part of the corner of the driveway. The issue may be solved with a private easement.

Mayor Martin stated that the problem is that this area was platted in 1890. Some cities would insist that Mr. Bryngelson create an access off North Owasso Boulevard to be in compliance, but she is not sure it would be fair or necessary to require that action. Everyone west of Centre Street uses that easement. Mr. Schwerm noted that the vacation exhibit of the staff report shows areas that are cross hatched, which indicates the need for more discussion. Areas shown in solid yellow are actual proposed vacations. Revisions have been made to the location of the pond so the City can access it and maintain it.

Mayor Martin noted Mr. Bryngelson's concern about change to the neighborhood and how no one wants to lose wildlife and surrounding nature. However, unless one owns the property, it is difficult to preserve. Development brings positives as well with new people who become neighbors and friends.

Mayor Martin acknowledged Mr. Galatowitsch's concerns and the fact that City officials are also concerned about a possible derailment because of increased train activity. However, she does not believe the proposed development changes the situation or makes anything riskier in regard to emergency access. The Fire Department will be very aware of any problems in the neighborhood.

Councilmember Wickstrom noted that if the City were to give up the driveway easement to the property owner next to the driveway, neighbors would not be able to use that driveway without a private easement. Ms. Castle stated that the property owner would like to request that vacation. Further discussion is needed and the matter would come before a public hearing. There is no agreement at this time. Councilmember Wickstrom asked what precedence there is in the City for giving up easements being used as private driveways. Ms. Castle stated that there are some situations that are older. She is not aware of any such situations in her time as City Planner. Councilmember Wickstrom stated that this is the reason for requiring public road access.

Councilmember Johnson asked the next step in the process if this plan is adopted at this meeting. Mr. Schwerm responded that in order for this plat to move forward, there needs to be vacation of portions of Centre Street to the north, half of the width to the south and the alleyway that moves east. These vacations will require a public hearing.

Councilmember Wickstrom noted that the grading is shown in vacated portions and asked if that would be a reason to not vacate. Mr. Schwerm responded that the City always has the right to request a utility easement.

Councilmember Quigley asked what has been the most difficult issue with this site for the developer. **Mr. Steve Zawadski**, Developer, stated that the biggest challenge is ponding and water management. He believes they are close to reaching a solution.

Councilmember Quigley stated that with the Fire Department report, engineer's report, City Planner's report, drainage and tree spaces, the development will be revised to address all issues. With that knowledge, he is prepared to support a motion for this application.

MOTION: by Councilmember Quigley, seconded by Councilmember Wickstrom to approve the Preliminary Plat application submitted by Zawadski Homes to subdivide and develop the property at 244 Grand Avenue and the adjacent vacant property into 10 lots for single-family detached homes. Said recommendation for approval is subject to the following conditions:

1. The approval permits the development of a detached single-family residential subdivision providing 10 parcels for single-family residential development.
2. Final grading, drainage and erosion control plans are subject to the review and approval by the Public Works Director prior to approval of the Final Plat. Issues identified in the memo dated March 18, 2015 by the City Engineer shall be addressed with the Final Plat submittal.
3. Final utility plans are subject to review and approval by the Public Works Director. Utilities shall be located underground as required by Code.
4. A Development Agreement and an Erosion Control Agreement shall be executed and related securities submitted prior to any work commencing on the site. A Grading Permit is required prior to commencing work on the site.
5. The development of this subdivision shall comply with the comments of the Lake Johanna Fire Department dated March 19, 2015. A fire hydrant shall be installed to serve Lots 1-4 prior to submittal of a building permit application for those lots.
6. A Public Recreation Use Dedication fee shall be submitted as required by City Code prior to release of the Final Plat.
7. A landscape/tree-replanting plan shall be provided in accordance with the City's Tree Protection Ordinance. Trees on the property, which are to remain, shall be protected with construction fencing placed at the tree drip lines prior to grading and excavating. Said plan shall be submitted for review and approval by the City Planner prior to submittal of the Final Plat application.
8. The Final Plat shall include drainage and utility easements along all property lines. Drainage and utility easements along the front and rear property lines shall be 10 feet wide and 5 feet wide along the side lot lines. Other drainage and utility easements shall be provided over the proposed stormwater management areas, infiltration basins and as required by the Public Works Director.
9. The developer shall secure a permit from the Ramsey Washington Metro Watershed District prior to commencing any grading on the property.
10. The Developer shall submit a schedule for construction that reflects the comments of the Lake Johanna Fire Department and the 2016 planned street improvements by the City.
11. If construction on Lots 1 through 4 is proposed prior to the completion of the City street improvements, the developer shall submit access plans for those lots that comply with the requirements of the Uniform Fire Code.
12. The Developer shall submit a petition for Vacation of the public right-of-way with the Final Plat application. Access in the remaining Centre Street right-of-way shall be adequate to provide access for the City and adjacent residents.

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.

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

### **AGREEMENTS RELATED TO QUIET ZONE RAILROAD IMPROVEMENTS**

#### **A. GO BOND AGREEMENT - STATE OF MINNESOTA**

#### **B. CANADIAN PACIFIC RAIL AGREEMENT**

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

Three agreements are presented that are needed on the north/south rail corridor to implement a quiet zone for this section of the rail line. An agreement is needed between the City and State of Minnesota for the funding received in the amount of \$500,000 through the State of Minnesota bonding bill for the necessary rail crossing improvements needed at the two crossings of Jerrold Avenue and North Owasso Boulevard. Road improvements on North Owasso Boulevard would be funded by the City because this road is under County jurisdiction. The estimated cost is \$18,500.

Two separate agreements are needed for each rail crossing--one that would address cost and installation of the improvements for both crossings. Soo Line will perform the work needed in the rail right-of-way. The estimated costs are \$245,671.53 for North Owasso Boulevard and \$243,784.74 for Jerrold Avenue.

Staff is recommending that the Mayor and City Manager be authorized to execute the agreements subject to any minor revisions by staff or the City Attorney.

Mayor Martin stated that the question she is always asked is when the work will be done. The City is not in control of the schedule but is dependent on Canadian Pacific to do the work in their schedule. These agreements need to be completed before the work can be scheduled. The City is pushing for the work to be completed in 2015 but certainly by 2016. Representative Isaacson has shepherded this funding money through the Legislature which is now available to the City. The total funding is nearly \$2 million and is shared with Little Canada which has five crossings. If the funding were only for Shoreview, there would be no relief, which has made the work more complicated. The City is working with Little Canada as well as Canadian Pacific and the State of Minnesota.

MOTION:           by Councilmember Johnson, seconded by Councilmember Quigley to authorize the Mayor and City Manager to execute the General Obligation Bond Grant



# Memorandum

**To:** Mayor and City Council Members  
**Cc:** City Manager  
**From:** Tom Simonson  
Assistant City Manager and Community Development Director  
**Date:** May 13, 2015  
**Re:** Monthly Report  
– Administration Department  
– Community Development Department

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**City Photo Contest.** The City sponsored a photo contest with the goal of attracting defining images of the City of Shoreview and the quality of life that it offers its residents. The deadline for submissions was Monday, May 11th. We received over 60 entries from Shoreview residents creatively showcasing the natural beauty, families, activities and landmarks in our community during the winter and spring seasons.

A panel of judges will meet the week of May 18<sup>th</sup> to determine the winners. Staff will upload the contest entries to the City's Facebook page for online voting during the week of May 18<sup>th</sup>-22<sup>nd</sup> to determine the People's Choice winner. It is anticipated that winners will be notified and invited to attend a council meeting sometime in June. Winning photos will also be displayed at City Hall.

**Small Business Workshop Series.** The Economic Development Commission hosted their second Small Business Workshop on May 14<sup>th</sup> at the Community Center. The workshop focused on the recruitment and retention of employees, with a panel discussion of human resources and employment specialists (see advertisement below). The Saint Paul Area Chamber of Commerce adopted this program as their May meeting of the Arden Hills-Shoreview Business Council and helped with advertising the workshop.

The event was also promoted through press releases, social media, the Business Matters newsletter, direct mailing to local businesses, and emails to key businesses. Attached is a copy of the flyer that was distributed to the local business community. The next workshop will likely be held in early Fall of this year, and the EDC will explore topics that may be of interest to the small business community.

**SMALL BUSINESS WORKSHOP:**  
*TALENT RECRUITMENT AND RETENTION STRATEGIES*

Would you like to know more about attracting and retaining employees? Please mark your calendars for May 14th! We will have a panel of experts on hand to cover the ins and outs of recruitment and retention in the changing work environment as well as answer your questions.

**Panelists Include:**  
Jeremy Hanson Willis - Deputy Commissioner for Workforce Development at MN DEED  
Matt Lewis - Strategy Manager for Greater MSP  
Jacquelyn Carpenter - Regional Director for Manpower  
Abby Webber - Senior Recruiter for Land O' Lakes

**Moderated By:** Meghan Murphy - Co-Executive Director for Pollen

For more information, please visit our website at [www.shoreviewmn.gov/smallbusinessworkshop](http://www.shoreviewmn.gov/smallbusinessworkshop)

**FREE EVENT**  
**THURSDAY, MAY 14TH**  
8:00 AM - 10:00 AM

**SHOREVIEW CITY HALL**

**CONTINENTAL BREAKFAST WILL BE PROVIDED**

**Shoreview Business Matters.** The Spring/2015 edition of the Shoreview Business Matters newsletter was mailed out last week to the business community. This edition includes information on the City's BRE program and special TIF legislation we were granted by the State, a spotlight article on local business Stillwater Express, a reminder on the City's new temporary business sign regulations, and promotion of the Small Business Workshop. A copy of the Business Matters is included with the Council agenda packet.

**Planning Commission.** The Planning Commission will hold their regular meeting on Tuesday, May 26<sup>th</sup>. Four applications have been submitted and will be heard at this meeting, including:

- a conditional use permit/variance application for a shed
- a variance application for a shed
- a minor subdivision/variance applications to subdivide a single-family residential property into two parcels with the new parcel having frontage on a private driveway
- a variance for a front porch addition

**Shoreview Business Exchange.** The spring/summer Shoreview Business Exchange has been scheduled for Thursday, June 4<sup>th</sup> at the Hilton Garden Inn from 5 to 7 pm. City staff will begin to promote the social networking event starting later this month.

**Current Development Projects.**

- **Applewood Pointe** – Construction continues on Applewood Pointe of Shoreview senior housing cooperative at 4785 Hodgson Road (former Kozlak's Royal Oak restaurant property). The exterior finishes are being completed on the building and interior spaces are also well underway. According to the developer United Properties, 69 of the 77 units have been sold. They are on track for completion by late summer of this year.
- **Autumn Meadows** – Only 7 of the 25 lots are still available for purchase. Fifteen building permits for new homes within the subdivision have been issued.
- **Raising Canes** – The contractor is moving quickly on the construction of the Raising Cane's restaurant at 3780 Lexington Avenue (Super Target parking outlot). Raising Cane's is planning on completing construction this summer and with a targeted grand opening in August.

**Rainbow Foods Site.** City staff is working closely with the developer/owner partnership of Oppidan Development on the vacant Rainbow Foods property. Oppidan continues to explore options that could involve either the re-use or tear-down of the existing building. They have had strong interest from a number of grocers and a plan likely will include grocery and some additional retail services. The most recent discussion suggests the plans will include the re-use of the existing building with a grocery tenant



anchor and at least one other tenant, along with some additional retail in the parking lot close to the Highway 96 frontage. Staff will be meeting soon with the developer to go over additional details on the project, which may include a request for City financial assistance.

**Rice Street Development.** The City of Little Canada has given preliminary approval for a proposed Senior Housing project located on Rice Street southeast of the intersection with Country Drive. The proposed 120 unit, four-story senior housing building requires several approvals including a preliminary plat and planned unit development. This is the same proposal by the developer who was pursuing this project in Vadnais Heights, north of the interstate but that project could not move forward due to one of the property owners backing out of the sale. The planning staff reviewed the current development proposal and provided comments regarding the proposed use to the City of Little Canada.



**Shoreview Library Update.** Ramsey County is moving ahead with the design-build phase for the new Shoreview Regional Library. An evaluation team was established by the County to assist with reviewing the requests for proposals from qualified construction firms in partnership with architectural firms. The five-person evaluation team consisted of County Library staff, a County Library Board member, and the Community Development Director representing the City. The Design-Build Team of Adolfson & Peterson Construction with HGA Architects and Engineers has been recommended for the new Ramsey County Library in Shoreview contingent upon approval of their selection by the Ramsey County Library Board and the Ramsey County Board of Commissioners later this month.

The City will continue to work closely with County officials on the site layout and design of the project, and site and building plans will be presented to the City for review and approval.

The tentative schedule calls for construction to begin by November, 2015. The existing library would continue to operate throughout the construction until closing in December, 2016 to move materials over to the new regional library for opening in January of 2017.

The County also continues to explore options for the sale and/or re-use of the existing Library facility, including on-going negotiations with the Mounds View School District. The City and County will need to execute an agreement for the transfer of the City-purchased residential lot along Highway 96 that will be part of the new building site.

**BRE Targeted Investment Strategy.** Work has been initiated on the development of a Targeted Investment Strategy for the BRE Program. The work plans of both the Economic Development Authority (EDA) and Economic Development Commission (EDC) 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 and expansion needs of our key businesses. The purpose 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. Both the EDA and EDC have endorsed the scope of the study presented by City staff, which will be undertaken over the next six months and reported back to these groups and the City Council.

To assist in the analysis, City staff and consultant have been gathering data on existing land uses, commercial properties and buildings, vacant properties, and are drafting a survey to businesses that seeks to receive information on future building and expansion needs and challenges. Additionally, the City has become a member of the Minnesota Commercial Association of Real Estate (MNCAR) that provides us access to the Xceligent commercial properties database.

A BRE survey has been developed that we would undertake with our key BRE businesses to better assess their growth needs and challenges as part of this study. The plan would include in-person interviews with the top 5-7 businesses that may have interest in expanding and could be potential candidates for taking advantage of the City’s special BRE pilot program. The survey will also be distributed to other BRE companies in an on-line format. The BRE visits and data will be incorporated into the software database provided the City through our membership with GreaterMSP.

**Housing and Code Enforcement Activity**

**Code Enforcement.** There have been 14 new code enforcement cases opened. 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>
2015	60	45	15
2014	173	80	93

Staff is focusing on follow-up and close out of open enforcement cases from 2014, and we also expect the start of weed/tall grass cases as we approach the summer months.

Citations were issued to owners of a rental property on Owasso Boulevard North in February for failure to maintain their property in compliance with the City’s Property Maintenance standards and Rental Licensing requirements. The owners retained an attorney, and pled not guilty to the charges at a court hearing on April 22<sup>nd</sup>. There is now a pre-trial hearing scheduled for May 22<sup>nd</sup>.

Two owners of a twin-home property on Sherwood Road were issued citations on April 20<sup>th</sup> for continued failure to maintain their properties in compliance with the City’s Property Maintenance standards. Both of these homeowners have a long history of receiving citations from the City dating back to 2001. A court hearing has not been scheduled yet. Both of these properties are also scheduled for a public hearing regarding a Nuisance Abatement before the City Council on May 18<sup>th</sup>.

A homeowner on Lexington Avenue North was issued citations for failure to remove Outside Storage items from a City-owned property. The homeowner was cited for Refuse, and Parking and Storage of Vehicles and Equipment for vehicle related violations. A court hearing has not yet been scheduled.

**Hoarding Cases.** City staff continues to monitor five property owners that have signed Abatement and Assessment Agreements with the City. Biannual inspections are conducted in accordance with the executed agreements to ensure compliance with housing maintenance standards. Staff met again with one family this past month to discuss the hoarding conditions in the home and are working with them on developing an action plan for the home to be brought into compliance and maintained per the Code standards.

The Hoarding Project continues to hold support groups here at City Hall generally on the 3<sup>rd</sup> and 4<sup>th</sup> Thursdays of every month. 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.

Since the City has experienced a significant increase in hoarding cases and greater understanding of the issues associated with this issue, information will now be available on the City's website regarding the topic and resources available to assist residents.

**Rental Licensing.** A total of 589 General Dwelling Unit (GDU) and 9 Multi-Family Dwelling Unit (MFU) license applications have been submitted to date for the 2015 license year. Of those, 27 of these properties were for new rental licenses. New GDU license applications are expected throughout the year as properties are converted and the owners apply for licenses.

Inspections of all nine MFU complexes will be conducted in the fall this year to allow for GDU inspections to be completed first. Approximately 1/3 of the dwelling units within each of the MFU complexes are inspected for compliance with the City's housing and property maintenance code. Interior common areas will also be inspected based on recent changes to our Housing Maintenance Ordinances. These MFU inspections are coordinated with the Fire Marshal from the Lake Johanna Fire Department, who inspects the common areas of these complexes to ensure Fire Code standards are being met.

Inspections for GDU units started in February and are geographically scheduled by neighborhood throughout the City. Ninety-six GDU units out of the required 266 units for 2015 have been inspected. Of the 96 GDU units inspected so far this year, 23 of them required at least one re-inspection to date. Staff will complete all of the required 271 inspections by the end of the year.

**SHINE Program/Commercial Areas.** Last month, City staff met with the Economic Development Authority to review the *SHINE* neighborhood inspection program and it was agreed that in lieu of conducting *SHINE* in a residential neighborhood this spring, staff would instead focus efforts in the commercial areas to address temporary signage. As such, staff has begun to compile a list of businesses in the commercial areas and will be mailing out informational letters regarding the City's temporary sign regulations later this month. This effort will be similar to *SHINE* and will focus on

educating our business community on the temporary sign regulations. Illegal signage continues to be an issue in some of commercial areas, creating a negative impact on the overall appearance in the community. Enforcement action may be taken for those businesses where continued non-compliance remains and violations are significant.

**Other News and Information**

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

*THE CITY OF SHOREVIEW  
ECONOMIC DEVELOPMENT COMMISSION PRESENTS:*

# *SMALL BUSINESS WORKSHOP TALENT RECRUITMENT AND RETENTION STRATEGIES*

Would you like to know more about attracting and retaining employees?

Please mark your calendars for May 14th! We will have a panel of experts on hand to cover the ins and outs of recruitment and retention in the changing work environment as well as answer your questions.

## PANELISTS INCLUDE:



**Jeremy Hanson  
Willis**

Deputy  
Commissioner  
for Workforce  
Development at MN  
DEED



**Jacquelyn  
Carpenter**

Regional Director  
for Manpower



**Matt Lewis**

Strategy Manager  
for Greater MSP



**Abby Webber**

Senior Recruiter  
for Land O' Lakes



**Moderated By:  
Meghan Murphy**

Co-Executive  
Director for Pollen

**THURSDAY, MAY 14TH  
8:00 AM - 10:00 AM**

**SHOREVIEW CITY HALL  
4600 VICTORIA ST**

**FREE EVENT**

**CONTINENTAL BREAKFAST  
WILL BE PROVIDED**

For more information, please visit our website at [www.shoreviewmn.gov/smallbusinessworkshop](http://www.shoreviewmn.gov/smallbusinessworkshop)

## Housing Resource Center - NorthMetro City of Shoreview Monthly Status Report July 1, 2001 - March 31, 2015

	July- Dec '01	Jan- Dec '02	Jan- Dec '03	Jan- Dec '04	Jan- Dec '05	Jan- Dec '06	Jan- Dec '07	Jan- Dec '08	Jan- Dec '09	Jan- Dec '10	Jan- Dec '11	Jan- Dec '12	Jan- Dec '13	Jan- Dec '14	Jan- Feb '15	Mar '15	Apr '15	May '15	Jun '15	Jul '15	Aug '15	Sep '15	Oct '15	Nov '15	Dec '15	Yr-to- Date	TOTAL		
Number of Calls	43	208	589	168	170	240	275	171	130	271	141	101	152	181	4	11	24	0	0	0	0	0	0	0	0	0	39	2,879	
<b>MHFA Fix Up Fund/Rehab</b>																													
Loan Applications Rec'd	0	6	1	8	6	6	5	3	3	5	0	2	2	3	1	0	0	0	0	0	0	0	0	0	0	0	1	51	
Loans Closed	0	5	1	5	3	0	3	2	1	5	0	1	1	3	1	0	0	0	0	0	0	0	0	0	0	0	1	31	
<b>Shoreview Home Improvement Loan</b>																													
Loan Applications Rec'd								Loan not available		6	5	2	8	1	0	0	1	0	0	0	0	0	0	0	0	0	1	23	
Loans Closed								Loan not available		5	5	1	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	16
<b>Ramsey County Deferred Loan</b>																													
Loan Applications Rec'd	0	0	3	3	2	0	2	3	1	5	1	1	4	3	1	0	1	0	0	0	0	0	0	0	0	0	2	30	
Loans Closed	0	0	2	0	0	1	1	1	1	2	4	2	3	2	1	0	1	0	0	0	0	0	0	0	0	0	2	21	
<b>Construction Consultation Report</b>																													
Consultation Phone or Walk-in	5	37	14	57	69	72	123	108	71	108	65	41	117	114	8	4	6	0	0	0	0	0	0	0	0	0	18	1,019	
Site Visits	0	25	31	51	31	58	88	67	43	78	47	28	91	80	5	3	8	0	0	0	0	0	0	0	0	0	16	734	
Scopes & Inspections	5	31	57	8	0	2	2	2	3	3	0	0	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	117	
<b>Total SERVICES Provided</b>	<b>53</b>	<b>312</b>	<b>698</b>	<b>300</b>	<b>281</b>	<b>379</b>	<b>499</b>	<b>357</b>	<b>253</b>	<b>488</b>	<b>268</b>	<b>179</b>	<b>387</b>	<b>387</b>	<b>21</b>	<b>18</b>	<b>41</b>	<b>0</b>	<b>80</b>	<b>4,921</b>									

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

**CITY OF SHOREVIEW  
BUILDING INSPECTOR MONTHLY REPORT  
COMPARISON OF YEAR 2015 WITH 2014**

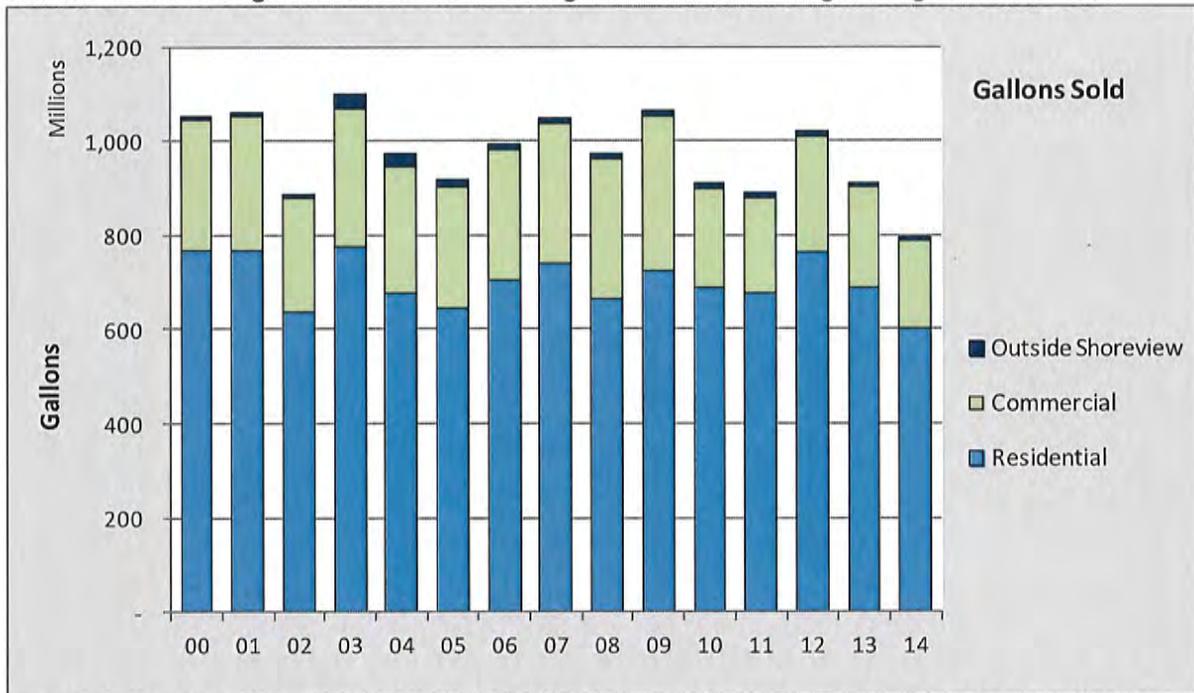
	APRIL 2015		TO DATE 2015		APRIL 2014		TO DATE 2014	
	PERMITS	VALUATION	PERMITS	VALUATION	PERMITS	VALUATION	PERMITS	VALUATION
DWELLINGS	2	\$450,000	4	\$1,064,000			1	\$250,000
TOWNHOMES			0	\$0			0	\$0
ADDITIONS	3	\$50,000	3	\$354,000	3	\$115,300	5	\$246,300
GARAGES			1	\$9,000	2	\$28,000	2	\$28,000
MISCELLANEOUS	100	\$598,983	224	\$1,513,858	53	\$289,739	131	\$935,626
APARTMENTS			0	\$0			0	\$0
OFFICES			0	\$0			0	\$0
RETAIL			1	\$1,500,000			0	\$0
INDUSTRIAL/WAREHOUSE			0	\$0			1	\$80,000
PUBLIC BUILDINGS			0	\$0			0	\$0
COMMERCIAL ADDITIONS			0	\$0			0	\$0
COMMERCIAL ALTER	3	\$3,000	11	\$67,400	11	\$760,739	22	\$1,453,239
<b>TOTAL</b>	<b>108</b>	<b>\$1,101,983</b>	<b>244</b>	<b>\$4,508,258</b>	<b>69</b>	<b>\$1,193,778</b>	<b>162</b>	<b>\$2,993,165</b>

CC: CITY MANAGER  
DIR. COMMUNITY DEV  
MAYOR

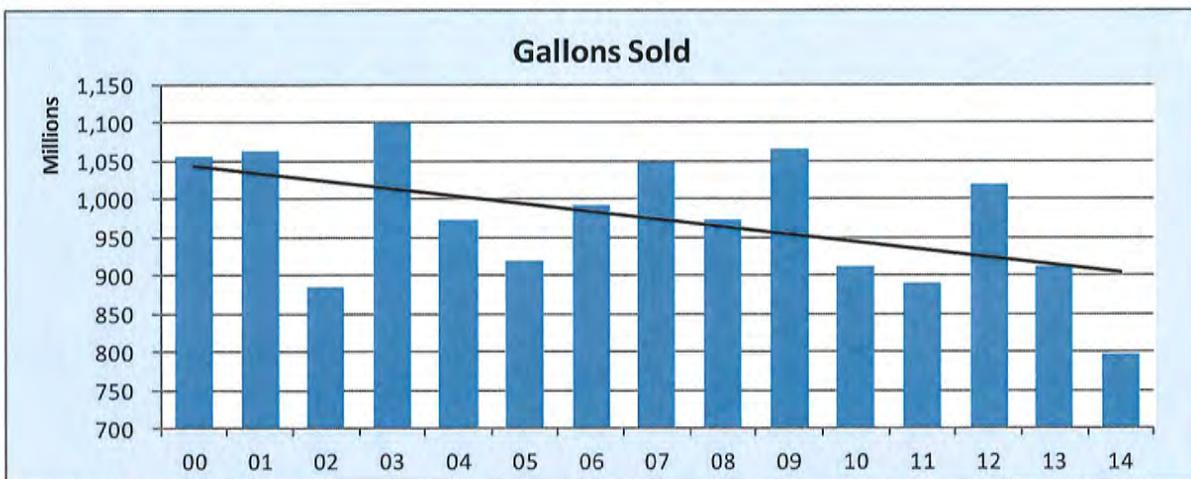
TO: Terry Schwerm, City Manager  
 FROM: Fred Espe, Finance Director  
 DATE: May 7, 2015  
 RE: Monthly Finance Report

**Water Use Trends**

The graph below illustrates changes in total water consumption (gallons sold) over the last fifteen years. On average, residential gallons account for 72.2% of gallons, commercial/industrial gallons account for 26.4% of gallons and about 1.4% of gallons are sold to neighboring communities.

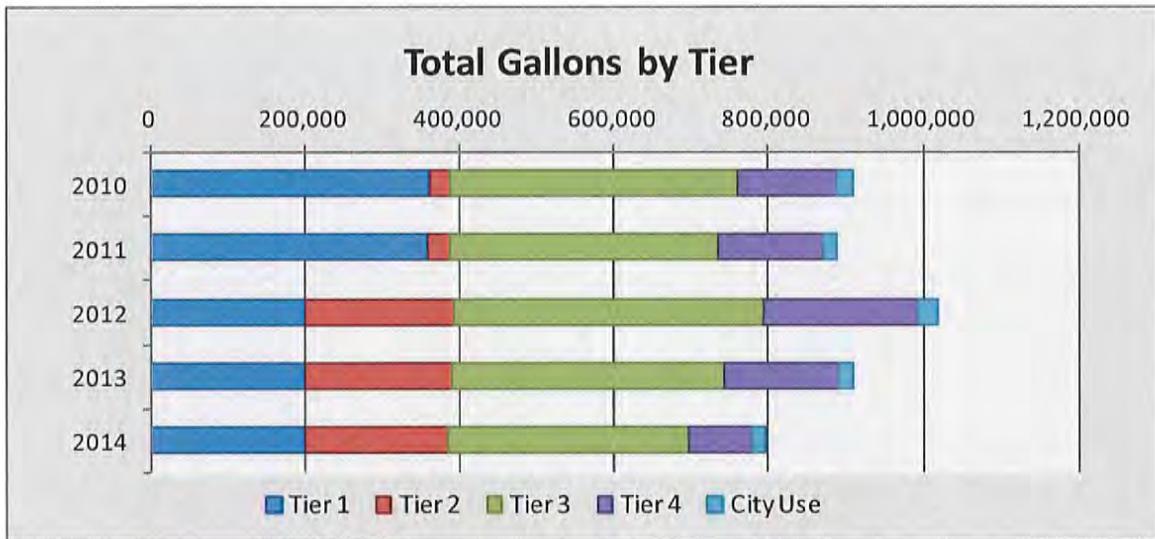


The next graph shows total gallons sold with a trend line that provides an overall indication of declining gallons, 2014 gallons sold were the lowest over the fifteen year period due to a cool and wet summer.

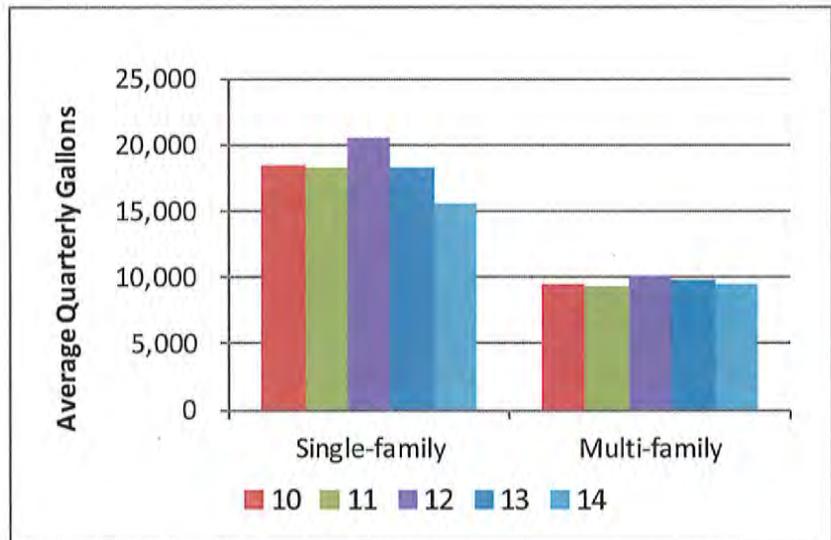


Gallons billed by tier over the last five years are shown in the next graph. In 2010 there were structural changes in rates (tiered Commercial rates) represented by the red bar in the graph, this same tier was expanded in 2012 by splitting the lowest residential tier into two tiers. Between the change in tiers and the adopted water rate increases, the City has been successful in closing the gap between water revenue and operating expense in spite of declining gallons sold.

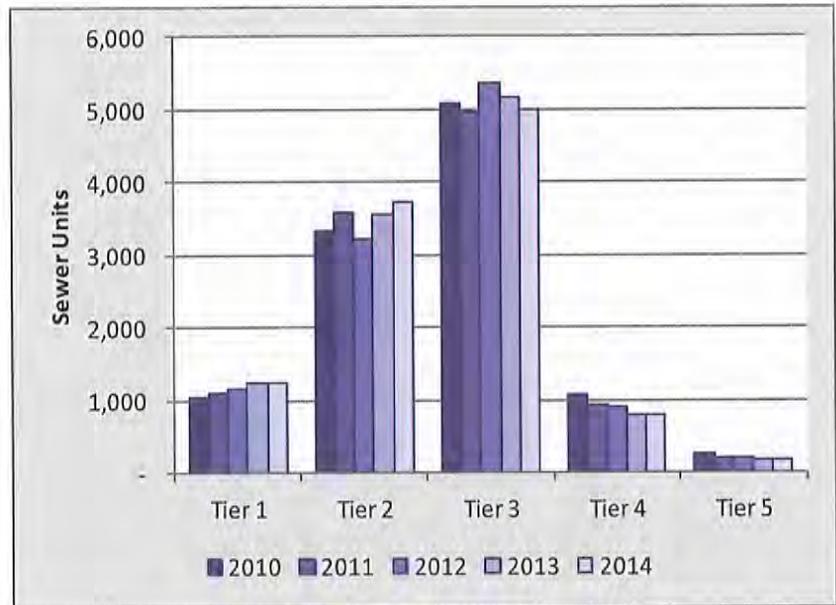
Total gallons billed in tier 1 and 2 have increased from 38.5% of total gallons billed in 2012 to 48.2% in 2014, while the gallons in tier 3 remain constant at 39% and tier 4 fluctuates the most (due to weather conditions in the summer months).



The graph at right shows average quarterly gallons per residential unit for the last five years. Multi-family gallons have remained constant (apartments, condominiums and townhome structures with one meter for multiple units), and average single-family gallons per unit vary based on weather patterns (for instance the dry summer during 2012 led to higher water use for the year).



Winter water consumption is used to compute residential sewer bills throughout the year, because sewage flow is not metered at the home and winter water use provides the best measure of water sent into the sewer system. The table at right illustrates the gradual decline in residential water consumption because the number of units billed in the lowest two tiers is growing and the number of units billed in the highest two tiers is declining.



### Monthly Report

The table below provides a summary of permit revenues to date in 2015, in comparison to the same period in previous years (January through April). Revenue to date this year is about a third of the budget allowance.

	2011	2012	2013	2014	2015
<b>Revenue Received</b>					
Building permits	\$ 72,099	\$ 116,761	\$ 55,928	\$ 42,266	\$ 59,809
Plan check	28,824	56,904	21,744	12,043	13,751
Heating/electric/plumbing	27,790	64,065	39,140	40,727	32,785
<b>Total Revenue</b>	<b>\$ 128,713</b>	<b>\$ 237,730</b>	<b>\$ 116,812</b>	<b>\$ 95,036</b>	<b>\$ 106,345</b>
<b>Percent of budget allowance</b>	<b>53.4%</b>	<b>92.1%</b>	<b>42.9%</b>	<b>33.8%</b>	<b>36.4%</b>
<b>Budget allowance:</b>					
Building permits	\$ 149,000	\$ 150,000	\$ 150,000	\$ 162,000	\$ 170,000
Plan check	35,000	45,000	50,000	46,000	50,000
Heating/electric/plumbing	57,000	63,000	72,000	73,000	72,000
<b>Total Budget</b>	<b>\$ 241,000</b>	<b>\$ 258,000</b>	<b>\$ 272,000</b>	<b>\$ 281,000</b>	<b>\$ 292,000</b>

Attached is the monthly report for April of 2015.

**General Fund**  
For Year 2015 Through The Month Of April

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Property Taxes	7,023,335		7,023,335		
Licenses & Permits	330,100	105,006	225,094	31.81	31.77
Intergovernmental	455,032	120,297	334,735	26.44	58.70
Charges for Services	1,303,810	111,550	1,192,260	8.56	9.71
Fines & Forfeits	48,800	10,959	37,841	22.46	16.65
Interest Earnings	50,000		50,000		
Miscellaneous	26,227	7,562	18,665	28.83	31.48
<b>TOTAL REVENUES</b>	<b>9,237,304</b>	<b>355,374</b>	<b>8,881,930</b>	<b>3.85</b>	<b>4.07</b>
<b>EXPENDITURES</b>					
General Government					
Administration	553,955	152,692	401,263	27.56	25.52
Communications	215,944	56,866	159,078	26.33	26.95
Council & commiss	151,925	77,725	74,200	51.16	50.83
Elections	4,000		4,000		
Finance/accounting	545,070	155,850	389,220	28.59	29.49
Human Resources	290,010	74,575	215,436	25.71	25.95
Information systems	346,344	132,635	213,709	38.30	39.01
Legal	125,000	29,594	95,406	23.67	25.46
<b>Total General Government</b>	<b>2,232,248</b>	<b>679,935</b>	<b>1,552,313</b>	<b>30.46</b>	<b>30.42</b>
Public Safety					
Emergency services	5,130	601	4,529	11.72	16.83
Fire	1,354,780	568,595	786,185	41.97	50.19
Police	2,064,925	597,204	1,467,721	28.92	30.79
<b>Total Public Safety</b>	<b>3,424,835</b>	<b>1,166,400</b>	<b>2,258,435</b>	<b>34.06</b>	<b>37.39</b>
Public Works					
Forestry/nursery	125,989	7,261	118,728	5.76	7.87
Pub Works Adm/Engin	450,210	119,839	330,371	26.62	28.99
Streets	864,238	155,010	709,228	17.94	20.16
Trail mgmt	132,926	12,560	120,366	9.45	15.61
<b>Total Public Works</b>	<b>1,573,363</b>	<b>294,671</b>	<b>1,278,692</b>	<b>18.73</b>	<b>21.36</b>
Parks and Recreation					
Municipal buildings	131,725	7,649	124,076	5.81	5.81
Park Maintenance	1,247,321	234,168	1,013,153	18.77	19.65
Park/Recreation Adm	381,141	105,697	275,444	27.73	26.61
<b>Total Parks and Recreation</b>	<b>1,760,187</b>	<b>347,515</b>	<b>1,412,672</b>	<b>19.74</b>	<b>20.23</b>
Community Develop					
Building Inspection	167,224	39,044	128,180	23.35	30.34
Planning/zoning adm	449,447	124,241	325,206	27.64	28.02
<b>Total Community Develop</b>	<b>616,671</b>	<b>163,285</b>	<b>453,386</b>	<b>26.48</b>	<b>28.63</b>

**General Fund**  
For Year 2015 Through The Month Of April

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
TOTAL EXPENDITURES	9,607,304	2,651,806	6,955,498	27.60	29.11
OTHER					
Sale of Asset		148	-148		
Transfers In	748,000	55,667	692,333	7.44	7.71
Transfers Out	-378,000	-82,000	-296,000	21.69	21.59
TOTAL OTHER	370,000	-26,186	396,186	-7.08	-8.15
Net change in fund equity		-2,322,617	2,322,617		
Fund equity, beginning		4,447,396			
Fund equity, ending		2,124,779			
Less invested in capital assets					
Net available fund equity		2,124,779			

**Recycling**  
For Year 2015 Through The Month Of April

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Intergovernmental	65,000		65,000		
Charges for Services	527,000		527,000		
<b>TOTAL REVENUES</b>	<b>592,000</b>		<b>592,000</b>		
<b>EXPENDITURES</b>					
Public Works					
Recycling	544,287	97,017	447,270	17.82	18.60
Total Public Works	544,287	97,017	447,270	17.82	18.60
<b>TOTAL EXPENDITURES</b>	<b>544,287</b>	<b>97,017</b>	<b>447,270</b>	<b>17.82</b>	<b>18.60</b>
Net change in fund equity	47,713	-97,017	144,730		
Fund equity, beginning		266,654			
Fund equity, ending		169,637			
Less invested in capital assets					
Net available fund equity		169,637			

**STD Self Insurance**  
For Year 2015 Through The Month Of April

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Charges for Services	7,500	2,596	4,904	34.61	33.23
Interest Earnings	500		500		
TOTAL REVENUES	8,000	2,596	5,404	32.45	31.35
EXPENDITURES					
Miscellaneous					
Short-term Disab	8,000	4,988	3,012	62.35	29.87
Total Miscellaneous	8,000	4,988	3,012	62.35	29.87
TOTAL EXPENDITURES	8,000	4,988	3,012	62.35	29.87
Net change in fund equity		-2,392	2,392		
Fund equity, beginning		41,948			
Fund equity, ending		39,556			
Less invested in capital assets					
Net available fund equity		39,556			

**Community Center**  
For Year 2015 Through The Month Of April

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Charges for Services	2,443,830	852,620	1,591,210	34.89	36.11
Interest Earnings	5,000		5,000		
Miscellaneous	12,500	1,000	11,500	8.00	
<b>TOTAL REVENUES</b>	<b>2,461,330</b>	<b>853,620</b>	<b>1,607,710</b>	<b>34.68</b>	<b>35.80</b>
<b>EXPENDITURES</b>					
Parks and Recreation					
Community center	2,763,411	788,739	1,974,672	28.54	27.55
<b>Total Parks and Recreation</b>	<b>2,763,411</b>	<b>788,739</b>	<b>1,974,672</b>	<b>28.54</b>	<b>27.55</b>
<b>TOTAL EXPENDITURES</b>	<b>2,763,411</b>	<b>788,739</b>	<b>1,974,672</b>	<b>28.54</b>	<b>27.55</b>
<b>OTHER</b>					
Sale of Asset		610	-610		
Transfers In	366,000	122,000	244,000	33.33	33.33
<b>TOTAL OTHER</b>	<b>366,000</b>	<b>122,610</b>	<b>243,390</b>	<b>33.50</b>	<b>33.33</b>
Net change in fund equity	63,919	187,491	-123,572		
Fund equity, beginning		1,193,542			
Fund equity, ending		1,381,033			
Less invested in capital assets					
Net available fund equity		1,381,033			

**Recreation Programs**  
For Year 2015 Through The Month Of April

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Charges for Services	1,472,088	385,814	1,086,274	26.21	28.78
Interest Earnings	2,000		2,000		
<b>TOTAL REVENUES</b>	<b>1,474,088</b>	<b>385,814</b>	<b>1,088,274</b>	<b>26.17</b>	<b>28.70</b>
<b>EXPENDITURES</b>					
Parks and Recreation					
Adult & youth sports	97,923	9,804	88,119	10.01	11.99
Aquatics	153,384	32,952	120,432	21.48	20.09
Community programs	100,472	26,449	74,023	26.33	22.88
Drop-in Child Care	64,130	17,200	46,930	26.82	25.00
Fitness Programs	202,764	55,832	146,932	27.54	27.33
Park/Recreation Adm	389,800	104,364	285,436	26.77	21.28
Preschool Programs	92,433	33,248	59,185	35.97	22.82
Summer Discovery	208,991	9,734	199,257	4.66	2.50
Youth/Teen	34,287	9,352	24,935	27.28	24.38
<b>Total Parks and Recreation</b>	<b>1,344,184</b>	<b>298,937</b>	<b>1,045,247</b>	<b>22.24</b>	<b>19.08</b>
<b>TOTAL EXPENDITURES</b>	<b>1,344,184</b>	<b>298,937</b>	<b>1,045,247</b>	<b>22.24</b>	<b>19.08</b>
<b>OTHER</b>					
Transfers In	72,000		72,000		
Transfers Out	-120,000	-40,000	-80,000	33.33	33.33
<b>TOTAL OTHER</b>	<b>-48,000</b>	<b>-40,000</b>	<b>-8,000</b>	<b>83.33</b>	<b>111.11</b>
Net change in fund equity	81,904	46,877	35,027		
Fund equity, beginning		971,783			
Fund equity, ending		1,018,660			
Less invested in capital assets					
Net available fund equity		1,018,660			

**Cable Television**  
For Year 2015 Through The Month Of April

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Charges for Services	318,000	237,596	80,404	74.72	25.17
Interest Earnings	1,700		1,700		
Miscellaneous	1,200	400	800	33.33	33.33
<b>TOTAL REVENUES</b>	<b>320,900</b>	<b>237,996</b>	<b>82,904</b>	<b>74.17</b>	<b>25.07</b>
<b>EXPENDITURES</b>					
General Government					
Cable television	167,993	11,881	156,112	7.07	56.79
<b>Total General Government</b>	<b>167,993</b>	<b>11,881</b>	<b>156,112</b>	<b>7.07</b>	<b>56.79</b>
Capital Outlay					
Cable television	25,000	38,285	-13,285	153.14	
<b>Total Capital Outlay</b>	<b>25,000</b>	<b>38,285</b>	<b>-13,285</b>	<b>153.14</b>	
<b>TOTAL EXPENDITURES</b>	<b>192,993</b>	<b>50,166</b>	<b>142,827</b>	<b>25.99</b>	<b>56.79</b>
<b>OTHER</b>					
Transfers Out	-167,000	-55,667	-111,333	33.33	33.33
<b>TOTAL OTHER</b>	<b>-167,000</b>	<b>-55,667</b>	<b>-111,333</b>	<b>33.33</b>	<b>33.33</b>
Net change in fund equity	-39,093	132,164	-171,257		
Fund equity, beginning		192,160			
Fund equity, ending		324,324			
Less invested in capital assets					
Net available fund equity		324,324			

**Econ Devel Auth/EDA**  
For Year 2015 Through The Month Of April

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Property Taxes	90,000		90,000		
<b>TOTAL REVENUES</b>	<b>90,000</b>		<b>90,000</b>		
<b>EXPENDITURES</b>					
Community Develop Econ Development-EDA	85,880	27,537	58,343	32.06	29.31
Total Community Develop	85,880	27,537	58,343	32.06	29.31
<b>TOTAL EXPENDITURES</b>	<b>85,880</b>	<b>27,537</b>	<b>58,343</b>	<b>32.06</b>	<b>29.31</b>
Net change in fund equity	4,120	-27,537	31,657		
Fund equity, beginning		209,176			
Fund equity, ending		181,639			
Less invested in capital assets					
Net available fund equity		181,639			

**HRA Programs of EDA**  
For Year 2015 Through The Month Of April

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Property Taxes	95,000		95,000		
TOTAL REVENUES	95,000		95,000		
EXPENDITURES					
Community Develop					
Housing Programs-HRA	85,618	30,791	54,827	35.96	22.32
Total Community Develop	85,618	30,791	54,827	35.96	22.32
TOTAL EXPENDITURES	85,618	30,791	54,827	35.96	22.32
Net change in fund equity	9,382	-30,791	40,173		
Fund equity, beginning		87,943			
Fund equity, ending		57,152			
Less invested in capital assets					
Net available fund equity		57,152			

**Liability Claims**  
For Year 2015 Through The Month Of April

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Interest Earnings	2,200		2,200		
Miscellaneous	30,000	5,142	24,858	17.14	
TOTAL REVENUES	32,200	5,142	27,058	15.97	
EXPENDITURES					
Miscellaneous					
Insurance Claims	32,000	22,434	9,566	70.11	24.46
Total Miscellaneous	32,000	22,434	9,566	70.11	24.46
TOTAL EXPENDITURES	32,000	22,434	9,566	70.11	24.46
Net change in fund equity	200	-17,293	17,493		
Fund equity, beginning		207,885			
Fund equity, ending		190,592			
Less invested in capital assets					
Net available fund equity		190,592			

**Slice SV Event**  
For Year 2015 Through The Month Of April

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Charges for Services	26,500	17,785	8,715	67.11	48.27
Miscellaneous	32,000	13,605	18,395	42.52	24.38
<b>TOTAL REVENUES</b>	<b>58,500</b>	<b>31,390</b>	<b>27,110</b>	<b>53.66</b>	<b>35.09</b>
<b>EXPENDITURES</b>					
General Government					
Slice of Shoreview	67,485	9,375	58,110	13.89	19.11
<b>Total General Government</b>	<b>67,485</b>	<b>9,375</b>	<b>58,110</b>	<b>13.89</b>	<b>19.11</b>
<b>TOTAL EXPENDITURES</b>	<b>67,485</b>	<b>9,375</b>	<b>58,110</b>	<b>13.89</b>	<b>19.11</b>
<b>OTHER</b>					
Transfers In	10,000		10,000		
<b>TOTAL OTHER</b>	<b>10,000</b>		<b>10,000</b>		
Net change in fund equity	1,015	22,015	-21,000		
Fund equity, beginning		76,351			
Fund equity, ending		98,366			
Less invested in capital assets					
Net available fund equity		98,366			

**Water Fund**  
For Year 2015 Through The Month Of April

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Intergovernmental	975	973	2	99.77	47.50
Utility Charges	2,818,000	625,025	2,192,975	22.18	23.11
Late fees		10,592	-10,592		
Water meters	4,000	2,044	1,956	51.10	8.24
Other prop charges	11,000	18,621	-7,621	169.29	31.19
Interest Earnings	38,000	34	37,966	.09	-.15
<b>TOTAL REVENUES</b>	<b>2,871,975</b>	<b>657,288</b>	<b>2,214,687</b>	<b>22.89</b>	<b>23.39</b>
<b>EXPENDITURES</b>					
Proprietary					
Water Operations	1,538,027	296,582	1,241,445	19.28	19.69
<b>Total Proprietary</b>	<b>1,538,027</b>	<b>296,582</b>	<b>1,241,445</b>	<b>19.28</b>	<b>19.69</b>
<b>TOTAL EXPENDITURES</b>	<b>1,538,027</b>	<b>296,582</b>	<b>1,241,445</b>	<b>19.28</b>	<b>19.69</b>
<b>OTHER</b>					
Depreciation	-651,000	-217,000	-434,000	33.33	33.33
Transfers Out	-345,000		-345,000		
GO Revenue Bonds	-142,903	-87,758	-55,145	61.41	63.69
<b>TOTAL OTHER</b>	<b>-1,138,903</b>	<b>-304,758</b>	<b>-834,145</b>	<b>26.76</b>	<b>28.59</b>
Net change in fund equity	195,045	55,948	139,097		
Fund equity, beginning		13,592,659			
Fund equity, ending		13,648,607			
Less invested in capital assets		9,427,325			
Net available fund equity		4,221,282			

**Sewer Fund**  
For Year 2015 Through The Month Of April

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Intergovernmental	775	775		99.99	47.53
Charges for Services	1,000	174	826	17.40	
Utility Charges	3,939,000	1,260,388	2,678,612	32.00	32.30
Late fees		18,282	-18,282		
Facility/area chgs	4,000	2,041	1,960	51.01	
Other prop charges	2,500		2,500		
Interest Earnings	27,000	27	26,973	.10	-.07
<b>TOTAL REVENUES</b>	<b>3,974,275</b>	<b>1,281,686</b>	<b>2,692,589</b>	<b>32.25</b>	<b>32.56</b>
<b>EXPENDITURES</b>					
Proprietary					
Sewer Operations	3,299,094	907,283	2,391,811	27.50	29.34
<b>Total Proprietary</b>	<b>3,299,094</b>	<b>907,283</b>	<b>2,391,811</b>	<b>27.50</b>	<b>29.34</b>
<b>TOTAL EXPENDITURES</b>	<b>3,299,094</b>	<b>907,283</b>	<b>2,391,811</b>	<b>27.50</b>	<b>29.34</b>
<b>OTHER</b>					
Depreciation	-348,000	-116,000	-232,000	33.33	33.33
Transfers Out	-181,000		-181,000		
GO Revenue Bonds	-52,857	-30,603	-22,254	57.90	59.53
<b>TOTAL OTHER</b>	<b>-581,857</b>	<b>-146,603</b>	<b>-435,254</b>	<b>25.20</b>	<b>25.41</b>
Net change in fund equity	93,324	227,800	-134,476		
Fund equity, beginning		7,807,994			
Fund equity, ending		8,035,794			
Less invested in capital assets		4,725,848			
Net available fund equity		3,309,946			

**Surface Water Mgmt**  
For Year 2015 Through The Month Of April

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Intergovernmental	280	282	-2	100.79	47.42
Utility Charges	1,407,000	459,781	947,219	32.68	32.68
Late fees		6,060	-6,060		
Lake Impr Dist chgs	44,757	13,750	31,007	30.72	19.68
Other prop charges	5,000	2,300	2,700	46.00	23.20
Interest Earnings	9,000	10	8,990	.11	
<b>TOTAL REVENUES</b>	<b>1,466,037</b>	<b>482,183</b>	<b>983,854</b>	<b>32.89</b>	<b>32.48</b>
<b>EXPENDITURES</b>					
Proprietary					
Snail Lake Aug.	28,572	3,475	25,097	12.16	15.46
Surface Water Oper	824,564	90,975	733,589	11.03	11.03
<b>Total Proprietary</b>	<b>853,136</b>	<b>94,450</b>	<b>758,686</b>	<b>11.07</b>	<b>11.18</b>
<b>TOTAL EXPENDITURES</b>	<b>853,136</b>	<b>94,450</b>	<b>758,686</b>	<b>11.07</b>	<b>11.18</b>
<b>OTHER</b>					
Depreciation	-266,000	-88,667	-177,333	33.33	33.33
Transfers Out	-152,000		-152,000		
GO Revenue Bonds	-71,747	-46,102	-25,645	64.26	64.59
<b>TOTAL OTHER</b>	<b>-489,747</b>	<b>-134,769</b>	<b>-354,978</b>	<b>27.52</b>	<b>28.44</b>
Net change in fund equity	123,154	252,964	-129,810		
Fund equity, beginning		8,387,421			
Fund equity, ending		8,640,385			
Less invested in capital assets		6,135,855			
Net available fund equity		2,504,530			

**Street Light Utility**  
For Year 2015 Through The Month Of April

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Utility Charges	513,000	168,938	344,062	32.93	32.62
Late fees		2,354	-2,354		
Interest Earnings	2,500		2,500		
Miscellaneous	500		500		
<b>TOTAL REVENUES</b>	<b>516,000</b>	<b>171,291</b>	<b>344,709</b>	<b>33.20</b>	<b>32.92</b>
<b>EXPENDITURES</b>					
Proprietary					
Street lighting	271,742	56,417	215,325	20.76	17.94
<b>Total Proprietary</b>	<b>271,742</b>	<b>56,417</b>	<b>215,325</b>	<b>20.76</b>	<b>17.94</b>
Capital Outlay					
Capital Projects		774	-774		
<b>Total Capital Outlay</b>		<b>774</b>	<b>-774</b>		
<b>TOTAL EXPENDITURES</b>	<b>271,742</b>	<b>57,191</b>	<b>214,551</b>	<b>21.05</b>	<b>18.31</b>
<b>OTHER</b>					
Depreciation	-66,000	-22,000	-44,000	33.33	33.33
Transfers Out	-22,400		-22,400		
<b>TOTAL OTHER</b>	<b>-88,400</b>	<b>-22,000</b>	<b>-66,400</b>	<b>24.89</b>	<b>24.66</b>
Net change in fund equity	155,858	92,101	63,757		
Fund equity, beginning		1,363,118			
Fund equity, ending		1,455,219			
Less invested in capital assets		432,561			
Net available fund equity		1,022,658			

**Central Garage Fund**  
For Year 2015 Through The Month Of April

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
<b>REVENUES</b>					
Property Taxes	208,000		208,000		
Intergovernmental	6,410	6,413	-3	100.05	47.32
Cent Garage chgs	1,256,090	2,167	1,253,923	.17	.01
Interest Earnings	10,500	170	10,330	1.62	
<b>TOTAL REVENUES</b>	<b>1,481,000</b>	<b>8,750</b>	<b>1,472,250</b>	<b>.59</b>	<b>2.60</b>
<b>EXPENDITURES</b>					
Proprietary					
Central Garage Oper	621,453	159,797	461,656	25.71	37.02
<b>Total Proprietary</b>	<b>621,453</b>	<b>159,797</b>	<b>461,656</b>	<b>25.71</b>	<b>37.02</b>
Capital Outlay					
Central Garage Oper		76,996	-76,996		
<b>Total Capital Outlay</b>		<b>76,996</b>	<b>-76,996</b>		
<b>TOTAL EXPENDITURES</b>	<b>621,453</b>	<b>236,793</b>	<b>384,660</b>	<b>38.10</b>	<b>63.79</b>
<b>OTHER</b>					
Transfers In	119,400		119,400		
Depreciation	-660,000	-220,000	-440,000	33.33	33.33
Transfers Out	-14,000		-14,000		
GO CIP Bonds	-202,411	-119,169	-83,242	58.87	50.90
<b>TOTAL OTHER</b>	<b>-757,011</b>	<b>-339,169</b>	<b>-417,842</b>	<b>44.80</b>	<b>43.82</b>
Net change in fund equity	102,536	-567,212	669,748		
Fund equity, beginning		4,314,764			
Fund equity, ending		3,747,552			
Less invested in capital assets		3,228,575			
Net available fund equity		518,977			

INVESTMENT SCHEDULE BY SECURITY TYPE  
AS OF 04-30-15

Seq#	Institution	Type	Term	Purchased	Matures	Principal	Yield
<hr/>							
CERTIFICATE DEPOSIT							
<hr/>							
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
1,216	Morgan Stanley Smith Barney LLC	CD	732	01-22-15	01-23-17	248,000.00	.850000
1,220	Morgan Stanley Smith Barney LLC	CD	731	03-13-15	03-13-17	248,000.00	.850000
1,210	Morgan Stanley Smith Barney LLC	CD	821	12-30-14	03-30-17	248,000.00	1.000000
1,211	Morgan Stanley Smith Barney LLC	CD	913	12-30-14	06-30-17	248,000.00	1.100000
1,172	Morgan Stanley Smith Barney LLC	CD	1,826	07-26-12	07-26-17	247,000.00	1.700000
1,218	Morgan Stanley Smith Barney LLC	CD	1,097	02-11-15	02-12-18	150,000.00	1.200000
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
1,214	Morgan Stanley Smith Barney LLC	CD	1,461	12-31-14	12-31-18	247,000.00	1.900000
1,212	Morgan Stanley Smith Barney LLC	CD	1,801	12-30-14	12-05-19	247,000.00	2.230500
1,213	Morgan Stanley Smith Barney LLC	CD	1,801	12-30-14	12-10-19	247,000.00	2.173800
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: 20						4,699,000.00	

FEDERAL HOME LN BK

1,217	Dain Rauscher Investment Services	FH	1,095	01-30-15	01-29-18	651,599.00	1.333300
1,203	Wells Fargo Brokerage Services	FH	1,734	06-19-13	03-19-18	500,000.00	.999900
1,219	Dain Rauscher Investment Services	FH	30,83	02-27-15	02-27-2020	500,000.00	2.748500
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
1,215	Dain Rauscher Investment Services	FH	31,93	12-30-14	12-30-2022	500,000.00	3.122900
1,204	Dain Rauscher Investment Services	FH	5,448	06-21-13	05-15-2028	483,125.00	3.806300
Total Number Of Investments: 9						4,739,724.00	

FEDERAL NATL MTG

1,170	Dain Rauscher Investment Services	FN	5,475	07-26-12	07-23-2027	1,007,347.00	3.400000
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INVESTMENT SCHEDULE BY SECURITY TYPE  
AS OF 04-30-15

Seq#	Institution	Type	Term	Purchased	Matures	Principal	Yield
1,178	Dain Rauscher Investment Services	FN	5,478	08-13-12	08-13-2027	600,000.00	3.208200
1,195	Dain Rauscher Investment Services	FN	5,259	03-20-13	08-13-2027	575,000.00	3.921400
1,200	Dain Rauscher Investment Services	FN	5,479	04-25-13	04-25-2028	1,000,000.00	3.497400
1,157	Dain Rauscher Investment Services	FN	7,305	06-21-12	06-21-2032	500,000.00	4.247100
Total Number Of Investments: 5						3,682,347.00	

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	

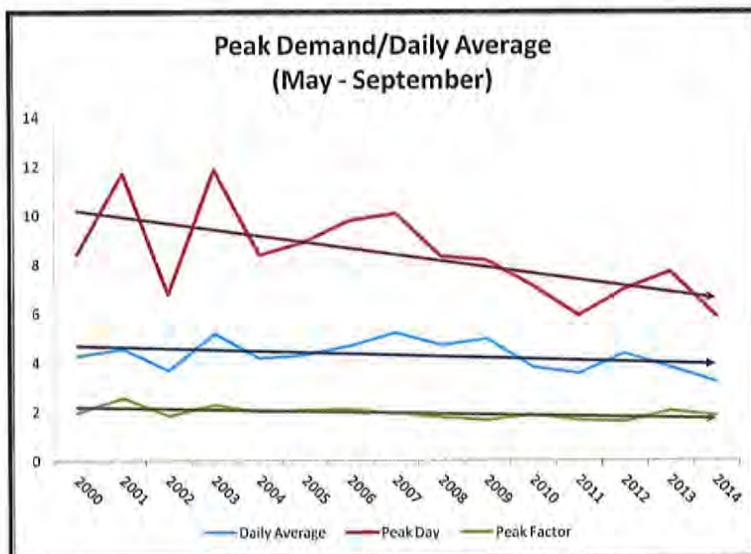
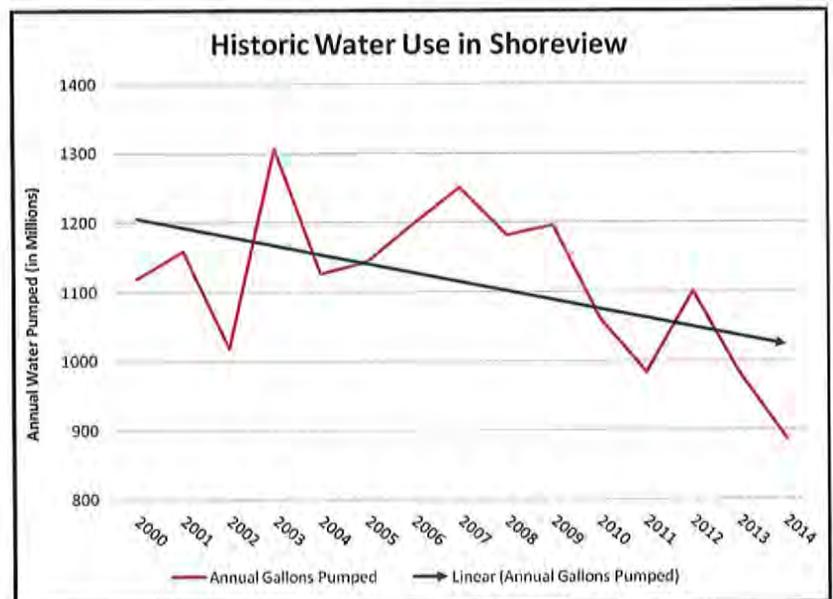
INVESTMENT SCHEDULE BY SECURITY TYPE  
AS OF 04-30-15

Seq#	Institution	Type	Term	Purchased	Matures	Principal	Yield
						17,326,776.20	
						7,549,745.06	
						8,440.34	
						179,061.50	
						33,127.55	
						25,097,150.65	

TO: MAYOR, CITY COUNCIL AND CITY MANAGER  
 FROM: MARK J. MALONEY, PUBLIC WORKS DIRECTOR  
 DATE: MAY 12, 2015  
 SUBJ: PUBLIC WORKS MONTHLY REPORT

**SHOREVIEW WATER USE**

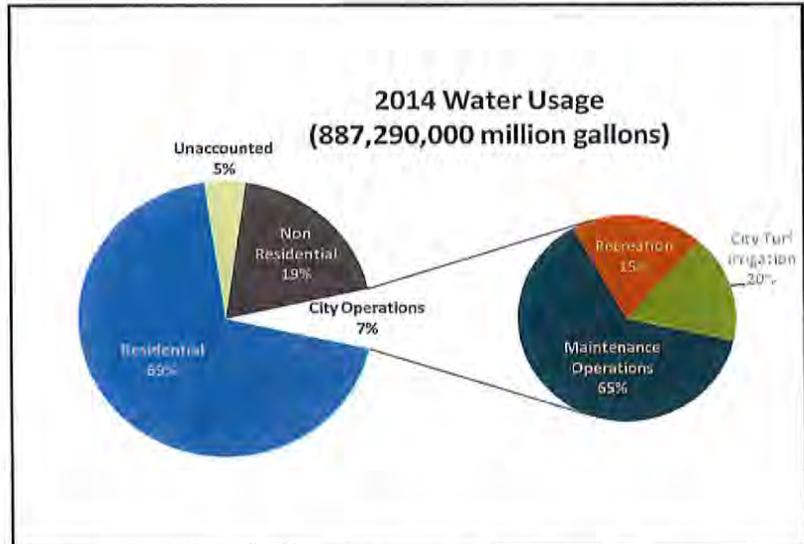
Given the focus in the North East Metro Area on water consumption and municipal pumping operations, it is an opportune time to share some facts concerning Shoreview's Water Utility. Over the period 2000-2014, drinking water production has trended downward, at the same time Shoreview's population held steady and significant commercial, industrial and retail development and expansion occurred (e.g. Rice Creek Corporate Park, Red Fox Road, TSI, PAR Systems, etc) bringing a 10% growth in employment. Allowing for expected wet/dry year variations, the declining water use trend reflects water conservation achieved by a combination of an inclined block (increased rates for higher consumption levels) water rate structure, the implementation and enforcement of odd-even lawn sprinkling regulations and water efficient appliance and fixture retrofits. The City has also aggressively ramped up water conservation education and outreach efforts over that general time period.



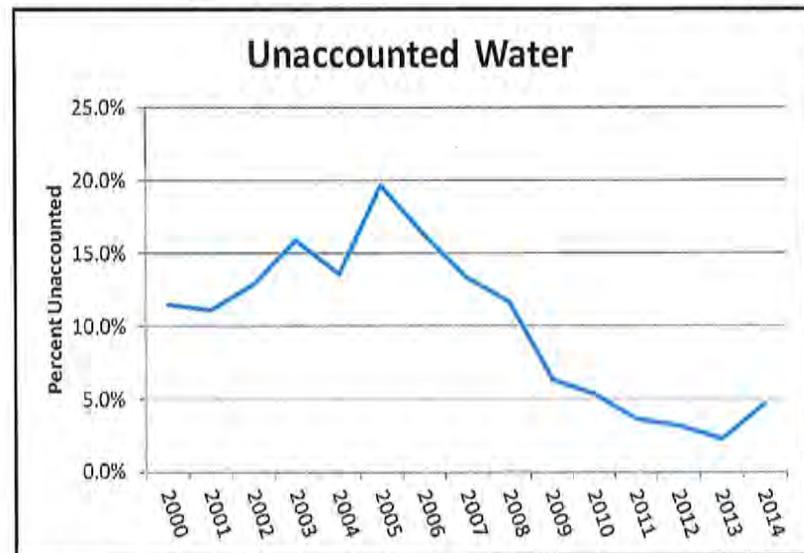
Peak demand is a major factor driving the amount of water production (wells), distribution (mains) and storage (towers) infrastructure that the City is required to build and maintain. Peak demand days are typically during the growing season and can require the system to provide multiples of what is necessary during the winter. The red line on the graph to the left indicates a similar downward trend in the peak demand in Shoreview over the period 2000-2014, with a noticeable effect beginning in 2007 with the full implementation of odd-even restrictions. The extreme peak events in 2001 and 2003 of approximately 12.0 MGD were at the

absolute limit of what Shoreview’s infrastructure could be expected to support, and left no margin for error as far as operational decisions, well capacity, electrical reliability, etc. It was at that time the City began to anticipate watering restrictions as a demand reduction measure; the water tower painting projects beginning in 2005 brought about the actual code and ordinance changes necessary to implement summer water use restrictions.

The chart to the right shows a breakdown of how water produced by Shoreview’s water utility was used in 2014. In recent years much work has been done by the Public Works Department to reduced “unaccounted for” water and/or better identify City operational water uses. The water industry and regulatory agency standards identify 10% as a target for unaccounted for water; our efforts in areas of water meter upgrades and leak detection allowed us to get down to 5% in 2014. Also of note is that the City itself is a significant water user, with 7% of water use being in the categories of Maintenance Operations (hydrant flushing, sanitary sewer flushing), Recreation (Community Center, water related events e.g. Slip-n-Slide, Slice of Shoreview) and Irrigation of landscaped and active park areas.



The City will continue to compile water use related data and information to be used in conjunction with water conservation education and outreach efforts in Shoreview as well to help inform our Legislative delegation, Metropolitan Council and Department of Natural Resources who are all actively involved in the water supply dialog in the North East Metro Area.



**Maintenance Activities**

All maintenance crews including the DOC crew attended the “Work Zone Traffic Control and Safety” seminar put on by MNDOT and held at the maintenance center.

Street crews remain busy with crack filling streets scheduled to be seal coated this summer. They have also patched water main break repairs and sewer repairs that occurred this past winter. When weather conditions are not favorable for patching or crack filling, maintenance crews have been working on inspecting ponds and cleaning and repairing culverts, inlets and outlets. Also during rain days the crews clean up the yard and haul scrap and rubble, which accumulates quickly.

Spring load limit signs were removed and general sign maintenance and repairs continue as needed. Street department personnel continue with street sweeping as the weather allows. They have begun mowing boulevards and maintenance strips along trails. They will continue mowing each week throughout the growing season.

Utility crews continue with well and lift station inspections and routine maintenance each day. Water samples continue to be collected daily and analyzed or sent in as required by the Minnesota Department of Health. Utility crews attend to scheduled meter repairs and sewer and water inspections in areas under construction. Also the season is ramping up and the requests for locating City utilities increases substantially. Crews locate and mark underground City utilities in all proposed excavation sites.

Utility crews finished Spring flushing of the hydrants and are now repairing hydrants and valves they have discovered throughout the process of flushing. They are also replacing hydrant flags as needed. They continue with flushing the sanitary sewer system weekly. They are also involved with sewer and water inspections at larger construction sites such as the replacing of the water main at County Rd. F and Gramsie. As time permits they continue to repair curb boxes, gate valves as needed.

**Department of Corrections Crew** – The DOC crews clean the maintenance center twice weekly and do spot cleaning as needed. The DOC crews have been busy with weeding and cleaning medians and islands throughout the City. During the growing season there is a greater need in the parks system for the DOC crew. The parks department has kept the DOC crew busy as the weather allows.

### **Project Updates**

**Turtle Lane Neighborhood & Schifsky Road Reconstruction – Project 15-01** – The final plans and specifications for the project were approved at the April 20<sup>th</sup> Council meeting and the bid opening is scheduled for May 14<sup>th</sup>. It is expected a recommendation to award a construction contract to the low responsive bidder will be presented to the City Council for consideration at their May 18<sup>th</sup> meeting.

**Lexington Avenue & County Road F Water Main Replacement – Project 15-06** – The Contractor has completed the installation of the temporary water to the affected businesses and has started replacement of the water main on Lexington north of County F.



Speed trailers have been prepared and are placed throughout the City during the summer months. Trailers are rotated between streets with histories of higher speeds and greater traffic volumes.

**Hanson/Oakridge Neighborhood Reconstruction – Project 14-01** – The Contractor completed the installation of the driveways on Oakridge Avenue and is restoring the remaining disturbed areas that include the north end of Hanson Road and Oakridge Avenue. Once the restoration is complete the Contractor will install the final wear course of asphalt throughout the project area.

**Water Treatment Plant – Project 14-02** – The final plans and specifications for the project were approved at the April 20<sup>th</sup> Council meeting and the bid opening is scheduled for May 21<sup>st</sup>. A pre-bid conference was held on May 12<sup>th</sup> to provide potential bidders with information on the project and address any questions. It is expected a recommendation to award a construction contract to the low responsive bidder will be presented to the City Council for consideration at their June 1<sup>st</sup> meeting.

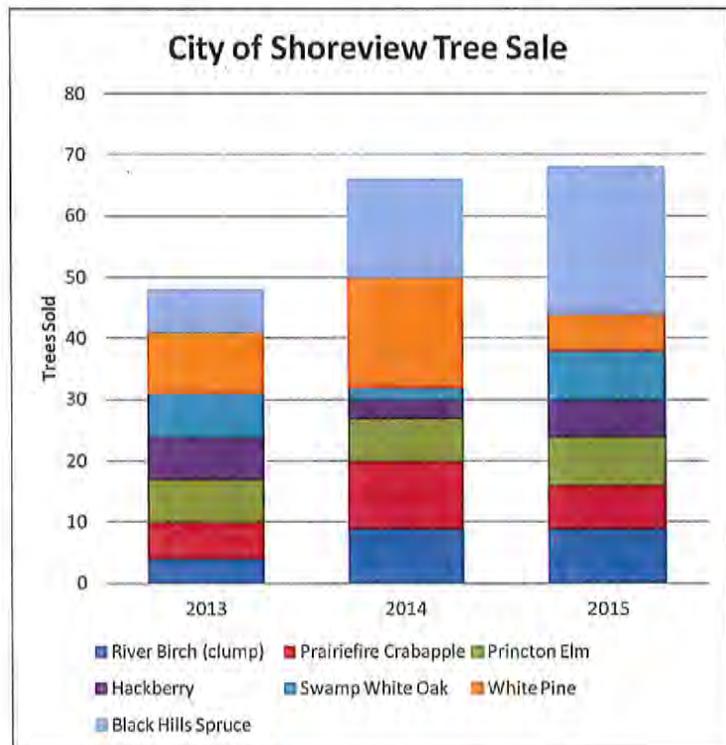
**Trail Extension and Rehabilitation – Project 14-05** – The Contractor met with City staff and reviewed the restoration work that needs to be completed. The Contractor plans to start the restoration work the week on May 11<sup>th</sup>.

**Autumn Meadows Development – Project 14-06** – All of the public infrastructure has been constructed for the development except the final wear course of asphalt, which will be installed in the summer of 2015. New home construction continues in the development and 15 of the 25 lots have either completed homes or are under construction.

**Highway 96 Lift Station – Project 14-07** – The Contractor is planning to start construction of the lift station the week of May 25<sup>th</sup> and expects the project will take 2 to 3 weeks to complete.

### 2015 Annual Tree Sale

The City of Shoreview's Reforestation Program Tree Sale wrapped up in mid-April with 32 residents placing orders which totaled to 68 trees. Residents expressed interest in larger, more mature tree varieties. If this program continues in 2016, different tree varieties will be considered to continue promoting the diversification of the city's urban forest.



**TO: MAYOR AND COUNCILMEMBERS**

**FROM: TERRY SCHWERM  
CITY MANAGER**

**DATE: MAY 11, 2015**

**SUBJECT: PARKS AND RECREATION MONTHLY REPORT**

**DEPARTMENT ACTIVITY**

During April and early May, the Parks and Recreation Department's program staff focus on hiring for our busy summer season. During this time frame, we hire staff for the pool and aquatics, summer playground program, youth athletics and our full-day summer child care program Summer Discovery. The Parks maintenance division also hires several associate staff to assist with their summer work program.

Since the beginning of the year, a small task force that consists of the Mayor, three Parks and Recreation Commission members, a few staff people, and a Shoreview resident have been meeting to discuss community-wide health initiatives. The goal of this task force is to look at different ways to promote improved health and wellness in Shoreview. In addition to Mayor Martin's Walk and Talk office hours on Tuesdays, the group has decided to promote the formation of walking clubs in the community.

Research has shown that participation in healthy activities such as biking, walking or running is often easier if you are part of a larger group, therefore, staff hopes that providing administrative/organizational support for the formation of walking clubs will further the goal of promoting community wellness. The group is planning to launch this effort in late summer and will be promoting it at the Slice of Shoreview and in the ShoreViews newsletter.

**COMMUNITY CENTER**

Daily use by our members has declined slightly this month. This could possibly be attributed to some of the health insurance reimbursement programs no longer requiring a specific number of visits for a monthly reimbursement. There was also a decrease in the number of members on monthly billing this month compared to last year. Many members on monthly billing are no longer receiving insurance credits. Although membership sales have declined, the number of cancelled memberships was consistent with last April.

Daily admission revenue has increased about 10% this April in part because there were 1000 pool group visitors this month which is a 15% increase compared to last year. The main pool and whirlpool ultra-violet filtration systems had new light bulbs installed. The lights are replaced every spring and during the annual pool shutdown to ensure proper maintenance of

the systems and to insure water quality. Maintenance was done on some underwater lights which had screws that had been stripped. Horizon Pools were able to install light clips until these lights can be replaced during pool shutdown in September.

The octopus floatable connection broke at the end of the month. This connection piece will be replaced shortly. The older squid floatable will be used in the pool until the octopus can be repaired. New lane lines arrived and were installed. Other items that were replaced were some of the water weights used for aqua fit classes and some deep water vests. The vests hold participants buoyant in the water. These new vests will allow the water exercise instructors the capability of introducing deep water exercises in a shallow pool. There were over 80 participants registered in aqua fit classes this past session.

The themed pool side birthday party rooms were well used during April. Nearly every birthday party slot was utilized with 40 birthday party packages booked this past month. The new birthday party packages include a beach towel for the birthday child instead of the typical T-shirt. The price difference is very nominal and participants have enjoyed this new item.

The meeting rooms hosted 52 birthday parties and 60 corporate or other events during April. The rental team is currently working with the nonprofit groups to book their meetings for next year. Corporate groups including Abra Auto Glass, Minnesota Parks and Recreation Association, Edina Reality, Metro ESCU, and Mounds View Public Schools hosted trainings and seminars in both banquet spaces. There were 401 events booked this past month which is a 24% increase compared to last year.

The Fitness Center had the typical amount of daily activity. There were some concerns about a couple of pieces of the newer strength equipment being too close together. Staff did some reorganizing and situated equipment in different spaces to create a safer and more comfortable environment for users. A new sport conditioning program starts this summer. One of the personal trainers who specializes in sport specific training will be teaching this class.

Registration for spring group fitness classes began on April 27<sup>th</sup> with over \$4,300 in revenue in three days. Although there were fewer group fitness classes offered this session, there was an average of about two 2 more people in each class. The senior fit classes continue to be extremely popular. Most classes were already full two days after registration began. Staff is researching different procedures to accommodate more participants in these senior classes.

## **RECREATION PROGRAMS**

This past month, the weather was much more cooperative than the previous year allowing youth sports programs a successful start. The City's Youth Sports leagues continue to gain interest with over a 10% increase compared to last season. The most significant increase is in the youth soccer program which serves 4-11 year old children. All three sport leagues including t-ball, baseball and soccer have nearly 600 program participants. Ten years ago, these same three sport leagues had a total of 230 program participants.

Staff continues to hire and train summer coordinators and instructors. A group interview process was implemented a few years ago for the Summer Discovery Program. This allows small groups of 12 to 16 candidates to participate in a variety of activities which demonstrates their communication skills, team work, creativity, and leadership skills. This process has been useful in assessing candidates individual strengths and utilizing them in roles where they will be the most successful ensuring a quality program.

The Summer Discovery Parent Handbook which includes orientation information, policies, Field Trip and Lunch Program registration was mailed to parents this month. This is the first time that all information has been mailed electronically. The Docusign program, which allows electronic signatures, has been utilized to gather all additional paperwork that needs to be completed by participants. This will ensure accurate and complete information while being more customer friendly eliminating an additional trip to the Community Center to deliver necessary paper work. Enrichment classes that will be offered this summer include private tutoring, piano and guitar lessons, swim lessons, and specialty classes.

In preparation for the upcoming summer months, an All About Boating Safety Class is offered through Shoreview Parks and Recreation. This class is contracted with the U.S Coast Guard and meets the requirements for watercraft operator permits in both Minnesota and Wisconsin. Many insurance carriers will offer discounts after completing this course. Class topics include boating laws and safety, safety equipment, trailering, navigation, and boat protection. Participation in this course increased 30% compared to last year.

A new offering that the aquatic staff are preparing for is a Red Cross Wilderness and Remote First Aid course. This course provides individuals a foundation of first aid principals and skills to be able to respond and assist to emergencies in remote locations. This seems to be popular with camping enthusiasts. Another safety class that was offered by aquatics staff was Super Sitter babysitting class. This course teaches youth the responsibilities of babysitting and covers the skills of child care, first aid, child proofing, crafts and games.

AARP Tax Aide finished on April 22<sup>nd</sup> with 300 participants in the program this tax season. The AARP Smart Driver program was successful this past month with the addition of one 8 hour course with nearly 40 participants. The book club continues to gain in popularity. The book club that was hosted in Roseville has dissolved and we have gained those members. The Spring Tea was held on April 30<sup>th</sup> with nearly 40 participants dressed up in their finest wearing their favorite hats socializing, enjoying tea and a light lunch.

### **PARKS MAINTENANCE CREW**

It was a busy month for the parks maintenance crew. Almost all youth sports associations have started playing games. Water has been turned on to the concession stands at Rice Creek Fields and Sitzer Park. It is the responsibility of the youth athletic associations to clean the concession stands and have them inspected to serve snacks at the games at each site.

The crew continues to drag and line eight ballfields each day. That number will increase as more age groups start playing games. The crew repaired sod along the edges of warning tracks on the fields to get them ready for use. They have also repaired fences at Bucher and Wilson Parks. The crew has installed two full sized soccer fields; ten modified sized soccer fields and one lacrosse field. Those will need to be cut and lined on a weekly basis. The safety netting has also been put up at McCullough and Sitzer Parks. The crew installed new plastic practice boards on the tennis courts at McCullough Park. The crew will also install new plastic practice boards at Shamrock Park before the tennis courts are resurfaced.

The crew was able to complete its spring cleaning in the parks before we had to start mowing this year. Shamrock Park took the longest with all the oak trees near the playground. The crew also cleaned up branches from trimming of trees. The DOC crew has been able to cut down all the plants along Highway 96 and in half of the parks. They still have to complete Bucher and Sitzer Parks. We are in the process of turning on and repairing irrigation systems. All our irrigation systems have been tested, per State law. The crew has started mowing in the parks. All turf areas will be mowed at least once a week. The athletic fields may get mowed twice a week. All park parking lots have been swept at least once by parks crew.

The crew is in the process of making another round of inspections of the parks and playgrounds. We are trying a new system that is making things easier for the crew. One member of the crew that recently passed his test to be a certified playground inspector carries an I-pad while inspecting. He is able to take photos of any parts that need replacement and email them to suppliers. The crew had to pull the swings at Sitzer Park last week. The manufacturer, Game Time, has been notified of the problem and they will be working to get it repaired. The crew installed the new park signs at Lake Judy and Ponds Park, as well as at the Nature Preserve. All the drinking fountains have been turned on.

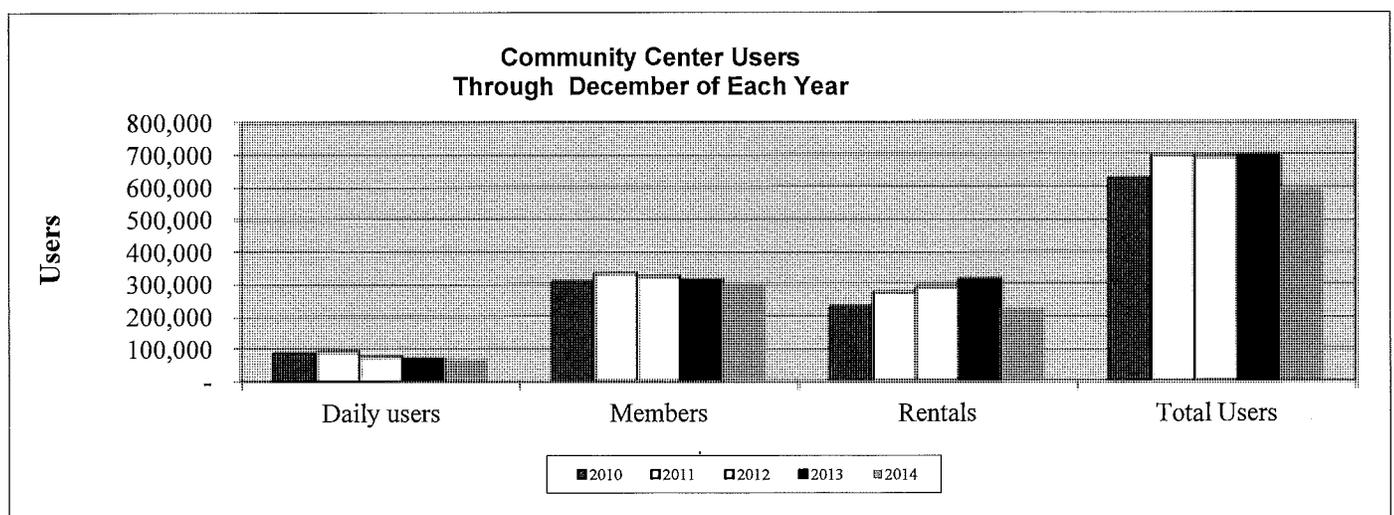
The crew continues to pick up trash on a daily basis at the Community Center, Library and in the parks. Trash receptacles are dumped on an as needed basis, which is more often now that games are starting to be played. The restrooms at Rice Creek Fields are cleaned on a daily basis. The restrooms at the Pavilion are cleaned before each rental.

### **COMMUNITY CENTER CREW**

The crew is working hard to keep the building on its cleaning schedule even though they have been short staffed for several months. We are moving closer to being at full staff, and have started the interview process for a full-time custodian. The crew was able to install the last hands free soap dispensers in the building. Every sink in the building now has the hands free soap system. The crew has been able to spot clean carpet in the meeting rooms and the Parks & Recreation lobby. Work orders for repairs started this year at a slow pace, but are now running just slightly ahead of last year. We are in the process of getting projects lined up for pool shutdown in September.

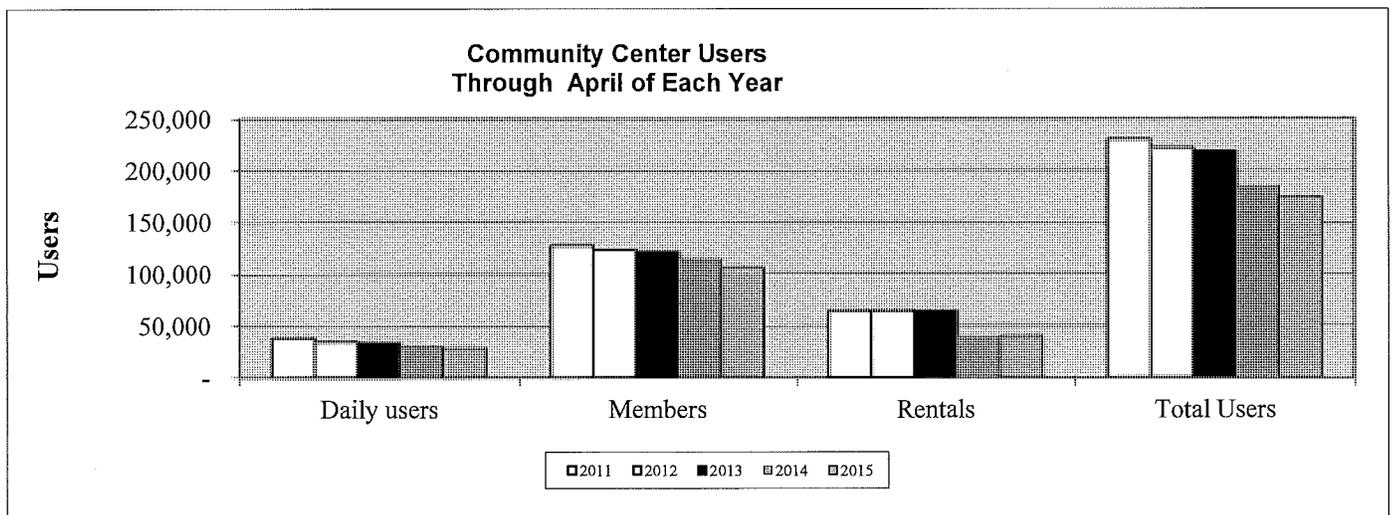
**Community Center Activity Year-to-date  
Through December Each Year**

	2010	2011	2012	2013	2014
<b>Number of Users:</b>					
Daily users	88,784	91,392	76,521	70,573	69,699
Members	308,404	332,762	324,216	313,395	297,735
Rentals	230,634	274,871	291,879	314,924	225,738
<b>Total Users</b>	<b>627,822</b>	<b>699,025</b>	<b>692,616</b>	<b>698,892</b>	<b>593,172</b>
<b>Revenue:</b>					
Admissions	\$ 522,371	\$ 597,166	\$ 555,209	\$ 580,832	\$ 596,787
Memberships-annual	933,541	1,007,883	1,040,037	1,007,551	1,013,369
Memberships-seasonal	106,953	103,304	97,673	97,272	105,793
Room rentals	220,664	250,299	255,186	303,207	307,634
Wave Café	176,816	195,578	192,351	210,860	217,033
Commissions	10,627	14,503	14,546	12,025	13,602
Locker/vending/video	29,470	29,606	26,453	24,198	22,042
Merchandise	10,656	13,724	14,521	14,005	11,691
Other miscellaneous	1,944	1,323	672	14,604	13,346
Building charge	94,415	98,441	101,757	101,687	113,615
Interest	8,017	20,674	14,100	(42,835)	65,924
Transfers in	310,000	297,000	300,000	312,000	339,000
<b>Total Revenue</b>	<b>2,425,474</b>	<b>2,629,501</b>	<b>2,612,505</b>	<b>2,635,406</b>	<b>2,819,836</b>
<b>Expenditures:</b>					
Personal services	1,319,270	1,352,471	1,399,969	1,473,504	1,475,983
Supplies	405,540	448,853	446,077	478,444	528,352
Contractual	544,863	600,542	599,683	624,255	670,493
Other	-	-	5,727	-	-
<b>Total Expenditures</b>	<b>2,269,673</b>	<b>2,401,866</b>	<b>2,451,456</b>	<b>2,576,203</b>	<b>2,674,828</b>
<b>Rev less Exp Year-to-date</b>	<b>\$ 155,801</b>	<b>\$ 227,635</b>	<b>\$ 161,049</b>	<b>\$ 59,203</b>	<b>\$ 145,008</b>



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

	2011	2012	2013	2014	2015
<b>Number of Users:</b>					
Daily users	38,191	34,750	33,090	30,758	28,428
Members	127,484	123,004	121,273	114,767	105,659
Rentals	64,223	64,444	63,838	39,373	40,052
<b>Total Users</b>	<b>229,898</b>	<b>222,198</b>	<b>218,201</b>	<b>184,898</b>	<b>174,139</b>
<b>Revenue:</b>					
Admissions	\$ 249,403	\$ 231,541	\$ 268,396	\$ 264,038	\$ 269,535
Memberships-annual	329,822	336,638	349,391	362,693	336,638
Memberships-seasonal	36,465	31,778	32,929	35,603	28,896
Room rentals	88,213	87,187	108,903	108,157	117,934
Wave Café	82,448	73,311	89,852	94,712	88,214
Commissions	993	2,053	1,675	1,705	784
Locker/vending/video	8,270	8,585	6,472	7,053	6,247
Merchandise	4,856	5,273	5,946	4,269	4,375
Other miscellaneous	54	61	(168)	(151)	1,607
Transfers in	99,000	100,000	104,000	113,000	122,000
<b>Total Revenue</b>	<b>899,524</b>	<b>876,427</b>	<b>967,396</b>	<b>991,079</b>	<b>976,230</b>
<b>Expenditures:</b>					
Personal services	393,417	410,790	424,076	414,811	451,448
Supplies	152,541	150,092	176,781	177,932	169,287
Contractual	132,937	163,064	155,993	142,083	168,005
Other	-	5,727	-	-	-
<b>Total Expenditures</b>	<b>678,895</b>	<b>729,673</b>	<b>756,850</b>	<b>734,826</b>	<b>788,740</b>
<b>Rev less Exp Year-to-date</b>	<b>\$ 220,629</b>	<b>\$ 146,754</b>	<b>\$ 210,546</b>	<b>\$ 256,253</b>	<b>\$ 187,490</b>





**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	6,320	6,651	69,699
Members	31,509	27,103	29,692	26,463	22,454	23,645	23,864	22,155	18,845	21,735	24,257	26,013	297,735
Rentals	9,996	7,882	9,500	11,995	17,617	43,616	40,248	42,655	9,917	11,853	10,983	9,476	225,738
<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>41,560</b>	<b>42,140</b>	<b>593,172</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	\$ 41,447	\$ 46,543	\$ 541,138
Indoor playground	8,013	5,807	8,607	5,131	2,057	3,568	2,782	3,251	2,042	3,054	6,160	5,177	55,649
Memberships	139,300	83,683	101,639	73,674	68,059	71,484	68,244	73,477	74,023	88,292	108,899	168,388	1,119,162
Room rentals	26,034	20,287	32,717	29,119	27,176	25,290	21,856	19,529	28,629	27,221	20,320	29,456	307,634
Wave Café	24,419	21,030	30,955	18,308	13,815	17,321	14,982	15,534	11,784	14,877	15,617	18,391	217,033
Commissions	-	73	53	1,579	1,193	1,050	1,733	802	3,417	2,394	1,065	243	13,602
Locker/vending/video	3	2,795	2,811	1,444	1,785	1,873	1,604	1,348	1,099	1,641	1,796	3,843	22,042
Merchandise	982	1,069	1,108	1,110	937	1,536	1,468	1,094	396	656	622	713	11,691
Other miscellaneous	(42)	(95)	(43)	29	1	296	56	42	18	21	366	12,697	13,346
Building charge	-	-	-	-	-	100,000	-	-	-	-	-	13,615	113,615
Interest	-	-	-	-	-	-	-	-	-	-	-	65,924	65,924
Transfers in	28,250	28,250	28,250	28,250	28,250	28,250	28,250	28,250	28,250	28,250	28,250	28,250	339,000
<b>Total Revenue</b>	<b>285,948</b>	<b>212,120</b>	<b>294,275</b>	<b>198,736</b>	<b>175,207</b>	<b>302,334</b>	<b>188,386</b>	<b>188,100</b>	<b>164,946</b>	<b>192,002</b>	<b>224,542</b>	<b>393,240</b>	<b>2,819,836</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	113,176	160,824	1,475,983
Supplies	15,848	52,201	51,609	58,274	24,061	37,144	38,870	61,592	26,314	56,206	29,329	76,904	528,352
Contractual	8,229	39,893	48,847	45,114	28,652	81,027	33,283	79,182	73,306	76,445	49,392	107,123	670,493
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>234,617</b>	<b>185,053</b>	<b>264,278</b>	<b>210,920</b>	<b>291,427</b>	<b>191,897</b>	<b>344,851</b>	<b>2,674,828</b>
<b>Rev less Exp (monthly)</b>	<b>\$ 181,369</b>	<b>\$ 6,221</b>	<b>\$ 84,552</b>	<b>\$ (15,889)</b>	<b>\$ (41,752)</b>	<b>\$ 67,717</b>	<b>\$ 3,333</b>	<b>\$ (76,178)</b>	<b>\$ (45,974)</b>	<b>\$ (99,425)</b>	<b>\$ 32,645</b>	<b>\$ 48,389</b>	<b>\$ 145,008</b>
<b>Rev less Exp (ytd)</b>	<b>\$ 181,369</b>	<b>\$ 187,590</b>	<b>\$ 272,142</b>	<b>\$ 256,253</b>	<b>\$ 214,501</b>	<b>\$ 282,218</b>	<b>\$ 285,551</b>	<b>\$ 209,373</b>	<b>\$ 163,399</b>	<b>\$ 63,974</b>	<b>\$ 96,619</b>	<b>\$ 145,008</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
Total Users	54,559	49,185	60,580	53,877	48,164	85,038	84,255	79,725	44,037	45,367	47,522	46,583	698,892
<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	27,022	22,878	21,760	21,612	27,645	303,211
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	-	14,278	14,259
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
Total Revenue	256,960	213,646	283,180	213,610	176,653	293,851	178,377	191,896	159,338	185,246	220,426	261,882	2,635,065
<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	51,251	63,244	71,565	48,713	61,496	43,524	66,349	624,145
Other	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers out	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures	105,372	216,031	198,160	237,287	265,666	203,635	208,739	229,772	192,339	194,000	240,372	284,720	2,576,093
Rev less Exp (monthly)	\$ 151,588	\$ (2,385)	\$ 85,020	\$ (23,677)	\$ (89,013)	\$ 90,216	\$ (30,362)	\$ (37,876)	\$ (33,001)	\$ (8,754)	\$ (19,946)	\$ (22,838)	\$ 58,972
Rev less Exp (ytd)	\$ 151,588	\$ 149,203	\$ 234,223	\$ 210,546	\$ 121,533	\$ 211,749	\$ 181,387	\$ 143,511	\$ 110,510	\$ 101,756	\$ 81,810	\$ 58,972	

## MOTION SHEET

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

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

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

Date	Description	
05/04/15	Accounts payable	\$6,513.91
05/07/15	Accounts payable	\$180,112.80
05/11/15	Accounts payable	\$93,376.77
05/14/15	Accounts payable	\$145,639.12
05/04/15	Accounts payable	\$299,402.60
<b>Sub-total Accounts Payable</b>		
05/15/15	Payroll 127992 to 128031 972122 to 972320	\$159,075.43
<b>Sub-total Payroll</b>		
<b>TOTAL</b>		<b>\$ 877,606.72</b>

ROLL CALL:	AYES	NAYS
Johnson		
Quigley		
Wickstrom		
Springhorn		
Martin		

05/18/15

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
AARP C/O TOY, BOY	AARP SMART DRIVER 8HR 4/27&4/29	225	43590	3174		003	\$580.00	\$580.00
AMERICAN MESSAGING	SERVICE FEE CHARGE	101	40210	3190		009	\$4.15	\$4.15
DEBORAH A. SORENSON, D.C.	CONSULT 1 HOUR	220	43800	4500			\$100.00	\$100.00
HAWKINS, INC.	POOL CHEMICALS	220	43800	2160		001	\$1,098.87	\$1,098.87
JEFF SMITH LLC	TKD SPRING SESSION A	225	43530	3190			\$1,415.05	\$1,415.05
MASTER-LINK SPORTS INC	FC EQUIPMENT PARTS AND LABOR	220	43800	3890			\$1,058.00	\$1,058.00
ON SITE SANITATION INC	TOILET RENTAL FOR SITZER PARK	101	43710	3950			\$251.43	\$251.43
SAM'S CLUB DIRECT	SPRING TEA SUPPLIES/WAVE	220	43800	2591		001	\$39.18	\$251.34
		225	43590	2174		003	\$212.16	
SUPPLYWORKS	PAPER TOWELS/SKIN CLEANSER/BATHROOM	220	43800	2110			\$1,015.92	\$1,015.92
SUPPLYWORKS	BATH TISSUE/CAN LINER/FOAM SOAP	220	43800	2110			\$440.14	\$440.14
SUPPLYWORKS	NEUTRAL CLEANER	220	43800	2110			\$91.46	\$91.46
TARGET COMMERCIAL INVOICE	FOLDERS FOR SUPERSITTER	225	43520	2170		002	\$4.18	
TARGET COMMERCIAL INVOICE	TENNIS BALLS	225	43510	2170		011	\$60.72	
TARGET COMMERCIAL INVOICE	SPRING TEA SUPPLIES	225	43590	2174		003	\$57.65	\$57.65
UNIVERSITY OF MINNESOTA	FORESTRY INTERN TRAINING	101	42050	4500			\$85.00	\$85.00
Total of all invoices:								\$6,513.91



COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
HEGGIE'S PIZZA LLC	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$197.50	\$197.50
HEGGIE'S PIZZA LLC	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$169.80	\$169.80
HUPALO, MELISSA	FACILITY REFUND	220	22040				\$25.00	\$25.00
INTERNATIONAL CODE COUNCIL INC	MN BUILDING CODE BOOKS/NELSON	101	44100	4350			\$191.00	\$191.00
JACOBSON, DAVE	REFUND SLICE OF SV/ART FAIR & JURY FEE/P	270	34900			306	\$105.00	\$105.00
JEWELL, TED W.	SOFTBALL UMPIRE APRIL 22	225	43510	3190		001	\$48.00	\$48.00
JONES & BARTLETT PUBLISHERS, I	LIFEGUARD SUPPLIES	220	43800	2200		002	\$65.90	\$65.90
KANSAS STATE BANK-GOVT FINANCE	CONTRACT LEASE PAYMENT/MAY 2015	220	43800	3960		004	\$1,320.00	\$1,320.00
KASPER, MEGHAN	BASEBALL GRADES K-1	220	22040				\$94.00	\$94.00
KELLY & LEMMONS, P.A.	APRIL 2015 LEGAL FEES	101	40600	3020			\$7,185.88	\$11,200.94
		101	40600	3030			\$3,835.06	
		601	22015				\$180.00	
KREBSBACH, JAQUELINE	SLICE COORDINATOR 1ST INSTALLMENT	270	40250	3190		007	\$3,300.00	
LEWIS, LATOYA	FACILITY REFUND	220	22040				\$25.00	\$25.00
LUTHERAN, NORTH HEIGHTS	FACILITY REFUND	220	22040				\$100.00	\$100.00
MALIKOWSKI, RODNEY P.	SOFTBALL UMPIRE APRIL 23 & 30	225	43510	3190		001	\$96.00	\$96.00
MCCOY, KELLI	FACILITY REFUND	220	22040				\$25.00	\$25.00
METROPOLITAN COUNCIL	SEWER SERVICE-JUNE 2015	602	45550	3670			\$141,751.67	\$141,751.67
METROPOLITAN COURIER CORPORATI	ARMORED CAR SERVICES: APRIL 2015	101	40500	4890		001	\$90.00	\$360.00
		220	43800	4890		001	\$90.00	
		601	45050	4890		001	\$90.00	
		602	45550	4890		001	\$90.00	
MINNESOTA DEPT LABOR AND INDUS	BUILDING SURCHARGE REPORT: APRIL 2015	101	20802				\$1,338.99	
		101	34060				-\$26.78	
MINNESOTA SAFETY COUNCIL	NEW ADULT AND CHILD AED PADS	220	43800	2200		001	\$89.00	\$89.00
MONTGOMERY, DAVID	MUSTANG GIRLS SPRING BASKETBALL CAMPS	225	43510	3190		012	\$4,372.00	
NGUYEN, TANYA	FACILITY REFUND	220	22040				\$25.00	\$25.00
ORKIN EXTERMINATING CO INC.	PEST CONTROL CC AND CITY HALL	220	43800	3190		004	\$166.89	\$166.89
PETERSON, DIANE	FACILITY REFUND	220	22040				\$25.00	\$25.00
PORTER, DANIEL	SOFTBALL UMPIRE APRIL 20,21,23,27,30	225	43510	3190		001	\$240.00	\$240.00
RAMSEY COUNTY TREASURER	LIFE INSURANCE: MAY 2015	101	20414				\$2,778.17	\$2,985.67
		101	20417				\$207.50	
RUGRODEN, JOHN L.	SOFTBALL UMPIRE APRIL 22,28,29	225	43510	3190		001	\$144.00	\$144.00
SAARION, CARL	SOFTBALL UMPIRE APRIL 28	225	43510	3190		001	\$48.00	\$48.00
SAMUEL DREWS RETRO GREEN ENERG	REFUND SLICE OF SV/COMMERCIAL BOOTH W/E	270	34900			308	\$200.00	\$200.00
SHRED RIGHT	SHREDDING SERVICES	101	40200	4890			\$29.40	\$88.19
		101	40500	4890			\$29.40	
		225	43400	4890			\$29.39	
SUBRAMANIAN, AMAR	DISCOVER SCUBA	220	22040				\$35.00	\$35.00
SYSKO FOOD SERVICES OF MN, INC	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$516.11	\$516.11
T-MOBILE	SERVICE CHARGE - 3/27/15 - 4/26/15	601	45050	3190			\$60.23	\$60.23
THEISNE, TINA	REFUND SLICE OF SV/COMMERCIAL DOUBLE SPA	270	34900			307	\$200.00	\$200.00
TOWLE, MICHAEL	FACILITY REFUND	220	22040				\$25.00	\$25.00
VANDERBURG, NANCY	FACILITY REFUND	220	22040				\$25.00	\$25.00
VUE, NANCY	FACILITY REFUND	220	22040				\$25.00	\$25.00
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$112.28	\$112.28
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$687.53	\$687.53
WATSON COMPANY	BREAK ROOM SUPPLIES	101	40800	2180			\$209.45	\$209.45
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$46.98	\$163.70
		220	43800	2591		003	\$25.00	
		101	40800	2180			\$91.72	

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
WATSON COMPANY	WAVE CAFE COFFEE	220	43800	2590		001	\$74.33	
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$1,321.94	\$1,321.94
WORKMAN, TERESA	DISCOVER SCUBA	220	22040				\$35.00	\$35.00
Total of all invoices:								\$180,112.80

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
DAVIS LOCK & SAFE	KEYS FOR COMMUNITY CENTER	220	43800	2240		001	\$41.50	
FLUID INTERIORS, LLC	REPAIRS TO TABLES IN 206	220	43800	3890			\$2,927.00	\$2,927.00
GENESIS EMPLOYEE BENEFITS INC	FLEX - MED/DEPENDENT CARE 05-08-15	101	20431				\$779.63	\$779.63
GRANDPAS ICE CREAM	REFUND SLICE OF SV/FOOD VENDOR/ELECTRIC	270	34900		318		\$425.00	\$425.00
HOFFARD, THERESA	MILEAGE REIMBURSEMENT	101	40200	4890		001	\$24.15	
KATH FUEL	OIL FOR WELL HOUSE PUMPS	601	45050	2280		005	\$105.50	\$105.50
LEAGUE OF MN CITIES INS TRUST	PROPERTY/LIABILITY INS-3RD INSTALLMENT	101	40500	3410			\$11,570.51	\$32,632.75
		101	40800	3410			\$382.50	
		101	41200	3410			\$270.50	
		101	41500	3410			\$212.00	
		101	43450	3410			\$266.25	
		101	43710	3410			\$4,983.25	
		210	42750	3410			\$103.55	
		220	43800	3410			\$2,310.64	
		225	43400	3410			\$289.65	
		230	40900	3410			\$35.36	
		601	45050	3410			\$1,245.59	
		602	45550	3410			\$5,170.93	
		603	45850	3410			\$187.53	
		603	45900	3410			\$268.25	
		604	42600	3410			\$49.49	
		701	46500	3410			\$5,286.75	
METROPOLITAN COUNCIL ENVIRONME	SAC CHARGES FOR APRIL 2015	602	20840				\$4,920.30	\$4,920.30
MEYER, JAMIE	REIMBURSEMENT/ACCOUNTING CLASS	601	45050	4500		003	\$421.94	\$843.88
		602	45550	4500		003	\$421.94	
MINNESOTA DEPARTMENT OF REVENUE	SALES USE TAX: APRIL 2015	220	21810				\$10,845.42	\$12,526.00
		701	46500	2120		003	\$63.00	
		101	21810				\$13.64	
		601	21810				\$1,594.77	
		101	40500	2010			-\$1.90	
		220	43800	2140			\$1.74	
		220	43800	3610			\$9.66	
		240	44400	2180			-\$0.26	
		101	40500	2010			-\$0.07	
MOUNDS VIEW PUBLIC SCHOOLS	CHIPPEWA MIDDLE SCHOOL POOL RENTAL 4/29	225	43520	3190		003	\$45.38	\$45.38
PMA FINANCIAL NETWORK, INC	MARCH 2015 BANK FEES	101	40500	4890		004	\$133.25	\$133.25
POSTMASTER	DEPOSIT IN PERMIT IMPRINT 5606-SHOREVIEW	602	45550	3220		001	\$500.00	\$1,000.00
		601	45050	3220		001	\$500.00	
RAMSEY COUNTY PROPERTY RECORDS	RC RECORDING FEE 881 HWY 96 WATER PLANT	454	47000	5950			\$46.00	\$46.00
RECREATION SUPPLY COMPANY	VACUUM DISCHARGE HOSE/LESS TAX PER KARI	220	43800	2200		002	\$10.65	
REPUBLIC SERVICES INC #899	APRIL RECYCLING SERVICES	210	42750	3190			\$31,539.18	\$31,539.18
TOKLE INSPECTIONS INC	INSPECTION SERVICES MAY 2015	101	44300	3090			\$2,860.80	\$2,860.80
YALE MECHANICAL INC	CONTRACTUAL MAINTENANCE AHU	220	43800	3190		004	\$2,515.80	\$2,515.80
Total of all invoices:								\$93,376.77

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
ADEN, AIMEE	SOCCER LEA AGE 4-K	220	22040				\$47.00	\$47.00
ALLEN, DEANNE	MINUTES - CC 5/4, PC 4/28	101	40200	3190		001	\$200.00	\$350.00
		101	44100	3190			\$150.00	
COCA COLA REFRESHMENTS	WAVE CAFE BEVERAGE FOR RESALE	220	43800	2590		001	\$471.75	\$471.75
COMCAST	CC CABLE	220	43800	3190		001	\$152.94	\$152.94
COMMISSIONER OF REVENUE- WH TA	WITHHOLDING TAX - PAYDATE 05-15-15	101	21720				\$9,053.33	\$9,053.33
COMMUNITY HEALTH CHARITIES - M	EMPLOYEE CONTRIBUTIONS:05-15-15	101	20420				\$137.00	\$137.00
CULLIGAN	IRON FILTER SERVICE FEE POOL	220	43800	3190		007	\$88.00	
ENGBLOM, DEBRA R.	MILEAGE REIMBURSEMENT: MUNICIPALS	101	40500	4500		004	\$22.43	\$22.43
FINANCE & COMMERCE, INC.	AD FOR BID WTR TREATMENT PLAN PROJ 14-02	454	47000	5950			\$434.15	\$434.15
GARY CARLSON EQUIPMENT CO	ASHPALT LUTES	101	42200	2180		001	\$125.12	\$125.12
GENESIS EMPLOYEE BENEFITS INC	VEBA CONTRIBUTIONS:05-15-15	101	20418				\$5,820.00	\$5,820.00
GENESIS EMPLOYEE BENEFITS INC	FLEX - MED/DEPENDENT CARE 05-15-15	101	20431				\$887.04	\$887.04
GERTENS WHOLESALE	PLANTS FOR CC AND COMMONS BEDS	101	43710	2260			\$224.00	\$224.00
GERTENS WHOLESALE	PLANTS FOR BUCHER PARK	101	43710	2260			\$128.00	\$128.00
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001	\$38.74	\$38.74
GRANDMA'S BAKERY	BREAKFAST DOUGHNUTS	220	43800	2591		003	\$36.24	\$36.24
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001	\$23.75	\$23.75
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001	\$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	\$17.12	\$17.12
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	\$17.12	\$17.12
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	\$16.16	\$16.16
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	\$16.16	\$16.16
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	\$16.16	\$16.16
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	\$16.16	\$16.16
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	\$16.16	\$16.16
GREER, STEVEN	SOCCER LEA GRADE 1-2	220	22040				\$57.00	\$57.00
HOFMEISTER, DONALD	SOFTBALL UMPIRE APRIL 20,23,27,30	225	43510	3190		001	\$192.00	\$192.00
HORIZON COMMERCIAL POOL SUPPLY	REPAIRS TO WHIRLPOOL PUMP	220	43800	3810		007	\$448.57	\$448.57
ICMA/VANTAGEPOINT TRANSFER-300	EMPLOYEE CONTRIBUTIONS PAYDATE:05-15-15	101	21750				\$5,636.82	\$5,636.82
ICMA/VANTAGEPOINT TRANSFER-705	ROTH CONTRIBUTIONS:05-15-15	101	20430				\$955.00	\$955.00
KATZKE, DAVID	TENNIS- BEGINNERS	220	22040				\$124.00	\$124.00
KOLKIND, CHRISTOPHER	TUITION REIMBURSEMENT	101	43710	4500			\$660.32	\$660.32
KROGH SR, NATHAN J	TENNIS - PEEWEES	220	22040				\$47.00	\$47.00
MARION, KAREN	PASS REFUND	220	22040				\$100.00	\$100.00
MILLER, DEANNA K.	SPRING CROCHETING & KNITTING CLASSES	225	43590	3174		003	\$372.00	\$372.00
MINNESOTA CHILD SUPPORT PAYMEN	PAYDATE: 05-15-15	101	20435				\$141.50	\$141.50
MINNESOTA DEPARTMENT OF HEALTH	EXAM APPLICATION FEES-WATER SUPPLY SYS	601	45050	4500		003	\$128.00	\$160.00
		601	45050	4500		002	\$32.00	
MINNESOTA DEPARTMENT OF REV -	ON ROAD DIESEL FUEL TAX: APRIL 2015	701	46500	2120			\$278.73	\$278.73
MINNESOTA ENVIRONMENTAL FUND	MN ENVIRONMENTAL EMPL CONTRIB:05-15-15	101	20420				\$35.00	\$35.00
MN DEPARTMENT OF LABOR AND IND	ELEVATOR OPERATION FEE	220	43800	4890			\$100.00	
MOUNDS VIEW PUBLIC SCHOOLS	BLDG SUPERVISOR/PICKLE BALL/BASKETBALL	225	43510	3190		015	\$549.00	\$549.00
NEWLAND, DORAINE	SMART DRIVER (5/12)	220	22040				\$23.00	\$23.00
NORTHERN TOOL/BLUE TARP FINAN	SET UP PARTS FOR NEW UNIT 603	701	46500	2220		001	\$154.97	\$154.97

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
NORTHERN TOOL/BLUE TARP FINANC	STORAGE BINS FOR UNIT 603	701	46500	2220		001	\$142.91	\$142.91
PARTY AMERICA CORPORATE OFFICE	SPRING TEA SUPPLIES	225	43590	2174		003	\$43.27	
PUBLIC EMPLOYEES RETIREMENT AS	PERA DEFINED CONTRIBUTION: 05-15-15	101	21740				\$246.10	\$246.10
PUBLIC EMPLOYEES RETIREMENT AS	EMPL/EMPLOYER CONTRIBUTIONS:05-15-15	101	21740				\$29,728.12	\$29,728.12
REELFS, JESSICA	SOCCER LEA GRADE 3-4	220	22040				\$47.00	\$47.00
RICOH USA, INC.	LEASE 3 CITY HALL COPIERS 5/21-6/20/15	101	40200	3930		002	\$1,947.00	\$1,947.00
RICOH USA, INC.	LEASE: MPC3003 C84066191 5/23-6/22/15	101	40200	3930		002	\$273.62	\$273.62
ROGERS, LEAH	PASS REFUND	220	22040				\$100.00	\$100.00
SAM'S CLUB DIRECT	WAVE CAFE FOOD & BEVERAGE FOR RESALE	220	43800	2590		001	\$417.56	\$575.44
		220	43800	2591		001	\$26.12	
		220	43800	2591		003	\$131.76	
SIMPLEXGRINNELL LP	FIRE AND SUPPRESSION TEST & INSPECT	220	43800	3810		001	\$1,545.68	\$1,545.68
SIMPLEXGRINNELL LP	ALARM MONITORING	220	43800	3810		001	\$564.64	\$564.64
SUPPLYWORKS	SIDE PANEL PLATFORM	220	43800	2240		001	\$714.93	\$714.93
SUPPLYWORKS	UPRIGHT VACUUM	220	43800	2400			\$342.30	\$342.30
SUPPLYWORKS	CLOROX/LOOP MOP	220	43800	2110			\$47.64	\$47.64
SUPPLYWORKS	PAPER TOWELS/CLEANSER/MOP/TILE CLEANER	220	43800	2110			\$1,985.71	\$1,985.71
SUPPLYWORKS	BATH TISSUE/CAN LINER/SOAP	220	43800	2110			\$424.12	\$424.12
SUPPLYWORKS	LOOP MOP	220	43800	2110			\$107.64	\$107.64
SUPPLYWORKS	SQUEEGEE	220	43800	3890			\$93.00	\$93.00
SUPPLYWORKS	DRAIN HOSE KIT	220	43800	3890			\$72.50	\$72.50
SUPPLYWORKS	PLASTIC CLAMP	220	43800	3890			\$37.20	\$37.20
SUPPLYWORKS	LABOR/SHOP FEE	220	43800	3890			\$33.00	\$33.00
SUPPLYWORKS	VACUUM MICRO FILTER	220	43800	2400			\$9.07	\$9.07
SWALLEN, JOHN	SPRING MINI KICKERS CLASSES	225	43510	3190		012	\$1,498.00	\$1,498.00
TREASURY, DEPARTMENT OF	FEDERAL WITHHOLDING TAX: 05-15-15	101	21710				\$22,583.50	\$58,043.62
		101	21730				\$28,738.80	
		101	21735				\$6,721.32	
UNITED WAY - GREATER TWIN CITI	EMPLOYEE CONTRIBUTIONS: 05-15-15	101	20420				\$78.00	
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$999.37	\$999.37
WATSON COMPANY	COFFEE SERVICE SUPPLIES	220	43800	2591		003	\$55.71	\$55.71
XCEL ENERGY	MAINTENANCE CENTER: ELECTRIC/GAS	701	46500	3610			\$1,671.45	
		701	46500	2140			\$341.31	
XCEL ENERGY	TRAFFIC SIGNAL SHARED W/NORTH OAKS:ELECT	101	42200	3610			\$43.17	
XCEL ENERGY	LIFT STATIONS: ELECTRIC	603	45850	4890		003	\$107.92	\$107.92
XCEL ENERGY	SURFACE WATER: ELECTRIC	603	45900	3610			\$99.99	\$99.99
XCEL ENERGY	SIRENS: ELECTRIC	101	41500	3610			\$60.24	\$60.24
XCEL ENERGY	BOOSTER STATION: ELECTRIC	601	45050	3610			\$188.11	\$188.11
XCEL ENERGY	STREET LIGHTS: ELECTRIC	604	42600	3610			\$13,169.40	\$13,169.40
YALE MECHANICAL INC	BOILER CONTROL BOARD REPAIR	220	43800	3810		007	\$1,578.82	\$1,578.82
YALE MECHANICAL INC	POOL BOILER REPAIR	220	43800	3810		007	\$293.75	\$293.75

Total of all invoices: \$145,639.12

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COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
3M	SIGN SUPPLIES	101	42200	2180		003	\$435.00	\$435.00
AID ELECTRIC CORPORATION	METER ELECTRIC WELLS 5 AND 6	601	45050	3190		003	\$565.30	\$565.30
AIM ELECTRONICS, INC	REPAIR SCOREBOARD AT RICE CREEK FIELDS	101	43710	3190			\$815.55	\$815.55
ALLEN, JAMES	SUMMER CONCERTS 06/17/2015 BACKYARD BAND	225	43590	3173		002	\$800.00	\$800.00
ALLIANCE BENEFIT GROUP INC	MONTHLY SERVICE FEE	101	40210	3190		003	\$15.00	\$15.00
AMERICAN ENGINEERING TESTING,	PARK LOT IMPR. CP15-08 SOIL BORINGS	424	47000	5910			\$2,106.68	\$2,106.68
ANDERSON, JANA	SUMMER CONCERT 08/19/2015 JANA ANDERSON	225	43590	3173		002	\$1,000.00	\$1,000.00
ASPEN EQUIPMENT CO	PANEL WINDOW FOR AIR COMPRESSOR #1	701	46500	2220		002	\$26.22	\$26.22
AUTOMATIC SYSTEMS CO, INC	BOOSTER 1 AND WELL 5	601	45050	3190		003	\$382.15	\$382.15
BEISSWENGERS HARDWARE	TOOL BOX AND TOOLS FOR PLAYGROUND REPAIR	101	43710	2400			\$68.87	\$68.87
BEISSWENGERS HARDWARE	IRRIGATION REPAIR SUPPLIES	101	43710	2240			\$13.61	\$13.61
BEISSWENGERS HARDWARE	MIXER FOR HERBICIDE USE	101	43710	2400			\$9.79	\$9.79
BEISSWENGERS HARDWARE	CABLE FOR LANDPRIDE MOWER	701	46500	2220		002	\$3.80	\$3.80
BOLTON & MENK, INC	LIFT STA.-DALE & 96 CP14-07 ENG SERV.	473	47000	5910			\$511.33	\$511.33
BRAKE & EQUIPMENT WAREHOUSE	BRAKE PADS UNIT 311	701	46500	2220		001	\$46.27	\$46.27
BROCK WHITE CO LLC	EROSION CONTROL SNAIL LAKE BEACH REST.	603	45850	2180		001	\$335.79	\$335.79
BROCK WHITE CO LLC	REBAR FOR MAKING SOCCER GOAL ANCHORS	101	43710	2240			\$27.10	\$27.10
C & E HARDWARE	LAG BOLTS FOR STREET SIGNS	101	42200	2180		003	\$6.11	\$6.11
C & E HARDWARE	SHOP SUPPLIES	701	46500	2180		001	\$22.99	\$22.99
CDC DISTRIBUTING	RUBBER GLOVES FOR MANHOLE REPAIR	603	45850	2180		001	\$55.02	\$55.02
CDW GOVERNMENT, INC	MONITOR DISPLAY FOR FITNESS CENTER	422	40550	5800		020	\$841.72	\$841.72
CDW GOVERNMENT, INC	PC MONITOR FOR TOM W	422	40550	5800		011	\$243.23	\$243.23
CDW GOVERNMENT, INC	PC MONITORS FOR MARK M	422	40550	5800		011	\$453.04	\$453.04
CHESS	APRIL MTCE PLAN	101	40210	3190		007	\$625.00	\$625.00
CJ INC	FLOOR ANCHORS/SHOP	701	46500	3196		001	\$1,686.50	\$1,686.50
COLLINS, STEVE	REIMBURSEMENT FOR BLVD TREE	101	43900	2180		001	\$119.13	\$119.13
COMPASS MINERALS AMERICA INC	SALT FOR ICE CONTROL	101	42200	2181		001	\$3,023.59	\$3,023.59
COMPASS MINERALS AMERICA INC	SALT FOR ICE CONTROL	101	42200	2181		001	\$4,247.35	\$4,247.35
CORPORATE CONNECTION	UNIFORM SHIRTS FOR SUPERVISORS	101	42200	3970		002	\$63.69	\$254.77
		601	45050	3970		002	\$63.69	
		602	45550	3970		002	\$63.69	
		603	45850	3970		002	\$31.85	
		701	46500	3970		002	\$31.85	
DAVE'S SPORT SHOP	HOME PLATES FOR BALLFIELDS	101	43710	2240			\$132.00	\$132.00
DAVIS LOCK & SAFE	PADLOCKS FOR CONTROL BOXES AT SIRENS	101	41500	3890			\$104.16	
DAYSRING PRODUCTIONS INC	COUNCIL CHAMBERS TOUCHPADS	230	40900	3890			\$415.00	\$415.00
DONNA, JAMES	SUMMER CONCERT 08/12/2015 CASTAWAYS	225	43590	3173		002	\$800.00	\$800.00
DONNELLY, PAUL	SUMMER CONCERT 08/05/2015 SOUND EXCHANGE	225	43590	3173		002	\$1,350.00	\$1,350.00
E.H.RENNER, INC	2ND HALF OF BILL WELL 6 REHAB	601	45050	3190		003	\$4,502.00	\$4,502.00
ESCH CONSTRUCTION SUPPLY INC	MISC CABLES FOR WALK BEHIND SAW	701	46500	2220		002	\$17.75	\$17.75
ESS BROTHERS & SONS INC.	MANHOLE REHAB AREA 49 AND 50	602	45550	3190		002	\$15,455.00	\$15,455.00
FACTORY MOTOR PARTS COMPANY	BATTERIES FOR SPEED TRAILERS	701	46500	2220		002	\$597.52	\$597.52
FACTORY MOTOR PARTS COMPANY	BATTERY FOR LOADER	701	46500	2220		002	\$134.03	\$134.03
FORTY SHADES OF GREEN LLC	SUMMER CONCERT 07/08/2015 40 SHADES OF G	225	43590	3173		002	\$450.00	\$450.00
GOPHER STATE ONE-CALL	GOPHER ONE LOCATE CHARGE	601	45050	3190		001	\$197.64	\$790.55
		602	45550	3190		001	\$197.64	
		603	45850	3190		001	\$197.64	
		604	42600	3190			\$197.63	
GRAINGER, INC.	IRRIGATION REPAIR TOOLS	101	43710	2400			\$248.37	
GRAINGER, INC.	HAND SOAP	701	46500	2183		001	\$223.32	\$223.32
GRAINGER, INC.	HAND SOAP	701	46500	2183		001	\$74.44	\$74.44

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
GREYSTONE CONSTRUCTION COMPANY	INSPECTION AND REPAIRS ON SALT SHED	701	46500	3196		001	\$400.00	\$400.00
HIGH POINT NETWORKS, LLC	NETWORK CABLES	101	40550	2010		001	\$435.00	\$435.00
HILLCREST ANIMAL HOSPITAL	ANIMAL CONTROL - APRIL	101	41100	3190		003	\$227.66	\$227.66
HUGO EQUIPMENT COMPANY	MISC SUPPLIES FOR SHOP	701	46500	2180		001	\$159.16	\$159.16
INSTRUMENTAL RESEARCH INC	MONTHLY SAMPLES AND CONSTRUCTION	601	45050	3190		004	\$168.00	\$168.00
J.J. KELLER & ASSOCIATES, INC.	TRUCK LOG BOOKS	701	46500	2180		001	\$322.98	\$322.98
JEDDELOH, JOE	SUMMER CONCERT 07/15/2015 THE JIM TONES	225	43590	3173		002	\$300.00	\$300.00
KALK, JAY	SUMMER CONCERT 07/29/2015 CHURCH OF CASH	225	43590	3173		002	\$1,000.00	\$1,000.00
KEEFE, JOHN	SUMMER CONCERT 07/01/2015 SOULMATES	225	43590	3173		002	\$650.00	\$650.00
KENNEDY & GRAVEN, CHARTERED	FRANCHISE RENEWAL THRU 3/31/15	230	40900	3190			\$988.95	\$988.95
L T G POWER EQUIPMENT	HOSE & CLAMP BEARCAT DEBRIS BLOWER	701	46500	2220		002	\$356.66	\$356.66
LEAGUE OF MINNESOTA CITIES	2015 DIRECTORY OF MN CITY OFFICIALS	101	40200	4350		001	\$52.70	\$52.70
LILLIE SUBURBAN NEWSPAPERS INC	LEGAL NOTICES	577	47000	5950			\$46.00	\$186.00
		454	47000	5950			\$92.00	
		101	40200	3360		001	\$48.00	
LYNDA.COM INC	ONLINE TRAINING COURSES	101	40550	4500		005	\$1,674.95	
MANSFIELD OIL COMPANY	UNLEADED FUEL	701	46500	2120		001	\$2,679.91	\$2,679.91
MANSFIELD OIL COMPANY	UNLEADED FUEL	701	46500	2120		001	\$1,962.21	\$1,962.21
MANSFIELD OIL COMPANY	ON ROAD AND OFF ROAD DIESEL FUEL	701	46500	2120		002	\$4,296.17	\$4,296.17
MCFOA	DUES - 7/1/15 - 6/30/16	101	40200	4330		006	\$35.00	\$35.00
MCGRAW, TIMOTHY	SUMMER CONCERT 06/24/2015 TIM PATRICK	225	43590	3173		002	\$600.00	\$600.00
MENARDS CASHWAY LUMBER **FRIDL	TRASH CAN, AXE, TARP FOR BLACK DIRT	101	43710	2240			\$126.87	\$126.87
MIDWEST LOCK & SAFE INC	DOOR CLOSERS FOR RESTROMS CC & CITY HALL	220	43800	3810		001	\$1,005.55	\$2,011.09
		220	43800	3810		003	\$1,005.54	
NEWMAN SIGNS	SIGN SUPPLIES	101	42200	2180		003	\$30.05	\$30.05
NEWMAN SIGNS	SIGN SUPPLIES	101	42200	2180		003	\$82.11	\$82.11
NORTHERN ELECTRICAL CONTRACTOR	HWY 96 LIGHT REPAIRS	101	43710	3190			\$1,202.37	\$1,202.37
NORTHERN ELECTRICAL CONTRACTOR	REPAIRS TO RICE CREEK FIELDS CONCESSION	101	43710	3190			\$125.00	\$125.00
NORTHERN ELECTRICAL CONTRACTOR	ADD OUTLET AT RICE CREEK FIELDS	101	43710	3190			\$387.90	\$387.90
OFFICE DEPOT	GENERAL OFFICE SUPPLIES	101	40210	2180			\$29.77	\$95.35
		101	40200	2010		002	\$35.59	
		101	40500	2010		008	\$29.99	
OFFICE DEPOT	BUDGET SUPPLIES	101	40500	2010		008	\$51.00	
ON SITE SANITATION INC	TOILET RENTAL BUCHER PARK	101	43710	3950			\$380.00	\$380.00
ON SITE SANITATION INC	TOILET RENTAL COMMONS PARK	101	43710	3950			\$380.00	\$380.00
ON SITE SANITATION INC	TOILET RENTAL FOR LAKE JUDY PARK	101	43710	3950			\$160.00	\$160.00
ON SITE SANITATION INC	TOILET RENTAL FOR MCCULLOUGH PARK	101	43710	3950			\$250.00	\$250.00
ON SITE SANITATION INC	TOILET RENTAL FOR RICE CREEK FIELDS	101	43710	3950			\$75.00	\$75.00
ON SITE SANITATION INC	TOILET RENTAL FOR SHAMROCK PARK	101	43710	3950			\$505.00	\$505.00
ON SITE SANITATION INC	TOILET RENTAL FOR SITZER PARK	101	43710	3950			\$380.00	\$380.00
ON SITE SANITATION INC	TOILET RENTAL FOR BOBBY THEISEN PARK	101	43710	3950			\$160.00	\$160.00
ON SITE SANITATION INC	TOILET RENTAL FOR WILSON PARK	101	43710	3950			\$380.00	\$380.00
ON SITE SANITATION INC	TOILET RENTAL FOR SNAIL LAKE SCHOOL	101	43710	3950			\$75.00	\$75.00
PRO-TEC DESIGN	UPGRADE REMAINING SURVEILLNACE CAMERAS	422	40550	5800		014	\$12,650.62	\$12,650.62
PRO-TEC DESIGN	VEHICLE GATE ACCESS TAGS	701	46500	2220		001	\$473.93	\$473.93
PROPET DISTRIBUTORS, INC	DOGI POT PICK UP BAGS	101	43710	2240			\$172.90	\$172.90
RAMSEY CONSERVATION DISTRICT	EROSION AND SED. INSPECTION	603	45850	3190			\$783.23	\$783.23
RAMSEY COUNTY	LAW ENFORCEMENT - MAY 2015	101	41100	3190		001	\$168,576.78	\$168,576.78
RAMSEY COUNTY PROPERTY RECORDS	EMERGENCY COMMUNICATION RADIO USER FEE	701	46500	4330			\$146.64	
REHBEIN'S BLACK DIRT	BLACK DIRT FOR PARKS	101	43710	2260			\$138.00	\$138.00
SAFE-FAST INC	3 WAY RETRIVEAL AND HARNESSSES	701	46500	5800			\$2,366.39	\$2,366.39

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
SCHINDLER ELEVATOR CORPORATION	QUARTERLY ELEVATOR MONITORING/INSPECTION	701	46500	3196		002		\$426.78	\$426.78
SPANGLER, SPANGLER	SUMMER CONCERT 07/08/2015 RINCE NA CHROI	225	43590	3173		002		\$125.00	\$125.00
ST PAUL PIONEER PRESS	FT CUSTODIAN JOB AD	101	40210	3360		002		\$1,330.00	\$1,330.00
ST. CROIX RECREATION	DRINKING FOUNTAIN REPAIR PARTS	101	43710	2240				\$453.00	\$453.00
ST. CROIX RECREATION	DRINKING FOUNTAIN REPAIR PARTS	101	43710	2240				\$131.00	\$131.00
ST. PAUL, CITY OF	RADIO MAINTENANCE SERVICE	701	46500	3190		002		\$128.11	\$128.11
STAR TRIBUNE	GIS COORDNIATOR	101	40210	3360		002		\$876.80	\$876.80
STAR TRIBUNE	SUBSCRIPTION - 5/22-8/21	101	40200	4330		009		\$42.25	\$42.25
T.A. SCHIFSKY & SONS, INCORPOR	PATCHING ASPHALT	101	42200	2180		002		\$1,564.41	\$1,564.41
TESSMAN SEED CO	GRASS SEED FOR PARKS	101	43710	2260				\$1,480.00	\$1,480.00
TESSMAN SEED CO	WEED CONTROL CHEMICALS	101	43710	2260				\$1,237.66	\$1,237.66
TRANSPORTATION SUPPLIES INC	TOOLS	701	46500	2400		006		\$130.31	\$130.31
TRI STATE BOBCAT, INC.	TOOL CAT MOWER ATTACH PARTS	701	46500	2220		002		\$204.85	\$204.85
TRI STATE BOBCAT, INC.	NEW TRACKS FOR CAT 287B	701	46500	2220		002		\$3,600.00	\$3,600.00
TRI STATE BOBCAT, INC.	COOLANT CAP FOR TOOLCAT	701	46500	2220		002		\$9.36	\$9.36
TRI STATE BOBCAT, INC.	MOWER BLADE FOR TOOLCAT ATTACHMENT	701	46500	2220		002		\$322.61	\$322.61
TRUCK UTILITIES INC.	TRUCK BODY/BOX FOR NEW UNIT 603	701	46500	5800				\$22,233.00	\$22,233.00
TRUCK UTILITIES INC.	SET UP PARTS NEW UNIT 603	701	46500	2220		001		\$1,957.02	\$1,957.02
TRUCK UTILITIES INC.	REAR HEATER UNIT 607	701	46500	2220		001		\$374.14	\$374.14
UNIFIRST CORPORATION	UNIFORM RENTAL	101	42200	3970		001		\$38.23	\$153.15
		601	45050	3970		001		\$38.23	
		602	45550	3970		001		\$38.23	
		603	45850	3970		001		\$19.23	
		701	46500	3970		001		\$19.23	
UNIFIRST CORPORATION	UNIFORM RENTAL CC	220	43800	3970				\$78.85	\$78.85
UNIFIRST CORPORATION	UNIFORM RENTAL PARKS	101	43710	3970				\$61.00	\$61.00
UNIFIRST CORPORATION	UNIFORM RENTAL/PARK MAINTENANCE	101	43710	3970				\$61.00	\$61.00
UNIFIRST CORPORATION	UNIFORM RENTAL COMMUNITY CENTER	220	43800	3970				\$159.01	\$159.01
VAN PAPER COMPANY	TRASH BAGS FOR PARKS	101	43710	2110				\$147.36	
VAN PAPER COMPANY	CRACK FILL TOILET TISSUE	101	42200	2180		001		\$373.36	\$373.36
WAUSAU TILE INC	REPLACEMENT TRASH CAN LIDS	101	43710	2240				\$968.48	\$968.48
YALE MECHANICAL INC	REPAIR BROKEN WATER PIPE AT SITZER PARK	101	43710	3190				\$444.74	\$444.74
ZIEGLER, INCORPORATED	BOLT/NUT/SPACER FOR CAT 287B	701	46500	2220		002		\$48.80	\$48.80
ZIEGLER, INCORPORATED	WHEEL BOGGIES FOR CAT 287B	701	46500	2220		002		\$7,117.36	\$7,117.36
ZIEGLER, INCORPORATED	MISC PART CAT 287B	701	46500	2220		002		\$88.32	\$88.32
ZIEGLER, INCORPORATED	OIL LEAK REPAIR CAT 924H LOADER	701	46500	3190		002		\$379.24	\$379.24

Total of all invoices: \$299,402.60

# Purchase Voucher

City of Shoreview  
 4600 Victoria Street North  
 Shoreview MN 55126

Voucher Number	48,722
Vendor number	00416 1 <span style="float: right;">2015</span>
Vendor name	METROPOLITAN COUNCIL
Address	PO BOX 856513 MINNEAPOLIS MN 55485-6513

Date	Comment line on check	Invoice number	Amount
05-04-15	SEWER SERVICE-JUNE 2015	1044243	\$141,751.67

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

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

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

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

Cooperative purchasing venture consideration requirement does not apply.

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

Account Coding	Amount
602 45550 3670	\$141,751.67

Is sales <u>tax</u> included on invoice?	<u>Not Taxable</u>
If no, amount subject to sales use tax	

Reviewed by: Debbie Engblom 5/4/15  
 (signature required) Debbie Engblom

Approved by: Terry Schwerm  
 (signature required) Terry Schwerm

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

Quote 1	
Quote 2	
Explanation if no quote received	

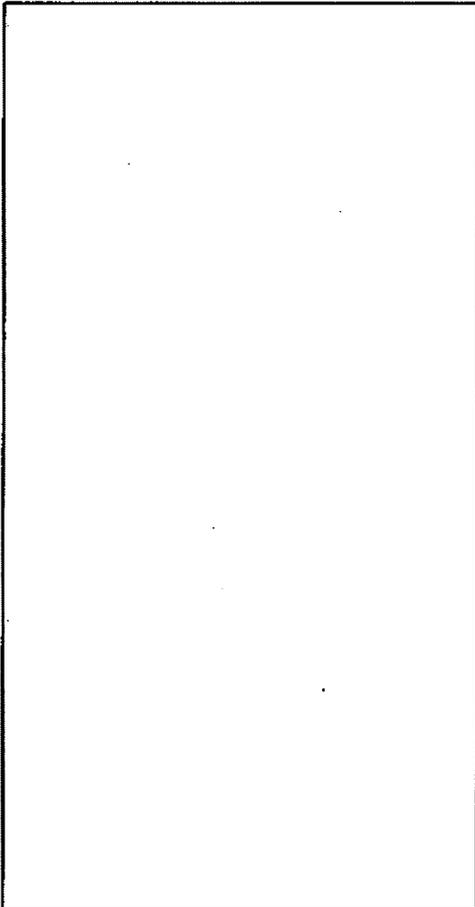
# Purchase Voucher

City of Shoreview  
 4600 Victoria Street North  
 Shoreview MN 55126

Voucher Number	48,827
Vendor number	00373 3 <span style="float: right;">2015 <i>PL</i></span>
Vendor name	LEAGUE OF MN CITIES INS TRUST
Address	C/O BERKLEY RISK ADMINISTRATORS LLC PO BOX 581517 MINNEAPOLIS MN 55458-1517

Date	Comment line on check	Invoice number	Amount
05-03-15	PROPERTY/LIABILITY INS-3RD INSTALLMENT	49719	\$32,632.75

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



Return to:	
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Account Coding	Amount
101 40500 3410	\$11,570.51
101 40800 3410	\$382.50
101 41200 3410	\$270.50
101 41500 3410	\$212.00
101 43450 3410	\$266.25
101 43710 3410	\$4,983.25
210 42750 3410	\$103.55
220 43800 3410	\$2,310.64
225 43400 3410	\$289.65
230 40900 3410	\$35.36

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

Reviewed by: *D. Maloney*  
 (signature required) Deborah Maloney

Approved by: *Terry Schwern*  
 (signature required) Terry Schwern

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	48,766		
Vendor number	01901 1	2015	
Vendor name	REPUBLIC SERVICES INC #899		
Address	PO BOX 9001154 LOUISVILLE, KY 40290-1154		

Date	Comment line on check	Invoice number	Amount
04-25-15	APRIL RECYCLING SERVICES	0899-002656682	\$31,539.18

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

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

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

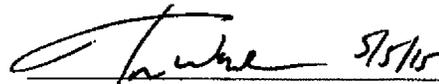
Purchase was made through another source. The state's cooperative purchasing venture was considered.

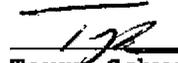
Cooperative purchasing venture consideration requirement does not apply.

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

Account Coding	Amount
210 42750 3190	\$31,539.18

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

Reviewed by:  5/15/15  
 (signature required) Tom Wesolowski

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	48,853
Vendor number	01337 2 . 2015
Vendor name	RAMSEY COUNTY
Address	90 PLATO BLVD W. PO BOX 64097 ST. PAUL MN 55164-0097

Date	Comment line on check	Invoice number	Amount
05-01-15	LAW ENFORCEMENT - MAY 2015	SHRFL-001401	\$168,576.78

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

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

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

Cooperative purchasing venture consideration requirement does not apply.

Account Coding	Amount
101 41100 3190 001	\$168,576.78

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

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

Quote 1	
Quote 2	
Explanation if no quote received	

**LICENSE APPLICATIONS**

Moved by Councilmember

\_\_\_\_\_

Seconded by Councilmember

\_\_\_\_\_

To approve the License Applications as listed on the attached report dated May 18, 2015.

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

May 18, 2015  
Regular Council Meeting

**CITY OF SHOREVIEW - LICENSE APPLICATIONS**  
**May 18, 2015**

<b>LICENSE #</b>	<b>BUSINESS NAME</b>	<b>TYPE</b>
2015-00042	4 Season Tree Care Inc	Tree Trimmer

The above licenses are recommended for approval:



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



TO: MAYOR, CITY COUNCIL, CITY MANAGER  
FROM: THOMAS L. HAMMITT  
SENIOR ENGINEERING TECHNICIAN  
DATE: MAY 12, 2015  
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.

3300 Owasso Heights Rd	Erosion Control completed
5277 Hodgson Road	Erosion, Grading, landscape 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:

3300 Owasso Heights Rd	Winco Landscape	\$ 500.00
5277 Hodgson Road	Imperial Homes	\$6,750.00

**\*PROPOSED\***

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

**HELD MAY 18, 2015**

\* \* \* \* \*

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 May 18, 2015 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. 15-30**

**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:

3300 Owasso Heights Rd	Winco Landscape	\$ 500.00
5277 Hodgson Road	Imperial Homes	\$6,750.00

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

and the following voted against the same:

WHEREUPON, said resolution was declared duly passed and adopted this 18<sup>th</sup> day of May, 2015.



PROPOSED MOTION

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

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

to adopt Resolution No. 15-35 authorizing the advertisement for bids for the 2015 Seal Coating Program, City Project 15-05, and authorize the taking of bids on June 11, 2015, 10:00 a.m., at the Shoreview City Hall.

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

JOHNSON	_____	_____
QUIGLEY	_____	_____
SPRINGHORN	_____	_____
WICKSTROM	_____	_____
MARTIN	_____	_____

REGULAR COUNCIL MEETING  
MAY 18, 2015

#15-05  
t:/projects/sealcoat/2015/council/authbid15

TO: MAYOR, CITY COUNCIL, CITY MANAGER

FROM: THOMAS L. HAMMITT  
SENIOR ENGINEERING TECHNICIAN

DATE: MAY 12, 2015

SUBJECT: 2015 SEAL COATING PROGRAM  
CITY PROJECT 15-05  
AUTHORIZE ADVERTISEMENT FOR BIDS

### INTRODUCTION

Annually the Public Works Department requests bids for seal coating City streets. This year's project is Zone 3, which includes various streets in the Northwest portion of Shoreview. Council authorization is necessary to advertise for bids.

### BACKGROUND

The Public Works Department utilizes various resources for street maintenance work each year. The Street Maintenance Division does our own crack sealing, patching and crosswalk painting. We generally contract with vendors for the road striping and request bids for street seal coating. Seal coating is a maintenance strategy that extends the life of asphalt streets. The City seal coats every street on a regular cycle. The City is divided into seven zones. A map of the seal coating zone is attached for reference. This year's street seal coating project is in Zone 3.

### PROJECT COST

For 2015, the Capital Improvement Program allocates \$296,500 for seal coating. An additional \$21,000 is allocated for the crack-sealing program. The touch-up crack sealing and patching is typically completed in late May and June. At this time, based on information received from other City's bids, Shoreview should expect item costs to be about the same last years.

### RECOMMENDATION

It is recommended that the City Council authorize the advertisement for bids for the 2015 seal coating program and that bids be opened on Thursday June 11, 2015 at 10:00 a.m.

#15-05

t:/projects/sealcoat/2015/council/authbid15

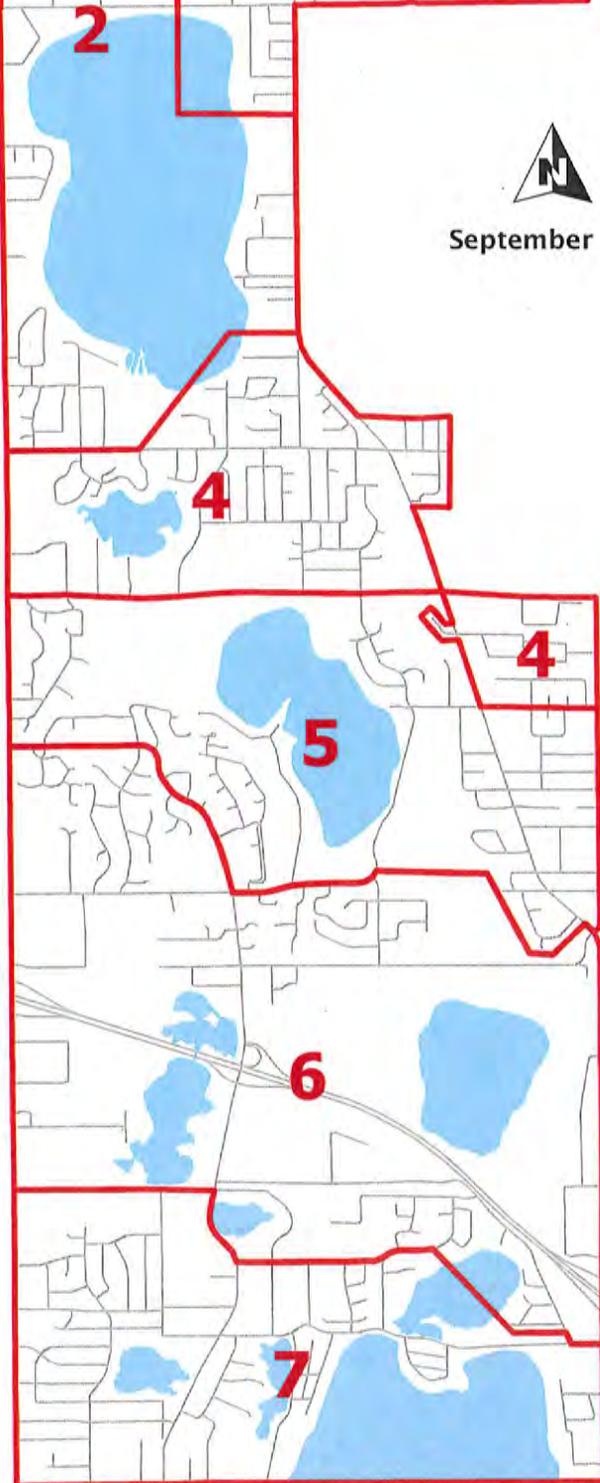


2015 STREET SEAL COAT  
PROJECT 15-05  
ZONE 3

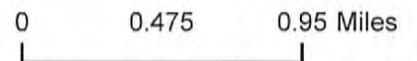


September 2011

## SEAL COAT ZONES



City of Shoreview Public Works Department



**\* PROPOSED \***

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

**HELD MAY 18, 2015**

\* \* \* \* \*

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 May 18, 2015, 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. 15-35**

**RESOLUTION AUTHORIZING THE ADVERTISEMENT OF BIDS  
2015 SEAL COATING PROGRAM  
CITY PROJECT 15-05**

WHEREAS, the Public Works Department has prepared plans and specifications for the 2015 Street Seal Coating Project 15-05 and such plans should be advertised in the legal and trade publications.

NOW, THEREFORE, be it resolved by the City Council of Shoreview, Minnesota, that:

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 plans and specifications. The advertisement shall be published indicating the date of 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 June 11, 2015, 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.



PROPOSED MOTION

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

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

to approve the 2015 street sweeping agreement for the private street with:

- LEXINGTON TOWNHOME ASSOCIATION - HILL COURT

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

JOHNSON	_____	_____
QUIGLEY	_____	_____
SPRINGHORN	_____	_____
WICKSTROM	_____	_____
MARTIN	_____	_____

REGULAR COUNCIL MEETING  
MAY 18, 2015

TO: MAYOR, CITY COUNCIL, CITY MANAGER  
FROM: MARK MALONEY  
PUBLIC WORKS DIRECTOR  
DATE: MAY 12, 2015  
SUBJ: 2015 PRIVATE STREET SWEEPING AGREEMENT

### INTRODUCTION

The City maintains agreements with a number of townhouse associations for the provision of street sweeping services. The Council approved three agreements on March 16<sup>th</sup>. We have received the final written request for this service from the association so noted below. Upon Council approval and agreement execution, the City will continue to sweep this private street.

### BACKGROUND

A copy of a typical Private Street Sweeping Agreement between the City of Shoreview and the Lexington Townhome Association is included for consideration. The agreement allows for the sweeping of a private street with reimbursement based upon an estimate of the labor and materials used. The cost for sweeping is annually adjusted to reflect changes in labor and equipment costs. The agreements reflect an increase in cost to the Association of approximately 3% when compared to 2014. The following association has returned a signed agreement, and await Council action:

- LEXINGTON TOWNHOME ASSOCIATION - HILL COURT

### RECOMMENDATION

Staff recommends that Council approve the proposed street sweeping agreement with the Lexington Townhome Association.

MJM/th

t:\Streets/Street maintenance/agreements/privatestreetsweeping/2015agreement-Hill Ct

## 2015 STREET SWEEPING AGREEMENT

### BETWEEN THE CITY OF SHOREVIEW LEXINGTON TOWNHOME ASSOCIATION (HILL COURT)

THIS AGREEMENT, made and entered into this 21<sup>st</sup> day of January, 2015, by and between Lexington Townhome Association, a Minnesota Corporation, in the County Ramsey, State of Minnesota, hereinafter referred to as the "Association," and the City of Shoreview, a Municipal Corporation, in the County of Ramsey, State of Minnesota, hereinafter referred to as the "City."

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

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

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

1. The City agrees to sweep the above-described private street, to the same extent as the City sweeps public streets, as deemed necessary by the Public Works Department of the City.
2. The Association agrees to pay \$170.00 (One Hundred Seventy and No/100 Dollars) per sweeping to have the City sweep Hill Court, as covered in the Agreement.
3. The Association agrees to pay any such charges within thirty (30) days after billing by the City.
4. The Association agrees that the City will not be responsible for any damage to shrubs, landscaping, sod, asphalt driveways, curb and gutter, and mailboxes, which may occur during the sweeping. The Association shall indemnify and save harmless the City and all of its officers, agents, and employees, from any and all losses, damages, expense, including cost and expense and attorney fees of litigation arising from all suits, actions, or claims of any character, name and description, brought for, or on account of any injuries or damages received or sustained by any person or property during the course of street sweeping.

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

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

**LEXINGTON TOWNHOME  
ASSOCIATION (HILL COURT)**

By: Mary J. Oldenkott  
Its: President

**CITY OF SHOREVIEW**

By: \_\_\_\_\_  
Sandra Martin, Mayor

ATTEST: \_\_\_\_\_  
Terry Schwerm, City Manager

PROPOSED MOTION

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

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

To adopt Resolution No. 15-34 approving the maintenance agreement between the City and the Rice Creek Watershed District for stormwater infrastructure associated with the Turtle Lake Neighborhood & Schifsky Road Reconstruction, City Project 15-01 and authorizing the Mayor to sign the agreement.

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

JOHNSON	_____	_____
QUIGLEY	_____	_____
SPRINGHORN	_____	_____
WICKSTROM	_____	_____
MARTIN	_____	_____

REGULAR COUNCIL MEETING

MAY 18, 2015

#15-01

TO: MAYOR, CITY COUNCIL, CITY MANAGER

FROM: TOM WESOLOWSKI  
CITY ENGINEER

DATE: MAY 8, 2015

SUBJ: APPROVAL OF MAINTENANCE AGREEMENT FOR  
STORMWATER INFRASTRUCTURE ASSOCIATED  
WITH TURTLE LANE NEIGHBORHOOD & SCHIFSKY ROAD  
RECONSTRUCTION, CITY PROJECT 15-01

### BACKGROUND

The Turtle Lane Neighborhood and Schifsky Road are located within the Rice Creek Watershed District (RCWD) and they have regulatory authority for stormwater management on the site.

### DISCUSSION

As part of the Turtle Lane Neighborhood and Schifsky Road improvements the following stormwater infrastructure will be installed:

1. Catch basin manholes and underground piping.
2. Underground infiltration chambers.
3. Catch basin filtration inserts.

The City is required to obtain a stormwater permit from the RCWD for the Turtle Lane Neighborhood and Schifsky Road Reconstruction project. As a condition of the permit the City must enter into a maintenance agreement with the RWCD for the stormwater infrastructure that will be installed as part of the project. A copy of the agreement is attached at the end of this report. The maintenance requirements listed in the agreement are consistent with City's existing maintenance strategies. Council approval is required for the City to enter into an agreement with the RCWD

### RECOMMENDATION

It is recommended that the City Council approve the maintenance agreement for the stormwater management facilities that will be installed as part of the Turtle Lane Neighborhood and Schifsky Road Reconstruction, City Project 15-01, and authorize the Mayor to sign the agreement.

TEW/

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

**HELD MAY 18, 2015**

\* \* \* \* \*

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 May 18, 2015, 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. 15-34

APPROVING THE MAINTENANCE AGREEMENT BETWEEN THE CITY AND THE  
RICE CREEK WATERSHED DISTRICT FOR STORMWATER INFRASTRUCTURE  
ASSOCIATED WITH THE TURTLE LANE NEIGHBORHOOD & SCHIFSKY ROAD  
RECONSTRUCTION, CITY PROJECT 15-01

WHEREAS, stormwater infrastructure will be installed as part of the Turtle Lane Neighborhood and Schifsky Road Reconstruction project; and

WHEREAS, the Turtle Lane Neighborhood and Schifsky Road are located within the Rice Creek Watershed District; and

WHEREAS, it is necessary for the City to enter into the maintenance agreement as a condition of the Rice Creek Watershed Permit #15-025.

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

That the Maintenance Agreement between the City and the Rice Creek Watershed for stormwater infrastructure associated with City Project No. 15-025 is hereby approved and authorize the Mayor to sign said agreement.

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 18<sup>th</sup> day of May, 2015.

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 18<sup>th</sup> day of May 2015, with the original thereof on file in my office and the same is a full, true and complete transcript therefrom insofar as the same relates to approving the Maintenance Agreement between the City and the Rice Creek Watershed District for Stormwater Infrastructure with the Turtle Lane Neighborhood and Schifsky Road Reconstruction, City Project 15-01.

WITNESS MY HAND officially as such Manager and the corporate seal of the City of Shoreview, Minnesota, this 19<sup>th</sup> day of May 2015.

\_\_\_\_\_  
Terry Schwerm  
City Manager

SEAL

**MAINTENANCE AGREEMENT**  
**Stormwater Management Facilities**  
**Between the Rice Creek Watershed District and**  
**City of Shoreview**

This Maintenance Agreement (“Agreement”) is made by and between the Rice Creek Watershed District, a watershed district with purposes and powers set forth at Minnesota Statutes Chapters 103B and 103D and a drainage authority pursuant to chapter 103E of the laws of the State of Minnesota, (RCWD), and the City of Shoreview, Minnesota, a municipal corporation of the State of Minnesota, 4600 Victoria Street North, Shoreview, Minnesota 55126 (“Permittee”).

**Recitals and Statement of Purpose**

WHEREAS pursuant to Minnesota Statutes § 103D.345, the RCWD has adopted and implements Rule C, Stormwater Management Plans;

WHEREAS Rule C imposes certain requirements, which the Permittee will meet in this case by constructing and maintaining stormwater management facilities as identified on the site plan incorporated into this Agreement as Exhibit A;

WHEREAS in accordance with Rule C and as a condition of Permit 15-025, the Permittee’s obligation to maintain these stormwater facilities must be memorialized by a recorded maintenance declaration or, alternatively, a maintenance agreement establishing the Permittee’s perpetual maintenance obligation;

WHEREAS the Permittee and the RCWD execute this Agreement to fulfill the condition of Permit 15-025, and concur that it is binding and rests on mutual valuable consideration;

THEREFORE:

1. The Permittee, at its cost, will inspect and maintain the stormwater management facilities delineated and labeled on Exhibit A as follows: Stormwater inlets, piping, sumps, underground infiltration chambers, catch basin inserts. The Permittee will:

- a. Obtain certified as-built survey of the stormwater management facilities.
- b. Inspect sump catch basins and sump manholes annually. Accumulated sediment and debris will be removed so that the each facility continues to operate as designed and erosion or structural problems are corrected.
- c. Inspect conveyances and other structures annually. Maintain as required to ensure preservation of designed hydraulic capacity.
- d. Inspect underground infiltration chambers annually to preserve live storage capacity at or above the design volume. Remove accumulated sediment and debris to ensure that the facilities continue to perform per design.
- e. Inspect "StormBasin" catch basin filtration inserts a minimum twice per year and more often if needed. Remove accumulated debris and sediment from the basin. Remove, clean, and inspect the filter cartridges and replace if required. Dispose of spent cartridges as per state requirements. Average life for filter cartridge is 1 to 2-years.
- d. Inspect pond, inlet pipes, and outlet pipe annually and remove sediment, trash, and debris as needed. Remove accumulated sediment from basin as needed to preserve live storage capacity.

2. If the Permittee conveys into private ownership a fee interest in all or any portion of the public property that is subject to this Agreement, it must require as a condition of sale, and enforce: (a) that the purchaser record a declaration on the property incorporating the stormwater management facility maintenance requirements of this Agreement; and (b) that recordation occur either before any encumbrance is recorded on the property or, if after, only as accompanied by a subordination and consent executed by the encumbrance holder ensuring that the declaration will run with the land in perpetuity. If the Permittee conveys into public ownership a fee interest in all or any portion of the property that is subject to this Agreement, it must require as a condition of the purchase and

sale agreement that the purchaser accept an assignment of all obligations vested under this Agreement.

3. This Agreement is in force for five years from the date on which it is fully executed and will renew automatically for five-year terms unless terminated by the parties. This Agreement may be amended only in a writing signed by the parties.

4. The recitals are incorporated as a part of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement.

**RICE CREEK WATERSHED DISTRICT**

By: \_\_\_\_\_  
RCWD Administrator, Phil Belfiori

Date:

**CITY OF SHOREVIEW**

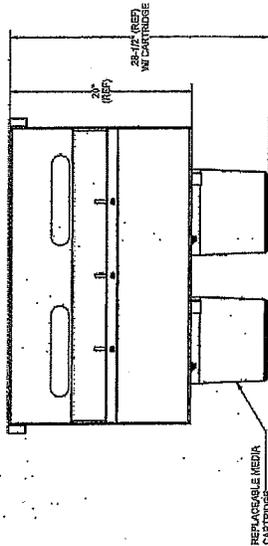
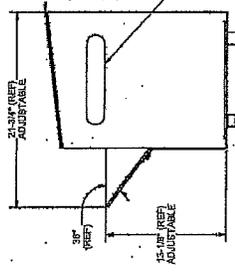
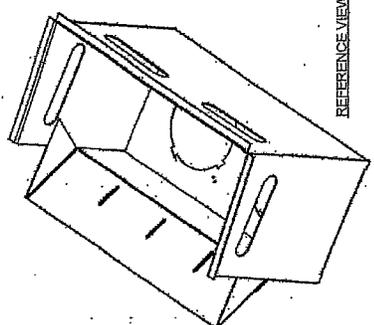
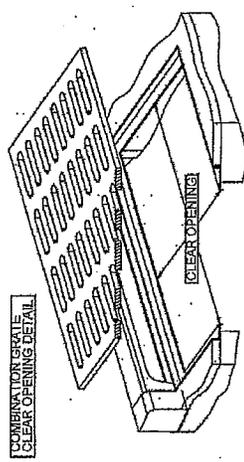
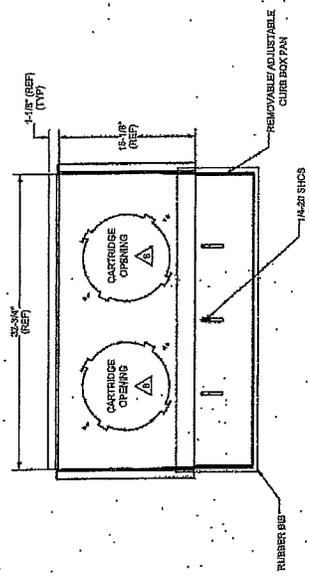
By: \_\_\_\_\_  
Its Mayor, Sandy Martin

Date:

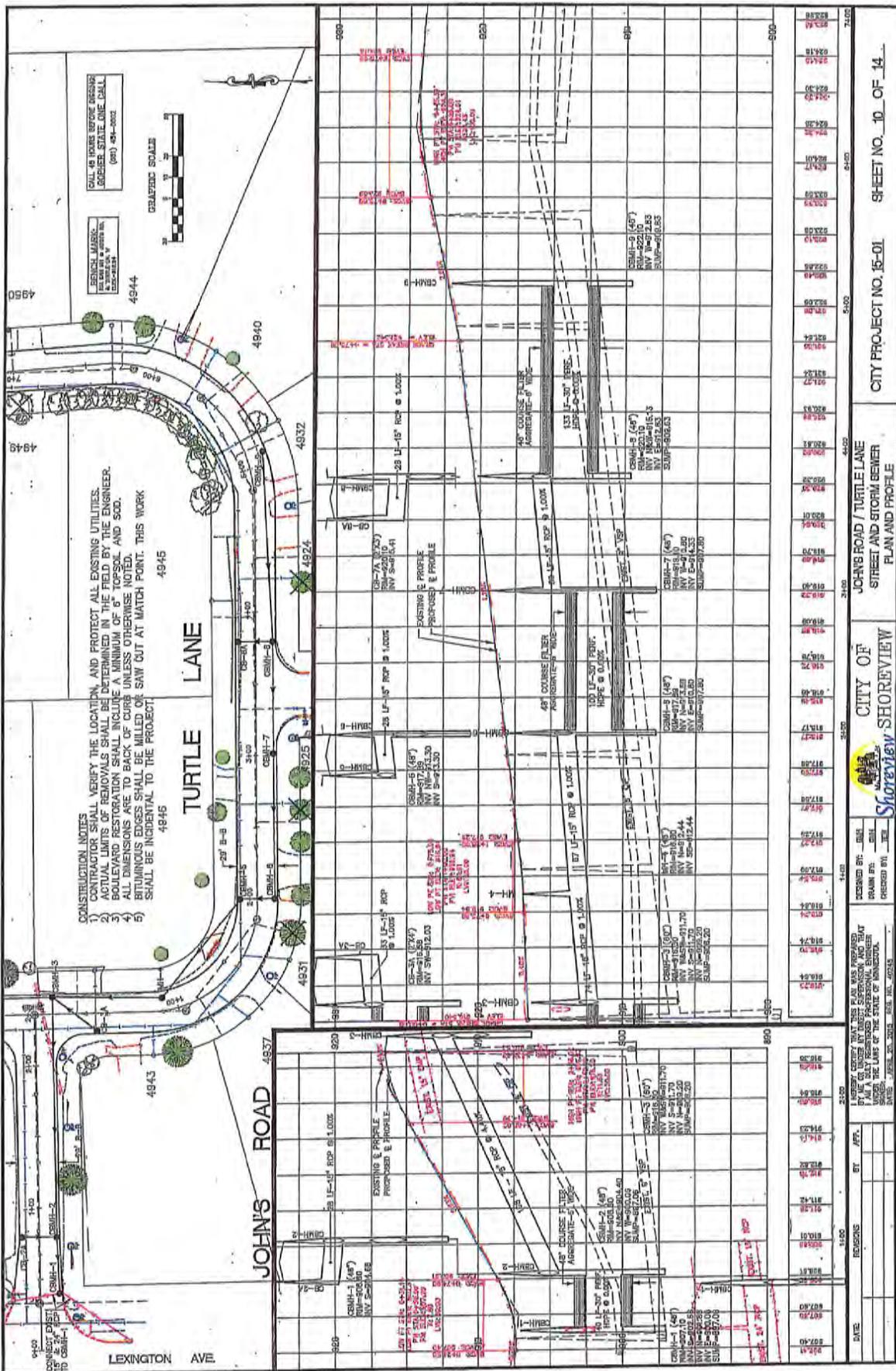
Exhibit A – Plan Sheets 10 – 13  
StormBasin Insert Drawing

**NOTES:**

1. WEIGHT (EMPTY) IS MAX. NO CARTRIDGE.
2. MATERIAL: ALUMINUM ALLOY WELDED SEAMS.
3. PERFORMANCE: CURB ACCESSORIES (TYP):  
 A) BARRIER CURB: 24 CFS  
 B) FILTERED FLOW RATE CLEAN STANDARD CARTRIDGES: 115 GPM (1.28 CFS)  
 C) BYPASS FLOW RATE: 200 GPM (4.3 CFS)
4. REQUIRED CLEAR OPENING DIMS: 28.0" X 15.5"
5. DESIGNED TO FIT NEEMAN R-348 COMBINATION INLET
6. RECOMMENDED MINIMUM VAULT DEPTH: 24" BELOW CARTRIDGE
7. TYPICAL INSTALLATION: REMOVE STORM GRATE AND INSTALL STORMBASIN INSERT SO THAT FLANGES ARE SECURELY RESTING ON THE GRADE SUPPORT LOGS. ATTACH AND SECURE THE RUBBER BRG AS SHOWN. IF THE GRADE SUPPORT LOGS ARE NOT ON THE WALL, TRIM AND ATTACH RUBBER BRG AS NECESSARY. REINSTALL THE STORM GRATE DIRECTLY ON THE STORMBASIN SUPPORT FLANGES.
8. USE ONLY WITH FABCO REPLACEABLE MEDIA CARTRIDGES.



		<b>STORMBASIN FOR NEEMAN R-348</b> COMBINATION INLET WITH CURB BOX	
FABCO PART NO. 101653-1-000	SEE NOTES 101653-1-000	FABCO PART NO. 101653-1-000	SHEET NO. A
THESE DIMENSIONS EXCEPT FOR THE CARTRIDGE DIMENSIONS ARE UNLESS AND UNLESS NOTED OTHERWISE APPLIED TO ALL DIMENSIONS.		FABCO PART NO. 101653-1-000	SHEET NO. A
FABCO PART NO. 101653-1-000	SEE NOTES 101653-1-000	FABCO PART NO. 101653-1-000	SHEET NO. A



**CONSTRUCTION NOTES**

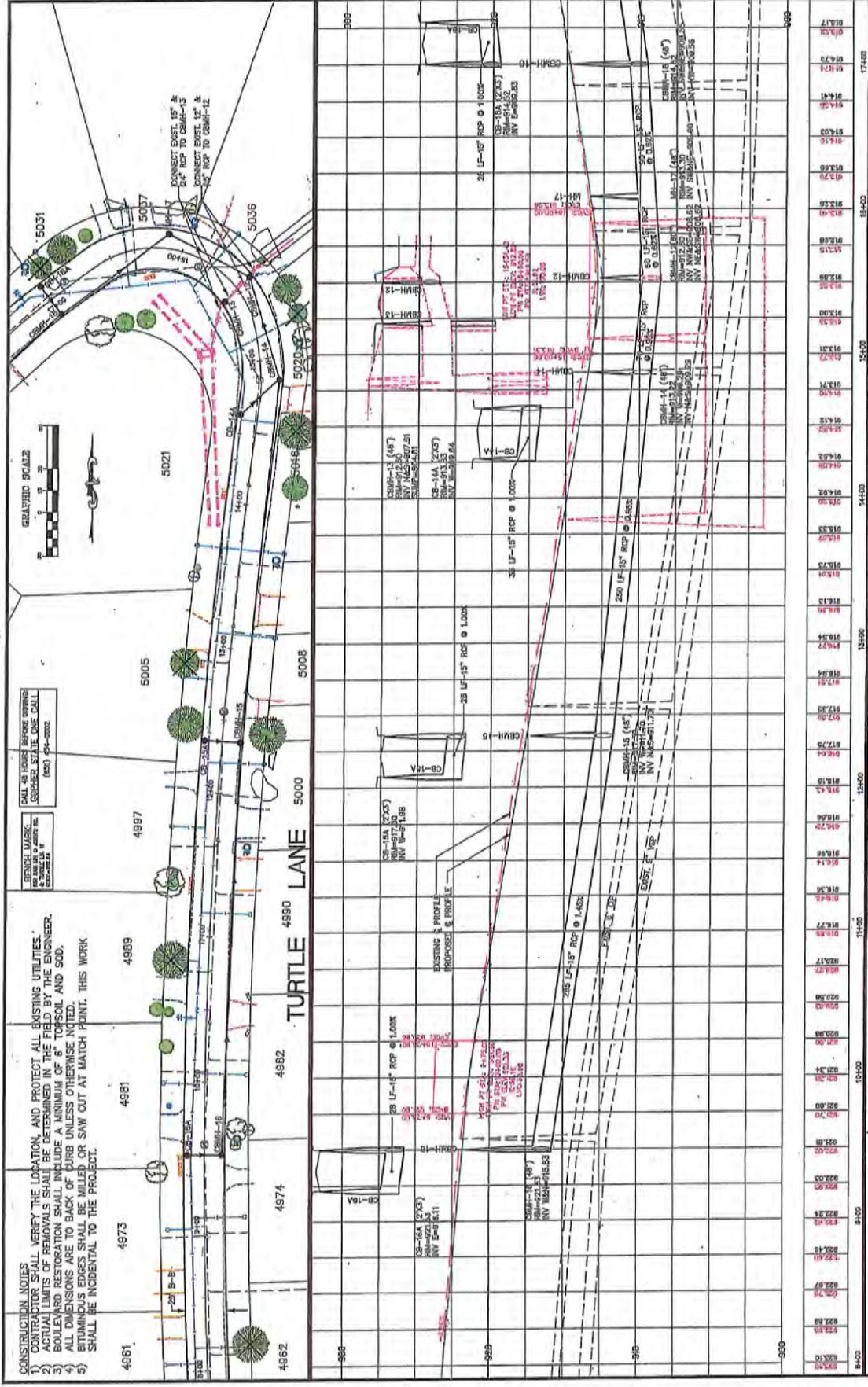
- 1) CONTRACTOR SHALL VERIFY THE LOCATION, AND PROTECT ALL EXISTING UTILITIES.
- 2) ACTUAL LIMITS OF REMOVALS SHALL BE DETERMINED IN THE FIELD BY THE ENGINEER.
- 3) BOULEVARD RESTORATION SHALL INCLUDE A MINIMUM OF 6" TOPSOIL AND 50D.
- 4) ALL DIMENSIONS ARE TO BACK OF CURB UNLESS OTHERWISE NOTED.
- 5) BITUMINOUS EDGES SHALL BE MILLED OR SAW CUT AT MATCH POINT. THIS WORK SHALL BE INCIDENTAL TO THE PROJECT.

DATE	REVISIONS	BY	APP.

STATION	ELEVATION	STATION	ELEVATION
4930	820.00	4940	820.00
4930	821.00	4940	821.00
4930	822.00	4940	822.00
4930	823.00	4940	823.00
4930	824.00	4940	824.00
4930	825.00	4940	825.00
4930	826.00	4940	826.00
4930	827.00	4940	827.00
4930	828.00	4940	828.00
4930	829.00	4940	829.00
4930	830.00	4940	830.00
4930	831.00	4940	831.00
4930	832.00	4940	832.00
4930	833.00	4940	833.00
4930	834.00	4940	834.00
4930	835.00	4940	835.00
4930	836.00	4940	836.00
4930	837.00	4940	837.00
4930	838.00	4940	838.00
4930	839.00	4940	839.00
4930	840.00	4940	840.00
4930	841.00	4940	841.00
4930	842.00	4940	842.00
4930	843.00	4940	843.00
4930	844.00	4940	844.00
4930	845.00	4940	845.00
4930	846.00	4940	846.00
4930	847.00	4940	847.00
4930	848.00	4940	848.00
4930	849.00	4940	849.00
4930	850.00	4940	850.00

DESIGNED BY: [Name]  
 CHECKED BY: [Name]  
 DRAWN BY: [Name]  
 DATE: [Date]



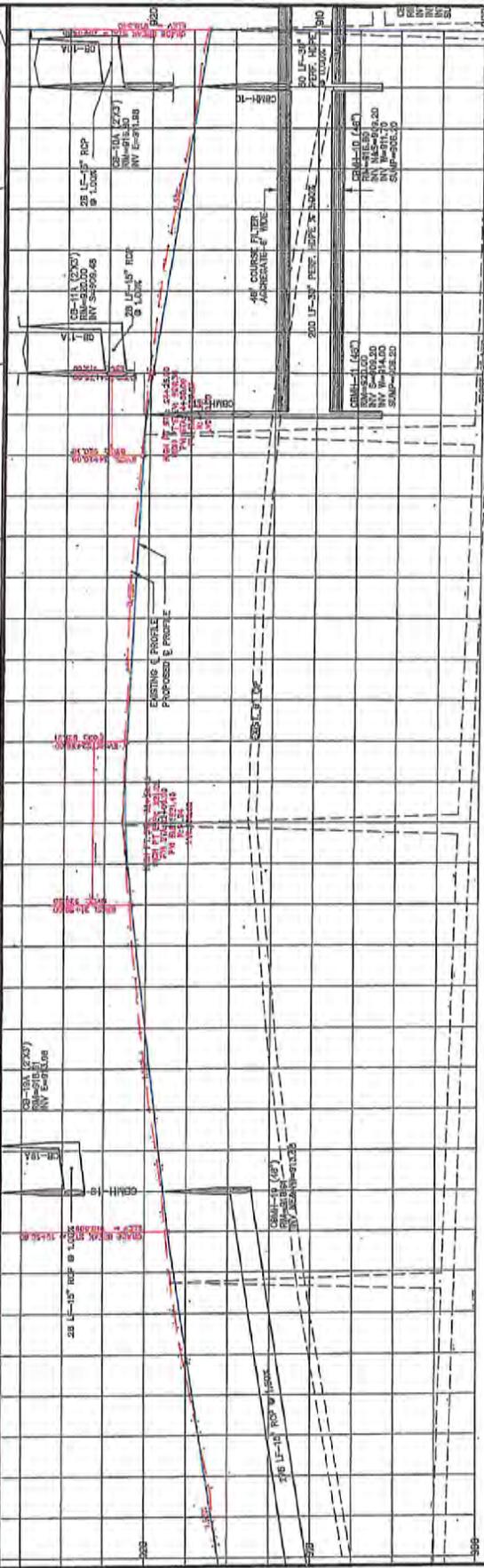
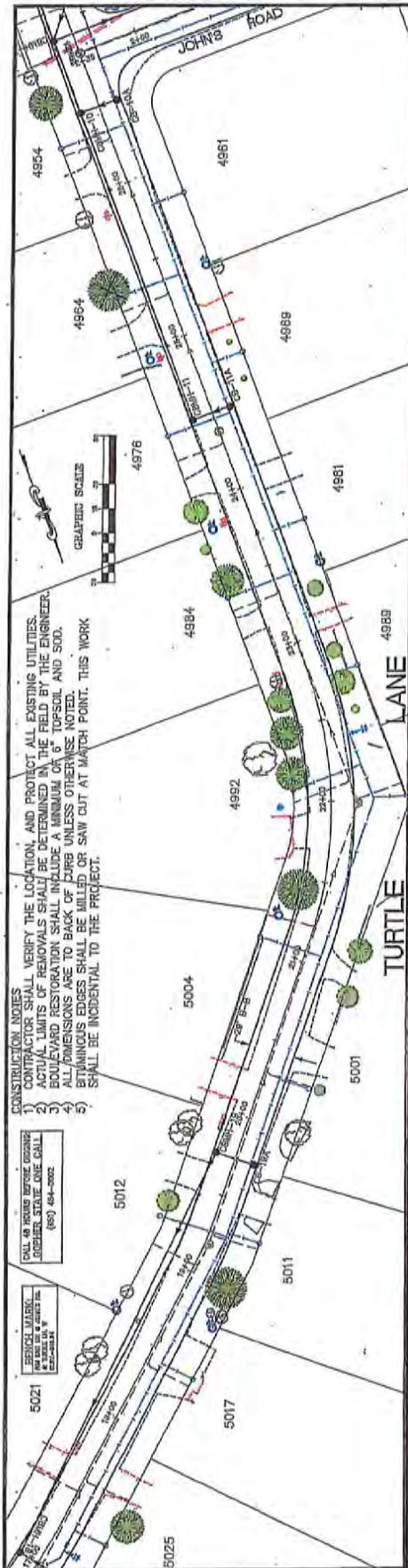
**CONSTRUCTION NOTES**

- 1) CONTRACTOR SHALL VERIFY THE LOCATION, AND PROTECT ALL EXISTING UTILITIES.
- 2) ACTUAL LIMITS OF REMOVALS SHALL BE DETERMINED IN THE FIELD BY THE ENGINEER.
- 3) BOULEVARD RESTORATION SHALL INCLUDE A MINIMUM OF 6" TOPSOIL AND SOD.
- 4) ALL DIMENSIONS ARE TO BACK OF CURB UNLESS OTHERWISE NOTED.
- 5) BITUMINOUS EDGES SHALL BE MILLED OR SAW CUT AT MATCH POINT. THIS WORK SHALL BE INCIDENTAL TO THE PROJECT.

**REVISION MARKS**  
 SEE MARKS ON SHEET NO. 13 OF 14  
 DATE: 08-15-2011

**GRAPHIC SCALE**  
 1" = 20'

DATE:	BY:	APPROVED BY:	DATE:	BY:	APPROVED BY:
REVISIONS:			REVISIONS:		
DESIGNED BY: CHL	DRAWN BY: CHL	CHECKED BY: CHL	DESIGNED BY: CHL	DRAWN BY: CHL	CHECKED BY: CHL
I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY CLOSE PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER IN THE STATE OF MICHIGAN. DATE: 08-15-2011 SIGN: [Signature]			CITY OF SHOREVIEW SHOREVIEW SHOREVIEW STREET AND STORM SEWER PLAN AND PROFILE CITY PROJECT NO. 15-01 SHEET NO. 11 OF 14		



STATION	ELEVATION
5025	916.00
5024	917.00
5023	917.00
5022	917.00
5021	917.00
5020	917.00
5019	917.00
5018	917.00
5017	917.00
5016	917.00
5015	917.00
5014	917.00
5013	917.00
5012	917.00
5011	917.00
5010	917.00
5009	917.00
5008	917.00
5007	917.00
5006	917.00
5005	917.00
5004	917.00
5003	917.00
5002	917.00
5001	917.00
5000	917.00

**CONSTRUCTION NOTES**

- 1) CONTRACTOR SHALL VERIFY THE LOCATION, AND PROTECT ALL EXISTING UTILITIES.
- 2) ACTUAL LIMITS OF REMOVALS SHALL BE DETERMINED IN THE FIELD BY THE ENGINEER.
- 3) BOULEVARD RESTORATION SHALL INCLUDE A MINIMUM OF 6" TOPSOIL AND SOO.
- 4) ALL DIMENSIONS ARE TO BACK OF CURB UNLESS OTHERWISE NOTED.
- 5) BITUMINOUS EDGES SHALL BE MILLED OR SAW CUT AT MATCH POINT. THIS WORK SHALL BE INCIDENTAL TO THE PROJECT.

**REVISIONS**

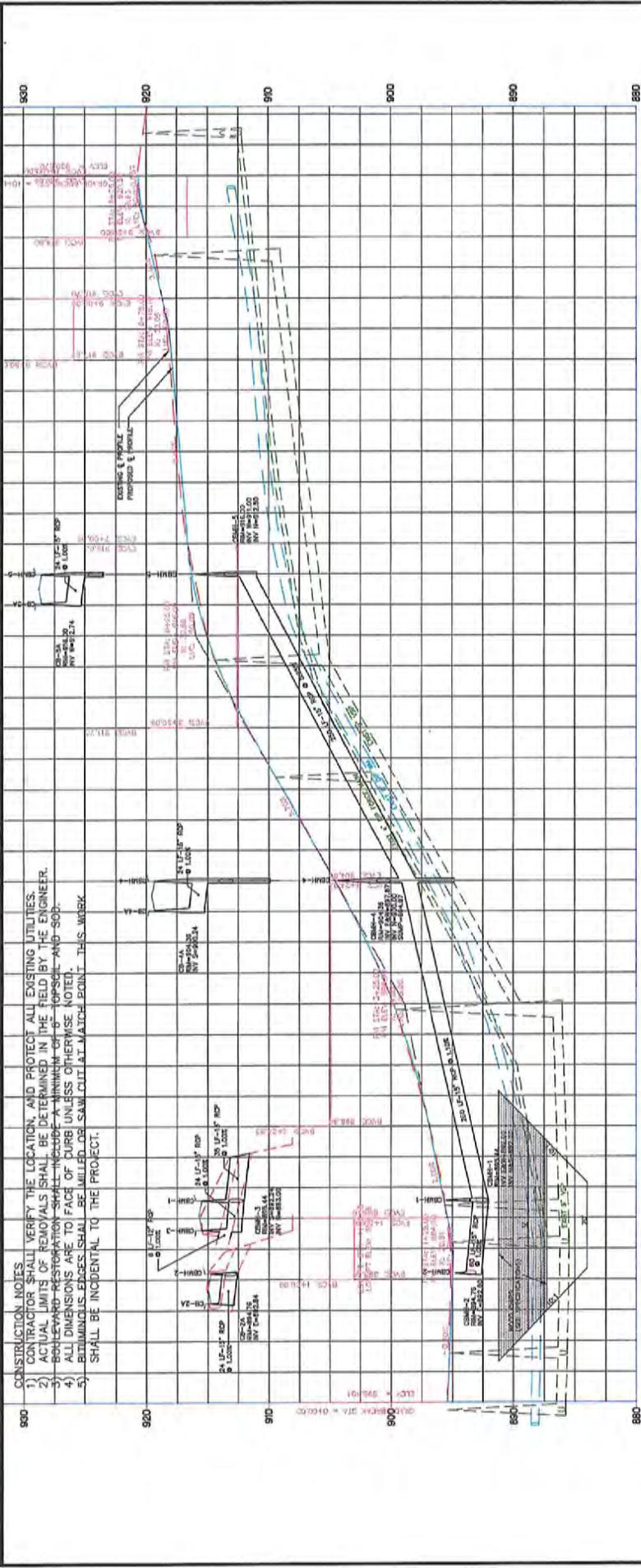
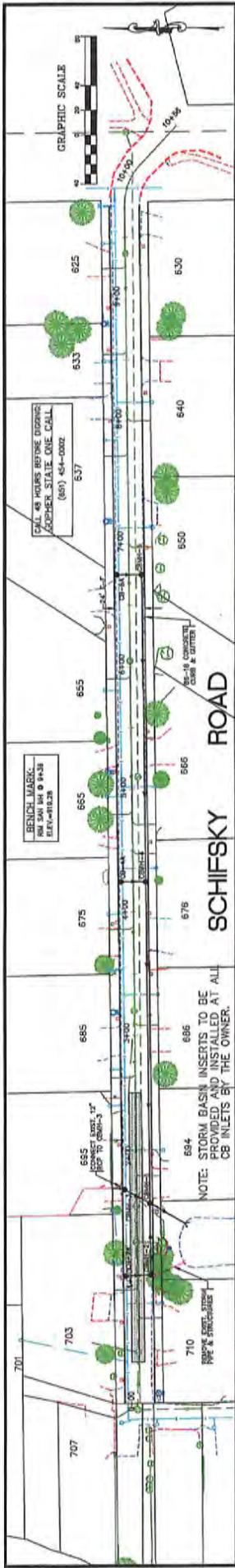
NO.	DATE	BY	REVISIONS

**DESIGNED BY:** RGH  
**CHECKED BY:** RGH  
**DATE:** APRIL 20, 2005. NYS REG. NO. 20055.

**CITY OF SHOREVIEW**

**TURTLE LANE STREET AND STORM SEWER PLAN AND PROFILE**

**CITY PROJECT NO. 15-01 SHEET NO. 12 OF 14**



880	890	900	910	920
90.00	90.00	90.00	90.00	90.00
91.00	91.00	91.00	91.00	91.00
92.00	92.00	92.00	92.00	92.00
93.00	93.00	93.00	93.00	93.00
94.00	94.00	94.00	94.00	94.00
95.00	95.00	95.00	95.00	95.00
96.00	96.00	96.00	96.00	96.00
97.00	97.00	97.00	97.00	97.00
98.00	98.00	98.00	98.00	98.00
99.00	99.00	99.00	99.00	99.00
100.00	100.00	100.00	100.00	100.00

- CONSTRUCTION NOTES:
- 1) CONTRACTOR SHALL VERIFY THE LOCATION AND PROTECT ALL EXISTING UTILITIES.
  - 2) ACTUAL LIMITS OF REMOVALS SHALL BE DETERMINED IN THE FIELD BY THE ENGINEER.
  - 3) BORROW RESTORATION SHALL INCLUDE A MINIMUM OF 5" TOPSOIL AND 3" SUBSOIL.
  - 4) ALL DIMENSIONS ARE TO FACE OF CURB UNLESS OTHERWISE NOTED.
  - 5) BITUMINOUS EDGES SHALL BE MILLED OR SAW CUT AT MATCH POINT. THIS WORK SHALL BE INCIDENTAL TO THE PROJECT.

## PROPOSED MOTION

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

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

awarding the long-term disability insurance policy to National Insurance Services (NIS) via the Municipal Pool at a rate of \$.425 per \$100 of salary.

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

JOHNSON	_____	_____
QUIGLEY	_____	_____
SPRINGHORN	_____	_____
WICKSTROM	_____	_____
MARTIN	_____	_____

Regular Council Meeting  
May 18, 2015

## MEMORANDUM

To: Mayor and City Council

From: Laurie D. Elliott, Human Resources Director *L. Elliott*

Date: May 11, 2015

Re: Long-Term Disability Insurance Award

### Introduction & Background

Shoreview's current long-term disability plan includes a 90-day waiting period, 66-2/3% monthly benefit, a 4% cost of living adjustment and a 5-year own occupation clause. Our current rate is \$.45/\$100 of salary. Shoreview also has a self-funded short-term disability program for employees that pays a 66-2/3's benefit from day 22 through day 90 of their disability.

In 2012 the City solicited formal proposals (RFP) for long-term disability insurance. At that time we changed to a new carrier, Assurant Employee Benefits. Their proposal included a 3-year rate guarantee of \$0.45/\$100 of payroll. We are coming to the end of that three-year cycle and Assurant has proposed a rate increase from \$0.45 to \$0.58, about a 30% increase. The increase was reasonable because our claims to premium ratio was around 200%, due to two larger claims.

Despite the poor loss ratio, we felt it was worthwhile to informally test the market for a better rate. Carriers are often more receptive to an informal process because it's quicker and requires less work filling out RFP forms. Our agent reached out to several carriers. Some weren't interested or didn't feel they could match our existing program. Others provided information for consideration. In the end, National Insurance Services (NIS) via the Municipal Pool, stood out as a viable alternative to Assurant.

### Discussion

When we changed to Assurant in 2012 we were able to improve the benefit under the disability definition, the interruption period (partial days worked counting as full disability days), and a 4% cost of living adjustment for employees who are receiving benefits. We were able to maintain these improvements with the NIS plan.

We also requested one additional change to the maximum benefit period. Typically, long-term disability benefits end at age 65; which in the past, was the normal retirement age for receiving Social Security benefits. However, for many people Social Security Benefits will not start until age 66 or 67. NIS agreed to a benefit period to the later of Age 65 or the Social Security Normal Retirement Age.

With all of these changes we were able to secure a rate of \$0.425 per \$100 of covered payroll which is just under a 9.5% reduction. Our rate guarantee is for 3 years. We will be required

to undergo an RFP process in two years because State law requires a formal RFP process a minimum of every five years, and this review was conducted as an informal process. NIS has assured us that the rate they quoted was developed using their standard underwriting and they expect it to be sustainable.

### **Other Information**

NIS is the long-term disability carrier we had from 1997 - 2012 before switching to Assurant. They are a "pooled" program meaning our claims are shared among a number of groups which can stabilize future rate increases. They also offered good customer service in claim management while we were with them.

In addition, the City plan also provides LTD coverage for the full-time Lake Johanna Fire Department (LJFD) staff. This includes the Fire Chief, Asst. Fire Chief, Fire Marshall, and Office Manager. They were unable to obtain cost effective long-term disability coverage. Subsequently, our insurance carrier allowed these positions to be added to the City's policy. LJFD is invoiced monthly for their share of the premium.

### **Recommendation**

Staff is recommending a change to NIS with a 3-year rate guarantee of \$.425 per \$100 of salary. This plan matches our existing policy with the 5-year own occupation clause, a 66-2/3's monthly benefit, and offers benefits to the Social Security Normal Retirement Age.

# City of Shoreview

## LTD Comparison



<b>Benefit</b>	<b>Municipal Pool/ NIS Details</b>	
Benefit Percent	66.67%	
Maximum Monthly Covered Salary	\$12,750	
Maximum Monthly Benefit	\$8,500	
Guarantee Issue	\$8,500	
Minimum Monthly Benefit	\$100	
Maximum Benefit Period	To SSNRA	Up to the Social Security Normal Retirement Age
Elimination Period	90 calendar days	From the end of the elimination period
Elimination Interruption days	90 day	Must have 90 days of disability within 180 days
Own Occupation Period	60 months	36 months is typical, this is the days that an employee is considered disabled from their own occupation.
Definition of Disability	Zero Day	Partial days of disability count as full days during the elimination period
Return to Work	100% for 12 months	An Emp can earn up to 100% of pre-disability income combining LTD benefits with income, for a period of 12 months.
Integration with state plan/PERA	Yes	
Integration with Social Security	Yes	
Coordination with other benefits	Full Family/General freeze	LTD benefits are offset by other benefit. Only once, additional benefits will not further offset.
Sick leave coordination	Pays in addition	This policy will pay in addition to sick time used by the employee.
COLA	4%	Cost of living adjustment will typically be 4% after the first 24 months of disability.

Pre Existing Condition Exclusion	3/3/12	Any issue you have received treatment for 3 months prior to the start of coverage will not be covered for 12 months unless there has not been treatment 3 months after the effective date
Rehabilitation	Yes	Employees are expected to participate in their own rehabilitation. Refusal could restrict benefits
Continuation of Coverage	Yes	Credit from previous carrier
Substance Abuse Limitation	24 months	Benefits payable for 24 months Lifetime unless hospital confined.
Mental Illness Limitation	24 months	Benefits payable for 24 months Lifetime unless hospital confined.
Maternity coverage	Included	
Participation	100%, Gross up	Employee pays tax on the premium and the benefit is not taxable.
Child care expense	Yes	Up to \$350 per month.
Reasonable Accommodation Expense	Yes	Up to \$3,000 for accommodation to help you do your job.
Claim Payment	Monthly	
Survivor Benefit	3 months of Benefits	
Tax Reporting	Included	This proposal includes a free service for LTD benefits that pays the employer's portion of FICA withholding and releases you from 941 and W-2 reporting requirements.
Rate	.425	Rate per \$100 of monthly covered payroll
Rate Guarantee	36 months	

This is intended to be a summary of benefits. For actual contract provisions, please see the contract.

**PROPOSED MOTION**

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

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

to approve the application from the Arden Hills/Shoreview Rotary Club to conduct excluded bingo at Island Lake Park at the Slice of Shoreview festival on July 24-26, 2015.

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

Regular City Council Meeting  
May 18, 2015

**TO: MAYOR AND COUNCILMEMBERS**

**FROM: TERRI HOFFARD  
DEPUTY CLERK**

**DATE: MAY 12, 2015**

**SUBJECT: APPLICATION TO CONDUCT EXCLUDED BINGO**

Attached is an application from Arden Hills/Shoreview Rotary Club to conduct excluded bingo at Island Lake Park at the Slice of Shoreview on July 24-26, 2015. This event is a fund-raiser for the Rotary. In the past, the City has approved similar requests.

It is recommended that the City Council approve this request from the Arden Hills/Shoreview Rotary Club to conduct excluded bingo at Island Lark Park on July 24-26, 2015.

**LG240B Application to Conduct Excluded Bingo**

**No Fee**

**ORGANIZATION INFORMATION**

Organization name <u>Shoreview/Arden Hills Rotary</u>	Previous gambling permit number			
Minnesota tax ID number, if any      Federal employer ID number (FEIN), if any				
<b>Type of nonprofit organization.</b> Check one. <input type="checkbox"/> Fraternal <input type="checkbox"/> Religious <input type="checkbox"/> Veterans <input checked="" type="checkbox"/> Other nonprofit organization				
Mailing address <u>5608 St. Albans Circle</u>	City <u>Shoreview</u>	State <u>MN</u>	Zip code <u>55126</u>	County <u>Ramsey</u>
Name of chief executive officer [CEO] <u>Ken Hola</u>	Daytime phone number <u>(651) 765-8614</u>	E-mail address <u>kenhola@msn.com</u>		

**NONPROFIT STATUS**

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

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

**IRS income tax exemption [501(c)] letter in your organization's name.**  
 Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS at 877-829-5500.

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

**EXCLUDED BINGO ACTIVITY**

1.  **No**     **Yes** Has your organization held a bingo event in the current calendar year?  
 If yes, list the dates when bingo was conducted. \_\_\_\_\_

2. The proposed bingo event will be:  
 one of four or fewer bingo events held this year. Dates 7/24/15, 7/25/15, 7/26/15  
**OR**  
 conducted on up to 12 consecutive days in connection with a:  
 county fair.      Dates \_\_\_\_\_  
 civic celebration.      Dates \_\_\_\_\_  
 Minnesota state fair. Dates \_\_\_\_\_

3. Person in charge of bingo event Ken Hola      Daytime phone 651-765-8614

4. Name of premises where bingo will be conducted Island Lake Park

5. Premises street address Victoria Street and I-694

6. City Shoreview      If township, township name \_\_\_\_\_      County Ramsey

Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo. Otherwise, bingo hard cards, bingo paper, and bingo number selection devices must be obtained from a distributor licensed by the Minnesota Gambling Control Board. To find a licensed distributor, go to [www.gcb.state.mn.us](http://www.gcb.state.mn.us) and click on **Distributors** under the **WHO'S WHO? LIST OF LICENSEES**, or call 651-539-1900.  
**Be sure to complete page 2**

**CHIEF EXECUTIVE OFFICER'S SIGNATURE**

The information provided in this application is complete and accurate to the best of my knowledge.

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

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

**LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT**

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

On behalf of the city, I approve this application for excluded bingo activity at the premises located within the city's jurisdiction.

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

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

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

**Local unit of government must sign**

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

On behalf of the county, I approve this application for excluded bingo activity at the premises located within the county's jurisdiction.

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

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

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

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

On behalf of the township, I acknowledge that the organization is applying for excluded bingo activity within the township limits. [A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.166, Subd 2.]

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

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

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

**MAIL APPLICATION AND ATTACHMENT**

Fax the application and a copy of your proof of nonprofit status to (651) 639-4032 or mail to:  
Gambling Control Board  
1711 West County Road B, Suite 300 South  
Roseville, MN 55113

You will receive a document from the Gambling Control Board with your excluded permit number for the bingo activity. Your organization must keep its bingo records for 3-1/2 years.

**Questions?**

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

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

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

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

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

**PROPOSED MOTION**

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

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

to approve the request from Greyhound Pets of America - Minnesota to conduct a raffle at Turtle Lake Park on June 13, 2015.

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

Regular City Council Meeting  
May 18, 2015

**TO: MAYOR AND COUNCILMEMBERS**

**FROM: TERRI HOFFARD  
DEPUTY CLERK**

**DATE: MAY 12, 2014**

**SUBJECT: REQUEST TO CONDUCT A RAFFLE—GREYHOUND PETS OF  
AMERICA - MINNESOTA**

Attached is an application from Greyhound Pets of America - Minnesota to conduct a raffle at Turtle Lake Park on June 13, 2015. Greyhound Pets of America – Minnesota (GPA-MN) is a registered 501c(3) non-profit organization dedicated to finding homes for retired greyhound racing dogs and educating the public about the suitability of greyhounds as pets. They are run exclusively by volunteers and their funding relies solely on donations. They would like to hold a raffle in conjunction with Greyfest, their annual summer get together. The proceeds from the raffle would go to help pay for veterinarian bills, dog food, and marketing efforts.

All gambling requests need to be approved by the City prior to approval by the Minnesota Gambling Control Board.

It is recommended that the City Council approve this request from the Greyhound Pets of America - Minnesota to conduct a raffle at Turtle Lake Park on June 13, 2015.

**LG220 Application for Exempt Permit**

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

**Application fee (non refundable)**

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

**ORGANIZATION INFORMATION**

Organization name Previous gambling permit number  
 Greyhound Pets of America - Minnesota

Minnesota tax ID number, if any Federal employer ID number (FEIN), if any

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

Fraternal  Religious  Veterans  Other nonprofit organization

Mailing address City State Zip code County  
 PO Box 18312 Minneapolis MN 55418 Hennepin

Name of chief executive officer [CEO] Daytime phone number E-mail address  
 Curt Carter 612-532-3333 clcarter66@gmail.com

**NONPROFIT STATUS**

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

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

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

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

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

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

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

**GAMBLING PREMISES INFORMATION**

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

Address [do not use PO box] City or township Zip code County  
 4979 Hodgson Road Shoreview 55126 Ramsey

Date[s] of activity. For raffles, indicate the date of the drawing.  
 June 13 2015

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

Bingo\*  Raffle [total value of raffle prizes awarded for year \$\_\_\_\_\_]  Paddlewheels\*  Pull-tabs\*  Tipboards\*

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

To find a licensed distributor, go to [www.gcb.state.mn.us](http://www.gcb.state.mn.us) and click on **Distributors** under the **WHO'S WHO? LIST OF LICENSEES**, or call 651-539-1900.

**LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT**

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

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

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

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

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

**Local unit of government must sign**

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

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

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

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

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

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

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

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

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

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

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

**CHIEF EXECUTIVE OFFICER'S SIGNATURE**

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

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

Print name Curt Carter

**REQUIREMENTS**

**Complete a separate application for:**

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

**Send application with:**

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

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

**Financial report and recordkeeping required**

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

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

**Questions?**

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

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

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

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

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

State of Minnesota

3963

## SECRETARY OF STATE

### CERTIFICATE OF INCORPORATION

I, Joan Anderson Grove, Secretary of State of Minnesota, do certify that: Articles of Incorporation, duly signed and acknowledged under oath, have been filed on this date in the Office of the Secretary of State, for the incorporation of the following corporation, under and in accordance with the provisions of the chapter of Minnesota Statutes listed below.

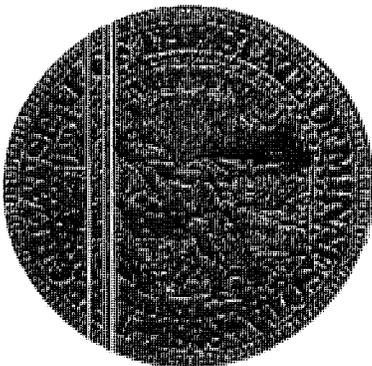
This corporation is now legally organized under the laws of Minnesota.

Corporate Name: Greyhound Pets of America - Minnesota

Corporate Charter Number: 1R-879

Chapter Formed Under: 317A

This certificate has been issued on 07/13/1998.



*Joan Anderson Grove*  
Secretary of State.

**PUBLIC HEARING AGENDA**  
**FOR 5550 and 5560 LEXINGTON AVENUE**

Purpose: VACATION REQUEST

Published Time: 7:00 P.M.

Published Date: APRIL 29, 2015

Affidavit of Publication: APRIL 29, 2015

Affidavit of Mailing: MAY 5, 2015

Review of Affidavits of Mailing and  
Publication by City Attorney: MAY 18, 2015

Open Public Hearing - Time:

Hearing Discussion: VACATION OF DRAINAGE AND UTILITY  
EASEMENT

CLOSE THE PUBLIC HEARING at \_\_\_\_\_ P.M.  
MOVE TO CLOSE BY COUNCILMEMBER \_\_\_\_\_  
SECONDED BY COUNCILMEMBER \_\_\_\_\_

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

REGULAR COUNCIL MEETING  
MAY 18, 2015

**PROPOSED MOTION**

**VACATION**

**MIKE AND DENISE SHAUGHNESSY, 5550 LEXINGTON AVENUE  
AND KEVIN GAYLOR, 5560 LEXINGTON AVENUE**

**MOVED BY COUNCIL MEMBER \_\_\_\_\_**

**SECONDED BY COUNCIL MEMBER \_\_\_\_\_**

To approve the vacation request and adopt Resolution 15-28 vacating a portion of the Drainage and Utility Easement located at 5550 and 5560 Lexington Avenue, subject to the applicants conveying to the public an easement over the south portion of Lot 13, Block 3, Shoreview Park Place.

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

Johnson	_____	_____
Quigley	_____	_____
Springhorn	_____	_____
Wickstrom	_____	_____
Martin	_____	_____

This approval is based on a finding that the vacation will not affect needed stormwater storage below the 889-foot elevation, and that the vacated portion of the easement no longer serves a public interest.

Regular City Council Meeting  
May 18, 2015

**TO:** Mayor, City Council and City Manager  
**FROM:** Rob Warwick, Senior Planner  
**DATE:** May 11, 2015  
**SUBJECT:** Vacation, Shaughnessy/Gaylor, Portion of Drainage and Utility Easement, 5550/5560 Lexington Avenue; File No.2572-15-15

### **INTRODUCTION AND BACKGROUND**

Denise and Mike Shaughnessy, together with Kevin Gaylor, have submitted an application to vacate a portion of a Drainage and Utility Easement located on their properties at 5550 and 5560 Lexington Avenue. The Shaughnessys would like to construct a porch on the rear of their house, however the house is located just 5-feet from the existing easement. The applicants request the City vacate the west 55-feet of the easement. See the attached surveys and petition.

### **EASEMENT**

The easement was created as part of the plat of Shoreview Park Place 1986. Review of the plat files indicates that the easement was created to preserve the adjacent natural ponding area for stormwater management. However there does not appear to be good correspondence between the west edge of the easement and the minimum 892.2 foot high water elevation that was effective at the time houses were constructed on the two subject properties in 1990.

### **DEVELOPMENT ORDINANCE REQUIREMENTS**

Section 406 of the Municipal Code regulates the vacation of easements, rights-of-way or other publicly dedicated land. A vacation request may be initiated by the City or by a petition of a majority of property owners who own land abutting the easement. The City Council is required to hold a public hearing regarding the vacation request and may grant or deny the request based on a majority vote upon a finding that the vacation is in the public interest.

### **STAFF REVIEW**

Staff agrees with the applicants that the existing easement does not serve a public interest.

The 1990 surveys were prepared for the original dwelling building permits, and identify a High Water Elevation of 892.2 for the 100-year storm event. The survey for the property at 5560 shows the 892-foot contour, and that contour is about 50-feet east of the west line of the easement.

With the current Surface Water Management Plan (SWMP, 2005) the storm water system for the City was re-evaluated, and the 100-year high water elevation for this ponding area was identified with an elevation of 889.1 feet, and a minimum building elevation of 890.6 feet.

The area of the easement below the 889 elevation provides stormwater storage for the adjacent wetland and a drainage area of approximately 20 acres. The area proposed for vacation does not encroach into the necessary storage area below 889.1 feet.

### **STAFF RECOMMENDATION**

Staff recommends the Council hold the public hearing, take testimony, and adopt Resolution 15-28 approving the vacation request.

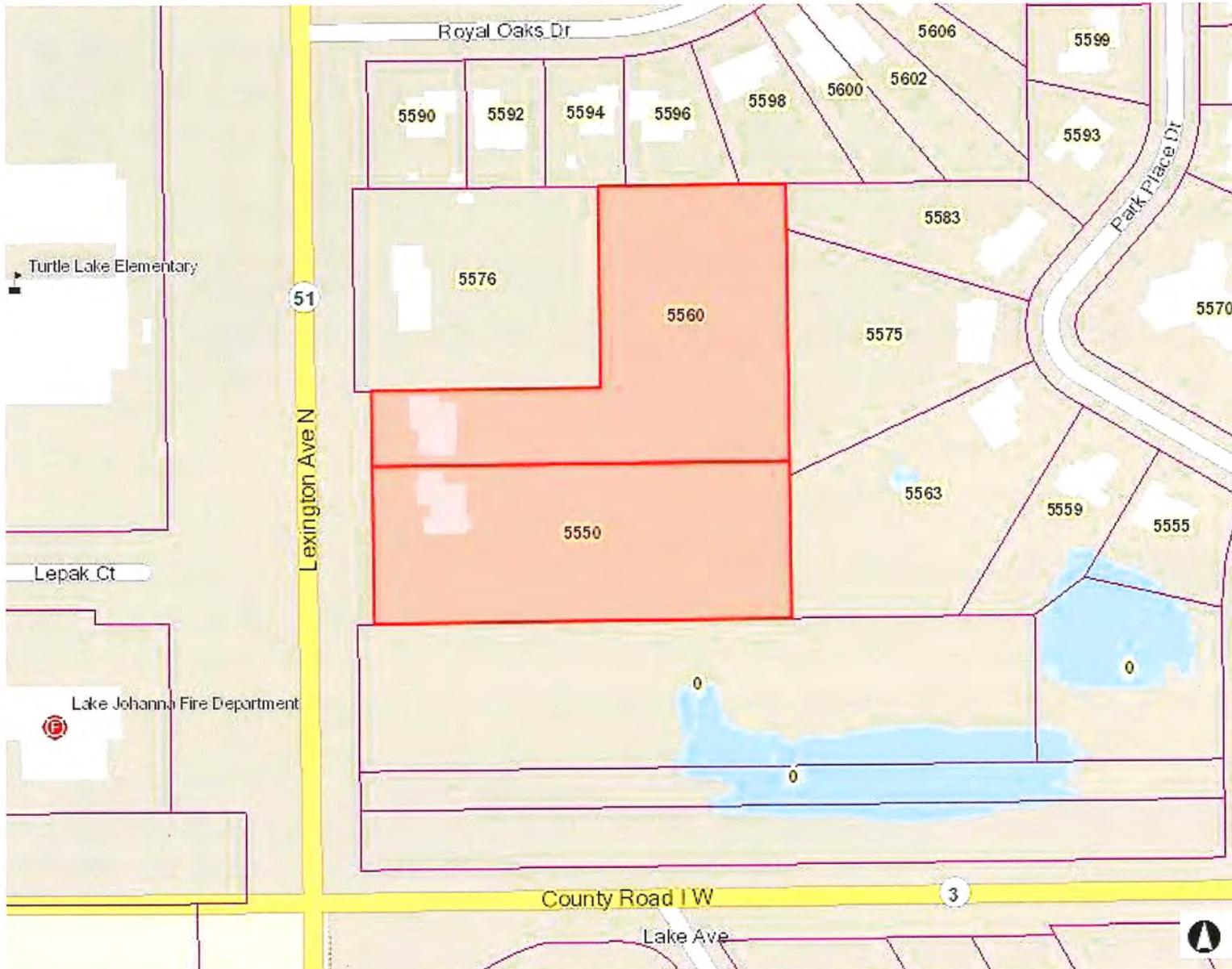
#### Attachments

- 1) Motion: Close Public Hearing
- 2) Location Map
- 3) Submitted Plans
- 4) Resolution 15-28
- 5) Motion

**Legend**



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



300.0 0 150.00 300.0 Feet

NAD\_1983\_HARN\_Adj\_MN\_Ramsey\_Feet  
© Ramsey County Enterprise GIS Division

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**THIS MAP IS NOT TO BE USED FOR NAVIGATION**

**Notes**

Enter Map Description

April 23, 2015

RE: Easement vacation for Mike and Denise Shaughnessy at 5550 Lexington Ave.  
and Kevin Gaylor at 5560 Lexington Ave.

Legal description: Lots 12 and 13, Block 3, Shoreview Park Place

Legal description of easement to be vacated: The east 55 feet of the west 155 feet  
of Lots 12 and 13, Block 3, Shoreview Park Place.

If the easement is vacated, we will use the property to enhance and improve our  
home by adding a three season porch as well as a patio area to entertain our  
family and friends.

Thank you for taking time to review and consider this request.

West line of the SW 1/4 of Section 2.

LEXINGTON  
Road & Utility Easement per  
Doc. No. 2117392.

AVENUE  
Road & Utility Easement per  
Doc. No. 2117392.

NORTH  
237.48

LEXINGTON  
AVENUE

Northwest corner of the SW 1/4 of  
Section 2, Twp. 30 Rge. 23  
(Ramsey County, Minn.)

Scale in Feet.

ROYAL  
SENE

North line of the south 725.48 feet of the  
SW 1/4 of Section 2.

OAKS

West line of the  
of the SW 1/4 of

Area proposed for  
vacation  
South line of the north 592.48 feet of the  
south 725.48 feet of the SW 1/4 of Section 2.

Road & Utility Easement  
per Doc. No. 2117392.

589°55'05"E  
281.91

NORTH  
205.00

13

12

3

11

14

Drainage  
Easements

Utility

NORTH  
160.00

NORTH

589°55'05"E  
435.92

West line of the East 600  
feet of the SW 1/4 of the  
SW 1/4 of Section 2.

BOARD  
PER  
DOC. NO. 1007317.  
OF  
WATER

COUNTY

Southwest corner of the SW 1/4 of

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# CERTIFICATE OF SURVEY

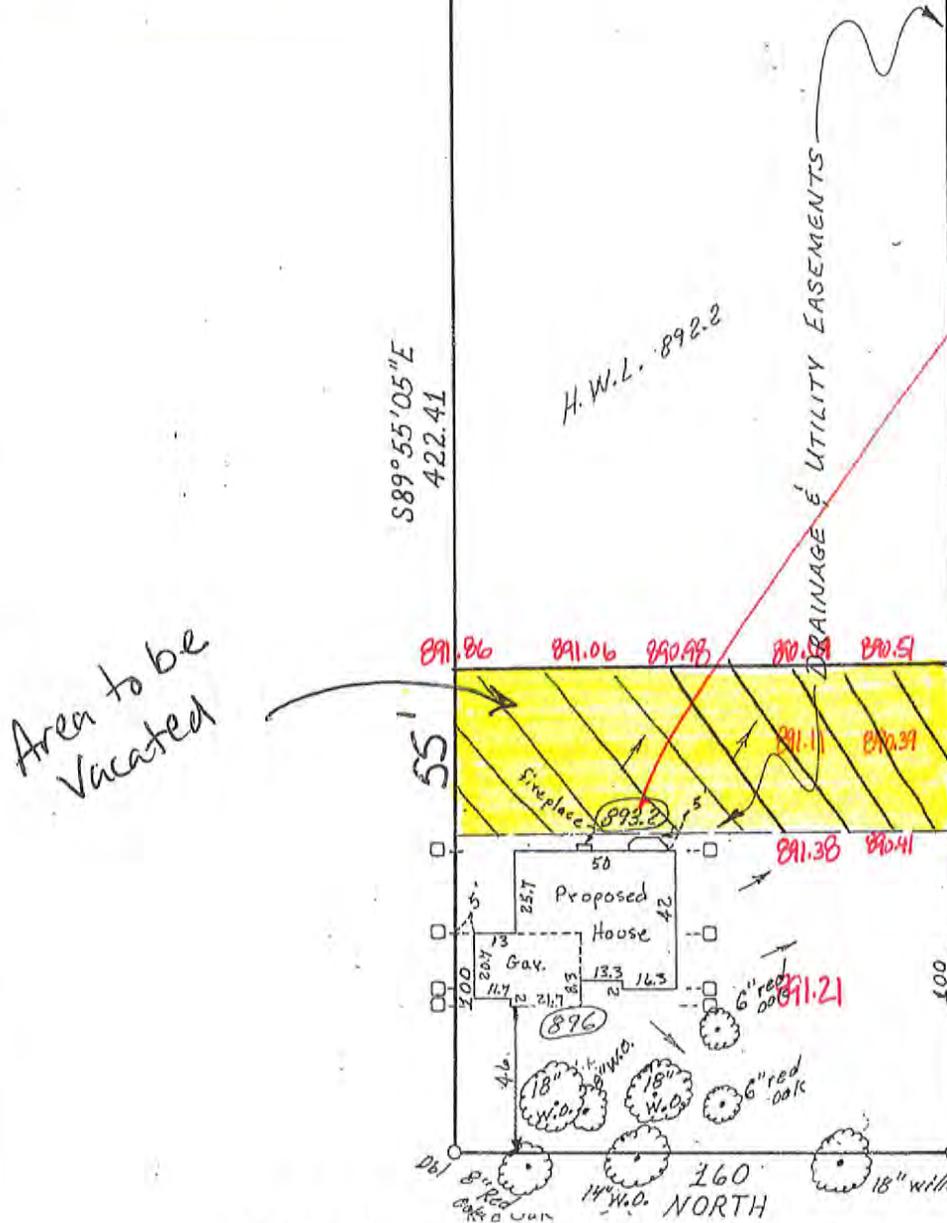
FOR:  
MARCEL EIBENSTEINER

NORTH  
160



Proposed house for:  
**BILTMORE CONSTRUCTION**

LOT 13



**NOTE**  
 BASEMENT FLOOR  
 ELEVATION  
 894.2  
 2-22-89  
 PER KEITH EIBENSTEINER  
*[Signature]*

15' around house  
 at 893.2  
 894.2 for  
 walkout  
**FOR BUILDING  
 PERMIT ONLY**

**5550 LEXINGTON AVENUE**

Lot 13, Block 3, SHOREVIEW PARK PLACE, Ramsey County, Minnesota.  
 ○ Denotes wood hub at 11 foot offset.

Diag: 85 x 48.3 = 97.8

89056

SCALE: 1 Inch = 60 Feet    ○ Denotes Iron    Bearings shown are on an assumed datum.    Job No. 88615    Book \_\_\_\_\_ Page \_\_\_\_\_

we hereby certify that this is a true and correct representation of a survey of the boundaries of the above described land and of the location of all buildings, if any, thereon, and all visible encroachments, if any, from or on said land.

**E.G. RUD & SONS, INC.**  
 LAND SURVEYORS  
 9560 Lexington Avenue N.  
 Circle Pines, Minnesota 55014  
 Telephone: 786-5556

Dated this 31<sup>ST</sup> day of October 1988.  
 Hse added 2-17-89

by E. G. Rud  
 Minn. Reg. No. 9808



**EXTRACT OF MINUTES OF MEETING OF  
THE CITY COUNCIL OF SHOREVIEW, MINNESOTA  
HELD MAY 18, 2015**

\* \* \* \* \*

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 at 7:00 PM.

The following members were present:

And the following members were absent:

Member \_\_\_\_\_ introduced the following resolution and moved its adoption.

**RESOLUTION 15-28  
PARTIAL VACATION OF DRAINAGE AND UTILITY EASEMENT  
LOTS 12 and 13, BLOCK 3, SHOREVIEW PARK PLACE**

WHEREAS, Mike and Denise Shaughnessy, husband and wife are the record fee owners of Lot 13, Block 3, Shoreview Park Place and Kevin Gaylor is the record fee owner of Lot 12, Block 3, Shoreview Park Place (the "Property Owners" and the "Property"); and

WHEREAS, the Property Owners have petitioned the City of Shoreview to vacate a portion of the drainage and utility easement located on the Property; and

WHEREAS, the petition was processed pursuant to the provisions of Minn. Stat. 462.358 Subd. 6 and Minn. Stat. 412.851; and

WHEREAS, the Shoreview City Council held a public hearing on May 18, 2015 preceded by required published and mailed notice, and all persons at said public hearing were given an opportunity to be heard and present written statements; and

WHEREAS, the drainage and utility easement described herein is no longer serves public purposes.

NOW, THEREFORE, BE IT RESOLVED that the Shoreview City Council hereby vacates the following portion of the drainage and utility easement located over, under and across the Property:

The East 55 feet of the West 155 feet of Lots 12 and 13, Block 3,  
Shoreview Park Place, Ramsey County Minnesota

The motion 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:

**Adopted this 18<sup>th</sup> day of May, 2015.**

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

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

Sandra C. Martin

Its: Mayor

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 18<sup>th</sup> day of May, 2015 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 adopting Resolution 15-28.

WITNESS MY HAND officially as such Manager and the corporate seal of the City of Shoreview, Minnesota, this 18<sup>th</sup> day of May, 2015.

---

Terry C. Schwerm  
City Manager

SEAL

PROPOSED MOTION

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

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

to maintain the existing parking restrictions for both sides of Alameda Street between Birch Lane South and Birch Lane North.

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

JOHNSON \_\_\_\_\_

QUIGLEY \_\_\_\_\_

SPRINGHORN \_\_\_\_\_

WICKSTROM \_\_\_\_\_

MARTIN \_\_\_\_\_

REGULAR COUNCIL MEETING

MAY 18, 2015

MJM/

TO: MAYOR, CITY COUNCIL, AND CITY MANAGER  
FROM: MARK J. MALONEY, PUBLIC WORKS DIRECTOR  
DATE: MAY 13, 2015  
SUBJ: ALAMEDA STREET PARKING RESTRICTIONS

### BACKGROUND

The City has received a request to reconsider the existing parking restrictions along Alameda Street, between Birch Lane South and Birch Lane North. After careful analysis, staff is recommending no changes to the posted parking regulations for the road. State law requires that decisions regarding regulatory-type signs (STOP, No Parking, speed limit, etc.) be made by the road authority, in this case, the Shoreview City Council.

### DISCUSSION

The City has recently received a request from some of the homeowners along the west side of Alameda Street between Birch Lane South and Birch Lane North to reconsider parking restrictions in their area. A copy of the recently received petition and area map is attached for reference. For background, on street parking prohibitions along the east side of the Alameda Street were established as part of the roadway reconstruction project in 2001. In 2004, following the receipt of petition (copy attached) reflecting homeowners on both sides of the street, the Shoreview City Council established additional restrictions that prohibited parking on the west side of Alameda Street. The current request of the City is for removal of the parking restrictions from the west side of Alameda Street.

City staff sent a letter (copy attached) to the larger neighborhood which includes both sides of Alameda Street as well as nearby properties on Birch Lane South and Birch Lane North. The letter informed the residents of the recent request and asked for their questions and comments in advance of the City Council's scheduled deliberation of the request. In addition City staff received input from Fire Chief Tom Boehlke of the Lake Johanna Volunteer Fire Department.

At the date of this report, the City has received emails (copies attached) from 2 area residents as well as two phone calls from others indicating support for maintaining the existing prohibitions along both sides of Alameda Street. City staff has also met in person with 2 additional area residents who indicated the need to keep the existing No Parking prohibitions. In addition, dialog with Fire Chief Boehlke indicated a public safety concern for any on street parking on Alameda Street given its width and tight clearances at the intersections with Birch Lane South and North.

### RECOMMENDATION

Given the above, together with the fact that no improvements to the roadway width or sight distances at the corners have been made since the 2004 City Council deliberations, it is the recommendation of staff to maintain the existing parking prohibitions for both sides of Alameda Street between Birch Lane South and Birch Lane North.

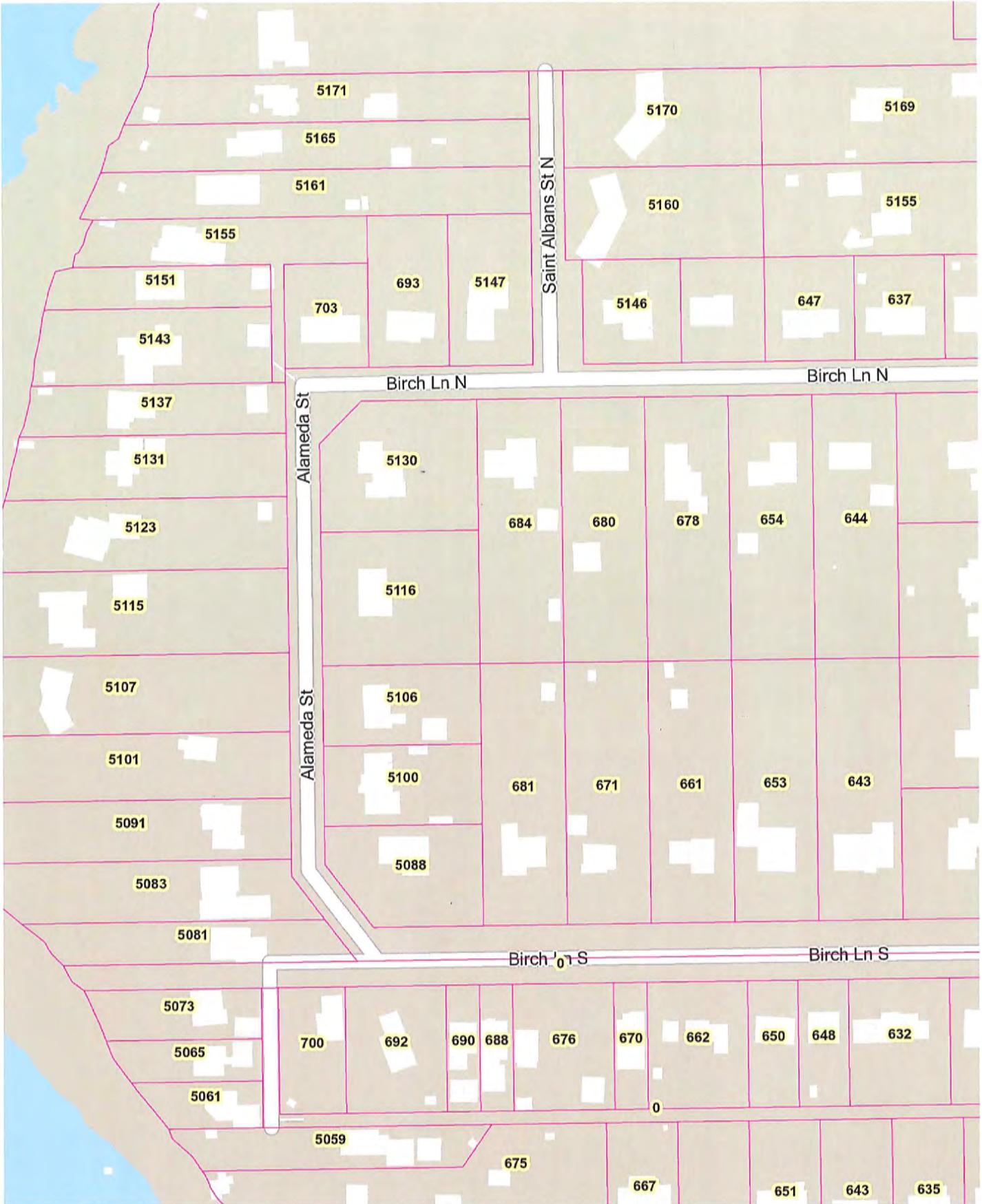
April 20, 2015

We would like to request that the City of Shoreview remove the no parking signs on the West side of Alameda Street between the addresses of 5131 and 5803.

There are currently no parking signs on both sides of Alameda Street.

Many residences on the West side of the street have very narrow and or short driveways. This creates a situation where there is very limited driveway parking. Having occasional access to street parking on one side of Alameda Street during standard city parking hours is necessary for most families on the West side of the street.

RANDY BAN 5131 ALAMEDA ST.  4/18/15  
Kevin Ousdigian 5101 Alameda St. Kevin J. Ousdigian 4/18/15  
Eric Kalnes 5107 Alameda St.  4/18/15  
 5283 ALAMEDA ST  
 5115 Alameda St. (Ross Anderson) 4/18/15  
Sandra & Alan Baker 5123 Alameda St. 4/19/15



March 15, 2004

City of Shoreview  
4600 Victoria Street  
Shoreview, MN 55126

To: Shoreview City Council

RE: Parking on Alameda Street

Alameda Street is narrower than the standard street width. It is only wide enough for two cars to pass. When two cars are parked on one side of the street, only one car can pass through at a time. When trucks like the United States Postal Service, FedEx, UPS, recycle and trash haulers, and school buses are stopped on the east side with cars parked on the west side, the entire street is blocked.

If an emergency were to occur, this situation could easily extend the response time with could lead to loss of life.

Mr. Tim Boehke, Fire Chief of Lake Johanna Fire Department supports the no parking restriction on both sides of Alameda Street.

Please consider this a petition to ask the city of Shoreview to place a No Parking Restriction on both sides of Alameda Street between Birch Lane north and south.

The undersigned are residents on Alameda Street. Your immediate attention to this matter would be appreciated.

*Erny & Gladys Rognvold 5106 Alameda St.*  
*Charles & Louise Oetgen 5107 Alameda St.*  
*Ralph & Joyce Bahr 5123 Alameda St.*  
*Ferry & Kathy Weiskopf 5100 Alameda St.*  
*Mary & Lynn Olson 5088 Alameda St.*  
*Mary & Kath 5081 Alameda St.*  
*Ed and Mary Larson 5137 Alameda St.*  
*Harry & Norrene Telesien 5116 Alameda St.*  
*Tony & Laura Merick 5093 Alameda St.*

**City Council:**  
Sandy Martin, *Mayor*  
Emy Johnson  
Terry Quigley  
Cory Springhorn  
Ady Wickstrom



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)

April 30, 2015

Alameda Neighborhood Property Owners/Occupants

RE: Parking Restrictions for Alameda Street

On Monday, May 18, 2015 at 7:00 PM, the Shoreview City Council is scheduled to consider a resident request to remove the posted No Parking restrictions currently in place along the west side of Alameda Street, between Birch Lane North and South.

If you have comments or concerns about this request, I encourage you to contact me by Wednesday, May 14, 2015, so that I may include your comments in my report to the City Council. You may also choose to address the City Council directly in person at the time of their meeting.

If can be reached at either (651) 490-4651 or at [mmaloney@shoreviewmn.gov](mailto:mmaloney@shoreviewmn.gov).

Sincerely,

CITY OF SHOREVIEW

A handwritten signature in black ink, appearing to read "Mark J. Maloney", with a large, stylized flourish at the end.

Mark J. Maloney, PE  
Director of Public Works



Mark Maloney &lt;mmaloney@shoreviewmn.gov&gt;

---

**Parking Alameda**

1 message

---

**Dr. Gloria Lopez Franco** <gel@uwalumni.com>  
To: "mmaloney@shoreviewmn.gov" <mmaloney@shoreviewmn.gov>

Tue, May 5, 2015 at 6:34 AM

Dear Mark Maloney,

Thank you so much for taking into consideration the concerns of Alameda residents when reporting to the City Council.

I do not think that it is a good idea to remove the posted No Parking restrictions along Alameda street. I have seen an increased number of traffic flow of cars driven, particularly by teenagers on Birch and Alameda. Many of these cars have parked along side the road already violating the parking restrictions. Some of the cars have parked on both the West and East sides of the roads narrowing the access to the street and to the driveway. I have seen many of these cars depart while speeding up on the streets. This represents a safety problem for my family. I have a four and a six year old child who would like to peacefully bike on the street. For a family with young children keeping the traffic low on the street and maintaining maximum visibility are very important factors for safety reasons.

Most of the houses along Alameda street have multiple garages with additional multiple car parking in their driveways. The request to remove the posted No Parking restrictions appears slightly unreasonable and a threat to the peace and safety of our younger children.

It is wonderful to leave in a community where our opinion is taken into consideration at the City Council. Once more, I really appreciated it.

Sincerely,

Gloria Lopez Franco

from my iPhone

from my iPhone



Mark Maloney &lt;mmaloney@shoreviewmn.gov&gt;

---

**Alameda St.**

1 message

---

**Mary Larson** <turtle-lake@comcast.net>

Wed, May 6, 2015 at 10:47 PM

To: mmaloney@shoreviewmn.gov

Cc: sandymartin444@gmail.com

Hi Mark

Thank you for your response for taking my thoughts under consideration.

Tonight I came home from work just after 9 PM. There were cars parked on Alameda on the west side starting at N. Birch. There would not be enough room for 2 cars to pass each other with the cars parked on Alameda. If another car came from the other direction tonight, one of us would have to pull off onto a lawn or into a driveway. It would be a tight fit for a large fire truck to navigate Alameda with parked cars.

There was a No Parking sign on Alameda in front of 5131 but was taken down when the house was under construction. It was not put up after the construction was completed Spring 2014.

The SV website states that permits for special occasions can be applied for. I have applied for one in the past for a graduation party. SV is very accommodating if residents take the time to apply.

When the NO Parking signs were put up late 1980's there were no objections. All of the residents on Alameda had for the most part ample parking on their properties because they took that into consideration when they built, remodeled. We were a congenial neighborhood. Safety for residents on Alameda should take priority over allowing a new homeowner to disrupt a long standing respect among neighbors who had no issues with the NO Parking signs.

Thank you again for listening.

Mary Larson

**MOTION**

**MOVED BY COUNCIL MEMBER:** \_\_\_\_\_

**SECONDED BY COUNCIL MEMBER:** \_\_\_\_\_

To adopt Resolution 15-29 supporting the amendment to the Ramsey County's Highway 96 Regional Trail Snail Lake Marsh Master Plan. The Master Plan amendment addresses the improvement plans for the Snail Lake Marsh Area enhancing recreational opportunities and access to this area. This amendment is also consistent with Shoreview's 2008 Comprehensive Plan.

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

Johnson	_____	_____
Quigley	_____	_____
Springhorn	_____	_____
Wickstrom	_____	_____
Martin	_____	_____

***Regular City Council Meeting***

May 18, 2015

**TO:** Mayor, City Council, City Manager, Parks and Recreation Commission  
**FROM:** Kathleen Castle, City Planner  
**DATE:** May 15, 2015  
**SUBJECT:** Ramsey County Highway 96 Regional Trail Master Plan Amendment

**INTRODUCTION**

Ramsey County is seeking an amendment to the Highway 96 Regional Trail Master Plan to address the expansion of the trail into the Snail Lake Marsh open space. While the operation of the system is the responsibility of Ramsey County, the Metropolitan Council supports the regional trail systems through planning, funding and advocacy. The Plan Amendment will be presented to the Ramsey County Board of Commissioners, and Metropolitan Council for approval. Once the Plan Amendment is adopted, Ramsey County will be able to seek funding from the Metropolitan Council for the trail improvements. The County is seeking the City's support for the amendment.

**PROJECT DESCRIPTION**

The proposed amendment and summary are attached. The expansion of the Highway 96 Regional Trail to include Snail Lake Marsh enhances the recreational opportunities, especially hiking adding character to the corridor and providing access to natural areas. The concept includes a 10-foot wide bituminous trail which loops through the park and provides access to natural surface trails. Other improvements include a trailhead rest area, sitting areas, enhanced landscaping and interpretive signage. Some upland, shoreland and woodland areas would also be restored.

The concept also shows a city trail/boardwalk connection to Reiland Lane that may be planned and constructed in the future. This trail would be constructed and maintained by the City of Shoreview but is not currently programmed in the Capital Improvement Program.

**SHOREVIEW COMPREHENSIVE PLAN**

The 2008 Comprehensive Plan, Chapter 10 - Parks and Open Space addresses the Highway 96 Regional Trail, including a Plan Amendment that would establish a plan for improvements to the Snail Lake Marsh area.

**PUBLIC PARTICIPATION**

The Master Plan Amendment was presented to the City Council, Parks and Recreation Commission and the Bike and Trailways Committee along with members of the general public. Comments expressed included support for the restoration of the natural resources and improved accessibility into the Marsh area. There were, however, concerns regarding the potential impact of paved trails on the natural resources.

Ramsey County considered these comments and developed a revised concept that converted some of the paved trails to natural surface trails. Also, the type and number of

gathering spaces has been modified to have smaller, informal seating areas spread throughout the site.

**RECOMMENDATION**

The Plan Amendment is being presented to the City Council for consideration. The revised concept incorporates comments received through the public review period. The County is asking the City's Council to adopt Resolution 15-29 supporting the amendment which would be presented to the Ramsey County Board of Commissioners and the Metropolitan Council with the Plan Amendment. Once the Metropolitan Council adopts the Plan Amendment, the County can seek funding from the Metropolitan Council for the proposed improvements.

Attachments:

1. Bike and Trailways Committee Minutes
2. City Council Minutes
3. Public Review Comments received by Ramsey County Parks and Recreation
4. Highway 96 Regional Trail Snail Lake Marsh Master Plan Amendment – April 20, 2015 Draft
5. Resolution 15-29

# SHOREVIEW BIKEWAYS & TRAILS COMMITTEE

## Meeting Minutes

December 4, 2014

### 1. CALL TO ORDER

The meeting was called to order at 7:10 p.m.

### 2. ROLL CALL

Members Present: Keith Severson, Mark Stange, Craig Mullenbach, Jay Martin, Ted Haaf, Craig Francisco

Members Absent: Judd Zandstra, Muriel Zhou

Guests: Rita Trapp with Hoisington Koegler Group Inc.

City Staff: Charlie Grill

### 3. APPROVAL OF AGENDA

The committee agreed and approved the updated agenda.

### 4. APPROVAL OF MEETING MINUTES

The minutes of the August 7, 2014 meeting were reviewed and approved by consensus of the Committee.

### 5. COMMITTEE DISCUSSION ITEMS

The meeting began with a presentation by Rita Trapp. She presented the plan for the Highway 96 Trail Amendment which included trail construction in the Snail Lake Marsh area just south of Hwy 96 and Victoria Street N intersection.

She asked for committee input and comments. The main comments put forth by the committee included a deep desire to see the trail connect all the way to Reiland Lane. This would open up the ability to connect many neighborhoods to the main trail system and create a shortcut to the community center for those that are south of 96. There was also a discussion against the community garden idea. The committee was concerned that the access to the site would be too difficult without sever road improvements to Hwy 96 and that the space needed for the gardens and the parking lot could be better utilized.

The presentation was concluded and it was understood that any improvements to the project, such as connecting the loop to Reiland Lane, would need to be paid for by the City. More information will become available later this spring after the amendment has been completed.

The committee then discussed trail updates from 2014. The committee reviewed the work that was completed on the Lexington trail connection as well as the reconstruction of the County Road I trail segment.

This transitioned into the creation of the 2014 Bikeway and Trails Committee's trail proposal map. Please see the attached map for proposed trail connections. Many of these trails are understood to be handled at the time of the road reconstruction but some of the smaller segments could be completed as additions to current trail projects. One trail segment that the committee would wish to highlight is the need to connect Reiland lane and Hwy 96 via trail system. This would serve to complete a loop around the lake and would also allow neighborhoods south of the community center to have a safe and direct access to the community center.

The meeting was adjourned at 8:20 PM.

Mayor Martin noted that rarely have the variances granted met all three criteria, but there have been very few appeals.

Councilmember Wickstrom stated that she is not comfortable with variances being granted and not meeting all criteria. She would like to see more objectivity.

Chair Solomonson stated that the most difficult variances to approve are the ones granted because the request is similar to what else is done in that neighborhood. He would like to pursue adding a maximum size for a Conditional Use Permit on larger lots. Otherwise, it is difficult to deny a questionable application if it meets the Conditional Use Permit criteria.

In summary, Mr. Schwerm indicated that it appears that most of the Council is open to some changes in the regulations, but, in general, the Council is appreciative and supports the decisions that have been made by the Planning Commission.

### **REVIEW OF HIGHWAY 96/SNAIL LAKE MARSH REGIONAL TRAIL MASTER PLAN AMENDMENT**

City Planner Castle reported that the Ramsey County Parks and Recreation Department (RCPRD) is in the process of preparing a Highway 96 Master Plan amendment to the Snail Lake regional trail to provide access through the Snail Lake marsh area with an overlook. The trail would be paved in accordance with ADA requirements. No funding is yet allocated for the project, as the amendment must be approved by the Metropolitan Council before the trail can be budgeted. City support is requested. The plan is being presented for Council review and comment before a formal resolution is submitted at a Council meeting for adoption.

The Bikeways and Trails Committee has reviewed the plan and supports adding the proposed trail. A rain garden was in the original plan that the Committee did not support. The rain garden has since been removed. There is a future City trail connection from the regional trail to Reiland Lane, which was discussed but would not be part of this County project.

The Parks and Recreation Commission also reviewed the proposed marsh trail and supports the project as it would provide better access to the area and be an enhancement for the City.

An open house was held at the end of January. About 50 people attended. There were mixed comments. Some would like the area to remain as it is with no improvements. Others agree that the trail would improve access and be an enhancement to the regional trail system. Some felt that the proposed trail connection would be an intrusion into the Reiland Lane neighborhood.

Councilmember Wickstrom stated that she attended the open house. A number of people would like to see the direct trail connection to Reiland Lane. Others treat the area as a private park and do not want a trail. There was discussion about paving versus a gravel path. She believes paving is better for anyone to access. The trail will be 8 feet wide, not 12 feet wide. She is pleased to see this amendment and supports the trail.

Councilmember Quigley stated that while trails can be contentious, more and more people will use them, and he sees the need as inevitable.

Mr. Schwerm explained that the trail to Reiland Lane would be at City expense. It was considered when the underpass was put in for Highway 96, but the cost of the underpass was more than anticipated and that trail was not completed. At that time, it was felt that the trail connection to the Highway 96 regional trail and then to either the sidewalk system through the Harbor Place neighborhood or the trail through the Snail Lake open space was sufficient.

Mayor Martin stated that while she has always supported the trail to Reiland Lane, the width of Reiland Lane is narrow with parking and there is no place to walk. A trail to Reiland Lane would invite people to walk and bike a street that was not built for that activity. There is not a lot of traffic, but any traffic coming into Reiland Lane has to go back out the same way. The trail from Scandia Shores is a long way to the east to get to the Community Center. This proposed trail would be a wonderful access from Reiland Lane and Amble Road to the Community Center.

It was the consensus of the Council to support this proposed trail amendment to the Snail Lake Regional Trail.

#### **DISCUSSION REGARDING SHOREVIEW LIBRARY PROPERTY**

Mayor Martin stated that Mr. Tom Lemke has met with all community organizations to find out future needs for space and is present for this discussion. The Council will be talking to community organizations at the next Council workshop meeting on March 9, 2015. However, Ramsey County is requesting a response to the purchase offer for the existing library by February 20, 2015.

City Manager Schwerm stated that the County plans to build a new regional library which is anticipated to begin later this year. The two residential properties south of the existing library have been purchased for the new library site. The County purchased one home; the City purchased the home at 795 Highway 96 and will be reimbursed by the County for the cost of the home plus demolition costs. When the City sold the existing library property to the County, part of the agreement was if the property were ever not used for a library, it would be offered back to the City at fair market value. The City has received a letter asking whether or not the City would be purchasing the property at an assessed value cost of \$5.3 million. The deed restriction also requires that potential reuse of the property by the County must either be for County office purposes or sold to another public entity that is consistent with the uses in the Commons campus.

Commissioner Huffman confirmed that while the Board has not approved any action at this time, it is definitely the intent of the County to reimburse the City for the property at 795 Highway 96.

Councilmember Quigley asked if there is any change in the status of the hockey rink owned by the County. Commissioner Huffman responded that a task force is being formed to evaluate usage of all county hockey rinks. The Shoreview rink has the highest usage. The ones that will

## Highway 96 Regional Trail Snail Lake Marsh Master Plan Amendment

The following summarizes the written comments received by Ramsey County Parks and Recreation regarding the Snail Lake Marsh Master Plan Amendment to the Highway 96 Regional Trail Master Plan. The draft concept was presented to the community at a meeting on January 28, 2014. Ramsey County received a number of comments from residents concerned about particular components of the concept. Taking into consideration those comments, Ramsey County developed and presented a revised concept in March of 2015. This document summarizes the comments received regarding both concepts, with the comments about the revised concept listed first.

### Emails received about the March 2015 Revised Concept

- 1) Thank you so much for responding to the comments. I am so glad you included in the plan a line about extending the trail to Reiland Lane. Reiland Lane has never wanted that trail connected and fought tooth and nail to have their road narrowed (when it was reconstructed) so it couldn't accommodate any other traffic except their own. I believe the parks are for all the people not just a few and we should all have access to them. It would be so nice if we could access the new trailhead and the Community Center and Library by a trail connected to Reiland Lane. I hope it can still be accomplished and soon while I can still ride my bike!

-Mary and Peter Zarembo

- 2) Thank you Scott. The revisions to the plan seem well thought out to reduce the development impacts in the marsh area. As a trailhead rest area, will there be portable sanitation facilities available or is the concept that the Community Center/Library facilities would serve trail users?

-Joel Jamnik

### Written received at the January 28<sup>th</sup> Community Meeting

- 1) We are against this Snail Lake Master Plan Amendment. We believe that it'll destroy wildlife and cause disruption/noise to the residents living around the marshland. We believe this would be a waste of resources and money. We would like the current area to stay as it is- natural with deer tracks. We would like to have our voice heard. Thanks for giving us this opportunity to learn more about the plan.

-Nese & Cem Yuetas, 865 Amble Road

- 2) I live in the area and do bike/walk on the Hwy 96 trail. I would appreciate a closer look at the wetlands. Thank you.

-Neil Freney, 418 W Hwy 96 #306

- 3) Great idea to provide accessibility to all residents. Reiland property owners only want to protect their own access to the lake for themselves.

-Christine Thompson

- 4) Why not make it a nature preserve with minimal disruption (no asphalt paths, small gravel paths, restoration of the shore, woodland, upland, and marsh)

Why not put south access from Reiland to Hwy 96/ Marsh Lake trail? Why commit to blacktop this early in the process? Why not fix Gramsie Road trail instead?

I think this plan is a really good start. It would open the area to us casual walkers. The paved path would be appreciated by those of us with a bit of grey in our hair. I like the connector trail too, as my wife and I could walk around the lake without having to go through residential areas. I'd give more thought to the pond and a viewing area for it.

-Bill Ceechi

- 5) Not in favor of the concept because it is not passive enough and too intrusive to the upland, woodland... I would support an interior ADA accessible trail that skirts transitional areas (upland woods/ marsh or prairie) and makes a south connector connection to Reiland Road. I would prefer retention of the deer paths and very unobtrusive hiking and snowshoeing opportunities on minimally altered and maintained natural trails. This presumes some bike racks and seating along the ADA accessible trail where access to deer paths might occur.

Please keep it non-motorized and as natural as possible. Also, please do NOT connect from the woodland restoration to Reiland Lane! Thank you.

-Joan Durband (and Bob)

- 6) We feel the trail would be a wonderful addition to Shoreview. However, it needs to have access from the south side. That would then give children from the south – safer biking to the Shoreview Community Center.

-unsigned

#### **Emails received to date**

*Note: Staff also received two information inquiries asking about what was meant about informal seating and whether there could be disc golf on the site. Staff clarified what was meant by informal seating and that there would not be disc golf. No additional comments were heard from those individuals.*

- 1) I like the idea of doing the restoration work and making the marsh and lake view more accessible. I am not in favor of a tar trail in that area however.

The money for the tar trail should be applied to fixing the link between Lake Kellor and Lake Phalen and the section of trail south of Gramsie Rd that ties the Lake Vandais and Snail Lake Regional Park together. Both of these sections are in dire need of repair. Ramsey County shouldn't be doing more tar trails that don't provide connector value when ones that do are not in safe levels of maintenance. The two sections I mention are in such rough shape that they are getting uncomfortable and in sections dangerous to ride on. The Gramsie Road section is split, sunk and rough. It is an area where an on road route is not very safe either.

-Peter Breyfogle

- 2) Thank you for clarification on how to comment on the preliminary proposal that I saw at the meeting last night at Shoreview City Hall.

First, I urge you to involve all residents of Shoreview, Arden Hills and elsewhere in Ramsey County who use our trails and recreation areas. I know it must be tough to get broad input.

We've enjoyed the Snail Lake Regional Park area since 1975 when built our first home adjacent to then Grass Lake open space. We have moved to northern Shoreview since then but continue to bike and walk in Snail Lake Regional Park. Here are our comments:

1. We miss the years in the 1970s when we could hike up Reiland Lane, through the public access to the open space to Highway 96 and around to the Snail Lake Club. Apparently there is some dispute as to whether there is public access or only private property.
2. Since the '80s, we have biked along Highway 96 through the Marsh area and walked the "deer trails" and frankly have been disappointed by the buckthorn, burdock and others invasives that dominate the Marsh. Birds and wildlife seem to be diminished and the area is in need of maintenance. This area is a former farm that is completely disturbed from the original prairie and it's in need of restoration!
3. We urge light, passive recreation for all in this area with removal of invasives, restoration and maintenance of native prairie plants, shrubs and trees that are currently lacking. We like aggregate and wood chip trails, although we know that a minimum amount of bituminous may be needed for our future needs.
4. There is space for active recreation in the Parks south of Snail Lake through the County and north of 96 through the City. We need the light, passive recreation alternative in the Marsh area.

Thanks for considering our comments.

-Kent and Diane Peterson, 1070 Bucher Avenue

- 3) I am opposed to the plan for 3 reasons

1. Costs. \$800,000 could go a long way towards repairing existing trails
2. It is a prime area to leave in a natural state
3. Ramsey county mislead especially the residents of Reiland Lane (of which I am one) by omitting the planned through trail to Reiland Lane from the plan shown on Ramsey County's web page. Many of my neighbors would have attended the 1/28 meeting if they had correct

information in hand. It appears that this trail extension plan was intended to be inserted in the plan without public input. Shame on you. All of the 62 residents of Reiland are being informed of the real county plan.

-Jim Olson, 4277 Reiland Lane

- 4) I am sure that you have heard this before but in case you have not. The Snail Lake marsh area used to be shallow but open water. There was dredging done many years ago and some of it was dumped into that area. There used to be a picture of it on the wall of the Village Scoop towards the back. I moved in in 1988 and got my pontoon in there a little ways and could canoe to where the new last house on Reiland Lane now sits. It was a great breeding ground for ducks and geese back then. You might want to apply for state funds to put it back to at least the canoe or kayak accessible wet land that it used to be. We all pay into that fund and this is the type of thing we all thought that money was to be used for. Restoring wetlands.

-Paula Bangert, 3rd grade teacher and The Heights Community School

- 5) I support the rice creek and snail lake amended trail plans. While these 2 do not add huge stretches to the Ramsey County and Regional trails systems, these additions are in critical areas.

I do want to ask if there are maintenance funds allocated in these plans or if the county has annual budget line items to cover the up keep of all the trails.

-Ray Bryan

- 6) We were just at the meeting at Shoreview City Hall about the Open Area and the new plans for trails there. It seems most of the people were against it like it was their private property. It is open park area and is designated as such so it should work for ALL the people of the county.

We would like to see access from the south so we could use it. We don't live far from there but there is no access from the south and I think there could be and should be. There needs to be a trail that leads to Reiland Lane. I know this was talked about a long time ago for access to the Shoreview Community Center but never got done. I think it was too expensive. If that access is not put in, then a whole lot of Shoreview residents would be cut off from using it and that is not fair. It needs to be opened up to ALL the residents.

I am for the paved trails because they work so well for biking and walking. As you say they are easier to maintain. Besides the paved trails allows access for the disabled too. We love walking and biking the trails by Snail Lake and Grass Lake. We are proud of the trail system that Shoreview has developed and the wonderful job that Shoreview does in maintaining them even in the winter.

-Mary and Peter Zarembo

- 7) I attended the public meeting at Shoreview City Hall tonight regarding the Hwy 96 Regional Trail - Snail Lake Marsh Master Plan Amendment and have some comments about the concept:
- It would be just fine with me to make no further development to the marsh.

- I strongly support the preservation of healthy trees, so if there is further development to the marsh, one guiding principle should be to remove healthy trees only as a last resort.
  - Please, please, please – no artificial lighting!
  - Please continue with public meetings throughout this process.
- Ann Thomas, 688 Highway 96

8) Hello Mr. Yonke, Why on earth does the county feel the need to develop every piece of open land? What is wrong with leaving the Snail Lake Marsh area as it is? There are tons of bike trails for the people living in Shoreview to ride on already. Shoreview brags about it constantly. Do we really need another bike trail?

Are you planning on putting paved bike paths through the woods and marsh land? What about the owls and other animals that call the marsh their home? The pheasants were driven out when the county expanded highway 96 to four lanes. Are you folks only happy after you destroy natural habitat and drive all of nature away?

The county and City of Vadnais Heights ruined the area around Vadnais Lake by making it for bike and pedestrian traffic only. We can no longer drive around the side of the lake to enjoy nature. If we go down there, we are forced to listen to loud music, played by the fisherman and smell their cigarette smoke. We have heard families fighting and lots of swearing too! We can no longer go, and park by the lake to listen to the birds. Thanks a heap! Plus, my husband is a paraplegic and we have yet to see the "handicap accessible" dock?? What a scam. It was another case of having funds on hand being matched by Federal funds. It just HAD to be spent!

People in this county are not deprived of bike trails and overlooks in this area. I drive by the overlook on Lexington Ave, that overlooks the arsenal land and rarely see anyone using it.

It appears that you have some money in your hands and want to throw it away, just because you have it. Why can't you reallocate it to road work and bridges? That is where the county should direct it's money, not to creating more bike trails and lookouts. I understand that there are folks, like you, that get paid to come up with ways to spend the park money. Come on. Take this folly somewhere else or is this the last piece of open land you have left to mess with?

-Darcie Williams, 4540 Chatsworth St. N

9) I am strongly in favor of improving the Snail Lake Marsh area near Highway 96 Restoring the marsh to more natural conditions would be a benefit to all area residents. Removal of invasive plants and restoring the area would turn a previously unusable area into something beautiful for all of Shoreview, not just the immediate neighbors of the swamp.

I live near the south end of Snail Lake and am greatly interested in any project that environmentally enhances Shoreview.

-Sharon Sechrist, 191 Demar Ave.

10) My husband and I attended the meeting you held at the Shoreview Community Center on 1/28, and during the meeting you encouraged the attendees to submit comments to you via email about the proposed trail. We live at 4464 Chatsworth Ct. E., and our house backs up to the Snail Lake marsh. During the winter we love to hike and snowshoe around the marsh and through the woods next to Snail Lake. We are not completely opposed to some type of narrow trail, and we are in favor of habitat restoration, but we do have some concerns:

- We are concerned about the proposal to construct a wide paved trail. We recently read the Star Tribune article "Aging Trails Lead to Big Bills" (1/30/15), noting that there is already a problem with current trail maintenance and the growing amount of money needed for this maintenance. We also read the February 5 letter to the editor "Your money makes asphalt. Is that what you wanted?" This letter notes that a substantial amount of funding for new trail construction and maintenance comes from the Legacy Amendment, but that this was not the intent of most citizens who voted for the Legacy Amendment. We agree. Also, the small parcel of land involved does not seem to warrant the construction of a wide paved trail that doesn't connect to any other trail.
- Since we do use the marsh and woods in the winter for hiking and snow shoeing, we are concerned that a wide paved trail that is plowed in the winter would eliminate our use of the trail for snow shoeing.
- Park benches and overlooks do not seem necessary, again because it is such a relatively small area and also there really isn't much to overlook.

Thank you for giving us the opportunity to comment about this proposed trail.

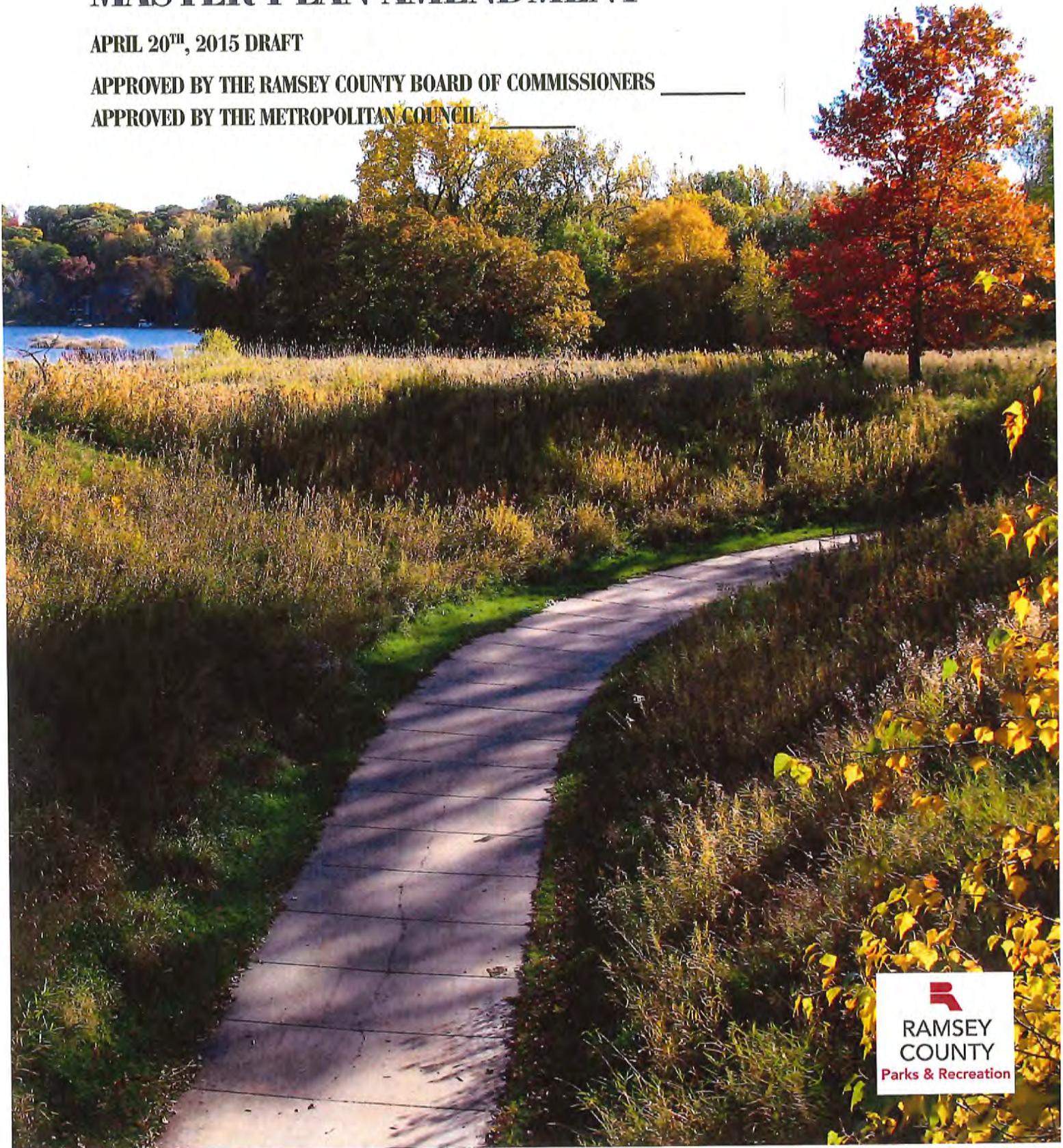
-Leanne Phinney and Mark Schultz, 4464 Chatsworth Ct. E

# HIGHWAY 96 REGIONAL TRAIL SNAIL LAKE MARSH MASTER PLAN AMENDMENT

APRIL 20<sup>TH</sup>, 2015 DRAFT

APPROVED BY THE RAMSEY COUNTY BOARD OF COMMISSIONERS \_\_\_\_\_

APPROVED BY THE METROPOLITAN COUNCIL \_\_\_\_\_



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# EXECUTIVE SUMMARY

## Introduction

The Highway 96 Regional Trail is located in the northernmost quarter of Ramsey County. The trail is 8.5 miles in length, spanning almost the entire width of Ramsey County from Old Highway 8 in New Brighton on the west, to Highway 61 in White Bear Lake on the east. The 47-acre Snail Lake Marsh is located along the western third of the Highway 96 Regional trail, on the northwest side of Snail Lake, just south of the intersection of Highway 96 and Victoria. This amendment appends and updates the 1996 Highway 96 Regional Trail Corridor Master Plan for this portion of the Highway 96 Regional Trail.

Established in 1974, the Regional Parks and Open Space System is managed by the Metropolitan Council in partnership with cities, counties, and special park districts. While the operation of the system is the responsibility of cities, counties, and special park districts, the Metropolitan Council supports it with planning, funding, and advocacy. Each implementing agency, such as Ramsey County, is responsible for the development of a master plan for its regional facilities. Ramsey County Parks and Recreation system encompasses over 6,500 acres, including six regional parks, six regional trails, nine county parks, nine protected open spaces, five golf courses, and numerous recreation facilities.

The mission of Ramsey County is "A county of excellence working with you to enhance our quality of life." The Ramsey County Parks and Recreation Department (RCPRD) follows this mission by preserving, developing, maintaining, and managing a system of parks, open space, trail corridors, and special use areas; and by providing year-around recreational programs, services, and facilities which are responsive to changing needs, compatible with the resource base, and most effectively provided at a county level."

## Existing Conditions

### History

The Highway 96 Regional Trail Corridor was master planned in 1996 in accordance with the Metropolitan Council's Recreation Open Space Development Guide/Policy Plan, and was built as segments of Highway 96 were reconstructed. The trail is considered a regional linking trail in the Metropolitan Council's 2030 Regional Parks Policy Plan. These trails are meant to link components of the regional parks system with population, economic, and social centers. The development of the 47-acre Snail Lake Marsh area provides an opportunity for trail facilities, rest, and interpretation along the Regional Trail. The amendment area is already incorporated into the Regional Trail's property, so no acquisitions are required.

### Demand Forecast

In 2013, the Highway 96 Regional Trail was the third-most used regional recreation amenity in Ramsey County and the highest used regional trail with 588,600 total visits. The section along Snail Lake Marsh is anticipated to have a correspondingly high visitor demand. Use of the Highway 96 Regional Trail is anticipated to continue to rise due to urban recreation trends and anticipated population growth in adjacent communities. The amendment area's connection to the nearby Twin Cities Army Ammunition Plant (TCAAP) site in Arden Hills could attract thousands more users once TCAAP is redeveloped.

### Natural Resources

The native habitat of the Snail Lake Marsh portion of the Highway 96 Regional Trail was a large wetland with cattails and shrub swamp bordered by oak woods. While the current habitat is somewhat degraded, the amendment area provides a critical link between several areas identified by Metropolitan Council as Regionally Significant Natural Resource Areas: the Rice Creek Chain of Lakes Regional Park, the 1,300 acre Arden Hills Army Training Site (AHATS) Wildlife Observation Area, and Long Lake Regional Park.

### Historic Resources Inventory

In June of 1995, archaeologists from the University of Minnesota conducted an archaeological investigation of the site. St. Croix stamped and undifferentiated Late Prehistoric ceramics and lithic materials were found. This provides evidence that this site was occupied during at least two distinct periods- the Transitional Woodland and the Late Prehistoric. The varying geographic origins of the materials found also suggests that prehistoric peoples had access to a regional trading network. These findings open up opportunities for interpretation along the proposed trails network.

## Concept

The concept's primary contribution to recreation is the 2,300 feet of bituminous and 2,300 feet of natural surface trails proposed to link the park's seating, overlook, and trailhead areas. Site amenities, including seating, interpretive signage, nature observation, and wayfinding, will allow people to take advantage of the park's great views of Snail Lake and Snail Lake Marsh. Habitat restoration throughout the amendment area will promote ecological function and maintain a beautiful natural environment for the enjoyment of visitors. If eligible under Wetland Conservation Act rules, Ramsey County will partner with the Ramsey-Washington Metro Watershed District and other regulatory agencies on wetland restoration projects.

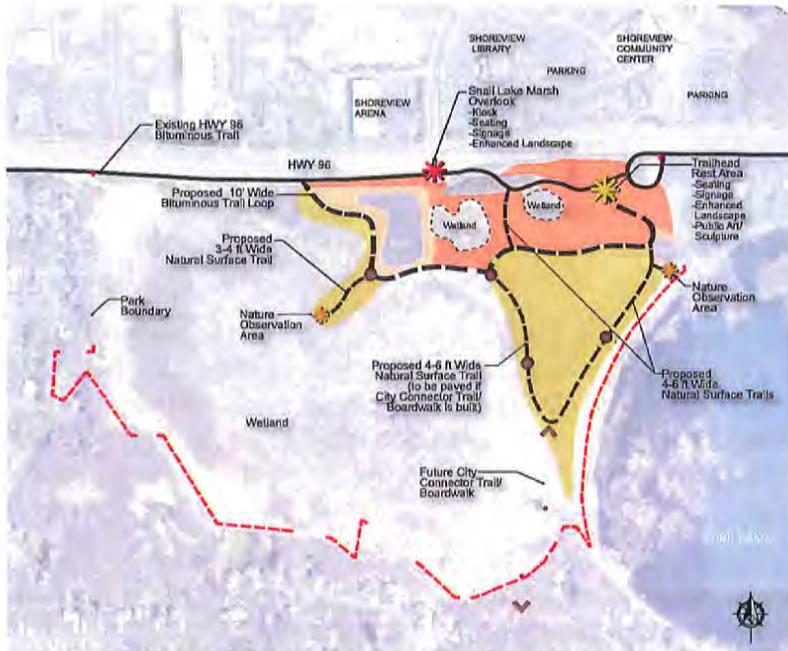
The Snail Lake Marsh Master Plan amendment area will continue to be managed according to the 2008 Ramsey County Parks and Recreation Natural Resource Management Plan until the upland, shoreland, and woodland restoration indicated in the Snail Lake Marsh Master Plan can be implemented, at which point maintenance needs should be reevaluated.

RCPRD is committed to providing universal accessibility at all trail facilities. Care will be taken to design facilities that meet the requirements for the American with Disabilities Act (ADA), as well as principles for universal accessibility so as to provide all visitors with a meaningful experience.

## Implementation

No specific timing has been identified for the implementation of the Snail Lake Marsh Master Plan amendment. Construction of the proposed bituminous trail could be done separately from any restoration, or could be built in conjunction with it. Phasing will be determined at a later date. Operations of the regional trail corridor will be the responsibility of the RCPRD. Regional parks and trails have general operating hours from ½ hour before sunrise to ½ hour after sunset.

RCPRD will use a variety of tools to promote awareness and use of this addition to the regional trail system. Wayfinding signage within the trail corridor will be updated as needed following the existing RCPRD Wayfinding Master Plan for consistency with other regional parks and trails.



HIGHWAY 96 REGIONAL TRAIL - SNAIL LAKE MARSH MASTER PLAN  
RAMSEY COUNTY PARKS & RECREATION DEPARTMENT  
DATE: 4/17/2015



The expansion of the Highway 96 Regional Trail to include Snail Lake Marsh enhances recreational opportunities, especially hiking, adds to the character of the corridor, and will provide access to natural areas currently only visible via an overlook.

The concept includes:

- A 10' wide, 2,300 feet bituminous trail loop through the park and over 2,300 feet of 3-6' wide natural surface trails
- Improvements to the existing Snail Lake Marsh Overlook with kiosk, seating, signage, and landscaping
- A trailhead rest area with seating, signage, enhanced landscaping, and public art/sculpture
- Informal seating areas with interpretive signage
- Nature observation areas
- Upland, shoreland, and woodland restoration
- A future city connector trail/boardwalk that would be planned, constructed, and maintained by the City of Shoreview. If constructed, Ramsey County will pave the western section of the natural surface trail.

# PLANNING FRAMEWORK

## Overview

The purpose of the Snail Lake Marsh Master Plan Amendment is to guide the development, preservation, management, and improvement of the expansion to the Highway 96 Regional Trail. The Highway 96 Regional Trail is located in the northernmost quarter of Ramsey County. The trail is 8.5 miles in length, spanning almost the entire width of Ramsey County from Old Highway 8 in New Brighton on the west, to Highway 61 in White Bear Lake on the east. The 47-acre Snail Lake Marsh is located along the western third of the Highway 96 Regional trail, on the northwest side of Snail Lake, just south of the intersection of Highway 96 and Victoria.

This amendment appends and updates the 1996 Highway 96 Regional Trail Corridor Master Plan for this portion of the Highway 96 Regional Trail. This amendment is written to fulfill the requirements of the Metropolitan Council for regional trail master plans as outlined in the 2030 Regional Parks Policy Plan.

## Metropolitan Regional Parks and Open Space System

Regional parks and trails are developed in the Twin Cities Metropolitan Area to preserve green space for wildlife habitat and provide a wide-range of natural resource-related recreational opportunities. Established in 1974, the Regional Parks and Open Space System is managed by the Metropolitan Council in partnership with cities, counties, and special park districts. While the operation of the system is the responsibility of cities, counties, and special park districts, the Metropolitan Council supports it with planning, funding, and advocacy. Each implementing agency, such as Ramsey County, is responsible for the development of a master plan for its regional park and open space system components. In 2014, the system includes 53 regional parks and park reserves, 340 miles in 40 regional trails, and eight special recreation features.

## Ramsey County Parks and Recreation

Ramsey County is the most densely populated county in the State of Minnesota. The Ramsey County Parks and Recreation system encompasses over 6,500 acres consisting of six regional parks, six regional trails, nine county parks, nine protected open spaces, five golf courses and numerous recreation facilities. The park and open space areas held by Ramsey County represent the largest undeveloped land area in the county. Ramsey County Parks and Recreation works in cooperation with the Metropolitan Council, the National Park Service, Saint Paul Regional Water Services, Minnesota Department of Natural Resources (MNDNR), its municipalities, and other governmental units to advance park, recreation, and leisure opportunities for all Ramsey County residents.

The mission of Ramsey County is "A county of excellence working with you to enhance our quality of life." The Ramsey County Parks and Recreation Department (RCPRD) follows this mission by preserving, developing, maintaining, and managing a system of parks, open space, trail corridors, and special use areas; and by providing year-around recreational programs, services, and facilities which are responsive to changing needs, compatible with the resource base, and most effectively provided at a county level."



*The amendment guides the development, preservation, management, and improvement of the existing Highway 96 Regional Trail.*



### Regional Trails

- Serve a regional audience
- Link units of the regional system
- Provide a high-quality recreational experience
- Protect and provide access to adjacent natural areas
- Are available to all users, including those with special needs
- Intersect with local trail networks

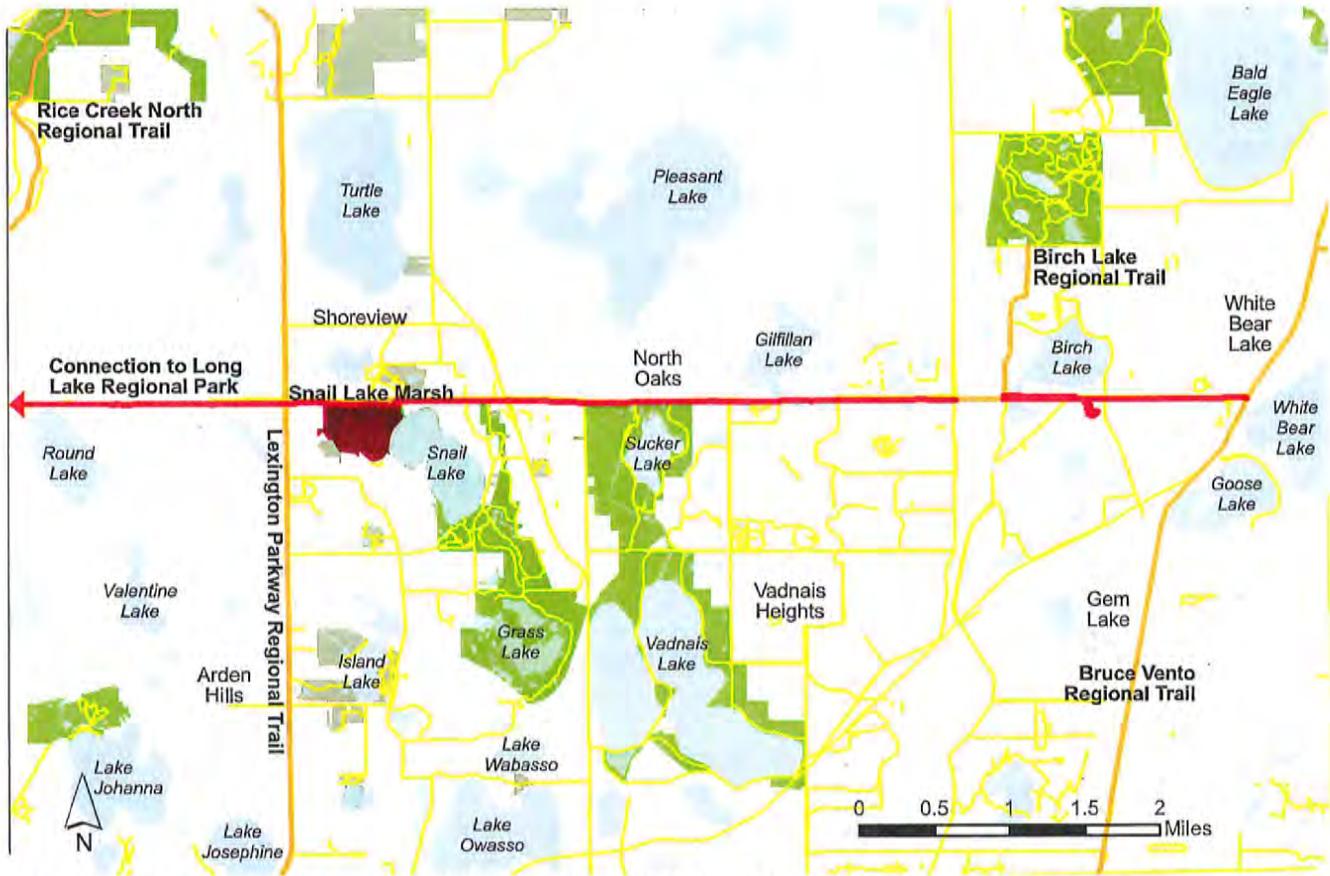


Figure 1: Regional Trail System from Long Lake Regional Park to the Bruce Vento Regional Trail in White Bear Lake



Ramsey County Parks and Recreation supports this mission by:

- Trail services – We coordinate establishment of a Ramsey County-wide system hiking and biking trails plan that connect significant natural and cultural features and implement those segments of county or regional significance that are located on Ramsey County park and open space land.
- Open space preservation – We acquire, protect and manage unique, fragile, and aesthetically attractive natural resources that contribute positively to the urban landscape, and perform critical natural functions.
- Nature interpretation – We promote positive environmental values through an increased awareness, knowledge, and appreciation of natural resources and natural processes.
- Outdoor recreation programming – We sponsor or co-sponsor recreation programs that encourage development of resource-oriented outdoor recreation skills and promote wellness. We also organize special events that introduce people to recreation opportunities available within the system.
- Special recreation services – We provide areas, facilities, and programs of Ramsey County-wide significance to meet specialized indoor or outdoor recreation needs of Ramsey County residents.
- Park services – We provide diverse and accessible areas and facilities primarily for self-directed Ramsey County resource-oriented outdoor recreation that complement the natural features of each site.



Figure 2: Regional Trail System around the Snail Lake Marsh

## History

The 8.5 mile Highway 96 Regional Trail extends west-east across Ramsey County from Long Lake Regional Park to the Bruce Vento Regional Trail in White Bear Lake. The trail is considered a regional linking trail in the Metropolitan Council's 2030 Regional Parks Policy Plan. These trails are meant to link components of the regional parks system with population, economic, and social centers. The amendment area is located in the western third of the trail just northwest of Snail Lake in Shoreview. The development of the 47-acre Snail Lake Marsh area to the Highway 96 Regional Trail provides an opportunity for trail facilities, rest, and interpretation along the regional trail. The amendment area underwent an archaeological investigation in 1995 that revealed the presence of prehistoric materials, which contributes to its both its historical significance and interpretive potential.

The Highway 96 Regional Trail Corridor was master planned in 1996 in accordance with the Metropolitan Council's Recreation Open Space Development Guide/Policy Plan, and was built as segments of Highway 96 were reconstructed.

## Citizen Participation and Municipal Support

As occurred in the adoption of the original master plan, the Snail Lake Marsh Amendment process has engaged the public and the City of Shoreview over a number of years. Initial concepts were explored with the City of Shoreview City Council, Bikeways and Trails Commission, and City Staff.

A refined concept was then presented to the community at a meeting in January 2015 that was attended by more than 50 residents. The concept was also posted on the RCPD





According to Metropolitan Council, two-thirds of people using recreational facilities are using trails.

website. In addition to the discussion at the community meeting, the RCPRD received more than 15 written comments. Most were supportive of restoring the natural area and removing invasives. Many expressed concern about the potential impact of the proposed paved trails on the natural resources within the Snail Lake Marsh. Others expressed support for increasing accessibility of the area, given that today there are only dirt paths and the park is a natural resource for everyone— not just those who live in adjacent residential areas.

The RCPRD considered the comments received and developed a revised concept that converted some of the paved trails to natural surface trails. It also modified the type and number of gathering areas to have smaller, informal seating spread throughout. The refined concept was made available on the RCPRD website and a notification was sent to all those who had participated in the community meeting and commented. The draft Amendment was presented to the City of Shoreview on XXX XX, 2015. The Shoreview City Council passed a resolution supporting this amendment (see Appendix B).

## Demand Forecast

The expansion of the Highway 96 Regional Trail to include Snail Lake Marsh enhances recreational opportunities, especially hiking; adds to the character of the corridor; and will provide access to natural areas currently only visible via an overlook. In 2013, the Highway 96 Regional Trail was the third-most used regional recreation amenity in Ramsey County (Table 1), and the highest used regional trail with 588,600 total visits. The section along Snail Lake Marsh is anticipated to have a correspondingly high visitor demand.

Metropolitan Council studies indicate that half of regional trail users live within 3/4 mile of a trail (core service area) and 3/4 live within three miles of the trail (primary service area). See Figure 3 for these areas. Due to their ability to be enjoyed by people of all ages, abilities, and incomes, trails are consistently rated the number one desired recreation facility. According to the 2008 Metropolitan Council Regional Parks and Trails Survey, among regional trail users, biking and walking are the most common recreation form, while running, inline skating, and dog-walking were also popular. Use of the Highway 96 Regional Trail is anticipated to continue to rise due to urban recreation trends and anticipated population growth in adjacent communities (Table 2). The amendment area's connection to the nearby Twin Cities Army Ammunition Plant (TCAAP) site in Arden Hills could attract thousands more users once TCAAP is redeveloped.

**Table 1: Metropolitan Council 2013 Annual Use Estimate of Ramsey County Regional Facilities**

AGENCY/ PARK	SUMMER	WINTER	SPRING/ FALL	SPECIAL EVENTS	TOTAL VISITS
Battle Creek Regional Park	351,800	62,600	336,600	11,000	761,900
Grass- Vadnais- Snail Lake Regional Park	348,900	62,100	333,900	1,500	746,300
Highway 96 Regional Trail	224,000	68,600	295,000	1,000	588,600
Keller Regional Park	255,600	45,500	244,600	1,300	546,900
Bruce Vento Regional Trail	157,200	48,100	207,000	1,000	413,300
Bald Eagle- Otter Lake Regional Park	122,800	21,800	117,500	101,200	363,300
Long Lake Regional Park	158,500	28,200	151,700	22,400	360,800
Rice Creek North Regional Trail	74,800	22,900	98,500	0	196,200
Rice Creek West Regional Trail	65,900	20,200	86,800	1,200	174,000

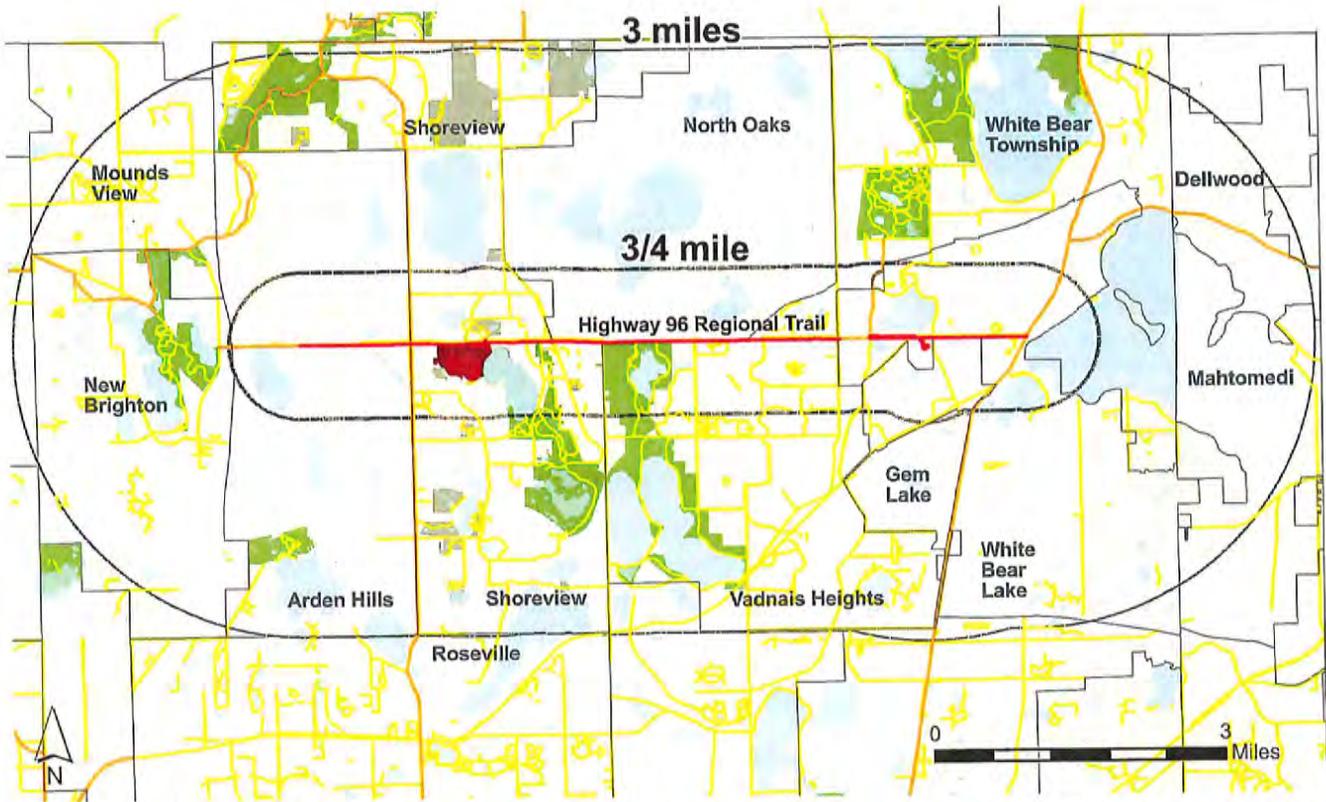


Figure 3: Highway 96 Regional Trail 3/4 Mile and 3 Mile Service Areas



Table 2: Population Projections of Adjacent Municipalities

	2010	2030	PERCENT CHANGE
Arden Hills	9,552	12,900	26%
North Oaks	4,400	5,900	25%
Vadnais Heights	13,800	16,800	18%
Shoreview	25,043	29,000	14%
New Brighton	21,456	22,800	6%
White Bear Lake Township	13,100	13,500	3%
White Bear Lake	27,000	26,600	-1%



Vegetation within the corridor is a combination of wetland, shrub swamp, oldfield, and mixed woods



Miscanthus sinensis in the oldfield



View of Snail Lake from the amendment area



Ramping down to the Shoreview Community Center underpass

## EXISTING CONDITIONS

### Boundaries and Acquisition Costs

This amendment to the Highway 96 Regional Trail Master Plan does not require any land acquisition, as the 47-acre Snail Lake Marsh Master Plan area is already incorporated into the Regional Trail's property. The park boundary is bordered by residential uses to the east, south, and west; Snail Lake to the southeast; and Highway 96 to the north. A tunnel underpass beneath Highway 96 allows access to Shoreview's Community Center campus. There is also a controlled crossing at Victoria Street. Proposed trails are confined within the park boundary, but may include a future City Connector Trail route to the south. Natural features, including wetlands, ponds, and topography, provide sufficient boundaries around proposed trails to render fencing unnecessary.

### Natural Resources Inventory

#### Ecological Significance

Metropolitan Council has identified Regionally Significant Natural Resource Areas based on ecological attributes including patch size, shape, cover type, diversity, and adjacent land use. Highway 96 Regional Trail links several areas identified as Regionally Significant: the Rice Creek Chain of Lakes Regional Park, the 1,300 acre Arden Hills Army Training Site (AHATS) Wildlife Observation Area, and Long Lake Regional Park (see Figure 4).

#### Land Cover

The native habitat of Snail Lake Marsh was a large wetland with cattails and shrub swamp bordered by oak woods. Current vegetation includes degraded oak woods on the east side and oldfield to the north. There are some significant oak trees in the woods; however, buckthorn is a problem. The wetland is connected to Snail Lake, and historically contained a large area of open water. Currently, much of the wetland adjacent to the existing trail has been invaded by hybrid and narrow-leaf cattails. The oldfield contains little vegetation of significance, with patches of *Miscanthus sinensis* and *Euphorbia esula* presenting concern, in addition to widespread nuisance weeds. A Minnesota Land Cover Classification System (MLCCS) inventory has not been completed for this area.

#### Water Resources

Snail Lake is the dominant natural feature in the amendment area. The lake is stocked every other year with walleye and has both a boat launch and a swimming beach. The amendment area includes 1,000 feet of shoreline along Snail Lake's northwest border.



Stairs provide access from street level to the Shoreview Community Center underpass



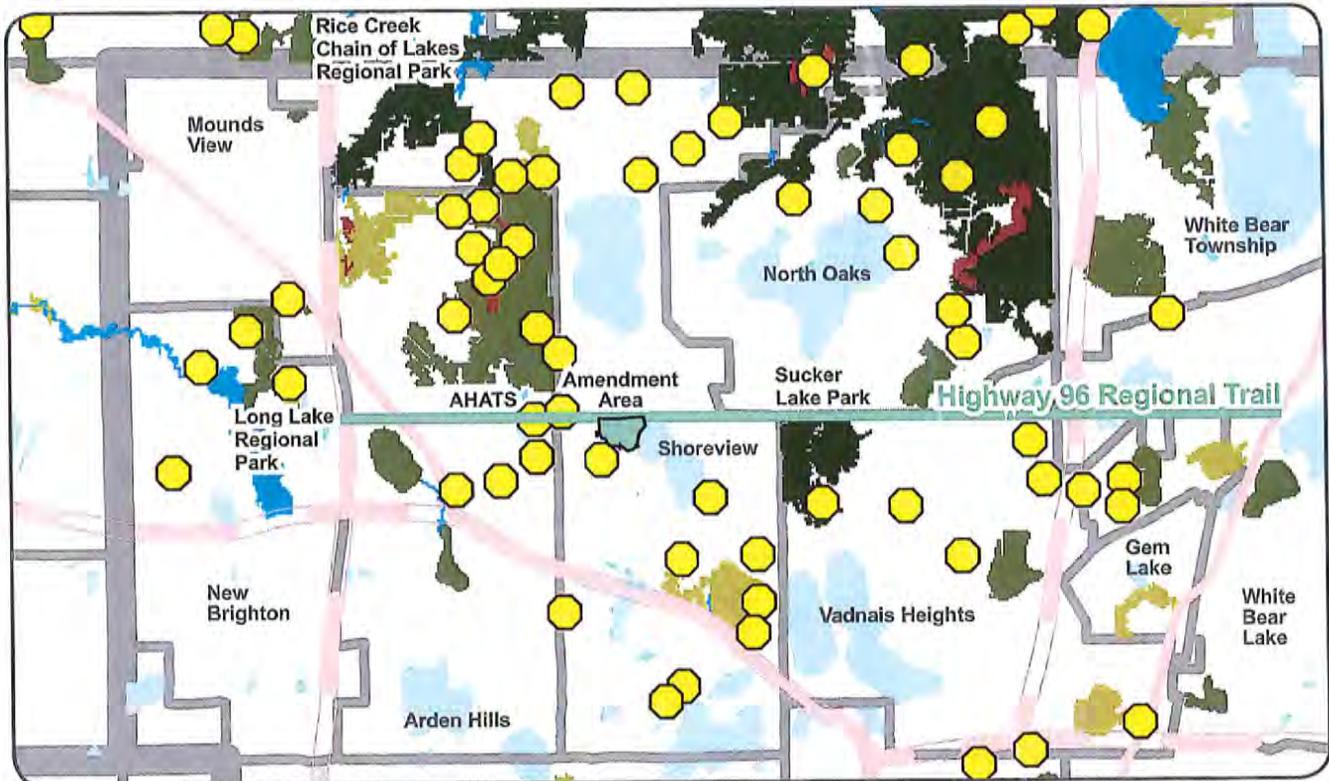
The Shoreview Community Center underpass

## Topography

Topography along the existing and proposed trails provides great views of Snail Lake, in addition to two small ponds and the Snail Lake Marsh. The highest portions of the amendment area lie along Highway 96. The topography generally slopes downward to the south, where water is collected in the marsh, ponds, and lake. Across from the Shoreview Community Center, the Regional Trail can be accessed at grade along Highway 96, and by an underpass via both stairs and a ramp. This prime access point offers a unique experience, as the trail is surrounded by high berms on each side as it ramps down to the underpass, and the at-grade access offers a stunning prospect of Snail Lake. Topography in the amendment area limits easy access to the shoreline.

## Wildlife

The park hosts a diverse array of wildlife, including nesting songbirds, waterfowl, and raptors. Larger mammals include white-tailed deer, red fox, beaver, and raccoons.



### Ecological Score\*\*

Regionally Significant Ecological Areas were given a score of 1, 2, or 3 (3 being the highest possible score) based on how well continuous natural areas met standards for size, shape, connectivity, adjacent land use, and species diversity.

**3** - These areas tend to be larger in size, and/or with few adjacent land cover types or land uses that could adversely affect the area; may have greater diversity of vegetation cover types; or it may be an isolated native plant community mapped and given a score of outstanding biodiversity significance by the Minnesota County Biological Survey.

**2** - These areas tend to be moderate in size and/or with more adjacent land cover types or land uses that could adversely affect the area; may have less diversity of vegetation cover types; or it may be an isolated native plant community mapped and given a score of high biodiversity significance by the Minnesota County Biological Survey.

**1** - These areas tend to be smaller in size while still meeting the minimum size requirements for regional significance (minimum size is variable based on cover type); may have less diversity of vegetation cover types; may have more adjacent cover types or land uses that could adversely affect the area; or it may be an isolated native plant community mapped and given a score of moderate biodiversity significance by the Minnesota County Biological Survey.

### River and Stream Corridors\*\*

Shortest-distance paths in and along rivers, streams, lakes, and wetlands that connect at least two RSEAs.

**Terrestrial Species Routes**  
link upland derived RSEAs using natural/semi-natural vegetation cover along the banks of open water.

**Aquatic Species Routes**  
link wetland derived RSEAs using any open water (streams, rivers, or lakes).

Sections where Routes Coincide

### Rare Species and Animal Aggregations\*\*

Mapped by the Minnesota County Biological Survey

Animals and plants, federally- or state-listed, found after 1970, excluding aquatic species.

Open Water

Interstate Highway

Municipal Boundary

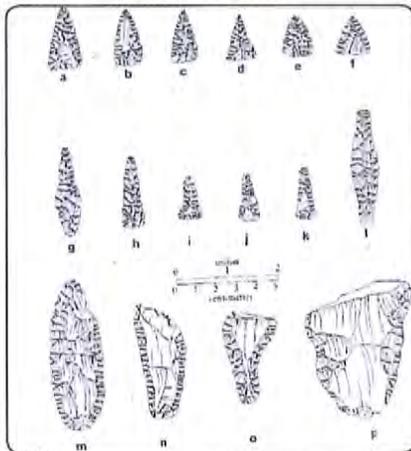
Federal Trunk Highway

County Boundary

Figure 4: Highway 96 Regional Trail connects to many of Metropolitan Council's Regionally Significant Natural Resource Areas



A St. Croix stamped sherd of Late Prehistoric ceramic



Commonly found lithic material types

## Historic Resources Inventory

### Archaeological Site

In June of 1995, archaeologists from the University of Minnesota conducted an archaeological investigation of the site. The areas indicated in Figure 5 show where St. Croix stamped and undifferentiated Late Prehistoric ceramics and lithic materials were found. This provides evidence that this site was occupied during at least two distinct periods- the Transitional Woodland and the Late Prehistoric. The varying geographic origins of the materials found also suggests that prehistoric peoples had access to a regional trading network. These findings open up opportunities for interpretation along the proposed loop trail network.

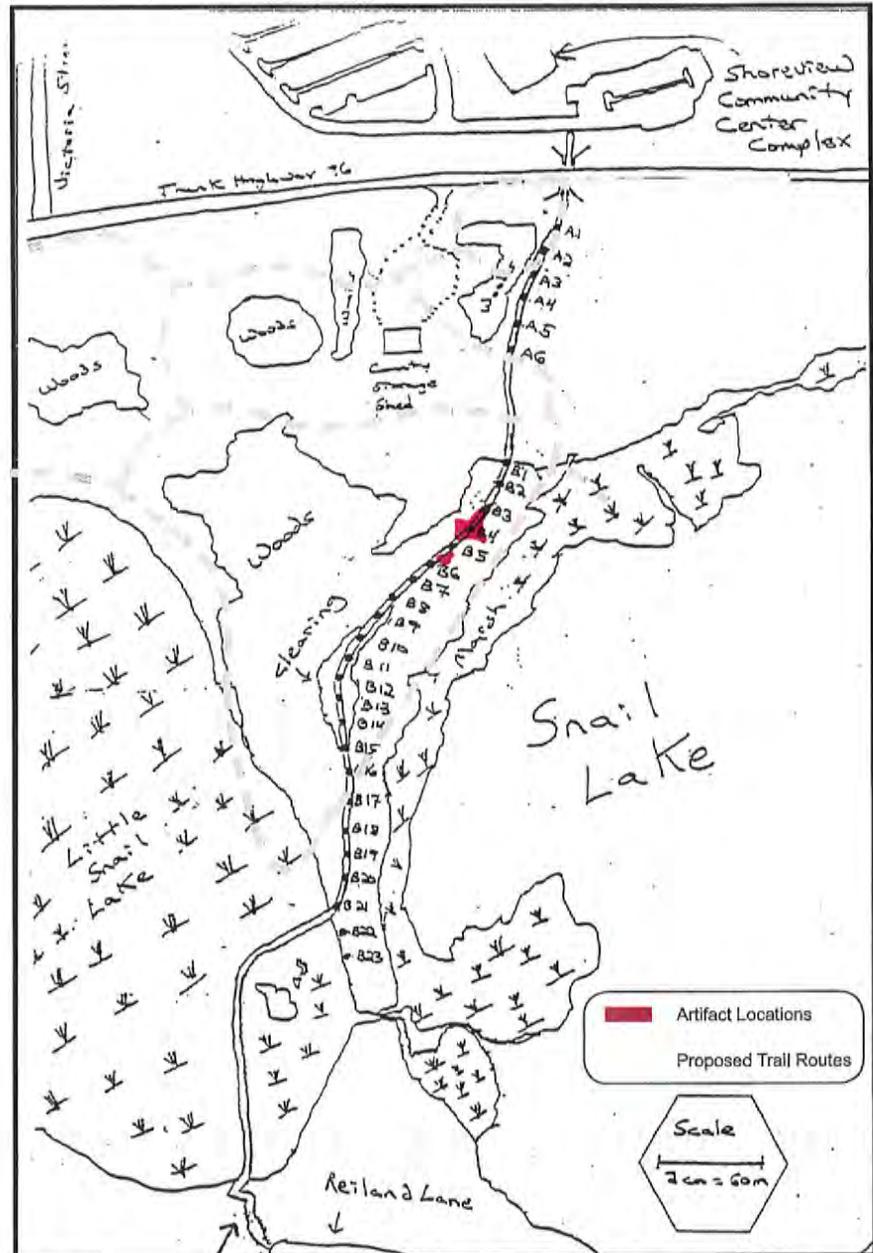


Figure 5: Extents of artifacts found during the 1995 archaeological inventory of the site

# THE PLAN

## Development Concept

The Snail Lake Marsh Master Plan Amendment will provide better access to natural habitat areas and expand opportunities for natural resource based recreation. The concept includes:

- A 10' wide, 2,300 feet bituminous trail loop through the park and over 2,300 feet of 3-6' wide natural surface trails
- Improvements to the existing Snail Lake Marsh Overlook with kiosk, seating, signage, and landscaping
- A trailhead rest area with seating, signage, enhanced landscaping, and public art/sculpture
- Informal seating areas with interpretive signage
- Nature observation areas
- Upland, shoreland, and woodland restoration
- A future city connector trail/boardwalk that would be planned, constructed, and maintained by the City of Shoreview. If constructed, Ramsey County will pave the western section of the natural surface trail.

### Recreation Development

The concept's primary contribution to recreation is the more than 4,600 linear feet of bituminous and natural surface trails proposed to link the park's seating, overlook, and trailhead areas. Site amenities, including seating, interpretive signage, nature observation, and wayfinding, will allow people to take advantage of the park's great views of Snail Lake and Snail Lake Marsh. Habitat restoration throughout the amendment area will promote ecological function and maintain a beautiful natural environment for the enjoyment of visitors.

### Road Crossings

The amendment area is fully accessible along the south side of Highway 96 via the Highway 96 Regional Trail. Users visiting from the north can cross a controlled crosswalk at Victoria Street, or travel under Highway 96 via an underpass that connects to the Shoreview Community Center.

### Lighting

No lighting is proposed for the Snail Lake Marsh Amendment Area along the Highway 96 Regional Trail. Lighting along the Highway 96 Regional Trail has been limited to the trail's intersection with Shoreview City Campus and the Highway 10 overpass area.

### Wayfinding

Wayfinding is the way people navigate from place to place. A consistent wayfinding system is essential for orientation, navigation and safety. Signage should be consistent across the system and should guide trail users to local services, cultural destinations, transportation connections, activity centers, recreation destinations, cities, neighborhoods and other landmarks. The Snail Lake Marsh Master Plan amendment will utilize the existing Highway 96 Regional Trail Master Plan and Ramsey County Parks and Recreation Master Plan for consistency with other regional parks and trails.



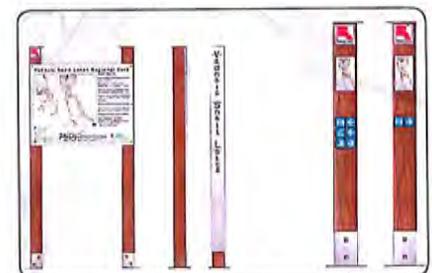
Plans include additional seating



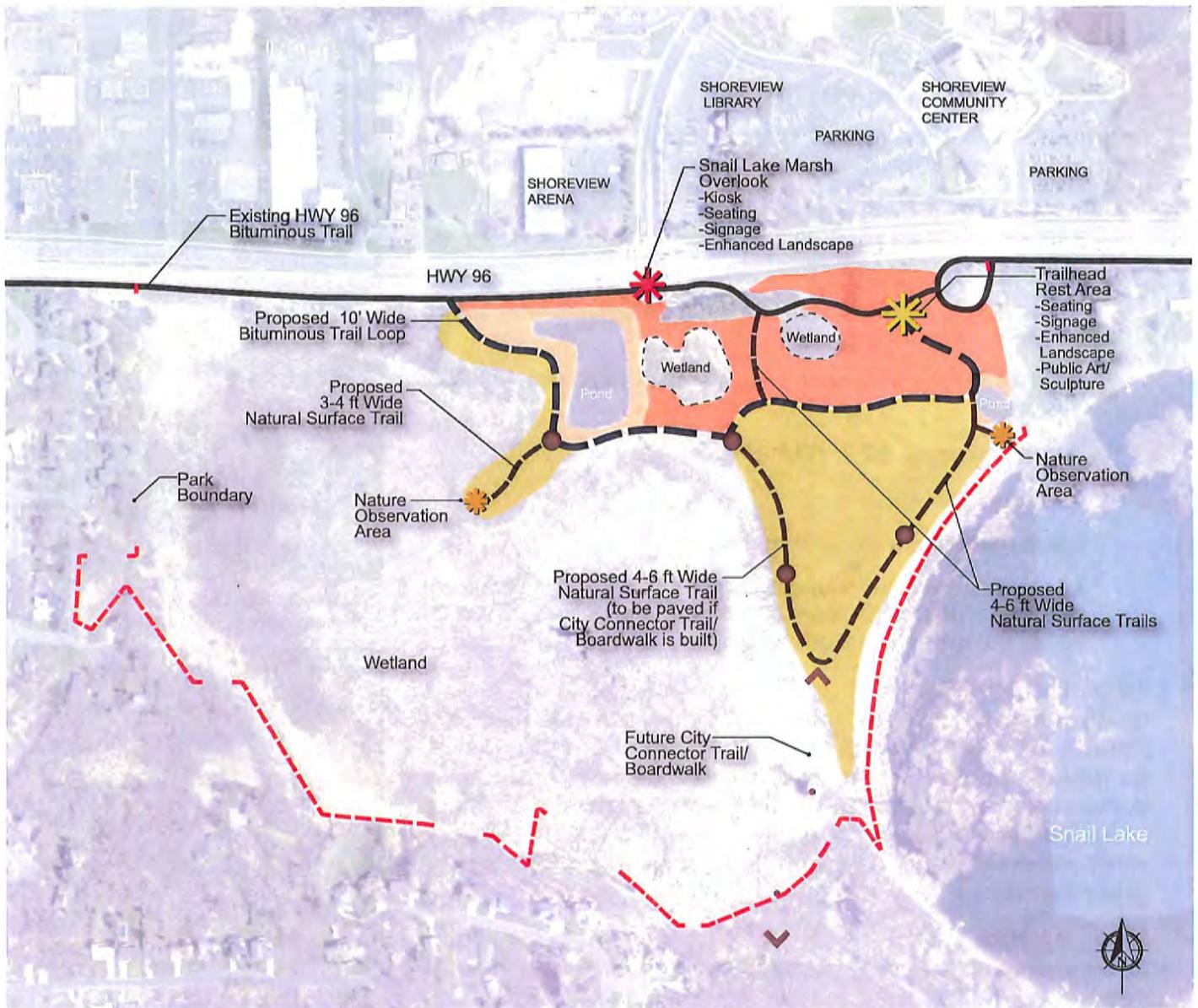
The amendment area from the Shoreview Community Center underpass



Road Crossings



Signage, as shown in the Ramsey County Wayfinding Master Plan, will help increase public awareness and wayfinding



# HIGHWAY 96 REGIONAL TRAIL - SNAIL LAKE MARSH MASTER PLAN

RAMSEY COUNTY PARKS & RECREATION DEPARTMENT

DATE: 4/17/2015



KEY			
<span style="color: red;">■</span>	Upland Restoration	<span style="color: brown;">●</span>	Informal Seating Area with interpretive signage
<span style="color: orange;">■</span>	Shoreland Restoration	<span style="color: yellow;">✶</span>	Trailhead Rest Area
<span style="color: yellow;">■</span>	Woodland Restoration	<span style="color: red;">✶</span>	Snail Lake Marsh Overlook
<span style="border-bottom: 2px solid black; width: 20px; display: inline-block;"></span>	Bituminous Trail	<span style="color: orange;">✶</span>	Nature Observation Area
<span style="border-bottom: 2px dashed brown; width: 20px; display: inline-block;"></span>	Natural Surface Trails	<span style="border-bottom: 2px dashed red; width: 20px; display: inline-block;"></span>	Park Boundary
<span style="border-bottom: 2px dashed red; width: 20px; display: inline-block;"></span>	Future Trail Connection		

Figure 6: The Snail Lake Marsh Master Plan Concept

## Stewardship Plan

The Snail Lake Marsh Master Plan amendment area will continue to be managed according to the 2008 Ramsey County Parks and Recreation Natural Resource Management Plan until the upland, shoreland, and woodland restoration indicated in the Snail Lake Marsh Master Plan (Figure 6) can be implemented, at which point management may need to be reassessed.

### Vegetation

The Snail Lake Marsh Area will be restored and managed to maintain the natural character of the site. The oak woods should continue to be monitored for buckthorn. Buckthorn and other invasives should be removed as resources become available. The shoreland and oldfield areas will continue to be monitored for invasive species until they are ready to be restored, at which point thorough removal of invasives should occur.

### Wildlife Management

The park hosts a variety of wildlife. Birds include nesting songbirds, waterfowl, and raptors. Larger mammals include white-tailed deer, red fox, beaver, and raccoons.

The deer population is annually surveyed. If needed, the deer herd will be managed with special hunts under the Ramsey County Cooperative Deer Management Plan in partnership with the City of Shoreview. No management activities are planned for this property because of the small area suitable for deer removal.

### Water Resources

While direct water access is not proposed, the overlook areas and natural resource observation areas, with their beautiful views of the lake and marsh, are intended to foster an appreciation for the site's water resources. If eligible under Wetland Conservation Act rules, Ramsey County will partner with the Ramsey-Washington Metro Watershed District and other regulatory agencies on improvements to the wetland area.

## Public Services

No significant new public services will be needed to implement this amendment. The proposed trails will be accessed from Highway 96, or the underpass from the Shoreview Community Center. At this point, no restroom or drinking water amenities are proposed, so new water and sanitary sewer services are not required.

## Conflicts

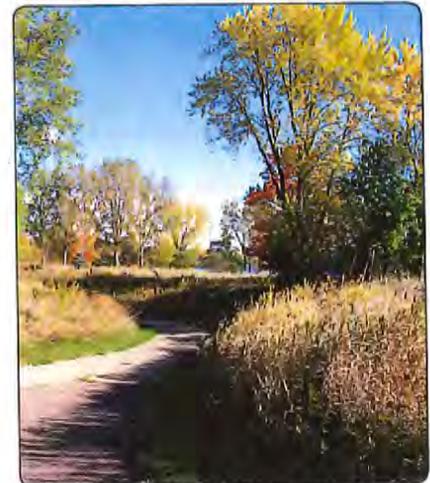
No major conflicts will affect the viability of the master plan amendment recommendations. Adjacent residential land uses are separated from proposed trails by natural areas.

## Accessibility

RCPRD is committed to providing universal accessibility at all trail facilities. Ramsey County is part of the Ramsey County Active Living Communities partnership which works to bring about and sustain changes in design, transportation, and public/private policies to cultivate and support a way of life that physical activity in our neighborhood and community safer and easier. Care will be taken to design facilities that meet the requirements for the American with Disabilities Act (ADA), as well as principles for universal accessibility so as to provide all visitors with a meaningful experience.



*View of Snail Lake Marsh from Hwy 96 Regional Trail*



*Highway 96 Regional Trail includes an accessible ramp that allows trail users to reach the Shoreview Community Center without having to cross Highway 96*



Plans include expansion of the existing bituminous trail



## IMPLEMENTATION

### Phasing and Priorities

No specific timing has been identified for the implementation of the Snail Lake Marsh Master Plan amendment. Construction of the proposed bituminous trail could be done separately from any restoration, or they could be built in conjunction with one another. Phasing will be determined as part of the County's annual CIP process.

### Operations

Operations of the regional trail corridor will be the responsibility of the RCPRD. Operation and maintenance services will be provided at a level that is appropriate for the designated use and consistent with the current phase of development. The level of services will be directly influenced by budget limitations and the County's operation and maintenance policies. Funding for maintenance and operation is appropriated from County tax revenue, supplemented by State appropriation for Regional Parks Operation and Maintenance Funding. Currently, the Highway 96 Regional Trail Operations and Maintenance Costs are approximately \$42,500 per year. As shown in Table 4 below, annual operations and maintenance costs will rise by about \$9,000 to \$12,000 when the plan is implemented.

Table 3 Development Cost Estimates

COMPONENT	UNIT COST	UNIT OF MEASURE	NUMBER	COST
Bituminous Trail (10 foot)	\$75	LF	2,300	\$172,500
4-6 ft wide Natural Surface Trail (Crushed Aggregate)	\$40	LF	2,025	\$81,000
3-4 ft wide Natural Surface Trail (Crushed Aggregate)	\$30	LF	325	\$9,750
Improvements to Existing Overlook	\$20,000	Area	1	\$20,000
Trailhead Rest Area (seating, signage, enhanced landscape, public art/sculpture)	\$75,000	Area	1	\$100,000
Nature Observation Area	\$10,000	Area	2	\$20,000
Informal Seating Areas (with interpretative signage)	\$5,000	Area	4	\$20,000
Upland Restoration/Transition Zone	\$3,000	Acre	9	\$27,000
Woodland Restoration	\$4,000	Acre	11	\$44,000
Wetlands Improvements/Restoration	\$33-100,000	Acre	15	\$500,000 to \$1.5 million
Total				\$994,250 to \$1,994,250

Table 4 Future Annual Maintenance and Operations Cost Estimate

COMPONENT	COST PER YEAR
Natural Resource Areas	\$3,000 to \$4,000
Bituminous Trails	\$4,000 to \$5,000
Natural Surface Trails	\$2,000 to \$3,000
Total	\$9,000 to \$12,000

### **Operating hours**

Regional parks and trails have general operating hours from 1/2 hour before sunrise to 1/2 hour after sunset.

### **Ordinances**

Public use and enjoyment of the County park system is controlled by "An Ordinance for the Control and Management of Park, Recreation and Open Space Areas and Facilities under the Jurisdiction of the Ramsey County Board of Commissioners." This Ordinance, adopted in 1992 and amended in 2007, will govern the conduct of the public during the use of the regional trail corridor, its facilities, and resources. The ordinance, provided in the appendix, incorporates pertinent Minnesota statutes and includes the following sections:

1. Purpose/Definitions
2. Regulations of Public Use
3. General Conduct
4. Regulation of Recreation Activity
5. Regulation of Motorized Vehicles, Traffic and Parking
6. Enforcement
7. Miscellaneous
8. Effective Date

### **Enforcement and safety**

The RCPRD, in conjunction with the Ramsey County Sheriff's Department, will educate and direct the public in appropriate use, provide ordinance enforcement, assist with first aid, and ensure security along the regional trail. The Ramsey County Sheriff will be responsible for enforcement of park hours. RCPRD will supplement the regular Sheriff's Department patrol as needed. Fire services as needed are provided by the Lake Johanna Fire Department.

### **Public Awareness**

RCPRD will use a variety of tools to promote awareness and use of this addition to the regional trail system. These include electronic and print communication methods such as websites, trail maps, brochures, email notification, Twitter, Facebook, and press releases to local newspapers. The department will ensure it is listed on Go Ramsey Communities, an interactive web-based mapping application that allows users to locate places to be active in the county. Ramsey County will also collaborate with Shoreview and the Metropolitan Council to promote Snail Lake Marsh through their websites, newsletters, and brochures. Wayfinding signage within the trail corridor will be updated as needed following the existing RCPRD Wayfinding Master Plan for consistency with other regional parks and trails.



*Ramsey County Sheriff's Department is the primary agency charged with enforcement and safety in the amendment area and along the trail corridor.*



*The Ramsey County Parks and Recreation Department Wayfinding Master Plan*

# APPENDIX A - ORDINANCES

## AN ORDINANCE FOR THE CONTROL AND MANAGEMENT OF PARK, RECREATION AND OPEN SPACE AREAS AND FACILITIES UNDER THE JURISDICTION OF THERAMSEY COUNTY BOARD OF COMMISSIONERS

The County Board of Ramsey County ordains:

### CHAPTER I — PURPOSE/DEFINITIONS

#### SECTION A — PURPOSE

This ordinance has been enacted pursuant to Chapter 383A, Laws of Minnesota, as amended, which authorizes the Ramsey County Board of Commissioners to enact ordinances to govern the conduct of members of the public during their use and enjoyment of the Ramsey County Parks and Recreation system so as to further the safety, health, enjoyment and welfare of all persons in the use thereof, and to protect public property and resources for posterity.

#### SECTION B — DEFINITIONS

1. "Agent" shall mean any unpaid volunteers and any person employed or hired by a contractor, concessionaire, or other person or firm to perform in a park or on other open space property at the request or under contract with the County of Ramsey.
2. "Amusement contraptions" means any contrivance, device, gadget, machine or structure designed to test the skill or strength of the user or to provide the user with any sort of ride, lift, swing or fall experience including, but not limited to, ball-throwing contest device, pinball-type devices, animal ride devices, dunk tank, ball and hammer devices, trampoline devices and the like.
3. "Board" shall mean and refer to the Ramsey County Board of Commissioners.
4. "Controlled substance" means any drug, substance or immediate precursor in schedules 1 through 5 of Minnesota Statutes, Section 152.02.
5. "Department" shall mean and refer to the Ramsey County Parks and Recreation Department.
6. "Director" shall mean and refer to the Director of Parks and Recreation — that person authorized by the Board to direct and administer the Parks and Recreation Department.
7. "Employee" shall mean any full-time, part-time, permanent or temporary worker in the employ of the Department. "Employee" shall also include unpaid volunteers and any person employed or hired by a contractor, concessionaire, or other person or firm to perform work in a park or on open space property at the request of or under contract with the County of Ramsey."
8. "Motor vehicle" means a self-propelled vehicle or vehicle propelled or drawn by a self-propelled vehicle which is operated on a highway, on the ground, in water, or in the air. Motor vehicle does not include any vehicle which operates exclusively upon railroad tracks.
9. "Motorized recreation vehicle" means any self-propelled, off-the-road or all-terrain vehicle including, but not limited to, snowmobile, mini-bike, amphibious vehicle, motorcycle, go-cart, trail bike, dune buggy or all-terrain cycle.
10. "Natural resources" shall mean all flora and fauna within a park and the physical factors on which they depend, including air, water, soil and minerals.
11. "Park" shall mean and refer to any park, open space, arena, golf course, special-use area, trail corridor or any other area owned, improved, maintained, operated or otherwise controlled by the Board for recreation or natural resource preservation purposes.
12. "Park waters" shall mean and refer to any lake, pond, river, stream or other body of water located wholly within the boundaries of a Ramsey County park or any public shoreline owned by or under the authority of the Board, including those waters lying within 300 feet of the waterfront immediately abutting park lakeshore.
13. "Peace officer" shall be as defined in Minnesota Statutes, Chapter 626.84, subdivision c.
14. "Permit" shall mean the written permission that must be obtained from the Department to carry out certain activities.
15. "Person" or "persons" shall mean individuals, firms, corporations, societies, or any group or gathering whatsoever.
16. "Pet" means any animal that is domesticated or kept as a companion.
17. "Roller-skate" is the act of riding or propelling oneself by human power or gravity on wheeled devices that are worn on a person's feet or stood upon by a person. "Roller-skates" specifically include, but are not limited to, traditional roller-skates, in-line roller-skates, roller-skis, skateboards and scooters.
18. "System" shall mean and refer to the Ramsey County Parks and Recreation system which includes the sites and facilities owned, maintained and operated by or otherwise under the authority of the Board, pursuant to Chapter 383A, Laws of Minnesota.
19. "Weapon" means any device including, but not limited to, firearms, bows, slings and spring guns from which a shot or a projectile of any type is discharged or propelled by means of an explosive, gas, compressed air, elastic or other means.
20. "Wildlife" shall mean any living creature, not human, wild by nature, including but not limited to mammals, birds, fish, amphibians, insects, reptiles, crustaceans and mollusks.

"Wine" means a vinous beverage containing not more than 14 percent alcohol by volume.

### CHAPTER II — REGULATIONS OF PUBLIC USE

#### SECTION A — PARK HOURS

1. Parks shall be open to the public during that period of time thirty (30) minutes before sunrise to thirty (30) minutes after sunset. It shall be unlawful for any person to enter or remain in a park at any other time without a use permit, except when the park area or facility hours are otherwise designated by the Director, or the park area or facility is being used as part of an authorized Department program.
2. Any section or part of any park may be declared closed to the public by the Director at any time and for any interval of time, either temporarily or at regular and stated intervals, and either entirely or for certain uses as the Director shall find necessary.

#### SECTION B — PERMITS

1. Permits shall be required for the exclusive use of all or portions of specific areas, buildings and other system facilities for conducting special events. Any person, group or association of persons required to obtain a permit shall file an application for such permit with the Director.
2. Permittee shall be bound by this ordinance and any Department regulations in force as though the same were inserted in said permit.
3. Permittee shall be liable for any loss, damage or injury sustained by the system or any person by reason of the negligence of the person or persons to whom such permits are issued.
4. Permittee shall not transfer or relinquish said permit to another person or group of persons without written authorization from the Director.
5. The Director shall have the authority to revoke a permit.
6. It shall be unlawful for any person to disturb, harass or interfere with the grantee of a valid permit, or with any of the grantee's property or equipment.

### CHAPTER III — GENERAL CONDUCT

#### SECTION A — DESTRUCTION/DEFAACEMENT OF PARK PROPERTY/SIGNS

It shall be unlawful for any person to intentionally deface, vandalize or remove park property, buildings, equipment or facilities; or intentionally deface, destroy, cover, damage or remove any placard notice, or sign or parts thereof, whether permanent or temporary, posted or exhibited by the Department.

#### SECTION B — DISTURBANCE OF NATURAL RESOURCES

It shall be unlawful for any person to:

1. Intentionally remove, alter, injure or destroy any natural resource without written authorization from the Director;
2. Dig trenches, holes or other excavation in a park without written authorization from the Director;
3. Plant or cultivate any plant, or release any animal into a park without written authorization from the Director; or
4. Remove any device, apparatus or material installed for the protection, support or preservation of any tree, shrub or plant.

#### SECTION C — DISTURBANCE OF WILDLIFE

It shall be unlawful for any person to:

1. Kill, trap, hunt, pursue, or in any manner disturb or cause to be disturbed, or have in possession any species of wildlife found within the confines of any park, except that fishing may be permitted in designated areas subject to the laws and regulations as established by the State of Minnesota; or
2. Remove any animal, living or dead, from a park without written authorization from the Director. Any animal so removed or taken contrary to the provisions of this ordinance or laws of the State of Minnesota shall be contraband and subject to seizure and confiscation.

#### SECTION D — LITTERING

It shall be unlawful for any person to deposit, scatter, drop or abandon in any park, any paper, bottles, cans, sewage, waste, trash or other debris, except in receptacles provided by the Department for such purpose. No person shall deposit in any receptacle in any park, any accumulation of waste or trash generated outside the boundaries of the park.

#### SECTION E — DISTURBING THE PEACE — CONDUCT

It shall be unlawful for any person to:

1. Use threatening, abusive, insulting, obscene or indecent language, or commit, perform or engage in any lewd, lascivious, obscene or indecent act;
2. Engage in fighting, quarreling, wrangling, raucous clamor or tumult;
3. Disturb, harass or interfere with any park user or user's property; or
4. Solicit or ask anyone to commit, perform or engage in any lewd, lascivious, obscene or indecent act of behavior.

#### SECTION F — ALCOHOL AND CONTROLLED SUBSTANCES

It shall be unlawful for any person to:

1. Use, possess or sell any alcoholic beverages in violation of Minnesota Statutes;
2. Serve, possess, or consume any alcoholic beverage except
  - a) beer and wine in areas designated by the Director, or
  - b) by permit or concessionaire agreement approved by the Board.
3. Consume or possess any alcoholic beverage at sites where the Department or its agent is a licensed vendor of alcoholic beverages unless purchased at that site;
4. Possess or bring beer or wine into a park in kegs, barrels or other tap quantities, except as authorized by special permit; or
5. Use, manufacture, possess, sell, give away, barter, exchange, distribute or otherwise transfer any controlled substance, except on a lawful prescription by a person licensed by law to prescribe and administer controlled substances.

#### SECTION G – GAMBLING

It shall be unlawful for any person to gamble or participate in any game of chance for a consideration of items of value, except as may be permitted by the Board in accordance with Minnesota Statutes.

#### SECTION H – POSSESSION AND USE OF FIREARMS/DANGEROUS WEAPONS/FIREWORKS

It shall be unlawful for any person to:

1. Possess within park property, fire or discharge, or cause to be fired or discharged across, in or into any portion of the park, any gun or firearm, spear, bow and arrow, crossbow, sling shot, air or gas weapon, or any other dangerous weapon or projectile, except for purposes designated by the Board in areas and at times designated by the Board;
2. Possess, set off or attempt to set off or ignite any firecracker, fireworks, smoke bombs, rockets, black powder guns or other pyrotechnics without authorization from the Director; or
3. Possess or carry in any park, any airgun, bow and arrow, knife with a blade three (3) or more inches in length, slingshot, dart or projectile thrower, or any other dangerous or illegal weapon.

Nothing in this section shall be construed to prevent the recreational use of bow and arrows on officially established target ranges. Any unauthorized or illegal weapon within a park shall be subject to seizure by a peace officer.

#### SECTION I – AUDIO DEVICES

It shall be unlawful for any person to operate or play any musical instrument, radio, television, record or tape player, loudspeaker, public address system or sound amplifying equipment of any kind in any park in such a manner that the sound emanating therefrom is audible beyond fifty (50) feet of the set or instrument and, subsequently, interferes with use of the park by others or disturbs the residents of adjacent properties.

#### SECTION J – LOITERING

It shall be unlawful for any person to:

1. Enter any comfort station or restroom, washroom or toilet facilities set apart or designated for the opposite sex, except a minor in the custody and under the supervision of a parent or guardian, or a person attending to or assisting a handicapped person; or
2. Lurk or loiter in or around the toilet or other system facility, except to use or wait for an accompanying person using such facility for the purpose for which it is intended.

#### SECTION K – PARADES/ENTERTAINMENT/PUBLIC MEETINGS

It shall be unlawful for any person to conduct processions, parades, pageants, ceremonies exhibitions, celebrations, training exercises, speeches, entertainment or other public gatherings through or in any park, except with written authorization of the Director.

#### SECTION L - COMMERCIAL USE/SOLICITATION/ADVERTISING/PHOTOGRAPHY

It shall be unlawful for any person to:

1. Solicit, sell or otherwise peddle any goods, ware, merchandise, services, liquids or edibles in a park, except by authorized concession or written authorization from the Director;
2. Operate a still, motion picture, video or other camera for commercial purposes in a park without written authorization from the Director; or
3. Expose, distribute or place any sign, advertisement, notice, poster or display in a park without written authorization from the Director; or
4. Distribute or disseminate any leaflets, pamphlets, circulars, handbills, advertisements or other written or printed material without the written authorization of the Director.

#### SECTION M - SOLICITING DONATIONS

It shall be unlawful for any person to beg or solicit alms, donations or contributions within a park.

#### SECTION N - FIRES

It shall be unlawful for any person to:

1. Start or maintain a fire in any park, except small (not larger than three feet in diameter) recreational fires in fireplaces or fire rings provided for that purpose;
2. Start or maintain cooking fires, except in grills provided for that purpose. Private grills may be used in designated areas provided that all ashes and residue therefrom are disposed of in containers provided for such disposal;
3. Leave a fire unattended or fail to fully extinguish a fire; or
4. Scatter or leave unattended lighted matches, ashes, tobacco, paper or other combustible material.

#### SECTION O - AVIATION

It shall be unlawful for any person to use park property for a starting or landing field for aircraft, hot air balloons, parachutes, hang gliders or other flying apparatus without written authorization from the Director.

#### SECTION P - AMUSEMENT CONTRAPTIONS

It shall be unlawful for any person to bring in, set up, construct, manage or operate any amusement or entertainment contraption, device or gadget without written authorization from the Director.

#### SECTION Q - ENGINE-POWERED MODELS AND TOYS

It shall be unlawful for any person to fly or use any fuel or electric powered model aircraft, boat, car or rocket, or like-powered toy or model without written authorization from the Director. This section shall not apply to models or toys which are powered by hand-wound springs, rubber, or other elastic materials, or by inertial flywheels.

#### SECTION R – UNLAWFUL OCCUPANCY

It shall be unlawful for any person to enter in any way, any building, installation or area that may be under construction, locked or closed to public use; or to enter, remain in, or be upon any building, installation or area after the posted closing time or before the posted opening time, or contrary to the posted notice in any park.

#### SECTION S – INTERFERENCE WITH EMPLOYEE PERFORMANCE OF DUTY

It shall be unlawful for any person to impersonate any employee or agent of the Department or interfere with, harass or hinder any employee or agent in the discharge of duties.

#### SECTION T – PETS IN PARKS

It shall be unlawful for any person to:

1. Cause or allow any pet to roam or be at large in any park;
2. Permit a pet, except guide animals to assist a blind or impaired person, to enter any beach area, picnic area, nature interpretive area, wildlife refuge, golf course, park building or park shelter;
3. Bring a pet into an authorized area of a park unless caged or on a leash not more than six (6) feet in length, except in a designated pet exercise or training area;
4. Permit a pet to disturb, harass or interfere with any park visitor, park visitor's property or park employee;
5. Tether any animal to a tree, plant, building or park equipment;
6. Have custody or control of any pet in a park without possessing and using an appropriate device for cleaning up pet feces and disposing of the feces in a sanitary manner; or
7. Permit any pet or domestic animal to graze or browse in any park.

#### SECTION U – UTILITIES

It shall be unlawful for any person to locate, construct or erect any sewer, gas pipe, water pipe, hydrant, lamp post, telephone or electric post, conduit, pump, lift station or other utility feature in any park without approval of the Board. Every person, firm or corporation who receives a contract or permit to do work shall, after such work has commenced and until same has been completed, isolate the construction area by security fencing, warning lights and signs, or other appropriate measures that will protect the public from exposure to danger and prevent unnecessary accidents.

#### SECTION V – LOST AND FOUND ARTICLES

Lost or mislaid articles, money or personal property which are found in any park shall be delivered or turned over to the Ramsey County Sheriff's Patrol Station or to the nearest on-duty peace officer. Property will be disposed of in accordance with Minnesota Statutes 345.15.

#### SECTION W – PEACE OFFICERS AND EMPLOYEES

It shall be unlawful for any person to:

1. Willfully resist, refuse or fail to comply with any order, direction or request lawfully given by any peace officer, Department employee or agent acting under the authority of the Board and in accordance with this ordinance; or
2. Interfere with or, in any manner, hinder any Department employee, agent or peace officer during the performance of assigned duties.

**SECTION X -- POSTED REGULATIONS, DIRECTIONAL SIGNS AND GRAPHICS**

It shall be unlawful for any person to disregard or fail to comply with any posted regulations, directional signs and graphics, barriers or other control devices located within any park.

**SECTION Y -- ENCROACHMENTS**

It shall be unlawful for any person to encroach on park property with such items as fences, gardens, other personal property, or to disturb the natural landscape, vegetation or structures on park property or otherwise use park property for private use. All setbacks and other local zoning regulations are in effect and apply against properties adjacent to a County Park as they would against property adjacent to private property.

**CHAPTER IV -- REGULATION OF RECREATION ACTIVITY**

**SECTION A -- PICNICKING**

It shall be unlawful for any person to:

1. Assume exclusive use of a reservation picnic site or shelter without a permit;
2. Use a portion of a reservation picnic area or shelter without a permit if the area is reserved by a permitted group;
3. Conduct picnic activity at reservation picnic sites contrary to a permit, or otherwise violate provisions of a permit; or
4. Set up temporary shelters, tarps, canopies and other such devices without a permit.

**SECTION B -- SWIMMING**

It shall be unlawful for any person to:

1. Bathe, wade or swim in any park waters, except in such areas specifically designated for such use;
2. Intentionally expose his or her genitals, pubic area, buttocks or female breasts below the top of the areola with less than a fully opaque covering while wading, swimming or using any beach or other area within a park, if ten (10) years of age or older;
3. Take glass bottles or glass containers of any kind into a designated beach area;
4. Start or maintain a fire or grill in a designated beach area;
5. Scuba dive in a designated swimming area, except by written authorization from the Director; or
6. Bring into or use at any beach any Innertube, life raft or other inflatable or buoyant object intended to support a person, except U.S. Coast Guard approved life jackets or vests when properly attached.

**SECTION C -- FISHING**

It shall be unlawful for any person to:

1. Fish in a park in violation of any provisions of Minnesota Statutes;
2. Fish in a prohibited area;
3. Take any fish, frog, turtle or crayfish by spearing, archery, netting, trapping from park waters or from any shoreline, pier or dock under the jurisdiction of the Board;
4. Fish in a reckless or careless manner so as to create a nuisance or to endanger the safety of other park users;
5. Cut a hole in the ice of any park waters, except where ice fishing is permitted and then only when said hole is less than ten (10) inches in diameter.
6. Erect a permanent or portable ice fishing shelter on any park waters without a permit;
7. Move an ice fishing shelter onto or off of the ice from any park, except from access points designated by the Director; or
8. Leave an ice fishing shelter unattended on park land.

**SECTION D -- BOATING**

It shall be unlawful for any person to:

1. Launch or land any watercraft upon any waters within a park, except in designated areas;
2. Leave any watercraft unattended, except in designated areas;
3. Operate any watercraft in a designated swimming area or other prohibited area;
4. Operate any watercraft in park waters in violation of Minnesota Statutes, 86B, "Waters and Watercrafts";
5. Launch, dock or operate any watercraft within 100 feet of any designated swimming area;
6. Tow a person on water-skis, surfboard, kneeboard or innertube in a designated swimming area or enter a designated swimming area on such device;
7. Operate any watercraft in violation of rules and regulations limiting watercraft type, horsepower size, type of motor, direction of travel or speed;
8. Operate any watercraft in such a manner that its wash or wake will endanger, harass or unnecessarily interfere with any person or property; or

9. Launch or remove any watercraft from park waters without inspecting the watercraft and trailer for aquatic vegetation, removing and properly disposing of said vegetation in containers provided.

**SECTION E -- BICYCLING**

It shall be unlawful for any person to:

1. Operate a bicycle, except on paved bike trails and roadways, and except as close to the right hand side of the paved bike trail or roadway as conditions permit;
2. Operate a bicycle on unpaved trails, except at areas and times designated for that purpose;
3. Operate a bicycle in violation of Minnesota Statutes, Chapter 169, "Highway Traffic Violation"; or
4. Ride or operate a bicycle, except in a prudent and careful manner or at a speed faster than is reasonable and safe with regard to the safety of the operator and other persons in the immediate area.

**SECTION F -- GOLF**

It shall be unlawful for any person to:

1. Hold a tournament under the jurisdiction of the Board without having procured a permit;
2. Drive, pull or, in any other manner, play or practice golf, except in areas specifically designated for such use; or
3. Enter or exit any golf course, except through designated access points.

**SECTION G -- GAMES**

It shall be unlawful for any person to engage in any potentially dangerous games involving thrown or propelled objects such as baseballs, horseshoes or similar objects, except in areas specifically designated for such use.

**SECTION H -- CROSS-COUNTRY SKIING**

It shall be unlawful for any person to:

1. Cross-country ski in any park, except on designated trails at designated times when weather conditions permit;
2. Cross-country ski in any park in violation of Minnesota Statutes, Section 85.41 -- Cross-country Ski Passes;
3. Cross-country ski on park trails contrary to rules and regulations established by the Director or in violation of any posted trail sign; or
4. Use cross-country ski trails during the cross-country ski season for any activity other than cross-country skiing.

**SECTION I -- HORSEBACK RIDING**

It shall be unlawful for any person to ride or drive a horse in any park, except in areas specifically designated for such use.

**SECTION J -- CAMPING**

It shall be unlawful for any person to establish or maintain any camp or other temporary lodging or sleeping place in any park, except by written authorization from the Director, and then only in areas specifically designated for such use.

**SECTION K -- ROLLER-SKATING**

It shall be unlawful for any person to:

1. Roller-skate in a park, except on paved bike/hike trails unless posted otherwise;
2. Roller-skate in a park, except in a prudent, careful manner and at a speed that is reasonable and safe with regard to the safety of the operator and other persons in the immediate area;
3. Roller-skate in any park building or shelter, except by written authorization from the Director; or
4. Roller-skate in any parking lot, except incidental travel between a motor vehicle and an authorized use area.

**SECTION L -- SNOWMOBILING**

It shall be unlawful for any person to:

1. Operate a snowmobile in any park or on any public trail or lake surface under the jurisdiction of the Board, except in areas and on trails and lakes specifically designated for such use;
2. Operate a snowmobile in any park or on any public trail or lake surface under the jurisdiction of the Board contrary to, or in violation of, Minnesota Statutes, Section 84.81-84.90, "Snowmobile Laws," and Chapter 5: Natural Resources 51-58, "Snowmobile Rules and Regulations" (all rules and regulations therein pertaining to "public land and water" shall apply on park property and park waters);

3. Operate a snowmobile in excess of speed limits specifically posted for such use or to speed in excess of 15 miles per hour within 100 feet of any person fishing, fish house, pedestrian, skier, skating rink, sliding or other area where such operation would conflict with or endanger another person's property;
4. Operate a snowmobile within 150 feet of any residential shoreline on sanctioned lakes within Ramsey County, except at a speed of 15 miles per hour or less for the purpose of ingress and egress from the lake or for the purpose of parking such vehicles near the shoreline;
5. Operate a snowmobile to tow any person, sled or other conveyance, except for by the use of a rigid tow bar attached to the rear of such snowmobile (disabled snowmobiles shall be exempt); or
6. Operate a snowmobile in violation of any posted sign.

#### SECTION M – OTHER WINTER ACTIVITIES

It shall be unlawful for any person to ice skate, sled, coast, snowshoe or ski in a park, except at designated times and places.

#### CHAPTER V – REGULATION OF MOTORIZED VEHICLES, TRAFFIC AND PARKING

##### SECTION A – MOTORIZED RECREATION VEHICLE

It shall be unlawful for any person to operate a motorized recreation vehicle within a park, except in such areas and times as designated by the Board.

##### SECTION B – VEHICLE OPERATION

It shall be unlawful for any person to:

1. Operate a motor vehicle within a park, except on roadways, parking areas, parkways or other areas designated for such use;
2. Operate a vehicle at a speed in excess of 15 miles per hour or posted speed limits;
3. Operate a vehicle within a park in violation of posted regulations, Minnesota Statutes, Chapter 169, County or Municipal Traffic Code, Orders or Directions of Peace Officers or Department Employees Authorized to Direct Traffic;
4. Drive or operate a vehicle on or along any roads, drives or parking lots which have been restricted, closed or posted with appropriate signs or barricades. The Director shall have the authority to order roads, drives or parking lots within any park closed during the process of construction, reconstruction or repair, or when, in the opinion of the Director, weather conditions render travel unsafe or unduly destructive.
5. Operate a vehicle in a careless or reckless manner;
6. Operate a vehicle which emits excessive or unusual noise, noxious fumes, dense smoke or other pollutants;
7. Fail to yield right of way to pedestrians and other trail users;
8. Wash, grease, change oil, service or repair any vehicle in a park, except disabled vehicles which shall be expeditiously made operational and removed;
9. Drink, consume or possess an open bottle or container of an alcoholic or intoxicating beverage in or on any motor vehicle when such vehicle is in a park; or
10. Cause any taxi, limousine or vehicle for hire to stand in a park for the purpose of soliciting or taking passengers other than those who have requested or were carried to the site by said vehicle, unless licensed by the Board.

##### SECTION C – PARKING VEHICLES

It shall be unlawful for any person to:

1. Park or leave a vehicle standing, except in a designated area and then only in a manner so as not to restrict normal traffic flow;
2. Leave a vehicle standing after posted closing hours, except by written authorization from the Director;
3. Park a vehicle adjacent to any curb painted yellow in any park;
4. Park in a space designated for handicapped parking only, except with handicapped vehicle license or permit;
5. Park or leave a vehicle without a trailer in a parking space designated for vehicles with boat trailers; or
6. Park a vehicle with a boat trailer, except in designated boat trailer parking areas.

Vehicles illegally parked, disabled or abandoned may be towed away and impounded at the owner's expense. Said vehicle may be sold, if unclaimed after 90 days, to pay towing and storage fees.

#### CHAPTER VI – ENFORCEMENT

##### SECTION A – PEACE OFFICERS

1. Peace officers shall, in connection with their duties imposed by law, diligently enforce the provisions of this ordinance and may issue citations, arrest, arrest with warrant and eject from parks, persons acting in violation of the ordinance.

2. Peace officers shall have the authority to seize, confiscate and impound any substance, plant, animal, vehicle or other article which, upon probable cause, are found to be used or possessed in violation of this ordinance.

##### SECTION B – FINES AND PENALTIES

Violations of this Ordinance shall be punished as a misdemeanor.

##### SECTION C – EMPLOYEE PERFORMANCE OF DUTY

Nothing in this ordinance shall prevent employees or agents of the Department from performing their assigned duties.

#### CHAPTER VII – MISCELLANEOUS

##### SECTION A – REPEAL

Existing park ordinance and any rules and regulations in conflict with this ordinance, or any parts thereof, are hereby repealed, except that such ordinances, rules and regulations shall be deemed to be in force for the purpose of protecting any right vested, accrued or arising therefrom.

##### SECTION B – CAPTIONS AND HEADINGS

The captions and headings used herein are for convenience and reference only and do not define or limit the contents of each paragraph.

##### SECTION C – SEPARABILITY

The provisions of this ordinance shall be separable and the invalidity of any section, paragraph, subparagraph, subdivision or other part thereof shall not make void, impair, invalidate or affect the remainder thereof.

#### CHAPTER VIII – EFFECTIVE DATE

Passed and approved this 11<sup>th</sup> day of February, 1992.

Amendment passed and approved this 27<sup>th</sup> day of April, 2007.

# APPENDIX B - RESOLUTIONS

## Resolution

Board of

*Ramsey County Commissioners*

CITY OF SHOREVIEW  
COUNTY OF RAMSEY  
STATE OF MINNESOTA

RESOLUTION NO. 15-XX

SUPPORTING THE HIGHWAY 96 REGIONAL TRAIL  
SNAIL LAKE MARSH MASTER PLAN AMENDMENT



**EXTRACT OF MINUTES OF MEETING OF THE  
CITY COUNCIL OF SHOREVIEW, MINNESOTA  
HELD MAY 18, 2015**

\* \* \* \* \*

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 at 7:00 PM.

The following members were present:

And the following members were absent:

Member introduced the following resolution and moved its adoption.

**CITY OF SHOREVIEW  
COUNTY OF RAMSEY  
STATE OF MINNESOTA**

**RESOLUTION NO. 15-29**

**SUPPORTING THE HIGHWAY 96 REGIONAL TRAIL  
SNAIL LAKE MARSH MASTER PLAN AMENDMENT**

**WHEREAS**, the Highway 96 Regional Trail Master Plan was adopted in 1996; and

**WHEREAS**, the Snail Lake Marsh area is already part of the Highway 96 Regional Trail; and

**WHEREAS**, Highway 96 is the most used regional trail in Ramsey County and the improvement of the Snail Lake Marsh area will increase access to its natural features; and

**WHEREAS**, Ramsey County has submitted an amendment, attached as Exhibit A, to update the Highway 96 Regional Trail to address the restoration and development of the 47-acre Snail Lake Marsh area along the regional trail;

**WHEREAS**, the amendment proposes a combination of paved and natural surface trails, improvements to the existing Snail Lake Marsh Overlook, a trailhead rest area, informal seating and nature observation areas, and upland, shoreland, and woodland restoration; and

**WHEREAS**, the City of Shoreview Staff has reviewed the plan and supports the Highway 96 Regional Trail Snail Lake Marsh Amendment; and

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Shoreview, Minnesota, that the City of Shoreview supports the Highway 96 Regional Trail Snail Lake Marsh Amendment.

The motion 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:

**Adopted this 18th day of May, 2015.**

---

Sandra C. Martin, Mayor  
Shoreview City Council

ATTEST:

---

Terry Schwerm, City Manager

SEAL

**PROPOSED MOTION  
TO ORDER ABATEMENT OF A PUBLIC NUISANCE**

**MOTION BY COUNCIL MEMBER** \_\_\_\_\_

**SECONDED BY COUNCIL MEMBER** \_\_\_\_\_

To adopt Resolutions 15-32 and 15-31 ordering abatement of the public nuisance (refuse and outside storage) for the properties at 604 and 610 Sherwood Road.

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

Regular City Council Meeting  
May 18, 2015

**TO:** Mayor, City Council, and City Manager  
**FROM:** Kathleen Castle, City Planner  
**DATE:** May 15, 2015  
**SUBJECT:** Abatement Order – Public Nuisance, 604/610 Sherwood Avenue

### **INTRODUCTION AND BACKGROUND**

The City has initiated code enforcement action for the properties at 604/610 Sherwood Road due to non-compliant conditions regarding property maintenance, specifically refuse and outside storage. An abatement hearing has been scheduled before the City Council due to the history and extent of code violations, including nuisance conditions, on the properties.

The site is developed with a side by side attached dwelling unit. Martha Jo Dawson is the owner of the property owner of 604 Sherwood Road and Duane Dawson is the owner of 610 Sherwood Road. The City has instigated several code enforcement actions in the past regarding code violations pertaining to parking, outside storage and refuse. These actions include a considerable number of citations issued to both owners dating back to 2001. While the Court has ordered the property owners to clean-up the properties and maintain them in accordance with the City's property maintenance standards, the violations re-occur and the properties continue to be a nuisance. Citations were most recently issued on April 20<sup>th</sup>.

### **PROPERTY MAINTENANCE CONDITIONS**

An inspection of the property conducted on April 20, 2015 verified that the properties are not being maintained in accordance with the City's property maintenance regulations. Conditions include refuse and outside storage and represent a public nuisance that can be abated by the City. The attached letters and photographs provide additional information regarding these code violations.

### **PUBLIC NUISANCE CONDITIONS**

The majority of conditions identified above are defined as public nuisances in the City Code Section 210.010 and include the following:

1. Accumulation of refuse or debris
2. Accumulation in the open of discarded or disused machinery, household appliances and furnishings, automobile bodies and or other material, in a manner conducive to the harboring of rats, mice, snakes or vermin, or other rank growth of vegetation among the items accumulated, or in a manner creating fire, health or safety hazards from such accumulation.

Staff has prepared Resolutions 15-31 and 15-32 ordering the abatement of the public nuisance conditions for consideration by the City Council. The Abatement Hearing Notice/Correction

Notice mailed to each property owner required the property be brought into compliance by removing the refuse/debris and outside storage no later than May 18<sup>th</sup>.

If the corrections are not made within the time frame specified, the staff may file a motion for summary enforcement with District Court, thereby authorizing the City to correct the conditions through removal of the refuse or debris and outdoor storage. The cost of correcting the public nuisance condition is recovered by the City, either by lien against the property, by obtaining a judgment against the owner, or by special assessment.

### **STAFF RECOMMENDATION**

The property owners have been notified of the nuisance conditions and needed corrections and that the City Council will hold this hearing at the May 18<sup>th</sup> meeting. Even if there has been progress in resolving the nuisance conditions, the Staff recommends that Council hold the hearing, and adopt Resolutions 15-31 and 15-32 ordering abatement of the public nuisance since the nuisance conditions have a history of re-occurring. The Order specifies the corrections required to bring the property into compliance with the City's Property Maintenance Codes and would permit the City to abate the conditions effective for two years. Staff will move forward with a summary enforcement in the event the property owner does not remedy the nuisance conditions.

#### Attachments:

- 1) Motion
- 2) Location Map
- 3) 604 Sherwood Road
  - A. Photos
  - B. Notice to property owner, dated April 20, 2015
  - C. Resolution 15-32
- 4) 610 Sherwood Road
  - A. Photos
  - B. Notice to property owner, dated April 20, 2015
  - C. Resolution 15-31

# 604/610 Sherwood Road



200.0  
 0 100.00 200.0 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

## Legend



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

## Notes

Enter Map Description

**PHOTOS – APRIL 20, 2015  
604 SHERWOOD**





**City Council:**  
Sandy Martin, Mayor  
Emy Johnson  
Terry Quigley  
Cory Springhorn  
Ady Wickstrom



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)

April 24, 2015

Martha Jo Dawson  
604 Sherwood Rd.  
Shoreview, MN 55126

Re: Case No. 2015-040, 604 Sherwood Road, Shoreview, MN 55126 – **ABATEMENT HEARING NOTICE AND NOTICE FOR CORRECTION**

*Posted at property and sent via US Mail (Regular and Certified)*

Dear Ms. Dawson:

It has again come to the City's attention that your property at 604 Sherwood Road is not being maintained in accordance with the City's property maintenance standards. THE INTENT OF THIS NOTICE IS TO INFORM YOU OF THE NON-COMPLIANT CONDITIONS ON THE PROPERTY AND THE CITY'S INTENT TO ABATE THESE CONDITIONS IF THEY ARE NOT REMEDIED BY **May 18, 2015**.

An inspection of the property conducted on April 20, 2015 verified that the property is not being maintained in accordance with the City's property maintenance regulations. Some of these conditions represent a public nuisance and can be abated by the City if they are not remedied. The following summarizes the City Code requirements and the needed corrections.

**Refuse – City Code Section 211.020**

All refuse shall be properly contained within a closed container sufficiently designed for the storage of all refuse accumulating on the premises between collections. Refuse and recycling containers must also be stored in the garage or screened from view.

*The following refuse items, including, but not limited to; various refuse items being scrapped out for metals (automobile parts, lawn mowers, garden tractors, snow blowers, electric motors, building materials, plumbing fixtures, lawn furniture, fire extinguishers, electronics, etc.), various metal items, wood/lumber refuse, cardboard boxes, wire/cables, various types of unused containers, 5 gallon buckets and various other containers or boxes filled with refuse, tires/rims, piles of brush, scattered refuse/litter throughout the property and refuse is also being stored on the adjacent property to the south.*

For information on where to dispose of these items, please visit the City's website at: <http://www.shoreviewmn.gov/services/refuse-and-recycling>

**Outside Storage - City Code Section 211.040 (A)**

City Code states “All materials and equipment shall be stored in an approved fully enclosed structure except for laundry drying equipment, recreational equipment, and patio furniture.”

*The following personal items and/or materials, including, but not limited to; various unused containers/buckets/pots, building materials, unused outdoor furniture, automobile parts and tools are being stored outside on the property.*

**City Code Section 210.010 (B) – Nuisance**

The majority of conditions identified above are defined as a public nuisance in the City’s Code and are considered an accumulation of refuse and debris.

**PLEASE CORRECT THESE ABOVE CONDITIONS, THEREBY BRINGING THE PROPERTY INTO COMPLIANCE WITH CITY CODE REQUIREMENTS NO LATER THAN May 18, 2015. The property will be re-inspected on or after this date to verify compliance.**

**THE CITY COUNCIL WILL HOLD A HEARING ON MAY 18, 2015 FOR THE PURPOSE OF ORDERING THE ABATEMENT OF THE NUISANCE CONDITIONS. The hearing will be held in the City Council Chambers, City Hall, 4600 N. Victoria Street, Shoreview, MN at 7:00 pm.** If an abatement is conducted, you as the property owner will be billed for the cost, including administrative costs. Any unpaid charges will be assessed to the property.

In addition, misdemeanor citations have been issued and will continue to be issued for non-compliant conditions on your property.

Please contact me if you would like to discuss this matter further. I can be reached at 651-490-4687 or via email at [bmarshall@shoreviewmn.gov](mailto:bmarshall@shoreviewmn.gov). My office hours are Monday through Friday, 8:00 am to 4:30 pm.

Sincerely,

Brent Marshall  
Housing & Code Enforcement Officer

cc: Joe Kelly (City Attorney), Kelly & Lemmons P.A.

**EXTRACT OF MINUTES OF MEETING OF THE  
CITY COUNCIL OF SHOREVIEW, MINNESOTA  
HELD MAY 18, 2015**

\* \* \* \* \*

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 at 7:00 PM.

The following members were present:

And the following members were absent:

Member introduced the following resolution and moved its adoption.

**RESOLUTION NO. 15-32  
AN ORDER TO ABATE A PUBLIC NUISANCE**

**WHEREAS**, the following individuals are the registered property owners of the following described properties:

*Martha Jo Dawson  
Lot 5 Block 3, Heather Ridge 3<sup>rd</sup> Addition  
Ramsey County, Minnesota  
(604 Sherwood Road)*

**WHEREAS**, the property is developed with an attached single-family residential dwelling with an attached garage; and

**WHEREAS**, the City notified the property owner and resident by letter dated April 24, 2015 that the condition of the property represents public nuisance per Section 210 of the Municipal Code. Said Notice was mailed regulation mail, certified mail and posted on the property; and

**WHEREAS**, the public nuisance conditions consist of the accumulation of refuse and debris; and the accumulation in the open of discarded or disused machinery, household appliances and furnishings, automobile bodies and or other material, in a manner conducive to the harboring of

rats, mice, snakes or vermin, or other rank growth of vegetation among the items accumulated, or in a manner creating fire, health or safety hazards from such accumulation (outside storage).

**WHEREAS**, the property owner has not remedied the public nuisance conditions corrected the nuisance conditions;

**WHEREAS**, numerous citations have been issued to the property owner in the past and the property owner fails to maintain the property in accordance with the City's property maintenance standards, as such the nuisance conditions on the property are re-occurring;

**WHEREAS**, the Shoreview City Council held a hearing on May 18, 2015. All persons present at said meeting were given an opportunity to be heard and present written statements. The Council also considered the recommendation of the City Staff that this order be issued, and

**WHEREAS**, this order was initiated pursuant to the City of Shoreview Municipal Code, Section 210, Nuisance, and

**NOW, THEREFORE, BE IT RESOLVED THAT THE SHOREVIEW CITY COUNCIL** hereby adopts Resolution 15-32 ordering the property owner of record to abate the public nuisance conditions that now exist on the property, and to bring the property into compliance with the regulations of the City's Property Maintenance Standards, Section 211 of the Municipal Code pursuant to the Correction Order dated April 24, 2015. Said Order shall remain in effect until May 18, 2017.

**THAT should the property owner fail to perform the work in accordance with the time schedule specified in this Order, the City may file with the District Court a motion for a summary enforcement of this Order.**

The motion 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:

**Adopted this 18th day of May, 2015.**

\_\_\_\_\_  
Sandra C. Martin, Mayor  
Shoreview City Council

ATTEST:

\_\_\_\_\_  
Terry Schwerm, City Manager

SEAL

**PHOTOS – APRIL 20, 2015**  
**610 SHERWOOD**





**City Council:**  
Sandy Martin, *Mayor*  
Emy Johnson  
Terry Quigley  
Cory Springhorn  
Ady Wickstrom



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)

April 24, 2015

Duane C Dawson  
610 Sherwood Rd.  
Shoreview, MN 55126

Re: Case No. 2015-041, 610 Sherwood Road, Shoreview, MN 55126 – **ABATEMENT HEARING NOTICE AND NOTICE FOR CORRECTION**

***Posted at property and sent via US Mail (Regular and Certified)***

Dear Mr. Dawson:

It has again come to the City's attention that your property at 610 Sherwood Road is not being maintained in accordance with the City's property maintenance standards. THE INTENT OF THIS NOTICE IS TO INFORM YOU OF THE NON-COMPLIANT CONDITIONS ON THE PROPERTY AND THE CITY'S INTENT TO ABATE THESE CONDITIONS IF THEY ARE NOT REMEDIED BY **May 18, 2015**.

An inspection of the property conducted on April 20, 2015 verified that the property is not being maintained in accordance with the City's property maintenance regulations. Some of these conditions represent a public nuisance and can be abated by the City if they are not remedied. The following summarizes the City Code requirements and the needed corrections.

**Refuse – City Code Section 211.020**

All refuse shall be properly contained within a closed container sufficiently designed for the storage of all refuse accumulating on the premises between collections. Refuse and recycling containers must also be stored in the garage or screened from view.

***The following refuse items, including, but not limited to; various refuse items being scrapped out for metals (automobile parts, lawn mowers, garden tractors, snow blowers, electric motors, air compressors, building materials, plumbing fixtures, lawn furniture, electronics, etc.), various metal items, wood/lumber refuse, cardboard boxes, wire/cables, various types of unused containers, 5 gallon buckets and various other containers or boxes filled with refuse, 55 gallon drums, gas cans/tanks, tires/rims, piles of brush, unused bricks/blocks, scattered refuse/litter throughout the property and refuse is also being stored on the adjacent property to the south. Refuse and recycling containers are being stored outside and unscreened in the front yard setback area of the property.***

For information on where to dispose of these items, please visit the City's website at: <http://www.shoreviewmn.gov/services/refuse-and-recycling>

**Outside Storage - City Code Section 211.040 (A)**

City Code states “All materials and equipment shall be stored in an approved fully enclosed structure except for laundry drying equipment, recreational equipment, and patio furniture.”

*The following personal items and/or materials, including, but not limited to; various unused containers/buckets/pots, 55 gallon drums, household chemical containers, gas cans/tanks, building materials, unused outdoor furniture, automobile parts, tools, plastic totes, wheelbarrows, a chest style deep freezer, several electrical cords, etc. are being stored outside. Outside Storage items are also being stored on the adjacent property to the south.*

**City Code Section 210.010 (B) – Nuisance**

The majority of conditions identified above are defined as a public nuisance in the City’s Code and are considered an accumulation of refuse or debris

**PLEASE CORRECT THESE ABOVE CONDITIONS, THEREBY BRINGING THE PROPERTY INTO COMPLIANCE WITH CITY CODE REQUIREMENTS NO LATER THAN May 18, 2015. The property will be re-inspected on or after this date to verify compliance.**

**THE CITY COUNCIL WILL HOLD A HEARING ON MAY 18, 2015 FOR THE PURPOSE OF ORDERING THE ABATEMENT OF THE NUISANCE CONDITIONS. The hearing will be held in the City Council Chambers, City Hall, 4600 N. Victoria Street, Shoreview, MN at 7:00 pm.** If an abatement is conducted, you as the property owner will be billed for the cost, including administrative costs. Any unpaid charges will be assessed to the property.

In addition, misdemeanor citations have been issued and will continue to be issued for non-compliant conditions on your property.

Please contact me if you would like to discuss this matter further. I can be reached at 651-490-4687 or via email at [bmarshall@shoreviewmn.gov](mailto:bmarshall@shoreviewmn.gov). My office hours are Monday through Friday, 8:00 am to 4:30 pm.

Sincerely,

Brent Marshall  
Housing & Code Enforcement Officer

cc: Joe Kelly (City Attorney), Kelly & Lemmons P.A.

**EXTRACT OF MINUTES OF MEETING OF THE  
CITY COUNCIL OF SHOREVIEW, MINNESOTA  
HELD MAY 18, 2015**

\* \* \* \* \*

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 at 7:00 PM.

The following members were present:

And the following members were absent:

Member introduced the following resolution and moved its adoption.

**RESOLUTION NO. 15-31  
AN ORDER TO ABATE A PUBLIC NUISANCE**

**WHEREAS**, the following individual is the registered property owners of the following described properties:

*Duane C Dawson  
Lot 6 Block 3, Heather Ridge 3<sup>rd</sup> Addition  
Ramsey County, Minnesota  
(610 Sherwood Road)*

**WHEREAS**, the property is developed with an attached single-family residential dwelling with an attached garage; and

**WHEREAS**, the City notified the property owner and resident by letter dated April 24, 2015 that the condition of the property represents public nuisance per Section 210 of the Municipal Code. Said Notice was mailed regulation mail, certified mail and posted on the property; and

**WHEREAS**, the public nuisance conditions consist of the accumulation of refuse and debris; and the accumulation in the open of discarded or disused machinery, household appliances and furnishings, automobile bodies and or other material, in a manner conducive to the harboring of rats, mice, snakes or vermin, or other rank growth of vegetation among the items accumulated, or in a manner creating fire, health or safety hazards from such accumulation (outside storage).

**WHEREAS**, the property owner has not remedied the public nuisance conditions corrected the nuisance conditions;

**WHEREAS**, numerous citations have been issued to the property owner in the past and the property owner fails to maintain the property in accordance with the City's property maintenance standards, as such the nuisance conditions on the property are re-occurring;

**WHEREAS**, the Shoreview City Council held a hearing on May 18, 2015. All persons present at said meeting were given an opportunity to be heard and present written statements. The Council also considered the recommendation of the City Staff that this order be issued, and

**WHEREAS**, this order was initiated pursuant to the City of Shoreview Municipal Code, Section 210, Nuisance, and

**NOW, THEREFORE, BE IT RESOLVED THAT THE SHOREVIEW CITY COUNCIL** hereby adopts Resolution 15-31 ordering the property owner of record to abate the public nuisance conditions that now exist on the property, and to bring the property into compliance with the regulations of the City's Property Maintenance Standards, Section 211 of the Municipal Code pursuant to the Correction Order dated April 24, 2015. Said Order shall remain in effect until May 18, 2017.

**THAT should the property owner fail to perform the work in accordance with the time schedule specified in this Order, the City may file with the District Court a motion for a summary enforcement of this Order.**

The motion 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:

**Adopted this 18th day of May, 2015.**

\_\_\_\_\_  
Sandra C. Martin, Mayor  
Shoreview City Council

ATTEST:

\_\_\_\_\_  
Terry Schwerm, City Manager

SEAL

PROPOSED MOTION

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

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

to adopt Resolution No.15-33 accepting the base bid from Redstone Construction Company, Inc. for the Turtle Lane Neighborhood & Schifsky Road Reconstruction & Lexington Avenue Sanitary Sewer Repair, City Projects 15-01 & 15-03 and authorize the Mayor and City Manager to execute a construction contract in the amount of \$1,686,975.96.

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

REGULAR COUNCIL MEETING  
MAY 18, 2015

#15-01 & 15-03

TO: MAYOR, CITY COUNCIL, AND CITY MANAGER  
FROM: TOM WESOLOWSKI, CITY ENGINEER  
DATE: MAY 14, 2015  
SUBJECT: RECEIPT OF BIDS AND AWARD OF CONTRACT  
TURTLE LANE NEIGHBORHOOD & SCHIFSKY ROAD  
RECONSTRUCTION & LEXINGTON AVENUE SANITARY SEWER  
REPAIR, CITY PROJECTS 15-01 & 15-03

### INTRODUCTION

Sealed bids were received and opened on May 14, 2015, for the Turtle Lane Neighborhood and Schifsky Road Reconstruction and Lexington Avenue Sanitary Sewer Repair, City Projects 15-01 and 15-03. The project locations are shown on the attached drawing. Council action is required to award the construction contract.

### DISCUSSION

On April 20, 2015, the City Council approved the plans and specifications and ordered the taking of bids for the Turtle Lane Neighborhood and Schifsky Road Reconstruction and Lexington Avenue Sanitary Sewer Repair, City Projects 15-01 and 15-03. Accordingly, on May 14, 2015, five bids were received and opened. All bids were submitted with proper bid security in the amount of five (5) percent of the total amount of the bid as required by the project manual. The bids results are listed below:

<u>Contractor</u>	<u>Base Bid</u>
Redstone Construction Co., Inc	\$ 1,686,975.96
Dresel Construction	\$ 1,729,228.72
Arnt Construction Co., Inc.	\$ 1,734,418.40
T. A. Schifsky & Sons	\$ 2,062,195.00
Forest Lake Contracting, Inc.	\$ 2,222,145.00
Engineer's Estimate:	\$ 1,537,000.00

Given the above information, Redstone Construction Co., Inc. is the lowest responsible bidder. Redstone has performed work for the City in the past, most recently in 2013 on the County Road D and Cottage Lane Reconstruction and Owasso Realignment Projects. Redstone has previously demonstrated that they have the necessary resources to complete the project.

### BID RESULTS

Although the low bid is approximately 10% higher than the engineer's estimate, the spread between the three low bids is less than 3%, which reflects a competitive bid environment. The small spread also indicates that the bids accurately reflect the construction costs required to

complete the project. The bids were significantly higher for the water main and sanitary sewer portions of the project. Staff believes that these higher costs are directly related to the cost of materials due to increased construction activity throughout the metropolitan area.

The low bid results in a total estimated project cost of \$2,024,000.00. The estimated total project costs include an allowance for engineering, administration, and contingency items.

COSTS

The following is a comparison of the engineer's estimate to the estimated total project costs for the proposed improvements based on the low bid:

<b>Turtle Lane Neighborhood &amp; Schifsky Road Reconstruction</b>		
<u>Item</u>	<u>Eng. Estimate</u>	<u>Bid Award</u>
Street Construction	\$ 853,500	\$ 850,500
Storm Sewer	\$ 452,700	\$ 348,500
Water main	\$ 342,300	\$ 449,000
Sanitary Sewer	<u>\$ 234,300</u>	<u>\$ 316,000</u>
 Total Est Project Cost – Turtle/Schifsky	 \$ 1,882,800	 \$ 1,964,000
 <b>Lexington Avenue Sanitary Sewer Repair</b>		
<u>Item</u>	<u>Eng. Estimate</u>	<u>Bid Award</u>
Sanitary Sewer Repair	\$ 45,800	\$ 60,000
 Total Est Project Cost – Sewer Repair	 \$ 45,800	 \$ 60,000
 <b>Total Combined Project Cost</b>	 <b>\$ 1,928,600</b>	 <b>\$ 2,024,000</b>

The total estimated project costs include an allowance for engineering, administration, easements, and contingency items.

PROJECT FUNDING

Funding sources for the proposed improvements are as follows:

<b>Turtle Lane Neighborhood &amp; Schifsky Road Reconstruction</b>	
Street	
Street Renewal	\$ 747,120
Assessments/Bonds	\$ 103,380
Storm Sewer	
Surface Water Fund	\$ 299,000
Assessments/Bonds	\$ 49,500
Water	
Water Fund	\$ 449,000
Sanitary Sewer	
Sewer Fund	<u>\$ 316,000</u>
Total Estimated Funding Turtle/Schifsky	\$1,964,000
 <b>Lexington Avenue Sanitary Sewer Repair</b>	
Sanitary Sewer Fund	\$ 60,000

The funding amounts required from the Street Renewal, Water, and Sanitary Sewer funds are higher than what was originally budgeted for the project. After conferring with the Finance Director it was determined the fund balances are sufficient to cover the costs associated with the improvements reflected in the approved construction plans.

RECOMMENDATION

It is recommended that the City Council adopt the attached resolution and accept the base bid from Redstone Construction Co., Inc. for the Turtle Lane Neighborhood & Schifsky Road Reconstruction & Lexington Avenue Sanitary Sewer Repair, City Projects #15-01 & 15-03 and authorize the Mayor and City Manager to execute a construction contract in the amount of \$1,686,975.96.



# Shoreview

## CITY OF SHOREVIEW TURTLE LANE / SCHIFSKY ROAD

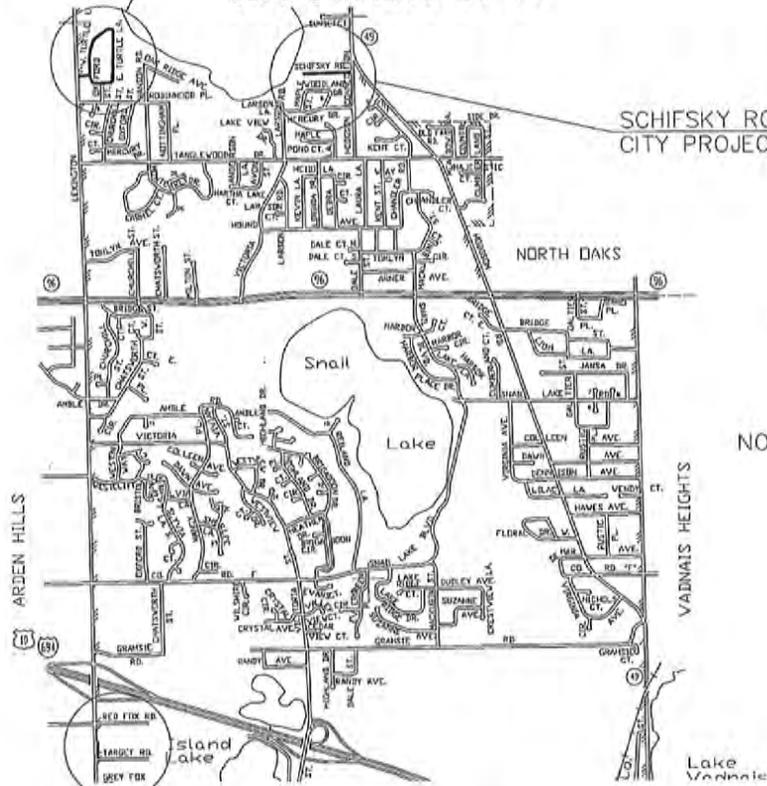
RECONSTRUCTION  
CITY PROJECT 15-01  
AND

LEXINGTON AVE.

SANITARY SEWER REPAIR  
CITY PROJECT 15-03

TURTLE LANE NEIGHBORHOOD  
CITY PROJECT NO. 15-01

SCHIFSKY ROAD  
CITY PROJECT NO. 15-01



LEX. AVE. SEWER REPAIR  
CITY PROJECT NO. 15-03

LOCATION MAP

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

**HELD MAY 18, 2015**

\* \* \* \* \*

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 May 18, 2015, at 7:00 pm. The following members were present:

;

and the following members were absent:

Member introduced the following resolution and moved its adoption.

RESOLUTION NO. 15-33

ACCEPTING THE LOWEST RESPONSIVE BID  
AND  
AUTHORIZING THE EXECUTION OF A CONTRACT  
FOR THE TURTLE LANE NEIGHBORHOOD & SCHIFSKY ROAD  
RECONSTRUCTION  
AND  
LEXINGTON AVENUE SANITARY SEWER REPAIR,  
CITY PROJECTS 15-01 & 15-03

WHEREAS, the City of Shoreview has programmed in the Capital Improvement Program for the Turtle Lane Neighborhood and Schifsky Road Reconstruction, City Project #15-01, and

WHEREAS, the Lexington Avenue Sanitary Sewer Repair, City Project # 15-03 is required to restore the design flow performance.

WHEREAS, pursuant to an advertisement for bids for the improvement of City Projects #15-01 and 15-03, bids were received, opened, and tabulated according to law, and the following bids received complying with the advertisement:

<u>Contractor</u>	<u>Base Bid</u>
Redstone Construction Co., Inc	\$ 1,686,975.96
Dresel Construction	\$ 1,729,228.72
Arnt Construction Co., Inc.	\$ 1,734,418.40
T. A. Schifsky & Sons	\$ 2,062,195.00
Forest Lake Contracting, Inc.	\$ 2,222,145.00

WHEREAS, the City staff is recommending the City Council award the Base Bid to the lowest responsible bidder, Redstone Construction Co., Inc.

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

1. All bids were received as submitted on May 14, 2015.
2. The Base Bid from Redstone Construction Co., Inc. in the amount of \$1,686,975.96 is hereby accepted and the Mayor and City Manager are hereby authorized and directed to enter into a construction contract for City Projects #15-01 and 15-03 with the lowest responsible bidder, Redstone Construction Co., Inc.

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 14<sup>th</sup> day of May 2015.

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 14<sup>th</sup> day of May, 2015, 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 award of contract for City Projects #15-01 & 15-03.

WITNESS MY HAND officially as such Manager and the corporate seal of the City of Shoreview, Minnesota, on this 15<sup>th</sup> day of May 2015.

SEAL

---

Terry Schwerm  
City Manager

**PROPOSED MOTION**

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

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

to appoint Colleen Norell to the Public Safety Committee for a term ending  
January 31, 2018.

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

Regular City Council Meeting  
May 18, 2015

## **M E M O**

**TO:           MAYOR AND CITY COUNCILMEMBERS**

**FROM:       TERRI HOFFARD**  
**DEPUTY CLERK**

**DATE:       MAY 12, 2015**

**SUBJECT:    APPOINTMENT TO THE PUBLIC SAFETY COMMITTEE**

### **INTRODUCTION**

The City Council is being asked to appoint Colleen Norell to the Public Safety Committee.

### **DISCUSSION**

The Public Safety Committee currently has only seven members. The vacancy was advertised and one application was received from Colleen Norell. The Public Safety Committee reviewed the application at their March 19, 2015 meeting and recommended appointment. Ms. Norell's application is attached for Council review.

### **RECOMMENDATION**

It is recommended that the City Council appoint Colleen Norell to the Public Safety Committee for a term ending January 31, 2018.



**Citizen Advisory Committees and Commissions  
Application Form**

Name Colleen Norell

Address 1061Lawnview Ave  
Shoreview MN 55126

\*Home phone number 651-334-3004 \*Work phone number 651-334-3004

E-mail colleennorell@gmail.com

How long have you lived in the City of Shoreview? 10 years

Is there any reason that you would be unable to attend regular monthly meetings?

Yes  No

The City of Shoreview currently has several volunteer committees and commissions.

- Bike and Trails Committee
- Economic Development Authority \*
- Economic Development Commission\*
- Environmental Quality Committee
- Human Rights Commission
- Lake Regulations Commission
- Park and Recreation Commission
- Planning Commission
- Public Safety Committee

\* Persons who work in, own, or operate a business within City are eligible to serve on EDA and EDC

Please indicate your preferences on which committee or commission you are interested in serving:

1. Public Safety Committee

2. \_\_\_\_\_

3. \_\_\_\_\_

1. What are your specific areas of interest within this committee's or commission's scope of responsibilities?

I am interested in assisting with policy direction to maintain or improve the emergency services to the City of Shoreview. I believe we are well taken care of now and would like to see that continue.

2. Briefly describe your work experience or other background information that would relate to this committee.

I have volunteered and worked in Law Enforcement for the past 16 years. My roles have included; Police Explorer, Police Reserve, Community Service Officer, animal control responsibilities, Police Officer, and Crime Prevention Specialist. While in these positions I have worked with residents, city staff, businesses, and emergency workers to recognize and solve problems within communities. Through previous employment I was also appointed as a staff representative to a Public Safety Communications Task Force which looked at bridging communication gaps between the Police and the Community. I am able to work effectively with people of varied backgrounds and keep focused on the goals set. I also believe I have a realistic view of what can and cannot be achieved based on laws, policies and procedures.

3. Please list other organizations or clubs that you have participated in.

Minnesota Crime Prevention Association, past Board Member  
Safe Kids NW Metro, past Board Member

4. Why would you like to serve on this committee or commission?

I have recently changed careers and am now a Business Systems Analyst in the private sector. This change has allowed me the time and energy to give back to my community. I feel that my background and willingness to understand the needs of the residents, business members and public safety staff would be a great fit for this committee.

#### Additional Comments

I have proudly called Shoreview my home for the last 10 years which has included a move within the city. I would like to join the Public Safety Committee to make Shoreview an even better place to live, work, and play.

If appointed to a committee or commission, may we include your phone number(s) in the committee/commission handbook?

Yes       No

Colleen Norell  
Signature

1/28/15  
Date