

**CITY OF SHOREVIEW
AGENDA
REGULAR CITY COUNCIL MEETING
FEBRUARY 16, 2016
7:00 P.M.**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF AGENDA

PROCLAMATIONS AND RECOGNITIONS

--Recognition of Human Rights Commission Poster Contest Winners

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

COUNCIL COMMENTS

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

1. February 1, 2016 City Council Meeting Minutes
2. Receipt of Committee/Commission Minutes—
 - Economic Development Authority, January 11, 2016
 - Economic Development Authority, February 1, 2016
 - Economic Development Commission, January 19, 2016
 - Environmental Quality Committee, January 25, 2016
 - Human Rights Commission, January 27, 2016
3. Monthly Reports
 - Administration
 - Community Development
 - Finance

--Public Works
--Park and Recreation

4. Verified Claims
5. Purchases
6. License Applications
7. Approval of Joint Powers Agreement for New Voting System
8. Resolution Calling for a Public Hearing—Proposed Modification of Municipal Development District No. 2 and Establishment of Tax Increment Financing District No. 10 (Elevage Redevelopment Proposal)
9. Receive Feasibility Report and Call for Public Hearings—Virginia/Dennison/Lilac and Grand Avenue Reconstruction, CP 16-01 and 16-02
10. Approving Plans and Specifications, Order Improvement, and Order Taking of Bids—Well #6 Raw Water Pipeline, CP 16-06
11. Establish Fee Schedule for 2015 Operation and Maintenance Charge for SLID
12. Award of 2016 Insurance Coverage

PUBLIC HEARING

GENERAL BUSINESS

STAFF AND CONSULTANT REPORTS AND RECOMMENDATIONS

SPECIAL ORDER OF BUSINESS

ADJOURNMENT

2015. A Notice of Intent was also mailed to Comcast and CenturyLink. An application received from CenturyLink has led to this public hearing.

Upon closing the public hearing, staff recommends authorization to pursue negotiations with CenturyLink to operate and maintain a cable system in the City.

Councilmember Wickstrom noted that the statute requires publication in a weekly newspaper of general circulation and asked if publishing the notice in the City's legal newspaper qualifies as legal newspaper is not specifically stipulated.

City Attorney Kelly responded that designation of a legal newspaper indicates the newspaper in which the City will publish all legal notices. The City's legal newspaper does meet the requirements of this statute. Although legal newspaper is not specifically stipulated, his recommendation would always be to publish notices in the City's legal newspaper.

Councilmember Wickstrom noted that this is an example of why the City needs to be sure that its designated legal newspaper is published weekly. She further explained that the League of Minnesota Cities is working to change the legal notice procedure to allow public notices on city websites because there are fewer and fewer newspapers available.

Mayor Martin opened the public hearing at 7:13 p.m.

City Attorney Kelly stated that he reviewed the affidavit of publication and proper notice has been given.

Mr. Patrick Haggerty, Representative from CenturyLink, stated that he would be pleased to answer any questions.

There were no comments or questions from the public.

MOTION: by Councilmember Quigley, seconded by Councilmember Wickstrom to close the public hearing at 7:15 p.m.

VOTE: Ayes - 5 Nays - 1

Councilmember Wickstrom asked the reason for the seven-day waiting period. City Manager Schwerm responded that the seven-day period is for approval of the franchise. This public hearing is to authorize staff to begin negotiations, which he anticipates will take 45 to 90 days.

Mayor Martin asked how big an area CenturyLink would cover in Shoreview. **Mr. Haggerty** explained that CenturyLink is in negotiations with approximately 70 communities in the Twin Cities area. There are 25 approved franchises; 19 are in service. CenturyLink will commit to an initial buildout and based on that success continue expansion.

Councilmember Wickstrom noted that there will be a significant number of residents who have 20 megabyte capability, not 25 megabytes for PRISM TV. She asked what it will take to get 25

megabytes, or is CenturyLink going to wait for gigabyte service. **Mr. Haggerty** stated that providing fiber to the home will bring PRISM TV to residents with 25 megabytes or more. That method will continue to expand. It will take intensive construction to reach homes with less than 25 megabytes. CenturyLink is requesting the opportunity to come into the marketplace and reinvest in those areas.

Councilmember Wickstrom asked if below 25 megabytes is fiber to the node. **Mr. Haggerty** explained that below 25 megabytes would not be fiber to the node. Fiber to the node is another way to deliver PRISM and that technology can handle as high as 100 megabytes on the CenturyLink system.

Councilmember Quigley stated that speed is hindered by lack of fiber. He would like to know how much fiber is in Shoreview and what service level can be expected. **Mr. Haggerty** responded that information is confidential and proprietary. CenturyLink will meet with staff and show maps of where service will be provided. By the end of this quarter, CenturyLink anticipates hiring 200 new technicians to support this system in the Twin Cities area.

Mayor Martin stated that the presence of competition in the market will make service better.

Councilmember Wickstrom asked if residents would be notified when upgraded services are available on the website. **Mr. Haggerty** stated that residents will have the opportunity to subscribe online to find out about upgraded services.

MOTION: by Councilmember Johnson, seconded by Councilmember Springhorn to authorize staff to pursue negotiating a franchise with CenturyLink to operate and maintain a cable system in the City of Shoreview.

Councilmember Johnson stated that this issue of Cable service has been discussed many times. She agreed that added competition in Shoreview will be a benefit to residents.

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

GENERAL BUSINESS

PRELIMINARY PLAT/COMPREHENSIVE SIGN PLAN/AMENDED PUD - KOWALSKI COMPANIES, INC./SIDAL REALTY, 441 HIGHWAY 96

Presentation by Asst. City Manager/Community Development Director Tom Simonson

The site is the former Rainbow Foods site located at the corner of Highways 96 and 49 and consists of 10.64 acres. Currently, there is a 68,000 square foot retail building with off-street parking, storm water ponding, landscaping and fencing. Adjacent land uses include the Oak Hill Montessori School to the north, a funeral home and single family homes to the west, a senior residence to the south and commercial use to the east. The Preliminary Plat divides the property into two lots. The second outlot of 1.5 acres will be used for further retail development.

Kowalski's proposes to repurpose the current building and establish a 25,000 square foot Kowalski's Market that will include a wine shop, coffee shop, deli with seating area and a culinary kitchen and cookware store. The remainder of the building will be used for company operations including a bakery; kitchen and catering; and warehouse and distribution operations.

The exterior of the building will be enhanced with a new entryway and the addition of brick, stone and glass. The parking lot will be resurfaced and re-striped. The proposed use requires 223 parking stalls; 212 will be provided. Based on other Kowalski locations, this will be sufficient parking. It does not include additional parking that will be available on Lot 2, when that development occurs. Existing parking lot light fixtures will be replaced with LED down light fixtures. The lighting plan will be submitted with the Final PUD.

Delivery hours specified with the original PUD are being modified to allow limited truck activity for bakery shipments at 1:00 a.m. and 4:00 a.m., except on Sunday. No truck idling will be allowed during nighttime deliveries. The nearest residence is 330 feet across the wetland pond, and staff does not foresee a problem.

Improved access to the property includes a new free left turn lane from eastbound Highway 96. Ramsey County has approved the new access, and the City will construct the improvements.

The majority of plant materials for landscaping will be replaced. The loading dock area will be screened from Hodgson Road. The fence along the west property line will be replaced with a durable, attractive metal fence.

Proposed signage includes two freestanding signs, one on Highway 96 and one on Highway 49. These freestanding signs may also be used to identify future users on Lot 2. The sign area of 132 square feet exceeds City standards by 32 square feet but can be accommodated through the PUD process. Four wall signs are proposed along the south and east sides of the building for the wine shop, bakery and kitchen store.

No issues or concerns were identified by the Lake Johanna Fire Department. Rice Creek Watershed District notes that a permit may be required with the development of Lot 2 if over 10,000 square feet of area is disturbed.

Legal notice of the public hearing held by the Planning Commission was published in the City's legal newspaper. Property owners within 350 feet were notified of the proposal. There was no public testimony. One phone call was received from a resident to the west requesting that the new lighting not impact the neighborhood. Kowalski's has changed the lighting plans to a downward light fixture to reduce the foot candles at the property lines.

The Planning Commission discussion focused on parking, subdivision into two lots and truck delivery hours. On a 6 to 0 vote, the Planning Commission recommends approval by the City Council. Staff recommends approval of the Preliminary Plat, Amended PUD Development Stage, and Comprehensive Sign Plan, subject to the conditions listed in the staff report.

Mr. Mike Oase from Kowalski's was present to answer any questions.

Councilmember Wickstrom asked if added screening from the loading docks for the nearest residence would be possible, if there is a problem after operations begin. **Mr. Oase** stated that would be considered. The loading docks face east and won't be changed. It is important to be respectful of neighbors.

Councilmember Springhorn asked the operating hours of the store. **Mr. Oase** answered, 6:00 a.m. to 11:00 p.m.

Councilmember Johnson stated that there is enormous excitement in the community with the arrival of Kowalski's.

Planning Commissioner Brian McCool stated that two main issues were discussed. The first is parking, especially with Lot 2. The second is the truck loading docks. Both issues have been addressed by Kowalski's.

Mr. Tom Hentges, 490 Mackubin Circle, thanked the Council and Kowalski's for listening to the lighting issue brought forward.

Mayor Martin expressed the City's appreciation to Kowalski's who has shown cooperation on many levels to address issues raised by the City.

MOTION: by Councilmember Wickstrom, seconded by Councilmember Johnson to approve the Preliminary Plat, Amended PUD - Development Stage, and Comprehensive Sign Plan, applications submitted by Sidal Realty and Kowalski Companies, Inc. for the property at 441 Highway 96. Said approval is subject to the following conditions:

Preliminary Plat

1. The applicant shall execute an agreement between the Lots 1 and 2 addressing the shared infrastructure including access, parking, signage, utilities and maintenance. Said agreements shall be submitted to the City Attorney for review and approval prior to the City's release of the Final Plat.
2. Executed and recorded copies of the required agreements shall be submitted to the City prior to the issuance of a building permit on Lot 2.
3. The Final Plat shall be submitted to the City for approval with the Final Stage PUD application.

Planned Unit Development – Amendment

1. This PUD amendment replaces the previous PUD approval from 1995.
2. Development Agreement shall be executed and shall include applicable provisions from the previous PUD approvals referenced in Condition No. 1 above as well as any requirements associated with this PUD amendment.
3. Future development of Lot 2 shall require Site and Building Plan Review.

4. Kowalski's agrees to work with the City on refining the landscape plan that addresses better screening for the loading dock area on the northeast side of the property. Said plan shall be submitted with the Final PUD application.
5. The Development Agreement will amend the conditions regarding truck deliveries to correspond to the proposed uses, which conditions shall prohibit vehicle idling during nighttime delivery.
6. Prior to submittal of a Final PUD application, Kowalski's shall verify the number of parking stalls provided on the property including the parking located north of the building. These stalls shall be identified on a site plan.
7. The City prefers that the freestanding signs be shared with the future use of Lot 2.

Comprehensive Sign Plan

1. The signs on the property shall comply with the plans submitted for the Comprehensive Sign Plan application.
2. Signage shall be maintained in accordance with the City's Sign Code.
3. The applicant shall obtain a sign permit prior to the installation of the new signs on the property.

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

Mayor Martin commended Mr. Simonson and City staff for the many hours of work done to bring this proposal to fruition.

Councilmember Quigley asked the name of the construction company that will do the construction work. **Mr. Oase** introduced **Mr. Jim Schultz**, EFH Companies, the construction company who will be doing the construction on this project. EFH built both the Excelsior and Eagan stores, and Kowalski's is pleased to be working with the company again.

ADJOURNMENT

MOTION: by Councilmember Springhorn, seconded by Councilmember Wickstrom to adjourn the meeting at 7:45 p.m.

VOTE: Ayes - 5 Nays - 0

Mayor Martin declared the meeting adjourned.

THESE MINUTES APPROVED BY COUNCIL ON THE ____ DAY OF _____ 2016.

Terry Schwerm
 City Manager

**SHOREVIEW ECONOMIC DEVELOPMENT AUTHORITY
MEETING MINUTES
January 11, 2016**

CALL TO ORDER

President Emy Johnson called the meeting to order on January 11, 2016 at the special meeting time of 7:00 p.m.

ROLL CALL

The following members were present: President Emy Johnson and Board Members Sue Denkinger, Sandy Martin, Shelly Myrland and Terry Quigley.

Also attending this meeting:

Cory Springhorn,	City Councilmember
Ady Wickstrom	City Councilmember
Terry Schwerm	City Manager
Tom Simonson	Assistant City Manager/Community Development Director
Niki Hill	Economic Development and Planning Associate
Kirstin Barsness	EDA Consultant
Casey Hankinson	Vice President Development, Ryan Companies
Dan Mueller	Director of Development, Ryan Companies
Steve Brown	Executive Director, Healthcare Real Estate Advisory, Cushman-Wakefield
Jason Meyer	Executive Director Brokerage Services, Cushman-Wakefield

APPROVAL OF AGENDA

It was the consensus of the EDA to change the order of the agenda and take up the items under the General Business portion of the agenda first.

GENERAL BUSINESS

DISCUSSION OF PUD/LAND USE RESTRICTIONS FOR CHILDREN'S HOSPITAL PROPERTY AT RICE CREEK CORPORATE PARK

Representatives from Children's Hospital and Ryan Companies attended the meeting for this discussion.

Simonson introduced the discussion of the potential sale of the Children's Hospital property in the Rice Creek Corporate Park. At the time the Rice Creek Corporate Park was developed, restrictive zoning covenants were adopted for this 18.56 acre parcel. The Children's Hospital property was designated for office use only. At this time Ryan Companies has shown interest in acquiring the property to develop as office-flex space that would vary in percentage of office, production and warehouse uses. Office-flex is provides for multi-tenant spaces similar to what

has been built at the Rice Creek I and II buildings, where some of the City's top businesses are located. Designated land use changes for the property are needed to proceed with development. Ryan Companies is prepared to present a PUD Concept Stage Review at the Planning Commission after this meeting.

Simonson also noted that the City has identified a need for new modern multi-tenant space since much of this type of building in the community is older industrial type property. He noted that the City has lost some companies to other communities that sought newer facilities that provide higher ceiling heights, special power and flooring needs, and greater flexibility.

Mr. Hankinson, Ryan Companies, stated that the reason for this discussion is that it is important for them to understand what the City would like to see developed. The marketplace is very competitive, and any presentation to the Planning Commission needs to be a project of interest to the City. Strict office zoning will be challenging and take a long time to develop over the 18 acres. Their interest is in developing office-flex and office/warehouse development. Zoning changes are needed to market the site for office-flex use.

Companies similar to the ones now located in Rice Creek Park would be pursued to locate in the new building, and Councilmember Wickstrom stated that she would have no problem with that type of development.

Councilmember Quigley asked the number of buildings planned. Mr. Hankinson answered between two and four buildings of approximately 200,000 square feet.

Councilmember Johnson asked if Streamworks would be interested in sharing a building with another company. Mr. Hankinson responded that a majority of companies prefer to be on their own, but there are many who do not mind a co-tenant, depending on their space needs. Mr. Brown added that the larger the company becomes the greater preference there is to be in their own freestanding building. Businesses using under 50,000 square feet would have a difficult time being the sole tenant of a building.

Councilmember Quigley stated that his preference would to attract businesses who hire highly skilled employees. He added that he would like to see an architectural theme for the proposed buildings similar to the classic appearance of the Deluxe Campus or other Rice Creek buildings.

Simonson stated that it would be easier for the City to respond, if a specific company and its space needs were identified up front rather than requesting the City to create zoning flexibility without knowing what companies will come in. However, he also noted the developer would like some level of approval for a speculative building so they could market and respond quickly to businesses seeking new space.

Myrland asked if companies have been identified to occupy the proposed buildings in the concept plan. Mr. Hankinson stated that the goal is to build a spec business park building in the northern part of the site. The spec building would be approximately 126,000 square feet with 24-foot high ceilings for second level use with forklifts. Sometimes tenants would be identified until after the building is completed, but other times some leases can be executed prior to

completion. Construction would begin this summer. The remainder of the site would be open for development. Mr. Hankinson added there is high demand in the north metro area for this type of space, while the office market is not strong.

Mr. Meyer stated that Streamworks eliminated this site because it was not ready, which made it too much of a risk. There are groups that are looking for space but need to know that proper zoning is in place.

Mr. Mueller added that a business looking for 20,000 to 60,000 square feet is looking six to nine months in advance. This is the size company Ryan Companies feels would be optimal for this site. There is not enough time for this size company to build a building and go through the City process. A move-in ready building is needed. A building at 126,000 square feet could attract two to five tenants. The north metro is in need of newer buildings for businesses.

Martin asked how the interior is completed with a spec building. Mr. Hankinson stated that safety features are put in, but it is left as open and flexible as possible for prospective tenants to design according to their needs.

Councilmember Quigley asked about providing for trucking needs. Mr. Hankinson stated that there is a square footage problem with putting in a truck port. There will be a price for the land that is fixed. The more building that is put on the land, the less the price is for tenants. The northeast corner is too tight and will be used for ponding. The south is also tight, or more narrow. A standard industrial site of 100,000 square feet usually supports a building of 33,000 square feet or 33%. This site will support 26% or 27%, which makes it a little inefficient.

Martin stated that she would not be interested in a spec building other than with a top quality construction company like Ryan Companies. She expressed her apprehension about constructing a spec building. It has been shown over and over that Shoreview can make things happen, and a PUD change can happen quickly with an attractive applicant. She would rather make changes for a known tenant. She does not want to see too many truck terminals or loading docks in that area. If this is not the right time for this land to be developed, she would prefer to wait. Another concern is that if zoning changes are made, and a different developer from Ryan takes over, then the changes are in place, which could put the City in an awkward position.

Simonson noted covenants covering other properties in the Rice Creek Corporate Park regarding trucking uses and percentage of office usage. Although a tenant may be unknown the quality of the development required and the cost of quality land will mean that lease costs for flex space will be higher. Businesses the City would not be interested in at this site would not be attracted or in some cases not allowed.

Mr. Hankinson stated that the spec building would be an attractive building. Restricting the use to only Office is not economically feasible. His question to the City is whether there is willingness to locate two, four or six new companies in Rice Creek Park that are of the same quality as those that are there?

Discussion turned to what a spec building would look like, and Ryan Companies provided examples of other projects they constructed. Schwerm stated that the aggregate concrete/glass CSI building shown would fit, but a building of precast painted concrete would not fit with the buildings that are at Rice Creek Park.

Councilmember Johnson stated that the site is highly visible, and the CSI building is of the quality the Council would want visible in Shoreview. Mr. Hankinson responded that his preference is to build a precast painted concrete building to make the economics work. The facade can be broken up architecturally. Colors make a difference.

Councilmember Wickstrom asked if the paint would peel off the concrete. She noted the brick of the Deluxe buildings today look like when they were built. Mr. Hankinson stated that the building would have to be painted every 10 years. Brick is not an option because of expense.

Simonson stated that if the PUD process is pursued, there will also be informal feedback from the Planning Commission. Staff will work with the developer on issues that are identified such as percentages of specific uses, quality of building materials and review current covenants. It is helpful to know the concerns about zoning restrictions and building materials.

**PRELIMINARY DISCUSSION/REVIEW - TAX INCREMENT FINANCING (TIF)
REQUEST - ELEVAGE DEVELOPMENT GROUP (RICE STREET/COUNTY ROAD E**

Simonson stated that Elevage has formally submitted applications for PUD Development Stage and TIF assistance. Staff has responded to Elevage that the development needs to move forward before a decision on TIF can be made. The application will be reviewed by the Planning Commission at its January meeting. The application includes a five-story L-shaped apartment building. Outdoor amenities include a pool, patio and dog park area. There is more underground parking which increases green space. There are 14 townhomes. All access to the site is off County Road E.

Myrland asked the number of people that would be living in the apartment building. She expressed concern about the single access in terms of emergency and safety. Simonson answered, approximately 200. It is expected that the apartments will attract empty nesters or young people who do not have families. Emergency vehicle access would be part of the City's review and there appears to be opportunities to improve the access from other points on the site, not allowing public vehicles, but emergency access.

In terms of financing, Simonson stated that the project is anticipated to be an investment of \$30 million. TIF assistance is requested in the amount of \$4.5 million over the life of a redevelopment district. Barsness added that they may apply for a Renewal Renovation District, which is 15 years or a Redevelopment District, which is 25 years. That determination has not been made. Further explanation and clarification of the financing gap has been requested.

Martin asked if more information can be obtained on the Elevage company. Barsness responded that staff has information on their primary bank, financing and marketing information.

Simonson added that Elevage is required through the City's pay-as-you-go policy that they securing financing for everything up front with their own investors and lenders.

Schwerm stated that part of the issue is the length of the TIF district because the City would be giving the enhanced value back to Elevage for the construction. Simonson stated that Elevage is making an effort to meet needs of the City with a small retail development that would include a restaurant. The more economical the apartments, yet upscale, the more they can write down the cost of the retail to make sure retail business succeeds. Generally, the City is supportive of TIF assistance for redevelopment, but the level of assistance has not been determined, and more information from Elevage is needed to demonstrate the level of financial support.

Councilmember Johnson asked what would happen if TIF is not granted. Barsness stated that this proposed project would not happen. The property may be sold.

Martin stated that the amount of TIF requested especially for what they state are soft costs seems extraordinary. Simonson noted that general request is similar to what was done for Lakeview Terrace and at Lexington and County Road D. Both of those projects were redevelopment which is much more costly to make feasible and the City provided the full increment for 25 years.

Schwerm added although \$4.5 million has been requested, the property value has yet to be determined so the exact amount of TIF is unknown.

Simonson said that this discussion was simply to notify the EDA of the TIF application and summarize the developer's request. A more formal review will begin and more detailed information will be provided to the EDA at future meetings.

PROJECT UPDATE - KOWALSKI'S MARKET DEVELOPMENT AND FINANCING PLANS (FORMER RAINBOW FOODS PROPERTY)

Simonson reported that Kowalski's will present an application for a PUD Development Stage Review to the Planning Commission at its January meeting. A letter has been received from Ramsey County approving a left turn access off Highway 96 to access the former Rainbow site. This access will be financed and constructed by the City. The other access points will remain the same. The parking lot will be completely reconfigured with new lighting and landscaping. The old fencing will be replaced. Approximately 25,000 square feet of the building will be used for Kowalski's Market. The rest of the building will be used for operations, which include a wine shop, Starbuck's and Cooks of Crocus Hills.

A draft TIF Development Agreement has been sent to Kowalski's. Funds from the remainder of TIF District No. 2 and some assistance from TIF District No. 1 will be used. The goal is to have all approvals completed by March. The target open date is before Thanksgiving. Oppidan will retain ownership of the outlot, but Kowalski's will control or limit certain uses on the outlot that would compete directly with them or do not fit with their operations. The City is urging development of a restaurant, but it would have to be one that does not compete with Kowalski's deli and catering services. Simonson said the City is working closely with Oppidan in exploring restaurant options.

Schwerm noted that the site is difficult for a restaurant. Oppidan has said that development of the site is close financially and they may be able to sell the site for a significantly higher price to a bank than a restaurant. The City will continue to work with the developer on development of the outlot.

ELECTION OF BOARD OFFICERS

MOTION: by Quigley, seconded by Martin, to re-elect the following officers to the Shoreview Economic Development Authority Board for 2016, pursuant to the adopted By-Laws:

President	Emy Johnson
Vice President	Sue Denkinger
Treasurer	Shelly Myrland

VOTE: **Ayes - 5** **Nays – 0**

APPROVAL OF MINUTES

MOTION: by Martin, seconded by Myrland, to approve the December 7, 2015 meeting minutes as submitted.

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

FINANCES AND BUDGET

Simonson reported that the preliminary year-end numbers will be presented at the next meeting. Year-end numbers will show adjustments for consultant fees and inspections transferred out of EDA funds to developer escrow accounts.

MOTION: by Quigley, seconded by Myrland, to accept the monthly EDA Financial Reports through November 30, 2015, and following payment of claims and purchases:

- | | | | |
|----|---|------------|----------|
| 1. | Community Reinvestment Fund - November 2015
(Date Paid: 11/13/2015) | \$102.00 | Fund 307 |
| 2. | Barsness, Kirstin (ED Consulting - October)
(Date Paid: 11/4/2015) | \$4,607.50 | Fund 240 |
| 3. | Allen, Deanne (EDA Minutes - 9/8/15)
(Date Paid: 9/17/2015) | \$200.00 | Fund 240 |
| 4. | Twin Cities North Chamber (Membership Fee)
(Date Paid: 11/25/2015) | \$415.00 | Fund 240 |
| 5. | Urban Land Institute (Membership Renewal 2016)
(Date Paid: 11/25/2015) | \$220.00 | Fund 240 |
| 6. | Finance & Commerce (Subscription Renewal)
(Date Paid: 11/25/2015) | \$249.00 | Fund 240 |

**SHOREVIEW ECONOMIC DEVELOPMENT AUTHORITY
MEETING MINUTES
February 1, 2016**

CALL TO ORDER

President Emy Johnson called the meeting to order on February 1, 2016 at 5:00 p.m.

ROLL CALL

The following members were present: President Emy Johnson and Board Members Sue Denkinger, Sandy Martin, Shelly Myrland and Terry Quigley.

Also attending this meeting:

Terry Schwerm	City Manager
Tom Simonson	Assistant City Manager/Community Development Director
Niki Hill	Economic Development and Planning Associate

Kirstin Barsness EDA Consultant

APPROVAL OF AGENDA

MOTION: by Martin, seconded by Denkinger, to approve the February 1, 2016 meeting agenda as submitted.

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

APPROVAL OF MINUTES

MOTION: by Myrland, seconded by Quigley, to approve the January 11, 2016 meeting minutes as submitted.

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

FINANCES AND BUDGET

Simonson noted a correction to one loan payment that did not show interest being paid in previous reports. The Finance Department did confirm that interest is being paid, but the servicing agency was not accounting for it in their statements. This correction has been made to the reporting. All 19 loans are being paid on time or have been paid in full.

Year-end balances and preliminary unaudited summaries for EDA Fund Nos. 240 and 241 were reported. The Finance Department will be making some adjustments with transfer of TIF funds to developer escrow funds for certain projects so final numbers will be changing and provided in the next couple of months. The two invoices in the same amount from Bradley and Deike are a result of the City's payment crossing in the mail with a second invoice from the law firm. That issue has been resolved.

MOTION: by Quigley, seconded by Myrland, to accept the monthly EDA Financial Reports through November 30, 2015, and approve payment of the following claims and purchases:

- | | | | |
|----|---|----------|----------|
| 1. | Green Mill (Business Exchange)
(Date Paid: 12/17/2015) | \$644.04 | Fund 240 |
| 2. | Bradley and Deike (General Economic Development)
(Date Paid: 12/17/2015) | \$51.00 | Fund 240 |
| 3. | Allen, Deanne (EDA Minutes 12/17/2015)
(Date Paid: 12/17/2015) | \$200.00 | Fund 240 |
| 4. | Bradley and Deike (General Economic Development)
(Date Paid: 12/30/2015) | \$51.00 | Fund 240 |
| 5. | Minnesota Women in Government (Hill-Membership)
(Date Paid: 12/3/2015) | \$25.00 | Fund 240 |
| 6. | EDAM (Winter Conference 2016/Hill)
(Date Paid: 12/22/2015) | \$255.00 | Fund 240 |

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

GENERAL BUSINESS

EDA RESOLUTION - RECOMMENDING CITY COUNCIL CALL FOR PUBLIC HEARING IN CONSIDERATION OF PROPOSED TAX INCREMENT DISTRICT NO. 10, (ELEVAGE REDEVELOPMENT PROPOSAL)

As a result of a request for TIF assistance for the redevelopment proposal by Elevage, staff is recommending that the EDA forward a recommendation to the City Council to call for a public hearing to consider modifying Municipal Development District No. 2 to establish TIF Redevelopment District No. 10 that would provide TIF assistance to the Elevage development. The anticipated public hearing date is April 18, 2016, after the project approval process has been completed. Simonson said that there is a statutory requirement to follow in considering the creation of a new TIF district.

Johnson asked for a summary of the last time the City went through this process. Simonson explained that there are two different processes for TIF assistance. The last one was for the TSI expansion that involved establishing a new TIF district. He compared the process for proposed Kowalski's and Elevage redevelopment projects. In the case of Kowalski's the City is providing assistance through existing resources, there is no creation of a new TIF District, as the site does not qualify. However, a public hearing is required because of the business subsidy law of the State. The upfront cash outlay of TIF assistance is not given to Kowalski's until the building improvements are completed.

The process for Elevage is lengthier because a new TIF district is proposed to be created. A new TIF district has impacts to the county and school district. Barsness explained that it is necessary to meet all statute deadlines for creation of a new TIF District. The process to create a new

district takes from 60 to 90 days. The process starts with the EDA recommendation to the Council for a public hearing. The public hearing date determines deadlines that follow.

The Planning Commission must approve a development plan that is in compliance with the City's Comprehensive Plan.

There is a 45-day review period for County and school district to review financial implications. Notice for a public hearing to create a new TIF District must be published not more than 30 and a not less than 10 days in the City's legal newspaper.

Martin asked when in the process specific dollar amounts would be discussed. Simonson explained the number of units proposed by the developer, the County's valuation of the land before and after development are among the factors that must be taken into account before a TIF projections can be determined. Elevage must also provide a reason for the public subsidy, and a TIF Development Agreement must be executed between the City and the developer that outlines specific terms. Also, a TIF Plan must also be presented, a state requirement, which is approved in conjunction with the TIF Development Agreement.

Quigley expressed some concern about TIF assistance to Elevage, a company that does not have a long proven track record. Simonson stated that the City does require financing information that proves Elevage is able to go forward with the project, including how they are financing the project through investors and/or lending institutions. Schwerm added that TIF assistance to a developer is the amount of TIF generated by the developer. TIF assistance is a note promised but not until the developer generates that income off the property. Simonson said that the City typically utilizes a pay-as-you-go method, which protects the City from financial risk. The project needs to be completed as approved and generates taxes that are returned to the project on the agreed upon level and length of years.

MOTION: by Quigley, seconded by Myrland, to adopt EDA Resolution No. 16-01, recommending the City Council call for a Public Hearing on the proposed Modification to Municipal Development District No. 2, establishment of Tax Increment Financing District No. 10 (a Redevelopment Development District), in consideration of the Elevage Redevelopment Project (Rice Street and County Road E).

VOTE:

Ayes - 5

Nays - 0

REVIEW/UPDATE EDA WORK PLAN FOR 2016-2017

Simonson stated that the 2015-2016 Work Plan will be updated to reflect current and projected projects, development opportunities for the Children's Hospital site and potential development opportunities on Shoreview property near the proposed new Rice Street bridge across I-694 in 2017. He noted a lot of recent development interest in various areas of Shoreview that will require policy decisions.

Quigley suggested a special meeting to focus on a review of potential development opportunities in relation to goals of the EDA, the EDC, City Council and Comprehensive Plan. It was the consensus of the EDA Board to schedule a special meeting for a more thorough discussion.

UPDATES/PROJECTS

RESTAURANT POTENTIAL/OPPIDAN DEVELOPMENT (KOWALSKI'S)

Simonson reported that he has sent information to restaurant owners and operators as well as broker on the availability of this site. The developer Oppidan has also engaged a broker to market the retail pad but there has not been much interest in the site for a restaurant. One response the staff has heard more than once is that there is not enough daytime population or employment near the property to generate activity in the area that would bring people in for lunch. Another response is that the Lexington corridor is viewed as an obstacle to a successful restaurant on the Kowalski site. It is a big question whether employees on Lexington travel to a new restaurant on the Kowalski site. Oppidan reports that the most interest for development of the site is from banks.

Johnson asked if companies in the area could be surveyed regarding use of a new restaurant. There is demand because Shoreview residents have been requesting a restaurant for a long time.

Martin agreed and added that she believes if a restaurant were available, employees in the area would go there for lunch. Simonson said that the market professionals and restaurant operators have a good understanding of markets and what numbers are needed to make a project successful.

Myrland noted the wait time and the fact that the few restaurants in the area are packed. She believes that a restaurant on the Kowalski site would have a following. Simonson responded that Oppidan has not received interest from restaurants. He discussed the matter with City retail consultant Mr. McComb who indicated that the site would work better for a smaller restaurant with a chef who would like to start his/her own place. Schwerm noted, however, that startup restaurant chefs are looking for a lease or space with as little cost as possible, not a new building site.

Staff will continue to emphasize to Oppidan the City's preference for a restaurant on the Kowalski site, but we likely can only encourage the owner unless the City were to acquire the site or purchase an option to market the property. Simonson said that it would create an equity issue if the City were to financially assist a specific restaurant use that competes with other existing restaurants in the market.

Quigley asked the status of the property on Lexington known as the Shoreview Business Campus. Simonson stated that it consists of 15 acres, five of which was developed long ago. Ten acres were put in a conservation easement for past 15 years, but the owner is now marketing the property for development. However, there is new interest in the property, and last week staff met with representatives who wanted to discuss developing an extended stay hotel. The site has restricted access, and the property sits higher than residential property to the north in Weston

Woods that would create neighborhood and City policy issues. Staff recommended the developer hold a neighborhood meeting prior to submitting a Concept Plan for review at the Planning Commission.

CHILDREN'S HEALTH CARE PROPERTY (RYAN CONSTRUCTION)

Ryan Construction presented a Concept Plan to the Planning Commission to rezone the property from Office to Business Park. Many of the Planning Commission concerns have to do with the site plan. The change in zoning was not an issue in today's market. Some Commissioners felt the truck loading bays should face the freeway. Others felt the City would want an attractive view of Shoreview from the freeway. There are design issues with truck loading on the west side. There are also concerns about constructing a spec building. There may be an opportunity to develop 10 of the 18 acres by a different company that fits within City development goals. Ryan would like to work with that developer and do the construction. Then Ryan would like to build a spec building on the remainder of the site.

SHOREVIEW CORPORATE CENTER

Eagle Ridge Partners, owners of the Shoreview Corporate Center, provided a recent tour of the building at 1005 Gramsie. Their opinion is to do a major renovation rather than the higher cost of tearing it down and building a new building. They feel a redevelopment would require higher lease rates than what can be supported in the north metro market. Plans were shown that include a central atrium to give it a better corporate look and they would seek business park/office flex users. TIF assistance may also be requested. Parking has been negotiated for Land 'O Lakes in the hopes of a new lease from Land 'O Lakes. If Land'O Lakes relocates, the two buildings they occupy have been upgraded. Hill Rom has indicated interest in moving to 1005 after the renovation.

Martin asked if this could be a retail site with restaurant on the first floor. Simonson responded that Eagle Ridge does not envision this site for retail use. There is no visibility.

KOWALSKI'S FINANCE AGREEMENT

A representative from Kowalski's, **Mr. Mike Oase** arrived at the meeting to discuss the financial package negotiated with Kowalski's that is scheduled to go to the City Council March 7th for a public hearing. Simonson said that the agreement presented to the EDA for consideration is for TIF assistance in the amount of \$1.1 million, with approximately \$670,000 in tax increment from TIF District No. 1 and \$430,000 in tax increment from TIF District No. 2. This assistance is up front cash at the time of completion of construction. He then reviewed the key conditions listed in the Agreement that Kowalski's must meet include:

- Obtain all required permits and approvals for construction of the improvements;
- Complete constructions of improvements subject to conditions stated in Section 4.3
- Provide evidence to the City that the cost of the property is paid and such cost equals or exceeds the amount of assistance;
- The cash portion of assistance is to reimburse the developer costs of purchasing the property.

Maintain the improvements as a retail/commercial development for at least five (5) years from the date of the Certificate of Occupancy for the improvements.

As part of the City's offer for assistance, the City will also construct the left turn access lane off Highway 96 with the use MSA funds.

Martin asked the reason MSA funds would be used rather than TIF funds to construct the left turn access lane. Simonson responded that TIF funds could be used, but staff felt that a large amount of TIF funding is already being provided that will impact future TIF funding decisions. Also, Highway 96 is a county road that qualifies for the use of MSA funds. The estimated cost of the road improvement is \$200,000. The City is committed to having construction completed by October 1, 2016. Schwerm also said that staff feels this expenditure is eligible through MSA funding and doesn't further deplete TIF funds that could be used for other key development projects.

The agreement includes Job and Wage Goals that require a certain level of job skill and compensation, as stipulated in Schedule B of the Agreement within two years after the date of the Certificate of Occupancy. The developer has deposited \$10,000 in escrow with the City for legal, consultant and third-party costs in connection with analysis of the developer's proposal and negotiation of this Agreement. Construction shall begin by June 1, 2016 and be completed by March 31, 2017, although Kowalski's plans to be open by November 2016.

Mr. Oase stated that some company leadership staff will be moved to this location. Employees in the bakery and kitchen will be existing employees, but there will be some expansion. A meat processing facility is being considered. He thanked the City for the help received. Kowalski's is excited about this project.

MOTION: by Quigley, seconded by Myrland, that the Economic Development Authority hereby support and recommends to the City Council approval of a business subsidy for the Kowalski's Market project, subject to the terms and conditions of the Development Agreement, providing City financial assistance in the total amount of approximately \$1.3 million, which includes a \$1.1 million contribution from existing tax increment resources and the City constructing improvements for a new left-turn lane access from Highway 96 estimated at approximately \$200,000. The business subsidy is to support the complete renovation of the vacant Rainbow Foods property and significant private reinvestment that will bring a new Kowalski's Market and associated business operations providing jobs, tax base, and services to the community.

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

ADJOURNMENT

MOTION: by Martin, seconded by Denkinger, to adjourn the meeting at 6:35 p.m.

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

SHOREVIEW ECONOMIC DEVELOPMENT COMMISSION

Meeting Minutes January 19, 2016

ROLL CALL

Chair Josh Wing called the meeting to order at 7:37 a.m. with the following members present: Sue Denkinger, Dave Kroona, Jason Schaller, Mike Tarvin, Jonathan Weinhagen, and Kirk VanBlaircom. Members Jim Gardner and Jeff Washburn had excused absences.

Also attending were Assistant City Manager and Community Development Director Tom Simonson, and Economic Development and Planning Associate Niki Hill.

ACCEPTANCE OF AGENDA

Chair Weinhagen, seconded by Member Denkinger, moved to accept the agenda, as presented.

Vote: 7 AYES 0 NAYS

ELECTION OF CHAIR & VICE CHAIR FOR 2016

Member Tarvin nominated Josh Wing to serve as Chair for 2016. Member Weinhagen nominated Sue Denkinger to serve as Vice Chair again. All members present agreed on those nominations and a vote was taken.

Vote: 7 AYES 0 NAYS

DISCUSSION OF MEETING NOTES

There was an off-site visit to Key Medical for the December meeting which included an overview from the Company as well as a tour. Member Denkinger thought the visit was great and the company was very interesting. The at-home market as it continues to grow has been great for the company and they are looking at an e-store and retail store as well. The billing is the biggest reason she's been so successful with her company. Most people are not aware of what insurance covers and Key Medical has a niche where they are able to navigate through that for the customer. There are also potential future expansions plans for the company that the City may be looking to assist with in the future. Simonson said that staff has presented some potential City and State financing program options to Key Medical as they consider future growth.

INFORMATION EXCHANGE

A. MEMBER SHARING

There was generally good feedback and good overall attendance with the Business Exchange that was held in December. The new location was also received positively and seemed more conducive for networking – with the Hilton Garden Inn you were in the large lobby so you became separated and hotel guests would be moving through the area. Member VanBlaircom asked how long the Business Exchange has been going on. Simonson replied that it has been about 15 years or so. It started as an

informal drop-in for coffee and continental breakfast where the business owners were encouraged to come meet with the council if they had any issues. While it served its purpose, the EDC felt the morning event did not reach a wide audience in the business community. It has been in its current format for about 4-5 years as the timing seemed to work better and they wanted it to be more of an opportunity for networking for the businesses in Shoreview.

Simonson said there has been talk about tweaking the dates of the December meeting into January in the future with the busy holiday month and multiple events that we are competing with. Member Kroona suggested that we move it to April and October to help alleviate the conflicts that arise with those dates. Other EDC members agreed with the suggestion.

Member Denkinger stated that she tries to talk to businesses when she can and asks them of what their concerns and needs are. Content-wise she is hearing a lot of questions from the banking/finance area. That might be something to jump start the conversation at the Exchange if we had a speaker or a topic. It is sometimes hard to start the conversation cold.

B. STAFF INFORMATION

EDC Profile/Member Bios

We have received the last couple member biographies so staff will start to draft them up for the next meeting. The member bio=sketches will be provided along with a summary of the EDC mission to businesses the City visits. The City is also looking at implementing City e-mail accounts for EDC members so that they do not need to have their personal information compromised. When there is correspondence regarding the City sent to their personal accounts, their personal e-mail is opened up to the public. This would allow these e-mails to be forwarded to their personal accounts so that they are aware but helps to keep that separation.

Simonson also asked members to look at the current contact sheet that we have on file and indicate any changes that need to be made.

City Council Update

There was no news to report from the City Council aside from the Community Survey results were presented by the firm Morris and Leatherman, and is available online to view. They result were very positive about the City and the direction that it is going. Member Wing asked if they called cell-phones or strictly land line phones. Simonson said that they called both and have adapted methods as people use land lines less. Member Wing stated that he has never been contacted in the past so he was just checking to see how it worked.

GENERAL BUSINESS

A. JOINT BUSINESS WORKSHOPS

The City is still working on a joint business workshop series that includes Shoreview, Arden Hills, and the St. Paul Chamber of Commerce. It was suggested that we may also invite North Oaks. The City believes that with the St Paul Chamber we will have an easier time with organizing and outreach to the

business community in marketing events. At this time they have a target date of March 17th with a 7:30-8:00 networking session and then an 8-9:30 presentation with time for questions. Depending on the turnout we will continue with the series – with the goal of 3-4 joint workshops a year.

C. BUSINESS AND DEVELOPMENT UPDATES

Children’s Health Care Property / Ryan Companies

Ryan Companies is going to the Planning Commission on January 26th for a concept plan to change the land use of the 18 ½ acre site. There is significant interest in the site so far but those interested are looking for a land use change to allow for office/flexible speculative tenant space. Ryan Companies feels that the area has a strong market for the Office Warehouse/Office Flex use instead of straight office. This is the same type of building uses as those already existing in the Rice Creek Corporate Park, such as the Rice Creek 1 & 2 buildings that house several of our BRE companies. The City Council does have worries that if the use gets changed that some less desirable uses may move in.

At this point Children’s and Ryan Companies have also gone to the EDA twice looking for their thoughts and discussing the proposal. Ryan Companies gave a good example about how the timing works against them with the current land use challenges when they have a suitable tenant prospect for the site. A growing company with good paying jobs passed up that location based on the amount of time it would have taken them to go through the process.

Chair Wing asked what the downside was. Simonson responded that he’s not really sure if there is a downside to changing from a business retention and attraction standpoint, but there are concerns about how the property can be developed for multi-tenant space that would require loading docks versus a straight office type development. It is really a policy issue on if we want to wait for a corporate user or not. Conversely, we have no newer flex space for growing businesses, which has been identified as an issue for the City. The City also has some goals for higher building design and use of quality building materials.

Member Schaller asked if the City could require periodic updates to the building? Like 10 or 15 years down the road. Simonson replied that not to that extent but the area does have a 20 pages of restrictive covenants that govern land use and design.

Member Weinhagen commented that this land use change makes sense. Chair Wing said that this minimizes the risk as well. Member VanBlaircom stated that this meets the “next level” for these startup companies. Chair Wing asked if this site is possibly something that SVL would be interested in. Simonson responded that possibly but at this point they are leaning toward staying in their current location.

Rainbow Foods Property/Kowalski’s Market

In the Business Journal this morning it was announced that Kowalski Companies, Inc has officially applied for a PUD - Development Stage, Preliminary Plat, and Comprehensive Sign Plan. They will not be changing the building or the loading docks, but upgrading the exterior finishes and main entrance.

They will be splitting off part of the lot for a future retail pad as well as re-doing the parking lot and landscaping as well as the building façade. The retail options will be limited as there will be restrictions based on competing uses with the Kowalski's site. The City is currently working with Oppidan Development on finding a user for that site.

With the re-use of the building the store will be 25,000 square feet while the remaining of the 68,000 will be used for the bakery and store operations. There will also be a Starbucks inside and Cooks of Crocus Hill kitchenware store as well.

In addition to the City's financial package of \$1.1 million dollars up front, the City is also paying for and completing a free left turn lane in the median for cars coming from eastbound 96. Member Denkinger asked if the existing drive is wide enough for the additional traffic coming in. Simonson responded that it should be but it will be up to the engineers to determine that during final design.

Simonson noted that it cannot be overlooked that the bakery, kitchen, and production operations will all create significant full-time jobs in addition to the grocery store employees.

Rice Street-County Road E/Elevage Development Group

There has been an application submitted for a proposed 134 unit apartment building with a retail component and 14 townhomes to the west. Elevage engaged a new architect since their concept plan – ESG Architects. They suggested a major change to the site design from the concept plan. There is more underground parking with this plan and more greenspace. There is also still opposition from the neighborhood.

The group did add more units to this proposed development than the concept plan but they feel they have tried to address most of the concerns that were brought up previously with the original plan. The homes that were purchased, as well as the strip center all meet the blight test for redevelopment so it does qualify for TIF financing.

Member VanBlaircom said that it looks like a great project. It will really help to clean up the area. Simonson commented that the Rice Street Bridge design will be re-visited as well so there may be redevelopment potential on the property to the south of 694. The cities of Vadnais Heights, Little Canada and Shoreview along with Ramsey County are funding the preliminary design of the bridge in hopes of securing funding through the State Legislature. It appears the previously required loop interchange design could be changing to a more modern design, which could create more redevelopment potential and improve pedestrian connections.

Shoreview Corporate Center

The City is working with the new ownership Eagle Ridge Partners on getting the site upgraded and the 1005 Gramsie building either renovated or redeveloped. They are looking to try to add as much parking as they can on the site to compete in today's office market.

B. Review/Update Work Plan

Staff will look at updating the work plan prior to next meeting. The EDC will dedicate most of the next meeting agenda to review and update the work plan. We are still looking at the possibility of not only doing more BRE visits but also reaching out to smaller pockets of businesses as well. We will include a copy of the updated EDA work plan as well if available, and eventually have a joint meeting to discuss common goals and priorities.

ADJOURNMENT

Member Weinhagen, seconded by Member Denkinger, moved to adjourn at 8:56 a.m.

Vote: 7 AYES 0 NAYS

DRAFT

Minutes

ENVIRONMENTAL QUALITY COMMITTEE

January 25, 2016 7:00 PM

1. CALL TO ORDER

The meeting was called to order at 7:07 pm.

2. ROLL CALL

Members Present: Tim Pratt, Lisa Shaffer-Schrieber, Paige Ahlborg, John Suzukida, Lynne Holt

Members Absent: Susan Rengstorf

Staff Present: Neva Widner

3. APPROVAL OF AGENDA

The agenda was approved with one change: Adding Julie Drennen with Conservation Minnesota to Business before Workplan Tasks.

4. APPROVAL OF MEETING MINUTES – December 21, 2015

The minutes were approved with minor clarifications to the BizRecycling program details.

5. BUSINESS

A. Guest Speaker: Julie Drennen- Conservation Minnesota

Julie Drennen is the East Metro Community Coordinator for Conservation Minnesota and Audubon Minnesota. She'll be working with environmental and conservation groups in East Metro cities (approximately from Woodbury to Grant), to connect with conservation-minded groups, programs, and residents for advancing environmental goals. Specifically, Julie can offer insight into how other cities have completed sustainability projects and help strategize on issues pertaining to clean water, renewable energy and energy efficiency, waste reduction, in-home toxics, or parks and trails. She'll be looking to help connect residents with local decision makers to facilitate communication about conservation ideas. She can also do presentations on the impacts of climate change on bird habitats and ways to de-toxify your home.

B. Workplan Tasks

a. Speaker Series 2016:

The January 20th presentation "Recycling Myths and Mysteries Solved" by Jean Buckley with Ramsey County Environmental Health was a great success with one of the highest attendance records at 30 attendees, also noted was the excellent audience interaction. It was clear from the questions and conversations that more education is needed to help residents know about current recycling capabilities and resources available. Neva will work with Jean

and Tim to assemble a summary article to insert into the upcoming ShoreViews newsletter.

February 17th: Blake Huffman, Rice Creek Commons Environmental Initiatives.

March 16th: Mark Maloney, Innovative Infrastructure in Shoreview for the Future

April 20th: Eric Korte, Shoreview State of the Waters

b. Assign sections of annual report

The EQC discussed the updates to annual report for 2015. Lynn will update the Accomplishments list on page 3. John will update “Energy Consumption” and Tim will update “Protecting Pollinators” under “Emerging Environmental Issues Facing Shoreview.” John also will plan to meet with Mayor Martin to discuss future opportunities for Shoreview’s solar power options.

c. Annual evaluation/critique of EQC’s efforts and actions

Actions made during 2015 included modifying the Green Community Awards to allow more than one award to a previous award recipient (as long as it is for a different project) and also created a new award field. It was also noted that there was a marked increased applications were received in 2015. All of the seats were filled on the EQC, with four applications received for the three open seats. The 2015 EQC speaker series was well attended and the first speaker for 2016 had a very high attendance and interest level from the public.

d. Assign ShoreViews article(s) due March 14th

The March/April Issue will include the following: Green Community Awards Announcement, Tree Sale, Benefits of Trees article, March/April EQC speaker series and possibly a Rain Barrel/ Compost bin blurb.

The May/June Issue has a deadline March 14th and articles will include in-depth recycling facts from the first EQC Speaker Series Presentation (Tim and Jean Buckley), Cost Share Programs with Ramsey Conservation District (Paige), Low watering sod (John) and the landscape revival if space permits.

C. Public Works Update

a. Kowalski’s Development Review - Neva presented the development plans for site and building plan review. The comments below were forwarded to the City Planner:

1. A consideration may include removing excess impervious parking lot to meet actual parking needs. Sinking the parking islands to maximize additional infiltration on site and planting with native shrubs would also improve the aesthetics of the site.
2. To further reduce impacts of impervious surface runoff, consider stormwater pretreatment prior to flowing into the stormpond.
3. The Committee suggested the developer consider partnering with Ramsey Conservation District for cost share opportunities for stormwater infrastructure improvements.
4. The Committee also suggested the developer consider solar installation options which may provide a 10% federal tax credit.

Other energy efficiency improvements could include electric car recharging stations similar to the New Hope HyVee.

b. Elevage Development Review - Neva presented the development plans for site and building plan review. The comments below were forwarded to the Planning Commission for their February 23rd meeting:

1. A consideration may include providing sufficient space for future Rice Street Reconstruction, including space for bike lanes and sidewalks.
2. To further reduce impacts of impervious surface runoff consider grey water re-use options.
3. The Committee would like to see any perennial plantings should consider using plants safe and healthy for the local ecosystem by sourcing plant materials free from neonicotinoids.
4. The Committee suggested energy efficiency practices be considered such as an analysis for geothermal options.
5. A consideration may include utilizing the rooftop space more efficiently with practices such as greywater reuse and solar installations (rooftop or car park area). The Committee also suggested the developer consider solar installation options which may provide a 10% federal tax credit.
6. There was a concern for adequate sound proofing for the residential apartments and townhomes from the freeway traffic and train traffic.
7. The Committee suggested the developer consider partnering with Ramsey Conservation District for cost share opportunities for predemolition program.

D. Neva updated on the Shoreview Water Conservation Program. Approximately 375 people are signed up, with the goal of 400. Most people have signed up through inserts in water bills. Neva also discussed the upcoming Ramsey County Fix-It Clinic: **February 27th** from 10 a.m. - 1 p.m. at Shoreview Library. It will be an event open to the public where residents can bring in any broken item and a team of volunteers will try to fix it. Items such as lamps, microwaves, clothes, toys, other small appliances are good candidates for the event.

E. The Spring Clean up Date is set for **Saturday, May 21st**. More details to come later regarding price structure and time; however it is expected to remain similar to last year's events.

F. Adjournment -The meeting was adjourned at 9:05.
Next Meeting **February 22, 2016**

**HUMAN RIGHTS COMMISSION
DRAFT MEETING MINUTES
January 27, 2016**

CALL TO ORDER

Co-Chair Ueki called the meeting to order at 6:15 p.m. with the following members present:

Present:

Samuel Abdullai
Richard Bokovoy
Elaine Carnahan
Sunny Chen
Sabrina Chu
Mary Johnson
Gene Nichols
Lisa Wedell Ueki
Julie B. Williams

Excused:

Mark Hodkinson

Also present was Rebecca Olson, Assistant to the City Manager.

APPROVAL OF MINUTES

Commissioner Nichols Moved that the Minutes of January 13, 2016 be approved. Commissioner Abdullai seconded the motion. The motion was adopted unanimously and the minutes were approved.

POSTER PRESENTATION SCHEDULE

Ms. Olson indicated that there were two days the following week where the HRC would be attending the elementary schools and presenting the poster contest winners. She indicated that it was helpful if at each presentation at least 2 HRC members were present to help with the event. The schedule is below:

Monday, February 1 at 11:10 a.m (Turtle Lake Elementary)

Gene Nichols
Richard Bokovoy

Monday, February 1 at 12:50 p.m. (Island Lake Elementary)

Gene Nichols
Mary Johnson
Sunny Chen

Friday, February 5 at 10:30 a.m. (Emmett D. Williams Elementary)

Julie B. Williams
Elaine Carnahan
Lisa Wedell Ueki

Friday, February 5 at 3:15 p.m. (St. Odilia Elementary)

Julie B. Williams
Samuel Abdullai
Lisa Wedell Ueki

POSTER CONTEST JUDGING

The Commission chose the following students as winners of the 2016 Poster Contest and will receive the following prizes:

<u>Place</u>	<u>Prize</u>	<u>Winner</u>
First	\$50 Target Gift Card \$25 Ace Hardware Gift Card Shoreview CC Daily Pass \$10 Subway Gift Card	Amrita Rajesh Turtle Lake Mrs. Koester
Second	\$30 Target Gift Card Shoreview CC Daily Pass \$10 Subway Gift Card	Ben Frigaard Emmet D Williams Ms. Xiong
Third	\$25 Target Gift Card Shoreview CC Daily Pass \$10 Subway Gift Card	Samhita Kiran Kashyap Emmet D Williams Ms. Iverson
Fourth	\$20 Target Gift Card Shoreview CC Daily Pass \$10 Subway Gift Card	Christian Walker Island Lake Mrs. Rode
Fifth	\$20 Target Gift Card Shoreview CC Daily Pass \$10 Subway Gift Card	Jack LaBounty Island Lake Mrs. Rode
Sixth	\$20 Target Gift Card Shoreview CC Daily Pass \$10 Subway Gift Card	Phoebe Wang Island Lake Mrs. Rode
Seventh	\$20 Target Gift Card Shoreview CC Daily Pass \$10 Subway Gift Card	Andrea Ameyaw Island Lake Mrs. Kantrud
Eighth	\$20 Target Gift Card Shoreview CC Daily Pass \$10 Subway Gift Card	Rosie Yenish St. Odilia Mrs. Maristuen
Ninth	\$20 Target Gift Card Shoreview CC Daily Pass \$10 Subway Gift Card	Lincoln Maloney Turtle Lake Mrs. Pallansch
Tenth	\$20 Target Gift Card Shoreview CC Daily Pass \$10 Subway Gift Card	Yash Tiwari Island Lake Mrs. Kantrud
Honorable Mention	\$10 Target Gift Card Shoreview CC Daily Pass	Aarush Singh Island Lake Mrs. Rode
Honorable Mention	\$10 Target Gift Card Shoreview CC Daily Pass	Alexis Easley Island Lake Mrs. Dahl

Honorable Mention	\$10 Target Gift Card Shoreview CC Daily Pass	Shirin Jaswal Island Lake Mrs. Rode
Honorable Mention	\$10 Target Gift Card Shoreview CC Daily Pass	Gabrielle Bullert Turtle Lake Mrs. Milow
Honorable Mention	\$10 Target Gift Card Shoreview CC Daily Pass	Lauren Ballinger Turtle Lake Mrs. Koester
Honorable Mention	\$10 Target Gift Card Shoreview CC Daily Pass	Phoebe Helen Hoyt Island Lake Mrs. Shimitz
Honorable Mention	\$10 Target Gift Card Shoreview CC Daily Pass	Tess Gaulke Emmet D. Williams Miss Xiong
Honorable Mention	\$10 Target Gift Card Shoreview CC Daily Pass	Annabelle Huang Island Lake Mrs. Dahl
Honorable Mention	\$10 Target Gift Card Shoreview CC Daily Pass	Haruna Vegami Emmet D. Williams Ms. Iverson
Honorable Mention	\$10 Target Gift Card Shoreview CC Daily Pass	Raya Cassidy Island Lake Mrs. Dahl

NEXT MEETING

The next regular meeting will be scheduled for **Monday, February 22, 2016** and will be held in the upper conference room (off of the Council Chambers) due to a staff scheduling conflict.

ADJOURNMENT

There being no further business before the Commission, Commissioner Chu moved to adjourn. Commissioner Chen seconded the motion. The motion was approved unanimously. The meeting adjourned at 7:38 p.m.

Memorandum

To: Mayor and City Council Members
Cc: City Manager
From: Tom Simonson
Assistant City Manager and Community Development Director
Date: February 12, 2015
Re: Monthly Report
- Administration Department
- Community Development Department

ADMINISTRATION DEPARTMENT

Citizen's Leadership Academy

The Citizens' Leadership Academy has reached its capacity for participants (20). Staff is currently in the process of developing the curriculum, presentations, events and tours. The first night of the Academy is scheduled for Wednesday, March 30th. The class will meet weekly for 6 weeks and classes will feature a combination of tours, speakers, and interactive, hands-on activities. A graduation celebration will be held on Monday, May 16th prior to the City Council meeting. Councilmembers are invited to attend the graduation as well as any of the weekly meetings.

Communications

As part of an on-going effort to ensure and enhance productive and mutually beneficial communication between the City and residents, staff has been monitoring our communication analytics. Some of the unique information that has been gathered tells a story about who we are reaching, what they are interested in and how they receive their information from the city. It is important to note that this data is fluid and subject to change, however in the past month we have learned a bit more about our communication efforts.

Facebook:

The vast majority of people who engage with us on Facebook tend to be women ages 35-44. However, surprisingly nearly 20% of our Facebook fans are over the age of 55.

In the past month, the two most viewed posts with the highest engagement rates were related to the I-694 construction project to add a third general purpose lane, and the Environment Speaker Series presentation related to the TCAAP site. This tells us that these issues are issues

that our residents are interested in and we should work to keep them updated regularly on them.

Twitter:

Our audience for Twitter differs slightly from that of Facebook. In general, more men follow the City of Shoreview than do women. Therefore our information needs to be tailored to those interests while still maintaining our message. One of the highest viewed/engaged posts for our Twitter account was related to the free Ramsey County Fix-It Clinics at the library.

As we gather more data in our analytics, we will be better able to focus our efforts on content that our residents are interested in.

Website:

In reviewing trends from our website, data has shown that a little more than half of visitors are accessing our website from a mobile device. Our website is optimized for viewing on a mobile device, however staff will be delving deeper to determine which content is being accessed to ensure that page is easily navigable.

Shoreview Commons Master Plan

The firm Stantec Consulting Services is leading the City's process for the development of a new master plan for the Shoreview Commons park and civic campus. The City Council identified this project as one of their key goals during their annual goal setting session held last year. The first project meeting with the Council and Parks and Recreation Commission was held in November. The second group meeting was held at the February 8th workshop, and Stantec presented 3 varying concept plan options that had different themes based on the level of activities and facilities. Staff will be working with Stantec in reviewing all of the comments received and then refine the concept plans into two options before seeking public input.

Staff is exploring ways to solicit public input including the City's website and social media, a public information open house, and possible focus groups with a variety of stakeholders and target populations. There is also a work team of City staff providing input on the master plan. The process is expected to take about 6 months to complete. The master plan would serve as a guide for prioritizing future facility improvements, recreational amenities, other public spaces and civic features.

County/Shoreview Library Project

Construction continues in earnest and close to schedule for the new regional library being built by Ramsey County. Footings/foundation work has been completed, with structural steel framing now well underway. Exterior walls and brick work will then commence, with the building shell expected to be completed by June.

The agreement authorizing the sale of City-purchased property to the County, and an easement agreement establishing terms and conditions including property maintenance, sharing access, overflow

parking, and joint signage with both the County and Mounds View School District have been approved and signed off by all the parties. The documents will now be recorded at the County, and the formal land transfer to the County in conjunction with the cost reimbursement to the City will be finalized soon.

The City's sign consultant, The Lane Design Group, is working on a sign plan for the properties including a new joint monument signage at the Victoria Street/Highway 96 intersection. The City will likely relocate the existing message center sign. The three governmental entities have agreed on an overall signage plan for the campus, including individual entrance monuments for the School District and Library facilities to match the City's sign design. The plans were presented to the Council for review at the February workshop earlier this week, and will now be finalized for seeking bids from professional sign firms.

COMMUNITY DEVELOPMENT DEPARTMENT

Economic Development Commission

The Economic Development Commission is working on the update of their work plan for the next two years, with a continued focus on strengthening the City's relationships with our business community.

On the behalf of the EDC, City staff has been working with area cities and business organizations on developing a jointly sponsored business workshop series. All of the parties have hosted similar seminars in recent years with various levels of success in turnout, and by joining together we can combine our marketing resources including online registration and outreach of the St. Paul Chamber to hopefully generate more interest and provide greater benefit to our respective business communities covering topics that are important to their growth needs and success. The first joint-sponsored business seminar is scheduled for March 17th, with details shown on the attached flyer. The event will be promoted in the upcoming issue of the Shoreview Business Matters, and online and through social media.

Economic Development Authority

The Economic Development Authority is also beginning the process of updating their work plan and will hold a special joint meeting with the City Council to discuss major goals and priorities relating to economic development, redevelopment and housing.

At their February 1st meeting, the EDA also unanimously voted to support and recommend approval to the City Council of the financing package for the Kowalski's Market project. This will be considered by the Council at a public hearing on March 7th.

Planning Commission

Two items are scheduled for review at the next regular Planning Commission meeting, February 23rd. These include the applications that were continued from the January meeting related to the Elevage

Development Group mixed-use high-density residential/commercial project on the northeast corner of County Road E and Rice Street, and a text amendment to the accessory structure regulations. The City has also received an application for Concept Stage of a Planned Unit Development for a corporate living/extended stay hotel facility off of Lexington Avenue in the Shoreview Business Campus, but this project will likely not be reviewed by the Planning Commission until their March meeting.

The planning staff held an orientation for newly appointed Planning Commissioner Abraham Wolfe and reviewed the Commission’s role, responsibilities and expectations. Commissioner Wolfe is looking forward to his work as a Commission member and contributing to the community.

Housing and Code Enforcement

Metro HRA – Community Choice program:

Metro HRA staff presented information on the Community Choice program which assists families that have Housing Choice Vouchers with finding housing in eligible cities. Eligible cities are those that have access to high quality education and/or poverty rates less than 20%. Shoreview is an eligible city. Participants in the program receive support services and individual counseling regarding goal setting, job training, education and employment. Information regarding this program is attached.

Rental Licensing:

The following table compares the number of issued General Dwelling Unit (GDU) licenses:

2014	2015	2016 (to date)
554	606	577

Inspections for the GDU units will start on February 23rd and are geographically scheduled by neighborhood throughout the City (see the attached Rental Zone Map). Two hundred and ninety seven (279) GDU units are scheduled for inspection in 2016.

Code Enforcement:

There have been 7 new Code Enforcement cases opened in January. The following table summarizes the Code Enforcement activity:

	Total No. of Cases	Open Citations	Hoarding Cases
2016	7		
2015	185	3	7

Housing Maintenance Cases:

At the December 7th meeting, the City Council adopted a resolution ordering the abatement of a hazardous structure (single-family residence) located in the southern part of the City. In accordance with the Resolution, the property owner was required to make the necessary repairs by January 6, 2016. The repairs have not been completed as required and the property remains uninhabitable and a public health nuisance. The property owner has contacted the staff and indicated that she is no longer residing in the home and has requested additional time to complete the repairs. Based on conversations with her, it appears that no progress has been made with the required corrections. As such the Staff has begun to work with the City Attorney to prepare the necessary paperwork seeking summary enforcement of the abatement order in District Court.

Foreclosure Tracking and Monitoring:

Staff gathered information about Shoreview foreclosure properties throughout the year. Utilizing the City's GIS and mapping system, staff generated and tracked the status of the number and location of foreclosure properties within Shoreview. Shoreview continued a decrease in foreclosures from 38 homes in 2013, 29 homes in 2014, to 27 homes in 2015.

Other News and Information

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

HousingResource Center - NorthMetro City of Shoreview Monthly Status Report July 1, 2001 - January 31, 2016

	Jan-Dec '13	Jan-Dec '14	Jan-Dec '15	Jan '16	Feb '16	Mar '16	Apr '16	May '16	Jun '16	Jul '16	Aug '16	Sep '16	Oct '16	Nov '16	Dec '16	Yr-to-Date	TOTAL
	2507	152	181	166	4	0	0	0	0	0	0	0	0	0	0	4	3,010
MHFA Fix Up Fund/Rehab																	
Loan Applications Rec'd	45	2	3	2	0	0	0	0	0	0	0	0	0	0	0	0	52
Loans Closed	26	1	3	1	0	0	0	0	0	0	0	0	0	0	0	0	31
Shoreview Home Improvement Loan																	
Loan Applications Rec'd	13	8	1	4	0	0	0	0	0	0	0	0	0	0	0	0	26
Loans Closed	11	5	0	3	0	0	0	0	0	0	0	0	0	0	0	0	19
Ramsey County Deferred Loan																	
Loan Applications Rec'd	21	4	3	5	0	0	0	0	0	0	0	0	0	0	0	0	33
Loans Closed	14	3	2	3	0	0	0	0	0	0	0	0	0	0	0	0	22
Construction Consultation Report																	
Consultation Phone or Walk-in	770	117	114	67	5	0	0	0	0	0	0	0	0	0	0	0	1,073
Site Visits	547	91	80	67	4	0	0	0	0	0	0	0	0	0	0	0	789
Scopes & Inspections	113	4	0	1	0	0	0	0	0	0	0	0	0	0	0	0	118
Total SERVICES Provided	4,067	387	387	319	13	0	13	5,173									

NOTE: These numbers reflect the number of CLIENTS serviced. In many instances a client will receive more than one service. Shoreview Home Improvement Loan started 2010

**CITY OF SHOREVIEW
BUILDING INSPECTOR MONTHLY REPORT
COMPARISON OF YEAR 2016 WITH 2015**

	2016		2016		2015		2015	
	JANUARY PERMITS	VALUATION	TO DATE PERMITS	VALUATION	JANUARY PERMITS	VALUATION	TO DATE PERMITS	VALUATION
DWELLINGS	1	\$280,000	1	\$280,000	0	\$0	0	\$0
TOWNHOMES			0	\$0	0	\$0	0	\$0
ADDITIONS			0	\$0	0	\$0	0	\$0
GARAGES	1	\$28,000	1	\$28,000	0	\$0	0	\$0
MISCELLANEOUS	31	\$359,179	31	\$359,179	28	\$222,340	28	\$222,340
APARTMENTS			0	\$0	0	\$0	0	\$0
OFFICES			0	\$0	0	\$0	0	\$0
RETAIL			0	\$0	0	\$0	0	\$0
INDUSTRIAL/WAREHOUSE			0	\$0	0	\$0	0	\$0
PUBLIC BUILDINGS	1	\$10,300,000	1	\$10,300,000	0	\$0	0	\$0
COMMERCIAL ADDITIONS			0	\$0	0	\$0	0	\$0
COMMERCIAL ALTER	1	\$1,897	1	\$1,897	4	\$28,000	4	\$28,000
TOTAL	35	\$10,969,076	35	\$10,969,076	32	\$250,340	32	\$250,340

CC: CITY MANAGER
DIR. COMMUNITY DEV
MAYOR

Participating landlords should have properties in opportunity-rich areas and desire long-term responsible tenants. Landlords can expect:

- Direct contact with a mobility counselor to address any immediate concerns
- Timely HRA rent payments
- Damage deposits ready at lease signing

HOW DO METRO HRA COUNSELORS PROMOTE SUCCESS?

Community Choice puts the CHOICE back into the Housing Choice Voucher program. In addition to providing a critical tool to affordability, Community Choice promotes family success. With assistance from counselors, families will be successful in finding and transitioning to a community where they can thrive, as well as contribute. Not only will families move to new neighborhoods, they will move towards self-sufficiency.

KEYS TO FAMILY SUCCESS:

- Counseling-client assessment and goal setting tailored to each participant
- Move-related financial assistance (i. e., security deposit, moving expenses)
- Community and housing search assistance
- Budgeting and financial training
- Guidance on how to be a successful renter
- On-going counseling and support to ensure success in the new neighborhood

COMMUNITY CHOICE

- Supporting working families
- Providing opportunity
- Strengthening communities

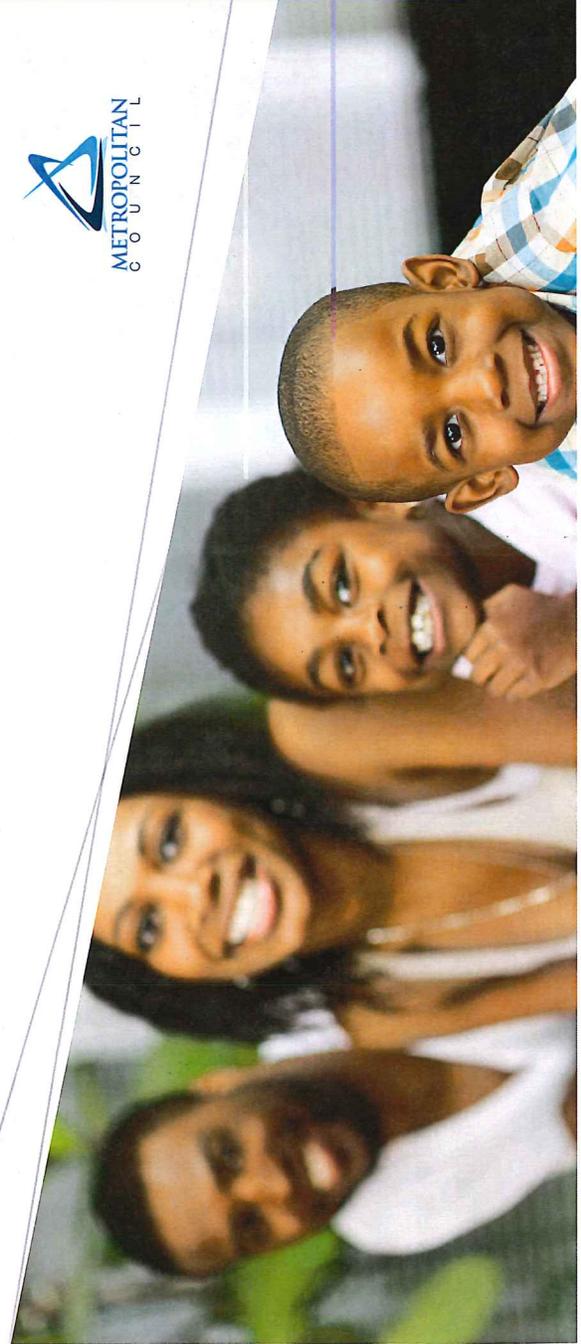
CONTACT: Metro HRA Mobility Counselors
Terry Hardin, 651.602.1952
terry.hardin@metc.state.mn.us

Corina Serrano, 651.602.1869
corina.serrano@metc.state.mn.us



Community **CHOICE**

Ensuring **CHOICE** in the Housing Choice Voucher program



Community Choice is a program of the Metropolitan Council's Metro HRA that assists families with Housing Choice Vouchers find housing in areas of opportunity. The program will help families achieve self-sufficiency and success in their new neighborhoods.

Community Choice is dedicated to coordinating supportive services to improve the quality of life for people in our region, and partnering with landlords and communities to provide safe, decent, and affordable housing. It is based on a commitment to equity, and a conviction that the region is stronger when residents have access to opportunity and can choose to live in communities that provide possibilities for success, prosperity, and quality of life.



WHAT ARE THE BENEFITS OF PARTICIPATING?

Families receive individual counseling to locate and secure housing, and be successful in an opportunity-rich neighborhood of their choice. Counselors will connect participants with supportive service providers as needed, and participants will have access to damage deposit assistance.

Community Choice will help families identify opportunity-rich neighborhoods, specifically those with high-performing schools and low poverty.

We're with you, every step
of the way.

WHO IS ELIGIBLE?

Eligible families must be a new or current participant of the Housing Choice Voucher program. In addition, families must be committed to job training, furthering education, and securing employment. They must have a minor child or children in the household, and have the desire to move to an area that provides more opportunity.

Community Choice is offered by Metro HRA, a service of the Metropolitan Council. The Metro HRA service area, which includes Anoka and Carver counties and most of suburban Hennepin and Ramsey counties, about 100 communities in the seven-county metro area.

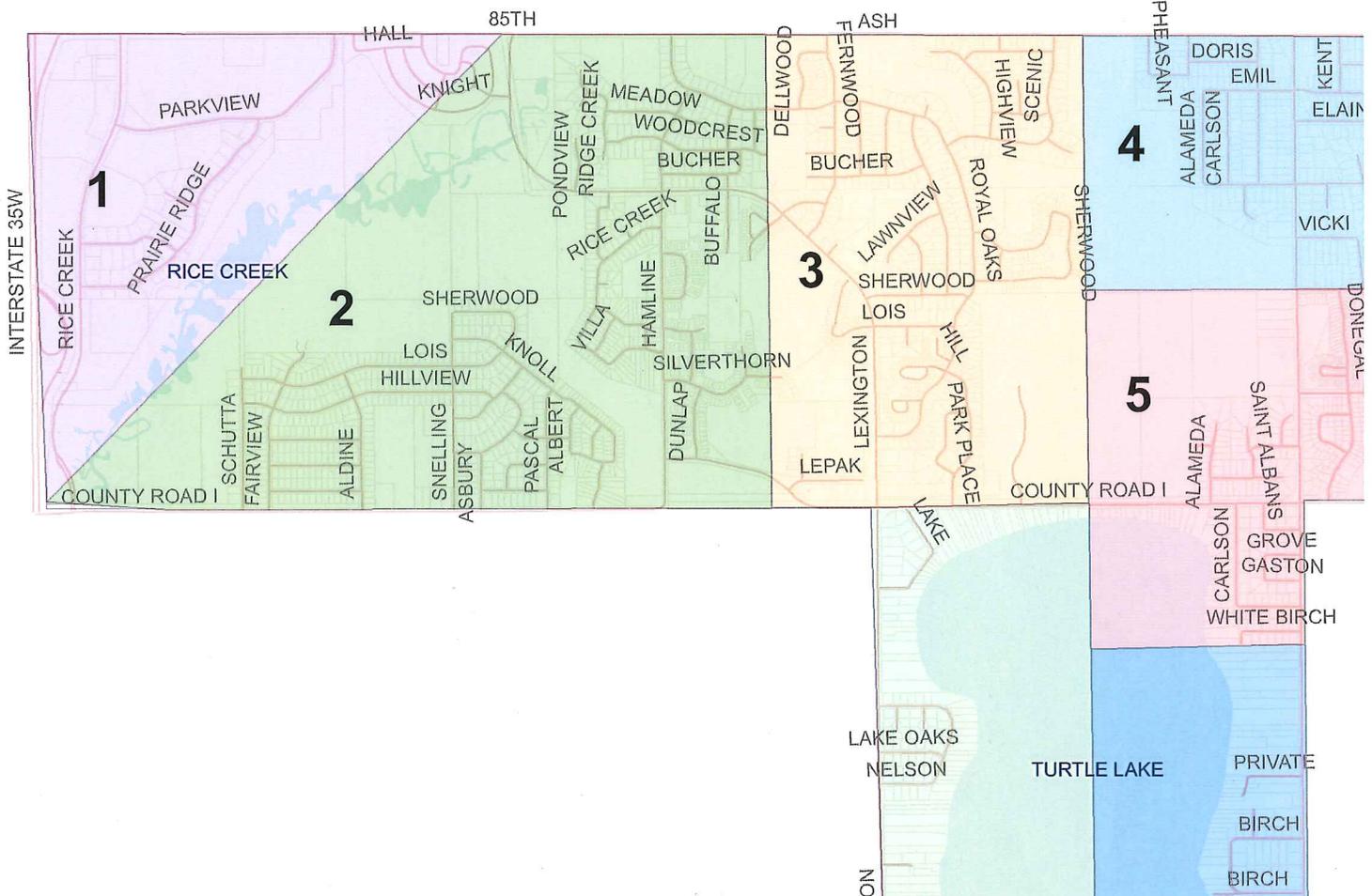
HOW DOES COMMUNITY CHOICE WORK?

Participation is a specialized three-way partnership between Metro HRA, families and landlords. Community Choice will promote and rely on the strong partnerships that are vital to the region's success.

Metro HRA will work one-on-one with committed families to prepare them for moving and a successful transition into their new neighborhood. Metro HRA will identify, engage, and educate potential and willing landlords who want to work with Community Choice.

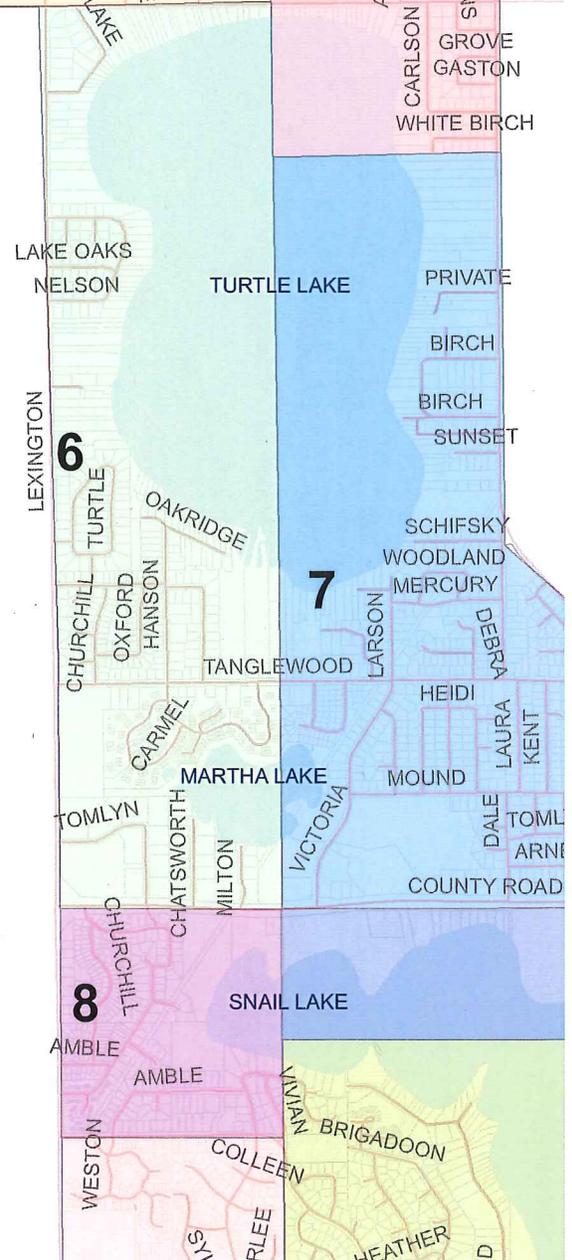
Families must participate in counseling assessments, self-sufficiency goal setting and community and housing search assistance. Families must be willing to stay connected with Metro HRA counselors and engage as a resident and neighbor.

Rental Zones 2016



Rental Zones and Inspection Weeks

- Zone 1 - Feb 22-26
- Zone 2 - March 21-25
- Zone 3 - April 4-8
- Zone 4 - April 18 -22
- Zone 5 - May 2-6
- Zone 6 - May 16-20
- Zone 7 - May 30 - June 3
- Zone 8 - June 20 - 24
- Zone 9 - July 18 - 22
- Zone 10 - August 1 - 5
- Zone 11 - August 15-19



North East Metro Cities and
Business Groups Presents



Cameron Clark
CEO, Catch22 Marketing



Marshall Mullet
COO, Catch22 Marketing



The Benefits of Content Marketing & How to Do it Better

The content marketing revolution is here and in full swing. Every business needs to not only understand it, but how to do it...better. Join us as we break down the paradigm shift that has put the consumer in control of the buying process and what that means for your marketing. This workshop will explain the key benefits (and challenges) of planning, creating and promoting helpful content for your audiences that actually delivers a return.

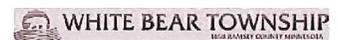


Dr. Angie Elliot

Mike Thomas

To register go to: www.c22.co/vhedc

Thursday, March 17th | 7:30 - 9:30am | Fairfield Inn Vadnais Heights
1125 Co Rd E East, Vadnais Heights, MN 55110



TO: Terry Schwerm, City Manager

FROM: Fred Espe, Finance Director

DATE: February 10, 2016

RE: Monthly Finance Report

Tax Collections

The County remitted final 2015 property tax and assessment collections to Shoreview in late January. As shown in the summary table below, total current tax collections equal 99.2% of the 2015 levy (compared to 99.1% in 2014). Once delinquent collections and refunds are considered, total collections are 99.7% of the levy (compared to 97.9% in 2014). This continues to be a favorable indicator for the City.

Fund Description	2015 Tax Collections						Adopted Levy	Percent Collected	
	Current	Delinquent	Excess TIF	Mobile Home	Fiscal Disparity	Total Collections		Current	Total
General	\$ 6,318,667	\$ 11,364	\$ 19,152	\$ 6,309	\$ 651,342	\$ 7,006,834	\$ 7,023,335	99.2%	99.8%
EDA	80,970	124	-	77	8,346	89,517	90,000	99.2%	99.5%
HRA	85,514	172	-	75	8,764	94,525	95,000	99.2%	99.5%
2004 CIB Bonds	118,756	230	-	121	12,242	131,349	132,000	99.2%	99.5%
2006 Street Bonds	190,730	372	-	196	19,661	210,959	212,000	99.2%	99.5%
2013 Street Bonds	165,539	278	-	162	17,064	183,043	184,000	99.2%	99.5%
Closed Bonds	-	15	-	3	-	18	-	N/A	N/A
2006 Impr Bonds	14,395	12	-	12	1,484	15,903	16,000	99.2%	99.4%
Community Inv.	-	47	-	8	-	55	-	N/A	N/A
Street Renewal	854,684	1,479	-	843	88,103	945,109	950,000	99.2%	99.5%
GFA Revolving	1,284,350	2,215	-	1,265	132,393	1,420,223	1,427,583	99.2%	99.5%
Info Technology	22,492	25	-	20	2,318	24,855	25,000	99.2%	99.4%
Central Garage	187,131	311	-	182	19,290	206,914	208,000	99.2%	99.5%
Total City	\$ 9,323,228	\$ 16,644	\$ 19,152	\$ 9,273	\$ 961,007	\$10,329,304	\$10,362,918	99.2%	99.7%

Tax Increment Collections

Tax increment collections are at or exceed 100% for all districts.

	2015 TIF Collections			
	Current	Total TIF Collections	Expected Collections	Percent Collected
TIF #2-City Center	\$ 477,606	\$ 477,606	\$ 477,604	100.0%
TIF #4-Scandia Shores	113,995	113,995	113,995	100.0%
TIF #6-Gateway	111,853	111,853	111,851	100.0%
TIF #7 Shoreview Sr. Living	226,133	226,133	223,995	101.0%
TIF #8 Lakeview Terrace	191,609	191,609	191,609	100.0%
TIF #9 TSI Inc.	74,456	74,456	74,456	100.0%
Total TIF Revenue	\$ 1,195,652	\$ 1,195,652	\$ 1,193,510	100.2%

General Fund Surplus

Each year, as part of the annual closing process, staff reviews activity in the General fund to determine required transfers out for the year (per the fund balance policy). City policy requires that any General fund balance in excess of the combined working capital and unanticipated event allocations be transferred to another fund (subject to Council approval), or be designated for a special purpose within the General fund.

Preliminary information for 2015 indicates that the General fund surplus could amount to between \$325,000 and \$375,000. This amount would be available to transfer out of the General fund, and is a very positive indicator for the City.

Staff will explore options for the surplus as final audit work nears completion. During the past few years the City Council has either transferred the General fund surplus to the closed debt service fund to reduce future debt levies, or to capital replacement funds (street renewal or fixed asset revolving fund). Staff will provide a recommendation prior to the completion of the annual audit when the City Council is asked to approve final 2015 transfers between funds.

Audit Preparation

Over the next 6 weeks finance staff members will complete year-end closing work papers and adjusting entries in preparation for final audit work (scheduled to begin the first week in April). Staff anticipates issuing the financial report in late May.

Monthly Report

Attached is the monthly report for January of 2016. It is important to note that most of the bills paid in January of each year are for the previous year and therefore are not reflected in this monthly report. This causes January expenses to be low in comparison to other months.

General Fund
For Year 2016 Through The Month Of January

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Property Taxes	7,321,858		7,321,858		
Licenses & Permits	354,000	80,739	273,261	22.81	5.12
Intergovernmental	480,622		480,622		
Charges for Services	1,224,520	66,147	1,158,373	5.40	1.38
Fines & Forfeits	42,500	100	42,400	.24	
Interest Earnings	50,000		50,000		
Miscellaneous	25,450	1,910	23,540	7.51	4.15
TOTAL REVENUES	9,498,950	148,897	9,350,053	1.57	.39
EXPENDITURES					
General Government					
Administration	575,203	31,057	544,146	5.40	5.73
Communications	235,448	5,893	229,555	2.50	2.40
Council & commiss	156,597	54,345	102,252	34.70	40.82
Elections	39,574	7	39,567	.02	
Finance/accounting	571,295	26,780	544,515	4.69	6.47
Human Resources	295,128	13,865	281,263	4.70	4.80
Information systems	348,684	66,791	281,893	19.16	12.14
Legal	132,000		132,000		
Total General Government	2,353,929	198,738	2,155,191	8.44	8.52
Public Safety					
Fire	1,474,420	626,684	847,736	42.50	41.88
Police	2,096,500	172,555	1,923,945	8.23	8.76
Total Public Safety	3,570,920	799,239	2,771,681	22.38	21.88
Public Works					
Forestry/nursery	122,311	19,713	102,598	16.12	.06
Pub Works Adm/Engin	434,492	19,268	415,224	4.43	4.72
Streets	871,799	23,891	847,908	2.74	6.32
Trail mgmt	131,148	2,563	128,585	1.95	1.26
Total Public Works	1,559,750	65,434	1,494,316	4.20	4.94
Parks and Recreation					
Municipal buildings	117,633	1,387	116,246	1.18	1.25
Park Maintenance	1,276,575	42,202	1,234,373	3.31	3.90
Park/Recreation Adm	387,297	18,497	368,800	4.78	6.13
Total Parks and Recreation	1,781,505	62,086	1,719,419	3.49	4.17
Community Develop					
Building Inspection	161,368	9,918	151,450	6.15	3.58
Planning/zoning adm	484,478	25,193	459,285	5.20	5.42
Total Community Develop	645,846	35,112	610,734	5.44	4.92

General Fund
For Year 2016 Through The Month Of January

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
TOTAL EXPENDITURES	9,911,950	1,160,608	8,751,342	11.71	11.68
OTHER					
Transfers In	811,000	16,667	794,333	2.06	1.86
Transfers Out	-398,000	-21,167	-376,833	5.32	5.42
TOTAL OTHER	413,000	-4,500	417,500	-1.09	-1.78
Net change in fund equity		-1,016,211	1,016,211		
Fund equity, beginning		4,788,754			
Fund equity, ending		3,772,543			
Less invested in capital assets					
Net available fund equity		3,772,543			

Recycling
For Year 2016 Through The Month Of January

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Intergovernmental	75,469		75,469		
Charges for Services	536,500		536,500		
TOTAL REVENUES	611,969		611,969		
EXPENDITURES					
Public Works					
Recycling	566,151	1,909	564,242	.34	.02
Total Public Works	566,151	1,909	564,242	.34	.02
TOTAL EXPENDITURES	566,151	1,909	564,242	.34	.02
Net change in fund equity	45,818	-1,909	47,727		
Fund equity, beginning		351,153			
Fund equity, ending		349,244			
Less invested in capital assets					
Net available fund equity		349,244			

STD Self Insurance
For Year 2016 Through The Month Of January

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Charges for Services	7,500	656	6,844	8.75	8.59
Interest Earnings	500		500		
TOTAL REVENUES	8,000	656	7,344	8.20	8.05
EXPENDITURES					
Miscellaneous					
Short-term Disab	9,000	1,461	7,539	16.23	15.72
Total Miscellaneous	9,000	1,461	7,539	16.23	15.72
TOTAL EXPENDITURES	9,000	1,461	7,539	16.23	15.72
Net change in fund equity	-1,000	-805	-195		
Fund equity, beginning		39,487			
Fund equity, ending		38,682			
Less invested in capital assets					
Net available fund equity		38,682			

Community Center
For Year 2016 Through The Month Of January

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Charges for Services	2,468,215	264,045	2,204,170	10.70	10.63
Interest Earnings	5,000		5,000		
Miscellaneous	12,500		12,500		
TOTAL REVENUES	2,485,715	264,045	2,221,670	10.62	10.55
EXPENDITURES					
Parks and Recreation					
Community center	2,733,905	110,121	2,623,784	4.03	3.71
Total Parks and Recreation	2,733,905	110,121	2,623,784	4.03	3.71
TOTAL EXPENDITURES	2,733,905	110,121	2,623,784	4.03	3.71
OTHER					
Transfers In	384,000	32,000	352,000	8.33	8.33
TOTAL OTHER	384,000	32,000	352,000	8.33	8.33
Net change in fund equity	135,810	185,924	-50,114		
Fund equity, beginning		1,273,305			
Fund equity, ending		1,459,229			
Less invested in capital assets					
Net available fund equity		1,459,229			

Recreation Programs
For Year 2016 Through The Month Of January

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Charges for Services	1,500,041	54,796	1,445,245	3.65	3.82
Interest Earnings	2,000		2,000		
TOTAL REVENUES	1,502,041	54,796	1,447,245	3.65	3.82
EXPENDITURES					
Parks and Recreation					
Adult & youth sports	103,345	786	102,559	.76	.89
Aquatics	143,054	6,059	136,995	4.24	3.36
Community programs	99,626	7,157	92,469	7.18	7.25
Drop-in Child Care	69,740	2,849	66,891	4.09	4.23
Fitness Programs	179,218	7,648	171,570	4.27	4.74
Park/Recreation Adm	473,302	22,798	450,504	4.82	4.60
Preschool Programs	101,618	6,452	95,166	6.35	6.20
Summer Discovery	274,570	1,126	273,444	.41	.39
Youth/Teen	37,408	4,157	33,251	11.11	8.52
Total Parks and Recreation	1,481,881	59,032	1,422,849	3.98	3.94
TOTAL EXPENDITURES	1,481,881	59,032	1,422,849	3.98	3.94
OTHER					
Transfers In	84,000		84,000		
Transfers Out	-130,000	-10,833	-119,167	8.33	8.33
TOTAL OTHER	-46,000	-10,833	-35,167	23.55	20.83
Net change in fund equity	-25,840	-15,069	-10,771		
Fund equity, beginning		990,739			
Fund equity, ending		975,670			
Less invested in capital assets					
Net available fund equity		975,670			

Cable Television
For Year 2016 Through The Month Of January

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Charges for Services	435,000	7,500	427,500	1.72	23.23
Interest Earnings	1,700		1,700		
Miscellaneous	1,200	100	1,100	8.33	8.33
TOTAL REVENUES	437,900	7,600	430,300	1.74	23.05
EXPENDITURES					
General Government					
Cable television	120,183	3,242	116,941	2.70	1.39
Total General Government	120,183	3,242	116,941	2.70	1.39
Capital Outlay					
Cable television	100,000		100,000		
Total Capital Outlay	100,000		100,000		
TOTAL EXPENDITURES	220,183	3,242	216,941	1.47	1.21
OTHER					
Transfers Out	-200,000	-16,667	-183,333	8.33	8.33
TOTAL OTHER	-200,000	-16,667	-183,333	8.33	8.33
Net change in fund equity	17,717	-12,309	30,026		
Fund equity, beginning		435,907			
Fund equity, ending		423,598			
Less invested in capital assets					
Net available fund equity		423,598			

Econ Devel Auth/EDA
For Year 2016 Through The Month Of January

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Property Taxes	110,000		110,000		
TOTAL REVENUES	110,000		110,000		
EXPENDITURES					
Community Develop Econ Development-EDA	107,013	6,336	100,677	5.92	8.06
Total Community Develop	107,013	6,336	100,677	5.92	8.06
TOTAL EXPENDITURES	107,013	6,336	100,677	5.92	8.06
Net change in fund equity	2,987	-6,336	9,323		
Fund equity, beginning		200,876			
Fund equity, ending		194,540			
Less invested in capital assets					
Net available fund equity		194,540			

HRA Programs of EDA
For Year 2016 Through The Month Of January

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Property Taxes	100,000		100,000		
TOTAL REVENUES	100,000		100,000		
EXPENDITURES					
Community Develop					
Housing Programs-HRA	92,907	3,486	89,421	3.75	4.05
Total Community Develop	92,907	3,486	89,421	3.75	4.05
TOTAL EXPENDITURES	92,907	3,486	89,421	3.75	4.05
Net change in fund equity	7,093	-3,486	10,579		
Fund equity, beginning		102,257			
Fund equity, ending		98,771			
Less invested in capital assets					
Net available fund equity		98,771			

Liability Claims
For Year 2016 Through The Month Of January

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Interest Earnings	2,200		2,200		
Miscellaneous	30,000	3,366	26,634	11.22	
TOTAL REVENUES	32,200	3,366	28,834	10.45	
EXPENDITURES					
Miscellaneous					
Insurance Claims	32,000		32,000		16.90
Total Miscellaneous	32,000		32,000		16.90
TOTAL EXPENDITURES	32,000		32,000		16.90
Net change in fund equity	200	3,366	-3,166		
Fund equity, beginning		229,348			
Fund equity, ending		232,714			
Less invested in capital assets					
Net available fund equity		232,714			

Slice SV Event
For Year 2016 Through The Month Of January

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Charges for Services	27,000	4,205	22,795	15.57	14.94
Miscellaneous	32,000	940	31,060	2.94	9.31
TOTAL REVENUES	59,000	5,145	53,855	8.72	11.86
EXPENDITURES					
General Government					
Slice of Shoreview	67,900		67,900		3.16
Total General Government	67,900		67,900		3.16
TOTAL EXPENDITURES	67,900		67,900		3.16
OTHER					
Transfers In	10,000		10,000		
TOTAL OTHER	10,000		10,000		
Net change in fund equity	1,100	5,145	-4,045		
Fund equity, beginning		78,174			
Fund equity, ending		83,319			
Less invested in capital assets					
Net available fund equity		83,319			

Water Fund
For Year 2016 Through The Month Of January

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Utility Charges	3,193,000	176,389	3,016,611	5.52	6.06
Late fees		2,431	-2,431		
Water meters	5,500	1,008	4,492	18.33	5.95
Other prop charges	20,000	998	19,002	4.99	3.48
Interest Earnings	38,000		38,000		.09
TOTAL REVENUES	3,256,500	180,826	3,075,674	5.55	6.06
EXPENDITURES					
Proprietary					
Water Operations	1,581,485	53,296	1,528,189	3.37	4.25
Total Proprietary	1,581,485	53,296	1,528,189	3.37	4.25
TOTAL EXPENDITURES	1,581,485	53,296	1,528,189	3.37	4.25
OTHER					
Depreciation	-669,000	-55,750	-613,250	8.33	8.33
Transfers Out	-363,000		-363,000		
GO Revenue Bonds	-307,431	-71,826	-235,605	23.36	59.24
TOTAL OTHER	-1,339,431	-127,576	-1,211,855	9.52	12.14
Net change in fund equity	335,584	-47	335,631		
Fund equity, beginning		13,532,825			
Fund equity, ending		13,532,778			
Less invested in capital assets		9,427,325			
Net available fund equity		4,105,453			

Sewer Fund
For Year 2016 Through The Month Of January

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Charges for Services	1,500	99	1,401	6.63	
Utility Charges	4,051,000	322,166	3,728,834	7.95	7.94
Late fees		4,632	-4,632		
Facility/area chgs	4,000	275	3,725	6.88	
Other prop charges	2,500		2,500		
Interest Earnings	27,000		27,000		.10
TOTAL REVENUES	4,086,000	327,172	3,758,828	8.01	7.99
EXPENDITURES					
Proprietary					
Sewer Operations	3,359,142	191,012	3,168,130	5.69	9.89
Total Proprietary	3,359,142	191,012	3,168,130	5.69	9.89
TOTAL EXPENDITURES	3,359,142	191,012	3,168,130	5.69	9.89
OTHER					
Depreciation	-354,000	-29,500	-324,500	8.33	8.33
Transfers Out	-183,000		-183,000		
GO Revenue Bonds	-78,764	-22,916	-55,848	29.09	56.67
TOTAL OTHER	-615,764	-52,416	-563,348	8.51	10.05
Net change in fund equity	111,094	83,744	27,350		
Fund equity, beginning		7,825,706			
Fund equity, ending		7,909,450			
Less invested in capital assets		4,725,848			
Net available fund equity		3,183,602			

Surface Water Mgmt
For Year 2016 Through The Month Of January

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Utility Charges	1,546,000	122,919	1,423,081	7.95	7.92
Late fees		1,753	-1,753		
Lake Impr Dist chgs	44,503		44,503		
Other prop charges	7,500	430	7,070	5.73	
Interest Earnings	9,000		9,000		.11
TOTAL REVENUES	1,607,003	125,102	1,481,901	7.78	7.70
EXPENDITURES					
Proprietary					
Snail Lake Aug.	29,275	704	28,571	2.41	3.13
Surface Water Oper	940,244	18,151	922,093	1.93	1.96
Total Proprietary	969,519	18,855	950,664	1.94	2.00
TOTAL EXPENDITURES	969,519	18,855	950,664	1.94	2.00
OTHER					
Depreciation	-269,000	-22,417	-246,583	8.33	8.33
Transfers Out	-159,000		-159,000		
GO Revenue Bonds	-82,239	-37,249	-44,991	45.29	60.62
TOTAL OTHER	-510,239	-59,665	-450,574	11.69	13.37
Net change in fund equity	127,245	46,581	80,664		
Fund equity, beginning		8,686,570			
Fund equity, ending		8,733,151			
Less invested in capital assets		6,135,855			
Net available fund equity		2,597,296			

Street Light Utility
For Year 2016 Through The Month Of January

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Utility Charges	551,000	43,621	507,379	7.92	8.00
Late fees		629	-629		
Interest Earnings	2,500		2,500		
TOTAL REVENUES	553,500	44,249	509,251	7.99	8.08
EXPENDITURES					
Proprietary					
Street lighting	279,118	909	278,209	.33	.35
Total Proprietary	279,118	909	278,209	.33	.35
TOTAL EXPENDITURES	279,118	909	278,209	.33	.35
OTHER					
Depreciation	-69,000	-5,750	-63,250	8.33	8.33
Transfers Out	-25,400		-25,400		
TOTAL OTHER	-94,400	-5,750	-88,650	6.09	6.22
Net change in fund equity	179,982	37,590	142,392		
Fund equity, beginning		1,395,713			
Fund equity, ending		1,433,303			
Less invested in capital assets		432,561			
Net available fund equity		1,000,742			

Central Garage Fund
For Year 2016 Through The Month Of January

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Property Taxes	184,000		184,000		
Cent Garage chgs	1,281,150		1,281,150		
Interest Earnings	10,500		10,500		1.62
TOTAL REVENUES	1,475,650		1,475,650		.01
EXPENDITURES					
Proprietary					
Central Garage Oper	638,373	26,280	612,093	4.12	4.07
Total Proprietary	638,373	26,280	612,093	4.12	4.07
Capital Outlay					
Central Garage Oper		16,308	-16,308		
Total Capital Outlay		16,308	-16,308		
TOTAL EXPENDITURES	638,373	42,587	595,786	6.67	4.07
OTHER					
Sale of Asset	32,000		32,000		
Transfers In	119,400		119,400		
Depreciation	-663,000	-55,250	-607,750	8.33	8.33
Transfers Out	-15,000		-15,000		
GO CIP Bonds	-110,635	-63,378	-47,257	57.29	59.40
TOTAL OTHER	-637,235	-118,628	-518,607	18.62	23.02
Net change in fund equity	200,042	-161,215	361,257		
Fund equity, beginning		4,038,306			
Fund equity, ending		3,877,091			
Less invested in capital assets		3,228,575			
Net available fund equity		648,516			

INVESTMENT SCHEDULE BY SECURITY TYPE
AS OF 01-31-16

Seq#	Institution	Type	Term	Purchased	Matures	Principal	Yield
<hr/>							
CERTIFICATE DEPOSIT							
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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
1,237	Wells Fargo Brokerage Services	CD	1,280	12-08-15	02-26-18	245,000.00	1.217700
1,233	Wells Fargo Brokerage Services	CD	813	12-08-15	02-28-18	245,000.00	1.214700
1,234	Wells Fargo Brokerage Services	CD	819	12-08-15	03-06-18	245,000.00	1.202900
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
1,236	Wells Fargo Brokerage Services	CD	1,280	12-08-15	05-25-18	245,000.00	1.265300
1,241	Wells Fargo Brokerage Services	CD	915	12-09-15	06-11-18	248,000.00	1.450000
1,238	Wells Fargo Brokerage Services	CD	1,280	12-08-15	08-28-18	245,000.00	1.464600
1,232	Wells Fargo Brokerage Services	CD	13	12-08-15	09-21-18	245,000.00	1.626700
1,183	Dain Rauscher Investment Services	CD	2,191	09-27-12	09-27-18	249,000.00	1.308400
1,239	Wells Fargo Brokerage Services	CD	1,097	12-09-15	12-10-18	248,000.00	1.500000
1,214	Morgan Stanley Smith Barney LLC	CD	1,461	12-31-14	12-31-18	247,000.00	1.900000
1,235	Wells Fargo Brokerage Services	CD	1,280	12-08-15	06-10-19	249,000.00	1.647400
1,229	Dain Rauscher Investment Services	CD	1,461	10-28-15	10-28-19	247,000.00	1.998600
1,230	Dain Rauscher Investment Services	CD	1,461	10-30-15	10-30-19	153,000.00	1.400000
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
1,240	Wells Fargo Brokerage Services	CD	1,827	12-09-15	12-09-2020	247,000.00	2.200000
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
1,167	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: 31						7,312,000.00	

FEDERAL HOME LN BK

1,203	Wells Fargo Brokerage Services	FH	1,734	06-19-13	03-19-18	500,000.00	.999900
1,228	Morgan Stanley Smith Barney LLC	FH	30,83	10-20-15	10-20-2020	500,000.00	2.197600
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: 4						1,983,125.00	

INVESTMENT SCHEDULE BY SECURITY TYPE
AS OF 01-31-16

Seq#	Institution	Type	Term	Purchased	Matures	Principal	Yield
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FEDERAL NATL MTG							
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1,170	Dain Rauscher Investment Services	FN	5,475	07-26-12	07-23-2027	1,007,347.00	3.400000
Total Number Of Investments: 1						1,007,347.00	
<hr/>							
FED HM MORTG POOL							
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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
1,219	Dain Rauscher Investment Services	HP	30,83	02-27-15	02-27-2020	500,000.00	2.748500
Total Number Of Investments: 3						1,460,000.00	
<hr/>							
TAX EXMPT MNCPL BOND							
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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	
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TAXABLE MUNCPL BONDS							
<hr/>							
1,231	Oppenheimer & Co. Inc.	TM	207	12-07-15	07-01-16	422,025.95	6.434200
1,242	Oppenheimer & Co. Inc.	TM	366	12-21-15	12-21-16	403,072.00	1.620600
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
1,222	Dain Rauscher Investment Services	TM	1,357	08-13-15	05-01-19	1,173,586.50	2.324700
1,227	Dain Rauscher Investment Services	TM	1,307	10-02-15	05-01-19	512,050.00	2.402400
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: 12						5,441,668.90	

INVESTMENT SCHEDULE BY SECURITY TYPE
AS OF 01-31-16

Seq#	Institution	Type Term	Purchased	Matures	Principal	Yield
					17,518,911.65	
					7,732,125.88	
					12,094,117.58	
					56,687.70	
					161,684.03	
					4,370.35	
					75,802.54	
					37,643,699.73	

TO: MAYOR, CITY COUNCIL AND CITY MANAGER
FROM: MARK J. MALONEY, PUBLIC WORKS DIRECTOR
DATE: FEBRUARY 12, 2016
SUBJ: PUBLIC WORKS MONTHLY REPORT

EMERGENCY MANAGEMENT

Public Works Superintendant Dan Curley was recently recognized by the Minnesota DPS Division of Homeland Security and Emergency Management for completing the Director's Qualification Curriculum. Dan directs Shoreview's emergency management efforts and acts as the city's representative to local and regional dialog concerning protection of city assets as well as integration of city resources in the event of an emergency.



MAINTENANCE ACTIVITIES

Public works maintenance crews worked together on one full crew plowing event and on two water main break repairs. Streets crews were also out on 4 separate occasions salting streets and scraping main roads and clearing trails and sidewalks. As always, vehicles and equipment are cleaned inspected and repaired before and after each event.

Between plowing and de-icing/anti-icing events street crews are trimming boulevard trees as well as trees and bushes around street signs. Sign maintenance continues as time allows. The crews have also been out inspecting and repairing storm pond lift stations as needed and are updating storm pond maps as necessary.

Utility Crews are inspecting all the wells, lift stations, the booster station and towers each day. Water samples are collected and analyzed as required by the Minnesota Department of Health. Part of their daily routine is marking location requests in proposed excavation areas. This time of year these types of requests slow down, but there are enough to keep one person responding to them daily. Routine and regularly scheduled maintenance at the wells and lift stations is performed as necessary. Crews have been changing oil in the pumps at the wells and booster station. As time allows they are also painting the inside of the wells.

Utility crews are also working on the biannual flushing of one third of the sanitary sewer system. They inspect manholes along the way and are replacing or repairing manhole covers as needed. They continue repairing hydrants and replacing hydrant flags as necessary. Utility crews have also been working on updating the mapping of the water system.

The Department of Corrections crew has gone back to cleaning the maintenance facility three times a week. Crews have been shoveling as needed and when time allows they are out shoveling around fire

hydrants throughout the City. They are also picking up some of the trimming along trails and around signs.

ENVIRONMENTAL SERVICES

Environmental Quality Committee (EQC)

The Environmental Quality Committee is currently advertising the 2016 Environmental Speaker Series. The series is held at 7:00pm the 3rd Wednesday of each month, January through April in the City Hall Council Chambers. This February 17th is the next speaker, Blake Huffman who will be presenting on “Rice Creek Commons: Neighborhood of the Future” and explain the innovative energy and water usage designs planned for the development.

Water Conservation Program

The Shoreview Water Conservation Program is seeing continued community support and we are very, very close to having the full volunteer base recruited. To date, 392 out of the needed 400 volunteers have signed up to participate in the program known as “Know Your Flow”. Over the next month staff will be gathering the baseline water meter readings and then begin sending out water usage reports every 2 weeks to participants. The reports will include facts and ideas regarding water use and conservation.

Road Salt

Staff members recently attended the Road Salt Symposium which is held annually to bring awareness to the impacts of chlorides in the environment. The Public Works Director participated in a panel discussion that presented city “success stories” for reducing road salt use, and this past week was on Minnesota Public Radio to share local government perspectives on the topic.

Recycling

The 2016 Clean Up dates have been finalized with Republic Services. The Spring Clean Up date is May 21st and the Fall Clean Up date is October 8th. Staff has also been working on submitting annual recycling tracking data.

Forestry

The City Tree Sale is now open to all Shoreview Residents. The order form can be found online and in the March/April edition of ShoreViews. Staff will begin surveying for Emerald Ash Borer from now to early spring. This time of year woodpeckers are attracted to ash trees with the EAB larva and they can reveal the larva galleries. Staff will also begin advertising for the EAB treatment program; several residents who had treatments in 2014 have already contacted the Natural Resources Specialist to sign up. Treatments are good for 2 years and the City’s treatment program has had growing interest from the public since its start in 2012.

PROJECT UPDATES

Water Treatment Plant – Project 14-02 – Work has started on the truss portion of the roof and is expected to be completed by the end of the month. Work inside the building is also continuing and includes the installation of the piping and treatment equipment. Modifications at the booster station including chemical and electrical work is also being completed.

Turtle Lane Neighborhood & Schifsky Road Reconstruction – Project 15-01 – All construction work for both project areas is complete except for a few minor items that will be completed in the spring.

Relocation of Water Main – I694 3rd Lane – Project 15-10 – The consultant is working on the preparation of the plans and specifications for the project. It is anticipated the final plans and specifications will be presented to the Council in March.

Virginia/Dennison/Lilac Reconstruction – Project 16-01 – A second information meeting was held on February 11th. Staff presented preliminary plans for the project and received comments from residents. The response to the preliminary plans was positive. The feasibility report for the project is complete and will be submitted to the Council at the February 16th meeting with a request to hold a public hearing for the project at the March 7th meeting.

Grand Avenue Reconstruction & Extension – Project 16-02 – A second information meeting was held on February 10th. Staff presented preliminary plans for the project and received comments from those in attendance. Residents appeared very supportive of the preliminary plans. The feasibility report for the project is complete and will be submitted to the Council at the February 16th meeting with a request to hold a public hearing for the project at the March 7th meeting.

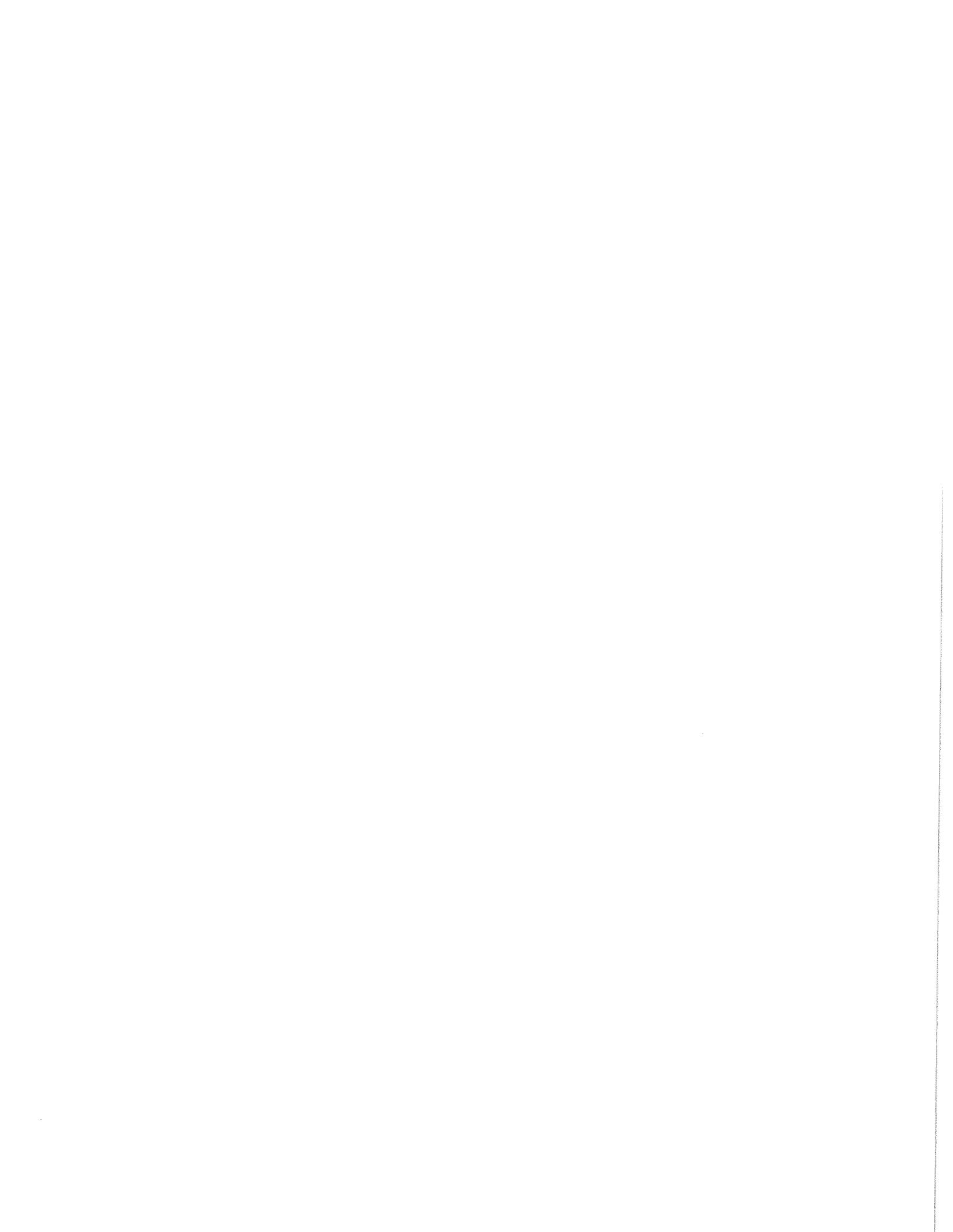
Well No. 6 Raw Water Pipeline – Project 16-06 – Plans and specifications for the pipeline from Well No. 6 to the Water Treatment Plant will be presented to the Council for approval at the February 16th meeting along with a request to advertise the project for bidding. This proposed work has been anticipated as part of the construction of the Water Treatment Plant.

Highway 96 Turn Lane – Project 16-07 – The consultant hired by Kowalski's to design the left turn lane on Highway 96 is currently working on the plans for the project. It is expected that the construction of the turn lane will be included with the Virginia/Dennison/Lilac and Grand Avenue Reconstruction Projects.

REGULAR COUNCIL MEETING

FEBRUARY 16, 2016

t/monthly/2016/February 2016 Monthly Report



TO: MAYOR AND COUNCILMEMBERS

**FROM: TERRY SCHWERM
CITY MANAGER**

DATE: FEBRUARY 12, 2016

SUBJECT: PARKS AND RECREATION MONTHLY REPORT

DEPARTMENT ACTIVITY

The Park and Recreation Commission held a joint workshop meeting with the City Council to review three concept plan alternatives for the Shoreview Commons area that had been developed by StanTec. The Commission and Council provided feedback on the concept plans. The next step in the process will be to further refine the plans based on the feedback from the Council, Commission and staff. The City will then obtain additional public input prior to developing a final Master Plan for the Shoreview Commons area.

Due to the unseasonable warm weather through most of December, the City's seven ice skating locations did not open until January 1st. Although the City has typically closed these rinks after the President's Day holiday, it is now planned to keep the warming houses and rinks open through the end of February, weather permitting.

The City is continuing to work on the lighting retrofit project at the Community Center. All of the office lighting throughout the building and the lights on the lower level of the Community Center (except in the waterpark area) have been converted to LED's. Staff is now working with Center for Energy and Environment on obtaining quotes for retrofitting lights on the upper level of the Community Center including the banquet rooms, common areas, meeting rooms and Council Chambers. It is anticipated that the pool lights will be changed during this year's pool shutdown in September and that the outdoor parking lot lighting will be converted this summer. Once this project is completed, it is estimated that the City will reduce its energy costs by more than \$40,000 per year with a payback of less than 5 years for conversion of the lights to LED's.

COMMUNITY CENTER

As is case at most fitness centers and health clubs, January is typically the busiest month of the year for use of the fitness equipment. To handle this increase in use, the Fitness Center has been well staffed to accommodate the additional orientations, equipment questions, and personal training inquiries from our members and guests. We have also been working hard to insure that the all of the fitness equipment is cleaned and repaired in a timely manner due to the amount of use it receives during the winter months.

Daily admission revenue continues to increase. Revenue increased more than 10% this January. The Tropical Adventure Indoor Playground had the highest number of visitors since it opened. There were 2000 playground only passes sold in January. Some of this additional activity may be due to some recent marketing efforts. An advertisement was featured in Minnesota Parent magazine as well as some online search engines and social marketing outlets. Staff also used blogs such as Twin Cities Moms Blog, Home School Adventures, and Family Fun Twin Cities. Staff also keeps our Yelp pages updated. Yelp is a free business profile page.

The waterpark was a popular destination for pool groups and daily visitors. There were 14 pool groups scheduled during the month of January with half of these groups being after hour's rentals. This is typically a popular time of the year for birthday parties at the Community Center. There was a 20% increase in birthday parties hosted in the themed birthday party rooms in January. The poolside party package continues to grow in popularity every month since this option was introduced last year. This package is only offered during non peak birthday party time slots and allows up to 50 people to enjoy both themed poolside rooms.

Room rental revenue was comparable to last January. There were 2 receptions, 5 corporate events, and 10 parties that were hosted in the banquet rooms. Some of the corporate visitors included the Minnesota Departments of Health, Minnesota Department of Education, Minnesota Department of Transportation, Arden Hill/Shoreview Rotary Club, and Minnesota Forest Resources Council.

The meeting rooms hosted 37 birthday parties on the weekends and 77 meetings during the week. The rental log had more than 740 phone calls this month. The rental team was busy conducting tours to prospective renters and meeting with scheduled customers regarding their upcoming events. These meetings include a review of the room set up, catering license requirements, finalizing rental contracts and payments, alcohol provider selection and AV equipment needs. There were more than 300 future events booked this month.

RECREATION PROGRAMS

The winter recreation program session has started off the season with nearly 2700 participants registered in various recreation classes. In the winter session, fitness programs have the largest number of participants with nearly 1150 registrants in 74 fitness classes. The make-up class passes, which were started, last year, have been well used. A total of 200 passes were redeemed during the fall session. Some of the new class offerings this session are themed cycling classes, and children's movement and yoga classes. The Children's pajama yoga class is held on Sunday evenings and has been very popular with young participants and parents.

Staff will begin researching some of the newer technology programs and machines for group fitness classes. Some fitness studios are incorporating a video component to group classes. Some site visits will be required to determine if some of these programs and equipment could be utilized and easily maintained at the Community Center.

Aquatics programs have the second highest number of registrations with more than 630 children enrolled in 194 swimming lessons. This a 20% increase in the number of class offerings and participants compared to last winter. The mini session of swim lessons that was offered in December was very successful. These lessons are held on Tuesdays and Thursdays for three weeks during the month of December. There were 20 classes held with 50 participants. Many participants enrolled in private lessons during this time period. Next year staff is planning on offering a private lesson block on Monday and Wednesday evenings.

The Farmers Market applications were sent out this month. The market will continue operating with the changes that were implemented last year. One of the new procedures is to collect full payment with the permit applications before the allocation of stalls. This process was more consistent with neighboring Farmers' Markets. This new procedure contributed to the success of the market last year. There were over 40 different vendors committed to the 2015 season with more than \$13,000 in revenue. There is a new flexible option being offered this year. Once the market stalls have been allotted for the full time vendors, any spaces still available will be provided to vendors who are only interested in participating in a few markets, instead of the entire season.

Youth sports programs have had a successful start to the winter season with 180 children participating in sports activities. The girl's volleyball league continues to gain in popularity. This league is supported by volunteer coaches that teach the fundamentals of volleyball to girls in 4th-8th grade. The indoor tennis program continues to be popular with children practicing the fundamentals of the sport during the off season. Last year due to the demand an additional day was added to the program. Classes are held in the evenings at Turtle Lake School.

Kids Corner Preschool had a successful open house on Thursday, January 21st for the 2016-2017 school year. There were over 50 families that attended this event which introduced the classes planned for the next school year. Currently there are 55 returning children and 18 new participants registered for the preschool program. One class is already at capacity. The morning Kindergarten readiness classes are typically the first classes to fill followed by the morning classes that incorporate a swimming lesson component.

The Tumbling classes are full this winter session. There are 5 classes a week offered in the gym activity room on Saturday mornings. This program is a nice alternative for toddlers and young children to learn the basic tumbling skills in a non competitive environment. As usual, the Toddler and Parent class is the most popular. There are nearly 60 participants in this program.

The AARP Smart Driver course took place in December and as usual was very well attended. Other adult activities that were offered were the social media classes. A new class offering was an organizational class called Get Your Act Together. Participants had favorable feedback for this class.

PARKS MAINTENANCE CREW

It has been very challenging winter for the park maintenance crew to maintain quality ice on our hockey and pleasure rinks. In some cases it was too warm to flood and at other times they were dealing with snow on the rinks. The crew turned off the holiday lights for another season on February 1st. Once the snow starts to melt, they'll start removing the lights.

The crew continues to clean and flood rinks on a daily basis, weather permitting. They have chipped out end gates so gate planks fit easily and can be removed easily. The crew has cleaned sidewalks, plowed parking lots and trails through the parks several times this past month. The crew has checked and repaired hockey nets as needed. We have had to order more rubber matting for outside of the buildings. Unfortunately, there has been a significant amount of rubber matting disappearing from outside of the park buildings this winter.

The crew checks and empties trash and recycling in the seven park shelters twice a week. They clean the restrooms at the pavilion on a daily basis. The crew has replaced lamps along Highway 96, and at Wilson and Bobby Theisen parks. A contractor has repaired lights at Sitzer Park, the Community Center monument sign, and the Welcome to Shoreview sign at Hwy 96 and Lexington Ave.

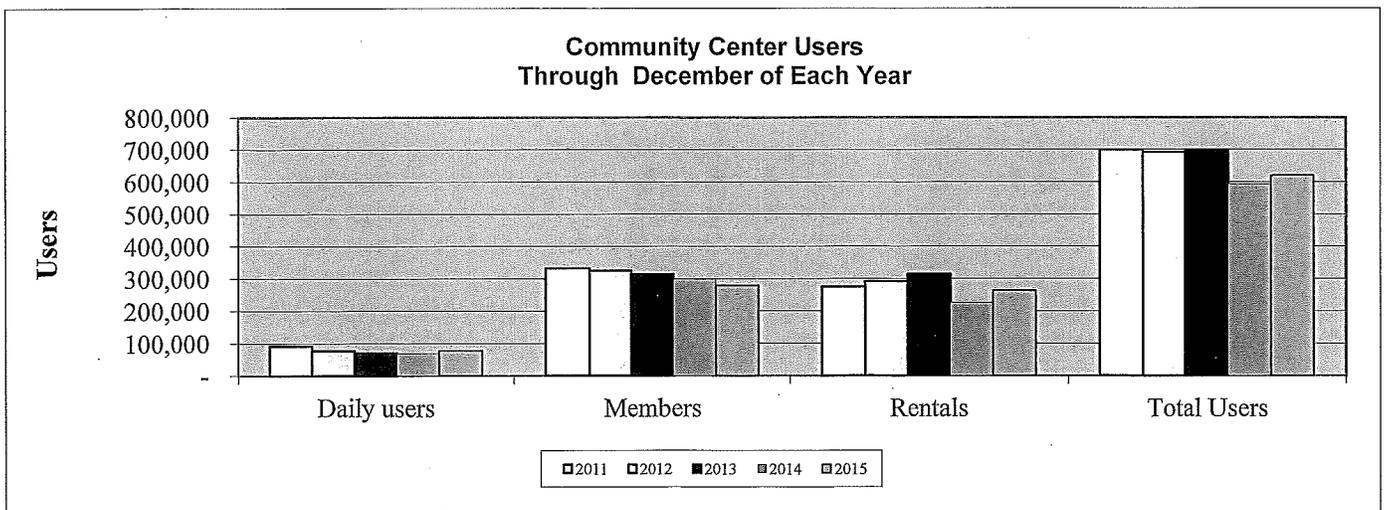
The crew continues to pick up trash on a daily basis at the Community Center, the Library and the Parks. The trash receptacles are dumped on an as needed basis.

COMMUNITY CENTER CREW

The crew has been busy trying to keep the building on its cleaning schedule. The crew has started removing equipment and cleaning the carpet in the fitness center. To date, they have been able to clean about one-half of the carpet in the fitness center. The crew also cleaned carpet in the Wave Cafe area and the spot cleaned the carpet in the Shoreview room. They are also working on dust in the playground and the ductwork in the fitness center. Work orders for repairs have gotten off to a very strong start. We ended January about 70 work orders above last year's total.

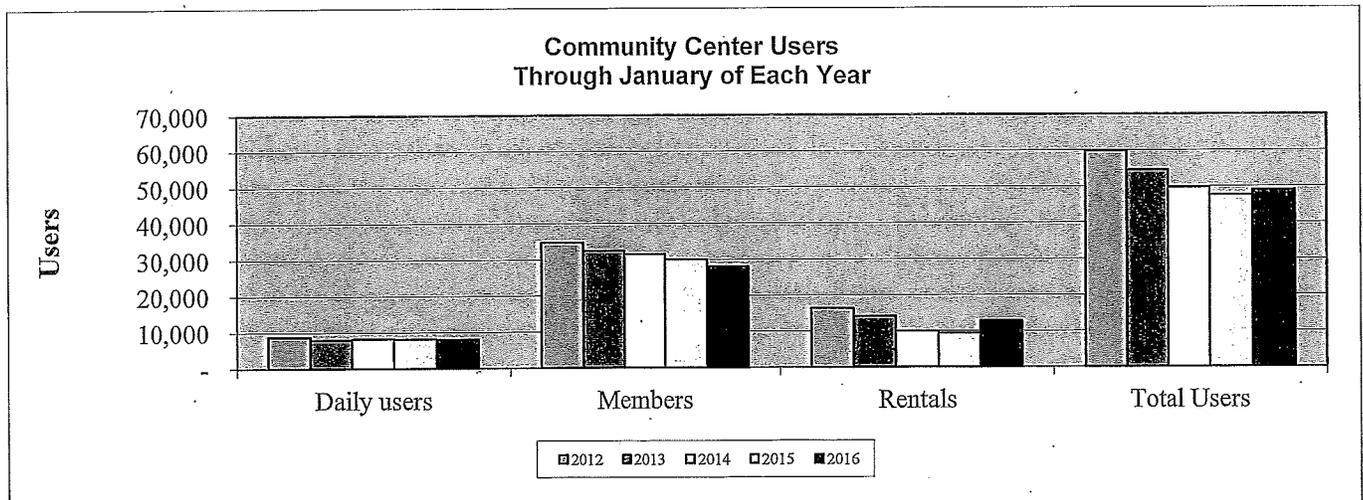
**Community Center Activity Year-to-date
Through December Each Year**

	2011	2012	2013	2014	2015
Number of Users:					
Daily users	91,392	76,521	70,573	69,699	77,913
Members	332,762	324,216	313,395	297,735	279,026
Rentals	274,871	291,879	314,924	225,738	263,570
Total Users	699,025	692,616	698,892	593,172	620,509
Revenue:					
Admissions	\$ 597,166	\$ 555,209	\$ 580,832	\$ 596,787	\$ 642,912
Memberships-annual	1,007,883	1,040,037	1,007,551	1,013,369	961,598
Memberships-seasonal	103,304	97,673	97,272	105,793	92,335
Room rentals	250,299	255,186	303,211	307,634	325,075
Wave Café	195,578	192,351	210,860	217,033	216,908
Commissions	14,503	14,546	12,025	13,602	14,356
Locker/vending/video	29,606	26,453	24,198	22,042	20,446
Merchandise	13,724	14,521	14,005	11,691	13,435
Other miscellaneous	1,323	672	14,259	13,346	14,333
Building charge	98,441	101,757	101,687	113,615	103,000
Interest	20,674	14,100	(42,835)	65,924	-
Transfers in	297,000	300,000	312,000	339,000	366,000
Total Revenue	2,629,501	2,612,505	2,635,065	2,819,836	2,770,398
Expenditures:					
Personal services	1,352,471	1,399,969	1,473,504	1,475,983	1,556,454
Supplies	448,853	446,077	478,444	528,352	488,249
Contractual	600,542	599,683	624,145	670,493	644,442
Other	-	5,727	-	-	-
Total Expenditures	2,401,866	2,451,456	2,576,093	2,674,828	2,689,145
Rev less Exp Year-to-date	\$ 227,635	\$ 161,049	\$ 58,972	\$ 145,008	\$ 81,253



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

	2012	2013	2014	2015	2016
Number of Users:					
Daily users	8,757	7,974	8,204	8,140	8,061
Members	34,702	32,422	31,509	29,987	28,059
Rentals	16,398	14,163	9,996	9,409	12,862
Total Users	59,857	54,559	49,709	47,536	48,982
Revenue:					
Admissions	\$ 62,349	\$ 56,515	\$ 67,002	\$ 71,581	\$ 78,175
Memberships-annual	107,287	110,501	121,826	119,211	114,971
Memberships-seasonal	14,285	14,278	17,474	12,120	13,848
Room rentals	24,441	27,440	26,034	32,082	32,435
Wave Café	20,842	20,972	24,419	21,724	23,034
Commissions	279	-	-	784	422
Locker/vending/video	1,016	(4)	3	1,100	6
Merchandise	1,177	1,331	982	1,085	1,051
Other miscellaneous	53	(73)	(42)	(29)	103
Transfers in	25,000	26,000	28,250	30,500	32,000
Total Revenue	256,729	256,960	285,948	290,158	296,045
Expenditures:					
Personal services	86,352	82,812	80,502	84,628	82,429
Supplies	18,791	16,571	15,848	5,189	17,699
Contractual	8,918	5,989	8,229	12,824	9,993
Other	-	-	-	-	-
Total Expenditures	114,061	105,372	104,579	102,641	110,121
Rev less Exp Year-to-date	\$ 142,668	\$ 151,588	\$ 181,369	\$ 187,517	\$ 185,924



Community Center Monthly Activity
For the Year 2015

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Number of Users:													
Daily users	8,140	7,693	6,827	5,768	6,952	6,477	6,963	8,188	3,831	3,832	6,026	7,216	77,913
Members	29,987	26,451	25,972	23,249	21,047	21,655	22,777	21,973	18,619	20,808	22,427	24,061	279,026
Rentals	9,409	10,595	10,055	9,993	12,980	43,404	54,139	44,304	14,652	29,619	13,598	10,822	263,570
Total Users	47,536	44,739	42,854	39,010	40,979	71,536	83,879	74,465	37,102	54,259	42,051	42,099	620,509
Revenue:													
Admissions	\$ 64,470	\$ 61,080	\$ 73,343	\$ 45,755	\$ 44,604	\$ 49,396	\$ 51,073	\$ 54,765	\$ 27,777	\$ 28,756	\$ 36,021	\$ 49,671	\$ 586,711
Indoor playground	7,111	6,914	6,776	4,086	3,336	2,950	2,931	4,353	2,614	3,359	5,447	6,324	56,201
Memberships	131,331	85,661	83,759	64,783	60,711	71,901	62,697	72,933	71,878	79,230	102,156	166,893	1,053,933
Room rentals	32,082	29,658	30,567	25,627	27,718	27,973	24,441	26,934	21,102	28,085	24,966	25,922	325,075
Wave Café	21,724	21,683	27,356	17,451	16,751	17,198	17,027	19,678	13,612	13,833	15,106	15,489	216,908
Commissions	784	-	-	-	470	655	2,085	1,711	3,625	3,049	1,661	316	14,356
Locker/vending/video	1,100	1,398	2,243	1,506	1,449	1,442	1,783	2,040	1,283	1,806	1,350	3,046	20,446
Merchandise	1,085	772	1,226	1,292	1,403	1,479	1,609	1,643	644	686	679	917	13,435
Other miscellaneous	(29)	(80)	52	1,664	27	127	31	34	36	32	1,335	11,104	14,333
Building charge	-	-	-	-	-	103,000	-	-	-	-	-	-	103,000
Interest	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers in	30,500	30,500	30,500	30,500	30,500	30,500	30,500	30,500	30,500	30,500	30,500	30,500	366,000
Total Revenue	290,158	237,586	255,822	192,664	186,969	306,621	194,177	214,591	173,071	189,336	219,221	310,182	2,770,398
Expenditures:													
Personal services	84,628	125,924	121,283	119,613	161,920	100,242	123,539	128,780	122,694	177,024	118,533	172,274	1,556,454
Supplies	5,189	55,673	61,501	46,924	34,621	46,299	33,811	35,548	47,596	32,373	30,528	58,186	488,249
Contractual	12,824	34,010	67,035	54,136	52,133	43,451	61,462	45,769	62,946	106,691	40,890	63,095	644,442
Other	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers out	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures	102,641	215,607	249,819	220,673	248,674	189,992	218,812	210,097	233,236	316,088	189,951	293,555	2,689,145
Rev less Exp (monthly)	\$ 187,517	\$ 21,979	\$ 6,003	\$ (28,009)	\$ (61,705)	\$ 116,629	\$ (24,635)	\$ 4,494	\$ (60,165)	\$ (126,752)	\$ 29,270	\$ 16,627	\$ 81,253
Rev less Exp (ytd)	\$ 187,517	\$ 209,496	\$ 215,499	\$ 187,490	\$ 125,785	\$ 242,414	\$ 217,779	\$ 222,273	\$ 162,108	\$ 35,356	\$ 64,626	\$ 81,253	

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

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Number of Users:													
Daily users	8,204	6,661	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
Total Users	49,709	41,646	49,605	43,938	44,301	72,650	68,970	70,042	31,013	37,598	41,560	42,140	593,172
Revenue:													
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
Total Revenue	285,948	212,120	294,275	198,736	175,207	302,334	188,386	188,100	164,946	192,002	224,542	393,240	2,819,836
Expenditures:													
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	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures	104,579	205,899	209,723	214,625	216,959	234,617	185,053	264,278	210,920	291,427	191,897	344,851	2,674,828
Rev less Exp (monthly)	\$ 181,369	\$ 6,221	\$ 84,552	\$ (15,889)	\$ (41,752)	\$ 67,717	\$ 3,333	\$ (76,178)	\$ (45,974)	\$ (99,425)	\$ 32,645	\$ 48,389	\$ 145,008
Rev less Exp (ytd)	\$ 181,369	\$ 187,590	\$ 272,142	\$ 256,253	\$ 214,501	\$ 282,218	\$ 285,551	\$ 209,373	\$ 163,399	\$ 63,974	\$ 96,619	\$ 145,008	-

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

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Number of Users:													
Daily users	7,974	7,000	10,931	7,185	5,072	4,871	4,514	4,366	2,652	4,319	5,986	5,703	70,573
Members	32,422	28,240	31,139	29,472	25,068	23,723	24,641	22,833	20,314	23,469	25,962	26,112	313,395
Rentals	14,163	13,945	18,510	17,220	18,024	56,444	55,100	52,526	21,071	17,579	15,574	14,768	314,924
Total Users	54,559	49,185	60,580	53,877	48,164	85,038	84,255	79,725	44,037	45,367	47,522	46,583	698,892
Revenue:													
Admissions	\$ 50,299	\$ 47,292	\$ 88,714	\$ 54,738	\$ 33,185	\$ 45,769	\$ 43,304	\$ 38,274	\$ 16,516	\$ 28,873	\$ 36,362	\$ 40,843	\$ 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
Expenditures:													
Personal services	82,812	114,612	117,601	109,051	163,800	118,822	114,033	118,407	111,010	108,598	164,022	150,736	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		
01/29/16	Accounts payable		\$6,683.80
02/03/16	Accounts payable		\$67,530.99
02/04/16	Accounts payable		\$393,879.13
02/11/16	Accounts payable		\$243,083.81
02/11/16	Accounts payable		\$440,957.84
	Sub-total Accounts Payable	\$	1,152,135.57
02/05/16	Payroll (including direct deposits)		\$169,629.53
	Sub-total Payroll	\$	169,629.53
	Total	\$	1,321,765.10

ROLL CALL:	AYES	NAYS
Johnson		
Quigley		
Wickstrom		
Springhorn		
Martin		

02/16/2016 Council Meeting

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
AMAZON.COM	HOLIDAY LUNCHEON SUPPLIES	101	40210	4890		003	\$86.46	\$86.46
AMAZON.COM	HOLIDAY LUNCHEON SUPPLIES	101	40210	4890		003	\$50.68	\$50.68
AMAZON.COM	POSTAGE MACHINE LABELS	101	40200	3220			\$107.94	\$107.94
CARDTRONICS	ATM THERMAL PAPER	220	43800	2010		001	\$26.69	\$26.69
COMCAST.COM	MODEM 2 INTERNET CHARGE	230	40900	3190		002	\$137.85	\$137.85
COMCAST.COM	COMPLEX STAFF INTERNET SERVICES	230	40900	3190			\$137.85	\$137.85
CUB FOODS	HOLIDAY LUNCHEON EVENT	101	40210	4890		003	\$83.88	\$83.88
DOLLAR TREE STORES INC.	SANTAS WORKSHOP SUPPLIES	225	43580	2172		001	\$12.00	\$12.00
DOLLAR TREE STORES INC.	NEW YEAR EVE SUPPLY	225	43580	2172		002	\$29.00	\$29.00
DOMINOS.COM	NEW YEAR EVE SUPPLY	225	43580	2172		002	\$147.63	\$147.63
FAMOUS DAVES CATERING	EMPLOYEE RECOGNITION ANNUAL LUNCHEON	101	40210	4890		003	\$1,917.85	\$1,917.85
LEXINGTON SHORES LLC	LEX SHORES/2015 FINAL TIF NOTE PMT	417	48600	6120			\$1,025.52	\$1,025.52
METROLINE DIRECT.COM	EXTERNAL SPEAKERS FOR CONFERENCE PHONE	220	43800	2180		002	\$89.94	\$89.94
METROLINE DIRECT.COM	CONFERENCE ROOM PHONE FOR COMM CENTER	220	43800	2180		002	\$628.87	\$628.87
NATIONAL STUDENT CLEARING HOUS	REFUND DUPLICATE DEGREE CHECK	101	40210	4890		006	-\$17.50	-\$17.50
NATIONAL STUDENT CLEARING HOUS	DEGREE VERIFICATION	101	40210	4890		006	\$12.50	\$12.50
NATIONAL STUDENT CLEARING HOUS	DEGREE VERIFICATION	101	40210	4890		006	\$17.50	\$17.50
NEONVA NETWORK SERVICES LLC	ADD PRO-RATED GOOGLE VAULT LICENSES	422	40550	5800		006	\$47.19	\$47.19
PANINO'S	EDA MEETING SUPPLIES	240	44400	2180		001	\$145.26	\$145.26
SENSIBLE LAND USE COALITION	CONFERENCE REGISTRATION: CASTLE/HILL	240	44400	4890			\$100.00	\$100.00
SIGNCAD SYSTEMS, INC.	SIGNCAD/CAM ANNUAL MAINTENANCE RENEWAL	101	40550	3860		002	\$1,710.00	\$1,710.00
SUPWAY	FITNESS MEETING SUPPLIES	225	43530	2170		002	\$72.85	\$72.85
T STORE	MEETING SUPPLIES	101	40200	4890		001	\$19.96	\$19.96
TARGET STORE	NEW YEAR EVE SUPPLY	225	43580	2172		002	\$65.01	\$65.01
TASTE OF SCANDINAVIA	EDC MEETING SUPPLY	240	44400	2180			\$58.07	\$58.07
USA BLUEBOOK	SALES TAX REFUND	601	45050	2280		001	-\$29.20	-\$29.20

Total of all invoices: \$6,683.80

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
AMERICAN MESSAGING	SECURITY SYSTEM PAGER	101	40210	3190		009	\$4.16	\$4.16
ANDERSON, REBECCA	RSV# 1133021 REFUND REFUND	220	22040				\$25.00	\$25.00
BALWANZ, BARB	RSV# 1133018 REFUND REFUND	220	22040				\$50.00	\$50.00
BEISSWENGERS HARDWARE	REPAIR SUPPLIES CC	220	43800	2240		001	\$39.83	\$39.83
BEISSWENGERS HARDWARE	REPAIR SUPPLIES CC	220	43800	2240		002	\$10.57	\$10.57
BURNS, CHRISTINA	RSV# 1133027 REFUND REFUND	220	22040				\$25.00	\$25.00
CITY SIGNS	PC NAME PLATES	101	44100	2010			\$85.00	\$85.00
DECORSEY, REED	RSV# 1133041 REFUND REFUND	220	22040				\$25.00	\$25.00
DELTA DENTAL	DENTAL COVERAGE: FEBRUARY 2016	101	20415				\$6,845.75	\$7,176.05
		101	20411				\$330.30	
DORSEY & WHITNEY LLP	2016A BOND COUNSEL	601	48300	6200			\$7,818.21	\$8,500.00
		602	48300	6200			\$257.07	
		603	48300	6200			\$424.72	
DUFFY, SARAH	STAR FISH 1 & 2	220	22040				\$137.50	\$137.50
DUTCHIN, KATHRYN	REFUND JURY DUTY MILEAGE	101	38890				\$28.08	\$28.08
DUTCHIN, KATHRYN	XCEL CLASS,BOOK EXPENSE, MILEAGE	220	43800	4500			\$59.95	\$59.95
FISERV/BASTOGNE INC	REFUND ACH RETURN FROM 12-18-15	601	20200				\$325.94	
FRIDLEY, CITY OF	SUMMER DISCOVERY TRAINING VIDEOS	225	43535	2170		002	\$150.00	\$150.00
GOVERNMENT FINANCE OFFICERS AS	GAAFR REVIEW 3/1/16-2/28/17	101	40500	4350		001	\$50.00	
GOVERNMENT FINANCE OFFICERS AS	D. MALONEY - ANNUAL DUES 2/1/16-1/31/17	101	40500	4330		004	\$150.00	\$150.00
HAMMOND, CECILIA	VOLLEYBALL REF JAN 26 (2 GAMES)	225	43510	3190		010	\$40.00	\$40.00
HENDERSON, PAM	RSV# 1133035 REFUND REFUND	220	22040				\$25.00	\$25.00
ON COMMERCIAL POOL SUPPLY	REPLACED CO2 REGULATOR	220	43800	2160		002	\$377.09	\$377.09
HUFFMAN, AMBER	RSV# 1133032 REFUND REFUND	220	22040				\$25.00	\$25.00
IDENTITY STORES, LLC	LG TANK TOPS	220	43800	2200		002	\$664.25	\$664.25
IRISH, CAROL	PASS FAMRESS TYPE: ANNUAL MEMBERSHIPS P	220	22040				\$58.00	\$58.00
JEFF ELLIS & ASSOCIATES, INC	POOL LICENSE, E&A RASH GUARDS	220	43800	2200		002	\$131.85	\$636.85
		220	43800	3190		007	\$505.00	
KANSAS STATE BANK-GOVT FINANCE	CONTRACT LEASE PAYMENT/FEB 2016	220	43800	3960	004		\$1,320.00	\$1,320.00
KASPRZYK, KALI	RSV# 1133023 REFUND REFUND	220	22040				\$25.00	\$25.00
KIMLEY-HORN ASSOCIATES	POND SEDIMENT REMOVAL PERMITTING	603	45850	3190			\$4,900.00	\$4,900.00
KVINGE, KATHRYN	CREDIT BALANCE REFUND REFUND	220	22040				\$120.00	\$120.00
LAMERE, MARIA	VOLLEYBALL REF JAN 26 (2 GAMES)	225	43510	3190		010	\$40.00	\$40.00
LO, SHAINBAY	RSV# 1133036 REFUND REFUND	220	22040				\$25.00	\$25.00
LUBRICATION TECHNOLOGIES, INC	DIESEL FUEL ADDITIVES	701	46500	2130		001	\$952.49	\$952.49
MATHESON TRI-GAS INC	CO2 ORDER	220	43800	2160		002	\$101.05	
MAYER ARTS, INC	WISH UPON A BALLET	225	43580	3170			\$330.00	\$330.00
MCMASTER CARR SUPPLY CO	POOL FLOATABLE REPAIR PARTS	220	43800	2240		003	\$277.90	\$277.90
METROPOLITAN COURIER CORPORATI	ARMORED CAR SERVICES: JANUARY 2016	101	40500	4890		001	\$87.75	
		220	43800	4890		001	\$87.75	\$351.00
		601	45050	4890		001	\$87.75	
		602	45550	4890		001	\$87.75	
MPSTMA	MEMBERSHIP DUES 2016	101	43710	4890			\$50.00	
NABER, CAROL	MILL CITY MUSEUM & OLD SPAGHETTI FACTORY	220	22040				\$70.00	\$70.00
NCBERS MINNESOTA	PERA LIFE INSURANCE: FEB 2016	101	20413				\$240.00	\$240.00
ORGANIZED FOR SUCCESS	GET YOUR ACT TOGETHER CLASS 1.28.2016	225	43590	3174		003	\$80.00	\$80.00
RAMSEY COUNTY PROPERTY RECORDS	TNT NOTICE REIMBURSEMENT/PAY 2016	101	40500	4890		011	\$2,306.76	\$2,306.76
R, ELAINE	MILL CITY MUSEUM & OLD SPAGHETTI FACTORY	220	22040				\$70.00	\$70.00
REPUBLIC SERVICES INC #899	JANUARY RECYCLING FEE	210	42750	3190			\$30,281.11	\$30,281.11
ROSSO, GUSTAVO	RSV# 1133038 REFUND REFUND	220	22040				\$25.00	\$25.00
SIEVERT, MAVIS	MILL CITY MUSEUM & OLD SPAGHETTI FACTORY	220	22040				\$70.00	\$70.00

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
SRF CONSULTING GROUP INC	DESIGN I694 WATERMAIN RELOCATE CP 15-10	425	47000	5910			\$1,916.15	\$1,916.15
SWALLEN, JOHN dba MINI KICKERS	WINTER MINI KICKERS CLASSES	225	43510	3190		012	\$1,575.00	\$1,575.00
THOMPSON, CARA	RSV# 1133016 REFUND REFUND	220	22040				\$25.00	\$25.00
TIVOLITOO, INC	DOWN PAYMENT FOR FLOATABLES	220	43800	3810		007	\$2,450.00	\$2,450.00
TUCKER, JENNY	RSV# 1133013 REFUND REFUND	220	22040				\$50.00	\$50.00
UNIVERSITY OF MINNESOTA	SHADE TREE SHORT COURSE	101	42050	4500			\$195.00	\$195.00
VERIZON WIRELESS	CELL PHONE SERVICE - 12/11 - 1/10/16	101	42050	2010			\$35.00	\$905.26
		601	45050	3190			\$400.99	
		101	40200	3210		002	\$444.27	
		601	45050	4330			\$25.00	
WHITE, CHRISTINA	RSV# 1133022 REFUND REFUND	220	22040				\$25.00	\$25.00
WIKSTROM, DION	REIMBURSE FOR CLASS B DRIVERS LICENSE	101	43710	2180			\$11.00	\$11.00
ZIMNY, FRANK	MILL CITY MUSEUM & OLD SPAGHETTI FACTORY	220	22040				\$75.00	\$75.00
Total of all invoices:							\$67,530.99	

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
ANCHOR PAPER COMPANY	COPY PAPER	101	40200	2010		001	\$732.60	
C&J ENTERTAINMENT LLC	1/29/16 DIVE IN MOVIE	225	43590	3173			\$800.00	\$800.00
CENTRAL RESTAURANT PRODUCTS	BUILDING SUPPLIES CAFE/COMMUNITY CENTER	220	43800	2590		002	\$280.92	
		220	43800	2591		001	\$56.88	\$478.29
		220	43800	2180		002	\$140.49	
COCA COLA REFRESHMENTS	WAVE CAFE BEVERAGE FOR RESALE	220	43800	2590		001	\$286.80	
COMMISSIONER OF REVENUE- WH TA	WITHHOLDING TAX - PAYDATE 02-05-16	101	21720				\$9,880.46	\$9,880.46
COMMUNITY HEALTH CHARITIES - M	EMPLOYEE CONTRIBUTIONS: 02-05-16	101	20420				\$156.50	\$156.50
COORDINATED BUSINESS SYSTEMS	MITA LASER PRINTER MAINTENANCE:JANUARY	101	40550	3860		004	\$161.79	\$161.79
FINANCE & COMMERCE, INC.	AD FOR BID 2015 SEAL COAT PROJ 15-05	404	42200	3190			\$191.78	\$191.78
GENESIS EMPLOYEE BENEFITS INC	FLEX - MED/DEPENDENT CARE 02-05-16	101	20431				\$304.59	\$304.59
GENESIS EMPLOYEE BENEFITS INC	VEBA CONTRIBUTIONS:02-05-16	101	20418				\$6,075.00	\$6,075.00
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001	\$68.26	\$68.26
GRANDMA'S BAKERY	COOKIES FOR RENTAL	220	43800	2591		003	\$24.20	\$24.20
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001	\$23.75	\$23.75
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001	\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001	\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001	\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001	\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001	\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001	\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001	\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001	\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001	\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001	\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001	\$19.99	\$19.99
GRANDMA'S BAKERY	BIRTHDAY CAKES FOR RESALE	220	43800	2591		001	\$19.99	\$19.99
GRANDMA'S BAKERY	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	\$17.86	\$17.86
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	\$17.86	\$17.86
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	\$17.86	\$17.86
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	\$17.86	\$17.86
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	\$16.94	\$16.94
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	\$16.94	\$16.94
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	\$16.94	\$16.94
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	\$16.94	\$16.94
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	\$16.94	\$16.94
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	\$16.94	\$16.94
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	\$16.94	\$16.94
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	\$16.94	\$16.94
GRANDMA'S BAKERY	BAKERY FOR RESALE - WAVE CAFE	220	43800	2590		001	\$16.94	\$16.94
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
HAWKINS, INC.	ACID, GAS AND LIQUID CL, GAS CL PUMP	220	43800	2160		001	\$2,607.97	\$2,607.97
HEGGIE'S PIZZA LLC	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$255.00	\$255.00
HEGGIE'S PIZZA LLC	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$408.30	\$408.30
ON COMMERCIAL POOL SUPPLY	REPAIRS TO MAIN POOL UV SYSTEM	220	43800	3810		007	\$1,055.40	\$1,055.40
ICMA/VANTAGEPOINT TRANSFER-300	EMPLOYEE CONTRIBUTIONS PAYDATE: 02-05-16	101	21750				\$6,642.94	\$6,642.94
ICMA/VANTAGEPOINT TRANSFER-705	ROTH CONTRIBUTIONS: 02-05-16	101	20430				\$1,526.00	\$1,526.00
LAKE JOHANNA FIRE DEPT	SIDEWALK SOUTH SIDE	405	41200	3190			\$3,677.70	\$3,677.70

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
LAKE JOHANNA FIRE DEPT	REPLACE DRIVEWAY/PARKING LOT	405	41200	3190			\$56,111.44	\$56,111.44
MATHESON TRI-GAS INC	CO2 ORDER	220	43800	2160		002	\$101.05	\$101.05
METROPOLITAN COUNCIL	SEWER SERVICE-MARCH 2016	602	45550	3670			\$149,121.81	\$149,121.81
METROPOLITAN COUNCIL ENVIRONME	SAC CHARGES FOR JANUARY 2016	602	20840				\$2,485.00	\$2,460.15
		602	34060				-\$24.85	
MINNESOTA CHILD SUPPORT PAYMEN	PAYDATE: 02-05-16	101	20435				\$141.50	\$141.50
MINNESOTA ENVIRONMENTAL FUND	MN ENVIRONMENTAL EMPL CONTRIB: 02-05-16	101	20420				\$36.00	\$36.00
MINNESOTA REVENUE	ID #L2033553984	101	20435				\$150.00	\$150.00
MINNESOTA SAFETY COUNCIL	CHILD AED PADS	220	43800	2200		002	\$127.40	\$382.20
		220	43800	2180		002	\$254.80	
MINTERWEISMAN CO DBA CORE-MARK	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$244.23	
MINTERWEISMAN CO DBA CORE-MARK	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$680.30	\$680.30
MOUNDS VIEW PUBLIC SCHOOLS	CHIPPEWA RENTAL FOR 1/20/2016	225	43520	3190		005	\$41.25	\$41.25
NCO INC	BIRTHDAY PARTY SUPPLIES	220	43800	2591		001	\$1,570.84	\$1,570.84
NEOFUNDS BY NEOPOST	POSTAGE & SUPPLY/INV11273104/INV14769082	101	40200	3220			\$3,227.58	\$3,227.58
PUBLIC EMPLOYEES RETIREMENT AS	EMPL/EMPLOYER CONTRIBUTIONS: 02-05-16	101	21740				\$32,099.34	\$32,099.34
RICOH USA INC.	MAINTENANCE: 2352 & 3003 COPIES/JANUARY	101	40200	3850		002	\$167.43	\$167.43
SYSCO FOOD SERVICES OF MN, INC	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$460.91	\$460.91
TDS METROCOM	TELEPHONE SERVICES	101	40200	3210		003	\$1,082.37	\$1,368.61
		101	43710	3210			\$251.21	
		601	45050	3210			\$35.03	
TREASURY, DEPARTMENT OF	FEDERAL WITHHOLDING TAX: 02-05-16	101	21710				\$24,509.44	
		101	21730				\$30,906.96	
		101	21735				\$7,228.36	\$62,644.76
UNITED WAY - GREATER TWIN CITI	EMPLOYEE CONTRIBUTIONS: 02-05-16	101	20420				\$43.00	
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$123.41	
WATSON COMPANY	BREAK ROOM SUPPLIES	101	40800	2180			\$249.04	\$249.04
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$1,046.14	
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$1,120.87	\$1,120.87
WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$436.40	\$436.40
WIMACTEL INC.	PAYPHONE TELEPHONE	101	40200	3210		001	\$60.00	\$60.00
XCEL ENERGY	COMMUNITY CENTER: ELECTRIC/GAS	220	43800	2140			\$9,203.83	\$17,913.52
		220	43800	3610			\$8,709.69	
XCEL ENERGY	STREET LIGHTS: ELECTRIC	604	42600	3610			\$10,747.65	
XCEL ENERGY	BOOSTER STATION: ELECTRIC	601	45050	3610			\$191.76	\$191.76
XCEL ENERGY	LIFT STATIONS:ELEC/LESS CREDIT ON ACCT	602	45550	3610			\$656.27	
		602	45550	3610			-\$656.27	
XCEL ENERGY	SIRENS: ELECTRIC	101	41500	3610			\$42.16	
XCEL ENERGY	TRAFFIC SIGNAL SHARED W/NORTH OAKS:ELECT	101	42200	3610			\$34.95	\$34.95
XCEL ENERGY	SLICE OF SHOREVIEW: ELECTRIC	270	40250	3610			\$7.17	\$7.17
XCEL ENERGY	MAINTENANCE CENTER: ELECTRIC/GAS	701	46500	3610			\$1,606.19	\$3,323.93
		701	46500	2140			\$1,717.74	
XCEL ENERGY	PARKS: ELECTRIC/GAS	101	43710	3610			\$1,097.45	
		101	43710	2140			\$1,531.52	\$2,628.97
XCEL ENERGY	STORM SEWER LIFT STATIONS: ELECTRIC	603	45850	4890		003	\$213.17	
XCEL ENERGY	TRAFFIC SIGNALS: ELECTRIC	101	42200	3610			\$520.83	\$520.83
XCEL ENERGY	TRAFFIC SIGNAL SHARED W/ARDEN HILLS:ELEC	101	42200	3610			\$37.26	\$37.26
XCEL ENERGY	SURFACE WATER: ELECTRIC	603	45900	3610			\$117.71	\$117.71
XCEL ENERGY	WATER TOWERS: ELECTRIC	601	45050	3610			\$52.99	\$52.99
XCEL ENERGY	WELLS: ELECTRIC	601	45050	3610			\$6,845.78	\$8,060.78
		601	45050	2140			\$1,215.00	

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
							Total of all invoices:	\$393,879.13

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
ACE SOLID WASTE	SOLID WASTE COLLECTION	701	46500	3640		001		\$259.23	\$259.23
ATHLETIC OUTFITTERS	JACKETS FOR JUSTIN, NEVA, STEVE, JARED	101	42200	3970		001		\$35.40	\$47.20
		101	44300	2010				\$11.80	
ATHLETIC OUTFITTERS	PUT NAMES ON HI VIS PARK MAINT. JACKETS	101	43710	2180				\$76.30	
AUTO NATION FORD WHITE BEAR LA	RUNNING BOARDS UNIT 301	701	46500	2220		001		\$354.96	\$354.96
BARSNESS, KIRSTIN	JANUARY 2016 ED CONSULTING	101	22020					\$2,945.00	\$5,985.00
		240	44400	3190				\$3,040.00	
BEISSWENGERS HARDWARE	BATTERIES AND LOCK	601	45050	2280		001		\$20.48	
BLACKBURN MANUFACTURING COMPAN	LOCATING FLAGS	601	45050	2280		001		\$165.24	\$330.48
		602	45550	2280		001		\$165.24	
BOYER TRUCK PARTS INC.	FUEL FILTERS	701	46500	2220		003		\$120.74	
BOYER TRUCK PARTS INC.	TRUCK 208 DIAGNOSTIC	701	46500	3190		001		\$915.80	\$915.80
BOYER TRUCK PARTS INC.	UNIT 208 REPAIRS	701	46500	3190		001		\$3,312.96	\$3,312.96
BRIN NORTHWESTERN GLASS CO. IN	REPAIRS TO POOL EMERGENCY EXIT DOOR	220	43800	3810		007		\$255.00	\$255.00
C & E HARDWARE	CLEANING SUPPLIES	701	46500	2183		002		\$5.99	\$5.99
C & E HARDWARE	CLEANING SUPPLIES	701	46500	2183		002		\$39.91	\$39.91
C & E HARDWARE	KEY FOR MAILBOXES	701	46500	2220		003		\$2.49	\$2.49
CDW GOVERNMENT	DESKTOP LASER PRINTER REPLACEMENTS	422	40550	5800		012		\$657.81	
CDW GOVERNMENT	KEYBOARD/MOUSE FOR ROB	101	40550	2180		001		\$61.60	\$61.60
CONTINENTAL RESEARCH CORPORATI	GLOVES	601	45050	2280		001		\$639.69	\$639.69
CRYSTEEL TRUCK EQUIPMENT	PLOW FRAME ASSY UNIT 212	701	46500	2220		001		\$296.10	\$296.10
CRYSTEEL TRUCK EQUIPMENT	BOSS PLOW GUIDE KITS	701	46500	2220		001		\$62.40	\$62.40
D LOCK & SAFE	DOOR CYLINDERS FOR WATER DEPT.	601	45050	2280				\$211.00	\$211.00
DLT SOLUTIONS	AUTOCAD DESIGN SUITE LICENSE ACT FEE	422	40550	5800		019		\$1,460.30	\$1,460.30
DLT SOLUTIONS	AUTOCAD DESIGN SUITE UPGRADE	422	40550	5800		019		\$8,915.93	\$8,915.93
FERGUSON WATERWORKS #2516	THREADED ROD	601	45050	2280		001		\$52.70	\$52.70
FERGUSON WATERWORKS #2516	CURB BOX PARTS	601	45050	2280		004		\$1,140.35	\$1,140.35
FLEETPRIDE INC	SHOP SUPPLIES	701	46500	2220		003		\$75.12	\$75.12
FORCE AMERICA INC	OLD 210 SUPR. KEY, SENT TO WARREN MN	701	46500	2220		001		\$27.72	\$27.72
GOPHER STATE ONE-CALL	GOPHER ONE LOCATE CHARGE	601	45050	3190		001		\$44.23	\$176.90
		602	45550	3190		001		\$44.22	
		603	45850	3190		001		\$44.22	
		604	42600	3190				\$44.23	
GRAINGER, INC.	OIL ROOM EXH. FAN MOTOR	701	46500	2183		001		\$93.37	
H & L MESABI, INC.	PLOW PARTS	701	46500	2220		001		\$1,080.00	\$1,080.00
HOTSY EQUIPMENT CO	WASH RACK HOTSY WASHER PARTS	701	46500	2220		003		\$31.20	\$31.20
INSTRUMENTAL RESEARCH INC	MONTHLY SAMPLES	601	45050	3190		001		\$270.00	\$270.00
KATH FUEL	OIL FOR WELLS AND BOOSTER	601	45050	2280		005		\$105.50	\$105.50
KATH FUEL	OIL FOR WELLS AND BOOSTER	601	45050	2280		005		\$105.50	\$105.50
LILLIE SUBURBAN NEWSPAPERS INC	LEGAL NOTICES	101	40200	3360		001		\$235.15	\$235.15
MANSFIELD OIL COMPANY	DIESEL FUEL	701	46500	2120		002		\$5,982.87	\$5,982.87
MANSFIELD OIL COMPANY	UNLEADED FUEL	701	46500	2120		001		\$4,039.67	\$4,039.67
METERING & TECHNOLOGY SOLUTION	METER PARTS	601	45050	2510		001		\$440.00	\$440.00
METROPOLITAN AREA MANAGEMENT A	2016 MEMBERSHIP DUES - SCHWERM	101	40200	4330		003		\$45.00	\$45.00
MTI DISTRIBUTING, INC	REPLACEMENT BRUSHES FOR BROOM ATTACHMENT	701	46500	2220		002		\$397.12	\$397.12
NORTHERN ELECTRICAL CONTRACTOR	REPAIRS TO POOL CHLORINE PUMP	220	43800	3810		007		\$233.00	\$233.00
NUSS TRUCK & EQUIPMENT INC	UNIT 203 REPAIRS	701	46500	3190		001		\$140.81	\$140.81
OFFICE DEPOT	BLACK ON WHITE TAPE	601	45050	2010				\$37.98	\$37.98
OFFICE DEPOT	GENERAL OFFICE SUPPLIES	101	40200	2010		002		\$494.09	\$494.09
OFFICE DEPOT	COPY STAMP	101	43400	2010				\$10.99	\$10.99
OFFICE DEPOT	BUBBLE MAILER ENVELOPES	101	40200	2010		002		\$11.98	\$11.98

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
OFFICE DEPOT	GENERAL OFFICE SUPPLIES	101	40200	2010		002		\$50.36	\$98.83
		101	40500	2010		008		\$48.47	
OFFICE DEPOT	BINDING COMBS: FINANCIAL DOCUMENTS	101	40500	2010		008		\$27.99	
ON SITE SANITATION INC	PORTABLE RESTROOM BUCHER PARK	101	43710	3950				\$75.00	\$75.00
ON SITE SANITATION INC	PORTABLE RESTROOM LAKE JUDY PARK	101	43710	3950				\$75.00	\$75.00
ON SITE SANITATION INC	PORTABLE RESTROOM MCCULLOUGH PARK	101	43710	3950				\$75.00	\$75.00
ON SITE SANITATION INC	PORTABLE RESTROOM RICE CREEK FIELDS	101	43710	3950				\$75.00	\$75.00
ON SITE SANITATION INC	PORTABLE RESTROOM SHAMROCK PARK	101	43710	3950				\$75.00	\$75.00
ON SITE SANITATION INC	PORTABLE RESTROOM SITZER PARK	101	43710	3950				\$75.00	\$75.00
ON SITE SANITATION INC	PORTABLE RESTROOM BOBBY THEISEN PARK	101	43710	3950				\$75.00	\$75.00
ON SITE SANITATION INC	PORTABLE RESTROOM BOBBY THEISEN PARK	101	43710	3950				\$75.00	\$75.00
PARALLEL TECHNOLOGIES, INC.	LABOR FOR TESTING BROKEN FIBER	101	40550	3190		001		\$240.00	\$240.00
PLAISTED COMPANIES, INCORPORAT	FILL SAND FOR WATER MAIN BREAKS	601	45050	2280		002		\$535.71	\$535.71
PRECISE MRM, LLC	SALT TRUCK TRACKING DATA USAGE FEE	701	46500	4330		002		\$46.82	\$46.82
PRO-TEC DESIGN	MILESTONE SOFTWARE ANNUAL SUPPORT	101	40550	3860		008		\$2,381.28	\$2,381.28
PRO-TEC DESIGN	CARD ACCESS SYSTEM ANNUAL MAINTENANCE	101	40550	3860		008		\$978.00	\$978.00
QUALITY FLOW SYSTEMS INC	STORM SEWER LIFT STATION REPAIR	603	45850	3190		001		\$669.00	\$669.00
RAMSEY COUNTY	911 SERVICES - JANUARY 2016	101	41100	3190		001		\$8,444.78	\$8,444.78
RAMSEY COUNTY	CAD SERVICES - JANUARY	101	41100	3190				\$1,835.89	\$1,835.89
RAMSEY COUNTY	LAW ENFORCEMENT FEBRUARY 2016	101	41100	3190		001		\$172,554.80	\$172,554.80
RAMSEY COUNTY PROPERTY RECORDS	EMERGENCY COMMUNICATION RADIO USER FEE	701	46500	4330				\$177.84	\$177.84
RDO EQUIPMENT CO	REPAIRS TO CHIPPER	701	46500	3190		002		\$4,069.23	\$4,069.23
RICOH USA INC.	SUPPLIES FOR UTILITY BILLING PRINTER	101	40550	3860		004		\$588.33	\$588.33
SCHINDLER ELEVATOR CORPORATION	QUARTERLY ELEVATOR MAINTENANCE FEE	701	46500	3196		002		\$447.69	\$447.69
SIMPLEXGRINNELL LP	REPAIRS TO SHOREVIEW KITCHEN SUPPRESSION	220	43800	3810		005		\$313.44	\$313.44
STAR TRIBUNE	SUBSCRIPTION - 2/19/16 - 5/20/16	101	40200	4330		009		\$42.25	\$42.25
SUPPLYWORKS	CLEANING SUPPLIES CC	220	43800	2110				\$402.54	\$402.54
SUPPLYWORKS	CLEANING SUPPLIES CC	220	43800	2110				\$65.28	\$65.28
SUPPLYWORKS	CLEANING SUPPLIES CC	220	43800	2110				\$803.83	\$803.83
SUPPLYWORKS	CLEANING SUPPLIES CC	220	43800	2110				\$524.44	\$524.44
SUPPLYWORKS	CLEANING SUPPLIES CC	220	43800	2110				\$2,116.87	\$2,116.87
SUPPLYWORKS	REPAIRS TO CLEANING EQUIPMENT	220	43800	3890				\$63.00	\$63.00
SUPPLYWORKS	CLEANING SUPPLIES CC	220	43800	2110				\$74.53	\$74.53
SUPPLYWORKS	WALK OFF MAT FOR GYM ACTIVITY ROOM	220	43800	2240		001		\$258.45	\$258.45
SUPPLYWORKS	CLEANING SUPPLIES CC	220	43800	2110				\$524.58	\$524.58
SUPPLYWORKS	CLEANING SUPPLIES CC	220	43800	2110				\$823.00	\$823.00
SUPPLYWORKS	REPAIRS TO VACUUM #5	220	43800	3890				\$95.25	\$95.25
SUPPLYWORKS	REPAIRS TO VACUUM #4	220	43800	3890				\$58.00	\$58.00
TRANSPORTATION SUPPLIES INC	TOOLS	701	46500	2400		006		\$19.95	\$19.95
TRANSPORTATION SUPPLIES INC	TOOLS	701	46500	2400		006		\$40.74	\$40.74
TRANSPORTATION SUPPLIES INC	TOOLS	701	46500	2400		006		\$161.04	\$161.04
UNIFIRST CORPORATION	UNIFORM RENTAL CC	220	43800	3970				\$60.86	\$60.86
UNIFIRST CORPORATION	UNIFORM RENTAL PARKS	101	43710	3970				\$68.84	\$68.84
UNIFIRST CORPORATION	UNIFORM RENTAL	101	42200	3970		001		\$43.25	\$173.00
		601	45050	3970		001		\$43.25	
		602	45550	3970		001		\$43.25	
		603	45850	3970		001		\$21.62	
		701	46500	3970		001		\$21.63	
UNIFIRST CORPORATION	UNIFORM RENTAL	101	42200	3970		001		\$43.43	\$173.75
		601	45050	3970		001		\$43.43	
		602	45550	3970		001		\$43.43	

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
		603	45850	3970		001		\$21.73	
		701	46500	3970		001		\$21.73	
UNIFIRST CORPORATION	UNIFORM RENTAL PARKS	101	43710	3970				\$68.84	
UNIFIRST CORPORATION	UNIFORM RENTAL CC	220	43800	3970				\$60.11	\$60.11
UNLIMITED SUPPLIES INC	SHOP SUPPLIES	701	46500	2220		003		\$121.61	\$121.61
UNLIMITED SUPPLIES INC	TOOLS	701	46500	2400		006		\$10.20	\$10.20
UNLIMITED SUPPLIES INC	TOOLS AND TIRES VALVE STEMS	701	46500	2400		006		\$40.38	\$199.92
		701	46500	2230		001		\$159.54	
YALE MECHANICAL INC	LEAK REPAIR IN SHOREVIEW ROOM	220	43800	3810		005		\$831.72	\$831.72
YALE MECHANICAL INC	MOTOR FOR HVAC	220	43800	2240		001		\$590.01	\$590.01
YALE MECHANICAL INC	REPAIRS TO POOL AHU	220	43800	3810		007		\$818.38	
ZACKS INC.	SHOP SUPPLIES	701	46500	2220		003		\$338.84	\$338.84
ZACKS INC.	LUTE RAKES FOR STREETS	101	42200	2180		001		\$225.96	\$225.96

Total of all invoices: \$243,083.81

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COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line	Amount	Invoice Amt
AARP C/O RAY MURRAY	AARP SMART DRIVER CLASS (1/27/2016)	225	43590	3174		003		\$315.00	\$315.00
ACE SOLID WASTE	CC AND PARKS DUMPSTER SERVICE	220	43800	3640				\$1,138.81	\$1,312.65
		101	43710	3950				\$173.84	
ALLEN, DEANNE	2/1/16 CC MINUTES, 1/26/16 PC MINUTES	101	40200	3190		001		\$200.00	\$350.00
		101	44100	3190				\$150.00	
ALLEN, DEANNE	EDA MINUTES 2/1/16	240	44400	3190		002		\$200.00	
BORN, PATTY	RSV# 1140274 REFUND REFUND	220	22040					\$25.00	\$25.00
BRAMER, ASHLEY	RSV# 1140232 REFUND REFUND	220	22040					\$25.00	\$25.00
C&J ENTERTAINMENT LLC	DEPOSIT TWILIGHT ZONE OUTDOOR CINEMA	225	43590	3173		001		\$1,200.00	\$1,200.00
CHESS	SAFETY CONSULTANT	101	40210	3190		004		\$625.00	\$625.00
CREATIVE WATER SOLUTIONS, LLC	MOSS FOR WATER HEATER CC	220	43800	2240		001		\$445.50	\$445.50
CULLIGAN	IRON FILTER RENTAL SERVICE	220	43800	3190		007		\$92.40	\$92.40
DOCK DOGS NORTHERN STARS	DOWN PAYMENT FOR SLICE 2016	270	40250	3190		002		\$2,750.00	
ELIFEGUARD, INC	LG TUBES, LG SHORTS, FIRST AID BAG	220	43800	2200	001	001		\$98.99	\$1,008.22
		220	43800	2200	002	002		\$909.23	
HORIZON COMMERCIAL POOL SUPPLY	MOSS ORDER FOR 6 MONTHS	220	43800	2160		003		\$4,085.80	
IDENTITY STORES, LLC	VOLLEYBALL SHIRTS (EXTRA SMALL ORDER)	225	43510	2170		010		\$22.00	\$22.00
INTERNATIONAL CODE COUNCIL INC	EDUCATION - STEVE NELSON	101	44300	4500				\$290.00	\$290.00
KUSTERMAN, KIM	RSV# 1140250 REFUND REFUND	220	22040					\$25.00	\$25.00
LAKES MARKETING GROUP	MEMBERSHIP AD TC CLIPPER DIRECT MAIL	220	43800	2201		001		\$485.00	\$485.00
LAMPLEY, ANJULEE	RSV# 1140265 REFUND REFUND	220	22040					\$25.00	\$25.00
LORENZ, CHRISTINA	ELITE BASEBALL PREPARATION (GRADES 8-12)	220	22040					\$175.00	\$175.00
, ZACHARY	RSV# 1140245 REFUND REFUND	220	22040					\$25.00	\$25.00
MEMA ATTN: TREASURER	MEMA MEMBERSHIP FEES FOR DAN C.	101	42050	4500				\$40.00	\$40.00
MENARDS CASHWAY LUMBER **FRIDL	HOLLOWNUT DRIVER	701	46500	2400		003		\$9.98	\$9.98
MENARDS CASHWAY LUMBER **FRIDL	AIR FILTERS FOR WELLS	601	45050	2280		005		\$23.76	\$59.66
		701	46500	2183		001		\$35.90	
MINNESOTA DEPARTMENT OF REVENUE	SALES USE TAX: JANUARY 2016	220	21810					\$18,028.00	
		701	46500	2120		003		\$54.00	\$19,764.00
		601	21810					\$1,744.00	
		101	11700					\$1.94	
		101	40550	2010		001		-\$4.29	
		220	43800	3610				\$5.99	
		220	43800	2140				\$2.66	
		220	43800	2591		002		-\$61.89	
		101	40550	4350		001		-\$2.46	
		101	40210	4890		003		-\$3.95	
MINNESOTA PREMIER PUBLICATIONS	BDAY PARTY AD PRINT AND WEB FEB	220	43800	2201		003		\$299.00	
MONTGOMERY, PRECIOUS	RSV# 1140228 REFUND REFUND	220	22040					\$100.00	\$100.00
MUNICIPAL BUILDERS INC	WTP CONSTRUCTION PROJ # 14-02	454	47000	5900				\$391,459.85	\$391,459.85
NEOPOST USA INC.	METER RENTAL/MAINTENANCE POSTAGE MACHINE	101	40200	3850				\$1,176.42	\$1,176.42
NORDAHL, KRISTINE	CREDIT BALANCE REFUND REFUND	220	22040					\$40.00	\$40.00
ORKIN EXTERMINATING CO INC.	PEST CONTROL LARSON HOUSE	101	40800	3190				\$82.54	\$82.54
PERTILE, DANIEL	CREDIT BALANCE REFUND REFUND	220	22040					\$80.00	\$80.00
PORCHER, MARGARET	STEP CARDIO	220	22040					\$190.40	\$190.40
PRECISION LANDSCAPE & TREE, IN	WO 15-36 PRIVATE DISEASED TREE REMOVAL	101	43900	3190		003		\$1,612.23	\$1,612.23
PRECISION LANDSCAPE & TREE, IN	WO 15-38 PRIVATE TREE REMOVAL	101	43900	3190		003		\$2,126.43	\$2,126.43
PUBLICATIONS	25TH ANNIV FULL COLOR AD SVP HALF PG	220	43800	2201				\$963.99	\$963.99
PUBLICATIONS	SNLVB CONCERT AD MEMBERSHIPS	220	43800	2201		001		\$520.00	\$520.00
PRESS PUBLICATIONS	PRESCHOOL AD SVP	225	43400	3390				\$482.00	\$482.00
PRESS PUBLICATIONS	TASTE OF SV-SVP,VHP,WBP ADS	270	40250	2180		001		\$856.15	\$856.15

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
RAMSEY COUNTY TREASURER	LIFE INSURANCE:FEBRUARY	101	20414				\$2,962.23	\$3,174.73
		101	20417				\$212.50	
RYAN, JESSICA	RSV# 1140253 REFUND REFUND	220	22040				\$25.00	\$25.00
SAUNBY, KEVIN	RSV# 1140262 REFUND REFUND	220	22040				\$25.00	\$25.00
ST. PAUL, CITY OF	RADIO SERVICE/ FOR 800MHZ RADIOS	701	46500	3190			\$227.50	\$227.50
STIEHM, ANDREW	PAJAMA YOGA	220	22040				\$86.80	\$86.80
TANG, ZHENGNIAN	RSV# 1140231 REFUND REFUND	220	22040				\$100.00	\$100.00
TIFFIN MATS	GYMNASTICS MAT	225	43580	2170		003	\$613.00	\$613.00
TIGER OAK PUBLICATIONS INC	MN BRIDE SPRING/SUMM PRINT AD	220	43800	2201		004	\$980.00	\$980.00
TOKLE INSPECTIONS INC	INSPECTION SERVICES - FEBRUARY 2016	101	44300	3090			\$1,016.00	\$1,016.00
TWADDLE, RONDA	ZUMBAÜçS	220	22040				\$55.30	\$55.30
UNREAL LLC	QUARTER ZIP WITH LOGO GRAY AND BLACK	220	43800	2180		002	\$72.00	\$1,206.00
		220	43800	2200		002	\$1,134.00	
VUE, SHENG	RSV# 1140234 REFUND REFUND	220	22040				\$25.00	\$25.00
WICKER, GRETA	RSV# 1140258 REFUND REFUND	220	22040				\$25.00	\$25.00
YANG, MAI	RSV# 1133351 REFUND REFUND	220	22040				\$4.29	\$4.29
YANG, MAI	RSV# 1140271 REFUND REFUND	220	22040				\$25.00	\$25.00
YANG, YOUA	RSV# 1140238 REFUND REFUND	220	22040				\$25.00	\$25.00
							Total of all invoices:	\$440,957.84

Purchase Voucher

City of Shoreview
 4600 Victoria Street North
 Shoreview MN 55126

Voucher Number	54,020
Vendor number	01901 1 2016 ✓
Vendor name	REPUBLIC SERVICES INC #899 ✓
Address	PO BOX 9001154 LOUISVILLE, KY 40290-1154 ✓

Date	Comment line on check	Invoice number	Amount
01-25-16	JANUARY RECYCLING FEE	089 ^{PT} 002796143	\$30,281.11 ✓

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

Return to: _____

Account Coding	Amount
210 42750 3190	\$30,281.11

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.

Is sales tax included on invoice?	Not Taxable
If no, amount subject to sales use tax	\$
Reviewed by: <u>Neva Widner</u> 1-29-16 (signature required) Neva Widner	
Approved by: <u>Terry Schwerm</u> (signature required) Terry Schwerm	

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

Quote 1	
Quote 2	
Explanation if no quote received	

Purchase Voucher

City of Shoreview
 4600 Victoria Street North
 Shoreview MN 55126

Voucher Number	54,187		
Vendor number	01337 2		2016
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
02-03-16	LAW ENFORCEMENT FEBRUARY 2016	SHRFL-001478	\$172,554.80

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	\$172,554.80

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

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

Quote 1	
Quote 2	
Explanation if no quote received	

Purchase Voucher

City of Shoreview
 4600 Victoria Street North
 Shoreview MN 55126

Voucher Number	54,238
Vendor number	01734 1 2016
Vendor name	MUNICIPAL BUILDERS INC ✓
Address	17125 ROANOKE STREET NW ANDOVER MN 55304 ✓

Date	Comment line on check	Invoice number	Amount
02-08-16	WTP CONSTRUCTION PROJ # 14-02 ✓	008 ✓	\$391,459.85

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
454 47000 5900	\$391,459.85 ✓

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

Reviewed by:  2/8/16
 (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	53,952
Vendor number	00374 1 2015 ✓
Vendor name	LAKE JOHANNA FIRE DEPT ✓
Address	5545 LEXINGTON AVENUE N SHOREVIEW MN 55126

Date	Comment line on check	Invoice number	Amount
12-31-15	REPLACE DRIVEWAY/PARKING LOT	550	\$56,111.44 -

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

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

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

Cooperative purchasing venture consideration requirement does not apply.

Account Coding	Amount
405 41200 3190	\$56,111.44

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

Reviewed by: Terri Hoffard
 (signature required) Terri Hoffard

Approved by: Terry Schwerm
 (signature required) Terry Schwerm

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

Quote 1	
Quote 2	
Explanation if no quote received	

Purchase Voucher

City of Shoreview
 4600 Victoria Street North
 Shoreview MN 55126

Voucher Number	54,090
Vendor number	00416 1 2016
Vendor name	METROPOLITAN COUNCIL
Address	PO BOX 856513 MINNEAPOLIS MN 55485-6513

Date	Comment line on check	Invoice number	Amount
02-02-16	SEWER SERVICE-MARCH 2016	1051865	\$149,121.81

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	\$149,121.81

Is sales tax included on invoice?	<input checked="" type="checkbox"/> Taxable
If no, amount subject to sales use tax	\$ _____

Reviewed by: Debbie Engblom
 (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	54,120
Vendor number	01446 1 2016
Vendor name	TREASURY, DEPARTMENT OF
Address	INTERNAL REVENUE SVC - EFT/NO CHECK EFTPS ENROLLMENT PROCESSING P.O. BOX 4210 IOWA CITY IA 52244

Date	Comment line on check	Invoice number	Amount
02-05-16	FEDERAL WITHHOLDING TAX: 02-05-16	02-10-16	\$62,644.76

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

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

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

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

Cooperative purchasing venture consideration requirement does not apply.

Return to: _____

Account Coding	Amount
101 21710	\$24,509.44
101 21730	\$30,906.96
101 21735	\$7,228.36
SEE PERMANENT PAYROLL RECORDS	

Is sales tax included on invoice?	Not Taxable
If no, amount subject to sales use tax	\$
Reviewed by: <u>J. Kuschel</u> (signature required) Jodee Kuschel	
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 February 16, 2016.

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

February 16, 2016
Regular City Council Meeting

CITY OF SHOREVIEW – LICENSE APPLICATIONS
February 16, 2016

LICENSE #	BUSINESS NAME	TYPE
2016-00024	Stumpf's Tree Service	Tree Trimmer
2016-00025	Minnesota Tree Service	Tree Trimmer

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

To approve the Joint Powers Agreement with Ramsey County for the Voting System Acquisition.

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

Regular Council Meeting
February 16, 2016

TO: MAYOR AND COUNCILMEMBERS

**FROM: TERRI HOFFARD
DEPUTY CLERK**

DATE: FEBRUARY 3, 2016

SUBJECT: APPROVAL OF JOINT POWERS AGREEMENT

INTRODUCTION

The current optical scan voting system that has been used by Shoreview, along with other cities within Ramsey County, was purchased in 2001. In recent years, there have been an increasing number of maintenance issues with the equipment.

BACKGROUND

Ramsey County Elections formed an Elections Task Force, which Shoreview staff was a part of, that worked on the selection of replacement voting equipment. Requests for Proposals were sent out in May and the Verity voting system from Hart Intercivic was chosen for purchase. The Hart proposal had the lowest total acquisition price and this amount was approximately 11% less than Ramsey County Elections had estimated. Both the ballot counters and ballot marking devices are being replaced. Ramsey County has purchased the new voting equipment and they require individual cities within the County to approve the Joint Powers Agreement for the new Voting System. Ramsey County Elections has been testing it before deploying it out to the cities.

Funding for the new voting system will be shared between the County and all cities within Ramsey County. The share for each city is apportioned by the number of precincts. Shoreview's cost is estimated at about \$49,000 or about \$7000 per precinct. Annual operating costs of the new voting system will be about \$145,000 with Shoreview's share being approximately \$7000 per year. This payment schedule is based on the number of precincts and the average number of absentee ballots accepted from the past three state general elections. Money for this purchase has been budgeted for in the Capital Improvement Program.

RECOMMENDATION

Staff recommends approval of the Joint Powers Agreement for New Voting System Acquisition and Operation.

**JOINT POWERS AGREEMENT FOR
NEW VOTING SYSTEM ACQUISITION AND OPERATION**

This Agreement is made by and between Ramsey County, through the Ramsey County Elections Office (hereinafter "County"), and the cities of Arden Hills, Falcon Heights, Gem Lake, Lauderdale, Little Canada, Maplewood, Mounds View, New Brighton, North Oaks, North St. Paul, Roseville, St Anthony, St. Paul, Shoreview, Vadnais Heights, and White Bear Lake and White Bear Township (collectively referred to as the "Municipalities").

WHEREAS, the County and the Municipalities ("Parties") are "governmental units" as defined in Minn. Stat. §471.59; and

WHEREAS, pursuant to Minn. Stat. §471.59, the Parties, through actions of their governing bodies, are authorized to enter into a joint powers agreement for the exercise of commonly held or similar powers; and

WHEREAS, the Parties entered into a Joint Powers Agreement in 2001 for the purchase and operation of a new voting system, with a ten year term and automatic two year extensions; and

WHEREAS, pursuant to the provisions of the 2001 Joint Powers Agreement, the County prepares ballots and compiles election results for all state, federal, county, municipal and school district elections for the Municipalities; and

WHEREAS, efficient ballot preparation and the timely compilation of election results depend upon the use of a uniform voting system throughout the County, and the use of a uniform voting system for all elections enhances election judge and voter understanding of the voting process and helps to provide equitable treatment for all voters, regardless of the type of election; and

WHEREAS, Congress mandated the use of an assistive ballot marking device in all polling places and in-person absentee voting locations for use by voters with disabilities, through enactment of the Help America Vote Act of 2002 ("HAVA"); and

WHEREAS, the Minnesota Legislature mandated the central counting of all absentee ballots under uniform state laws and procedures in Laws of Minnesota 2010, Chapter 194, effective in 2010; and

WHEREAS, the Parties have reached agreement on the need to replace the existing voting system and the funding formula for the new voting system; and

WHEREAS, the County Board has approved a contract with Hart Intercivic of Austin, TX for the purchase and use of a new voting system for deployment in 2016;

NOW, THEREFORE, in consideration of the mutual undertakings and agreements hereinafter set forth, the parties agree as follows:

I. PURPOSE

The purpose of this Joint Powers Agreement is to establish and describe the roles and responsibilities of the County and the Municipalities in connection with the acquisition, implementation, and operation of a new voting system for use throughout Ramsey County ("Project"), including equipment that will be owned and operated by the County and equipment that will be owned and operated by the Municipalities.

II. COUNTY ROLES AND RESPONSIBILITIES-SYSTEM IMPLEMENTATION

A. General

The County will provide the services, materials, and equipment necessary to procure and implement a replacement voting system ("System") in Ramsey County, including software, hardware, materials, ballot printing, and other services as further described in this Agreement. Services may be provided directly by County staff or by outside vendors, as determined by the County.

B. System Description

The System will have the following functionalities:

1. The capability to create ballot styles for each precinct based on the appropriate contests and candidates and to generate ballots by either creating a print file that may be sent to a vendor or by printing ballots in the County offices;
2. The capability to program memory devices for each precinct for an election that will, when inserted into a ballot counter or ballot marking device, properly record the votes on ballots cast in that precinct, reject ballots that are not from that precinct or which do not have the proper validation marks, return to the voter ballots which contain an overvote or a crossover vote, and perform all other actions required by the Minnesota election law;
3. The capability to count absentee ballots at a central location in the County or at one or more Municipalities, at the option of each of the Municipalities, and to generate reports noting the number of absentee ballots counted for each precinct;

4. The capability to accumulate votes on ballot counters located in each precinct on election day, at other locations prior to election day, and from absentee ballot counting centers, to protect voted ballots in a sealed ballot box; to generate paper tapes of election results for review and certification by election judges; and to electronically upload or transmit election results to the County; and
5. The capability to compile election results from electronically transmitted files from each precinct through use of the memory device which recorded votes from the precinct and/or from the election results tape; to create an election results database that may be used for displaying results on the County website; and to generate needed reports for certification of election results.

C. System Equipment

The County will purchase System hardware and software (collectively referred to as the "System Equipment") as initially needed for use of the System by the County and the Municipalities. The System Equipment to be purchased by the County for implementation of the System under the terms of this Agreement is listed as the System Equipment Costs – Total in the System Equipment List, attached hereto and made a part of this Agreement as Appendix A.

D. Implementation Services

1. The County will provide services, including training, related to the implementation of the System by the County and the Municipalities, as described in Appendix B - Implementation Services, attached hereto and made a part of this Agreement.
2. The County will provide implementation project management services through a Project Manager. Joseph Mansky, or his designee, shall serve as Project Manager for the County.
3. The goal is to have the System implemented and ready for use by the County and the Municipalities in time for the 2016 state primary. At the discretion of the County, the implementation of the System may be delayed for initial use at the 2016 state general election or a future election.

III. COUNTY ROLES AND RESPONSIBILITIES-POST IMPLEMENTATION
OPERATING SERVICES

A. General

Following System implementation, the County will perform the duties described in Sections III. B. through E. (collectively, "Operating Services") either directly by County staff or by outside vendors, as determined by the County.

B. System Administration

The County will:

1. maintain all licenses and agreements from the vendor(s) necessary to operate the System;
2. obtain and implement all required software updates needed to operate the System in compliance with the requirements of the Minnesota election law;
3. perform diagnostic testing of ballot counters and ballot marking devices to ensure the proper functioning of all equipment;
4. provide election programming needed to generate ballots and program memory devices that allow the ballot counters to correctly record votes; and
5. accumulate and report election results cast on the ballot counters for all elections.

C. Warranty Services

1. Warranty services will be provided by the System vendor(s) in accordance with the warranty provisions contained in the contracts between the County and the System vendor(s).
2. The County shall obtain and enforce all System warranties, including warranties on equipment owned by the Municipalities paid for under the terms of this Agreement. All requests for warranty services shall be made by the Municipalities to the County.

D. Post-Warranty Maintenance Services

Maintenance services will be provided following expiration of the warranty period(s) in accordance with the provisions of the maintenance agreement(s) between the County and the System vendor(s).

1. The County will enter into a contract with the System vendor(s) for System maintenance services to be provided directly to the County. The County will manage the provision of maintenance services for the Municipalities.
2. Maintenance services shall include, at minimum, the following:
 - a. Preventative maintenance: inspect and clean all ballot counters and ballot counting devices, including the read heads, printers, motors and other related components.
 - b. Repairs: make basic repairs to ballot counters and ballot marking devices as needed; the County will maintain or obtain spare parts for this purpose.
 - c. Equipment Replacement: replace ballot counters, ballot marking devices and related hardware and components on an as needed basis in the case of complete or un-repairable equipment failure.

E. Ongoing Services

1. The County will provide the Municipalities with a set of test ballots (also known as the test deck) and pre-audited test results for each precinct in every election.
2. The County will provide ballot layout, printing and memory device programming as follows:
 - a. Ballot layout – no cost to Municipalities for all elections
 - b. Ballot printing
 - 1) State and county elections – no cost to Municipalities
 - 2) Other elections – printing cost attributable to Municipal and/or School District offices and questions paid by

Municipalities and/or School Districts using cost formula provided by the Secretary of State

- c. Memory device programming – no cost to Municipalities for all elections
3. The County will provide each Municipality with the hardware and software necessary to administer absentee voting for all elections. Each Municipality will have the choice of one of the following options:
 - a. make arrangements for the County to accept/reject, process and count all the absentee ballots for the Municipality;
 - b. accept/reject its own absentee ballots and make arrangements for the County to process and count the absentee ballots for the Municipality;
 - c. accept/reject, process and count its own absentee ballots.
4. The County will provide the Municipalities with the County's costs for options 3. a. and b. (above) no later than 24 weeks before the first election for which the System will be used and no later than 16 weeks before the date established in state law to begin absentee voting in subsequent years. Each Municipality shall inform the County in writing of its initial choice no later than 20 weeks before the first election for which the System will be used. Each Municipality shall notify the County in writing of any changes desired for its choice in subsequent years no later than 12 weeks before the date established in state law to begin absentee voting for a primary in a given year.
5. The County will provide inspection and replacement of consumable supplies.
6. Election Day technical support for the System will be provided by the voting system vendor (up to three days per election), as required by the County.
 - a. Programming and system administration operations
 - b. Ballot counter operations
 - c. Ballot marking device operations
7. Subject to approval by the County, during the term of this Agreement including any extensions, the County shall lease or purchase ballot counters, ballot marking devices, and other hardware and software in addition to those listed in Appendix A, on written request from a Municipality. Payment to

the County by the requesting Municipality shall be made within thirty (30) calendar days from the date of the invoice from the County following delivery of the hardware and/or software to the requesting Municipality.

8. During the term of this Agreement including any extensions, the County may lease or purchase any additional hardware or software that is necessary for the System to:
 - a. comply with the provisions of the Minnesota Election Law;
 - b. facilitate the processing and counting of absentee ballots; or
 - c. otherwise meet demand from the voters.

IV. ROLES AND RESPONSIBILITIES OF THE MUNICIPALITIES

A. Implementation

1. The individual who administers elections for the Municipality shall serve as the Municipality's project implementation liaison with the County. Each Municipality shall provide the name and contact information for the liaison within ten (10) calendar days of final execution of this Agreement.
2. Within thirty (30) calendar days of execution of this Agreement, each Municipality shall notify the County in writing of its plans for payment of the acquisition costs of the ballot counters, ballot marking devices and any other administrative equipment ("Equipment Costs"). Each Municipality may choose from one of the following payment options: a) a one-time reimbursement of costs or b) reimbursement of costs over two or more years, not to exceed a maximum of five years. A Municipality may not revoke its decision at any time after notice has been given to the County.

B. Post-Implementation/Ongoing

1. The Municipalities shall verify that ballots and memory devices tested by the County function accurately in the ballot counters and ballot marking devices that will be used in each election. If a Municipality identifies an error, the County shall correct the error within ten (10) calendar days of notification of the error, if practicable.

2. The Municipalities shall also perform all public accuracy testing provided by law for each election and may request the County's assistance in conducting these tests, at no charge.
3. The Municipalities may not lease or purchase any additional hardware and software during the term of this Agreement or any extensions without the prior approval of the County.
4. Each of the Municipalities shall lease or purchase at least one ballot counter, a ballot marking device, and a ballot box for each precinct in the Municipality.

C. Payment

Each of the Municipalities is responsible for payment in accordance with the provisions of this Agreement.

V. OWNERSHIP/SOFTWARE LICENSE

- A. The County will initially own all System Equipment.
- B. Upon payment in full to the County in accordance with the terms of this Agreement, each of the Municipalities will own the ballot counters, ballot marking devices, and related equipment that were originally purchased by the County under this Agreement; this provision shall not apply to equipment leased by the County. The County will maintain ownership of backup ballot counters and ballot marking devices, the central count ballot counters and any precinct ballot counters that are needed for counting absentee ballots, the memory devices for all ballot counters and ballot marking devices, and the computer hardware and software needed to operate and administer the System.
- C. The County is the sole Licensee of the System software and the Municipalities are users.

VI. WARRANTY

The County makes no representations and extends no warranties with respect to the use of the System and specifically disclaims all other warranties, express or implied, including but not limited to any implied warranty of merchantability or fitness for a particular purpose.

VII. SYSTEM IMPLEMENTATION FUNDING

- A. The County will provide initial financing for the costs of acquisition, installation, and implementation of the System ("Implementation Costs").
- B. As part of the initial financing of the Implementation Costs, the County will apply state grant funds received under the Help America Vote Act and required County matching funds as a setoff against the Implementation Costs.
- C. The Municipalities will provide the funds to reimburse the County for the System Equipment identified as the responsibility of the Municipalities in Appendix A.

VIII. COST ALLOCATION/PAYMENT

A. Cost Allocation-Implementation Costs

- 1. Each of the Municipalities will reimburse the County for the cost of the number of ballot counters, ballot boxes, and ballot marking devices required by that Municipality in accordance with the pricing in Appendix A. A list of the number of ballot counters, ballot boxes, and ballot marking devices for each of the Municipalities and the percentage of the total cost for ballot counters and ballot marking devices to be paid by each of the Municipalities is listed in Appendix C. The total number and each Municipality's percentage of ballot counters and ballot marking devices may be adjusted throughout the term of this Agreement including any extensions.
- 2. For those Municipalities that have elected to pay for the ballot counters, ballot boxes, and ballot marking devices over time, the total amount to be paid will include their proportionate share of any financing costs incurred by the County for the purchase, installation and implementation of the System Equipment, which financing costs will be shared among those Municipalities that have elected to pay over a period from two to five years. The County will charge each Municipality that chooses to finance the purchase of its System Equipment 2% per annum.

B. Cost Allocation-Post-Implementation/Operating Services

- 1. There will be no charge to the Municipalities for ballot layout for all elections, ballot printing for State and county elections or for memory device programming.

2. The Municipalities will pay the County's costs for Operating Services ("Operating Costs") on an annual basis.
3. The Operating Costs will be calculated to include costs for the items listed in Section III.B.-E. of this Agreement and, until repaid in full, the Implementation Costs described in Section VIII.A.2.
4. Except as identified as the responsibility of a Party to this Agreement, annual Operating Costs for Operating Services will be allocated as follows:
 - a. using the percentage of the total number of ballot counters requested by the Municipality as a proportion of the total number of ballot counters requested by all Municipalities for 80%, and using the percentage of the total number of absentee ballots accepted by each Municipality during the four most recent state general elections as a proportion of the total number of absentee ballots accepted in the County for 20%. The County will initially allocate the annual Operating Costs to the Municipalities as illustrated in Appendix C. The annual Operating Costs are subject to change, based on price changes for post-implementation services provided by the System vendor and changes to the costs of licenses and fees required for the County to administer the System, which have been submitted to and approved by the County.
 - b. The allocation will take into account any changes in the number of ballot counters requested by each of the Municipalities and/or the total number of ballot counters.

C. Payments

1. The County shall invoice a Municipality after the initial delivery of County-tested ballot counters, ballot boxes, and ballot marking devices to the Municipality. If a Municipality will pay over a period of 2-5 years, the County will invoice the Municipality its appropriate annual sum along with the invoice for annual Operating Costs. Payment shall be made within thirty (30) calendar days of the date of the invoice.
2. On or about June 1 of each calendar year during the term of this Agreement including any extensions, the County will invoice the Municipalities for their share of Operating Costs for the next calendar year. The total amount of the invoices will be calculated based on the actual Operating Costs incurred by the County in the previous calendar year, with adjustments made to account for increases or decreases in anticipated Operating Costs. The Municipalities

shall make payment to the County within thirty (30) calendar days of the date of the invoice.

3. If the County provides maintenance services through the System vendor on a time and materials basis, a Municipality that requires maintenance services will contact the County for the services and the County will contact the vendor.
4. If requested by a Municipality, the County shall invoice the School District(s) to pay a proportion of the Municipalities' annual cost for Operating Services using either: a) the cost-sharing methodology provided in the Minnesota Election Law; or b) another methodology developed by the County, in consultation with the Municipalities. The County will invoice the School District(s) for their proportion of the costs and payments will be made directly by the School District(s) to the County.
5. Payment of interest and disputes shall be governed by the provisions of Minn. Stat. § 471.425.

D. Proceeds from sale or lease of old equipment

The County shall determine if any existing voting equipment, including but not limited to ballot counters, ballot marking devices and related hardware will be sold or leased in conjunction with the purchase of the System. The County shall apply the proceeds of any sale or lease of existing voting equipment, including but not limited to ballot counters and ballot marking devices, toward the Municipalities' payment of Implementation Costs or Post-Implementation Costs.

IX. PROJECT SCHEDULE

A Project Schedule is attached hereto and made a part of this Agreement as Appendix D. The County may change the schedule set forth in Appendix D as appropriate based on changes in funding sources or the needs of the County.

X. TERM

- A. The term of this Agreement is for a ten (10) year period from the date of final execution by all parties ("Initial Term"), unless earlier terminated pursuant to the provisions of this Agreement.
- B. This Agreement shall be automatically extended for successive two-year terms ("Renewal Terms"), upon the same or better terms, conditions and

covenants, unless a majority of the Municipalities or the County gives notice of their/its intent not to extend at least 180 days prior to expiration of the Initial Term or the then-current Renewal Term.

XI. ANNUAL REVIEW PROCESS

At least once a year during the term of this Agreement, including any extensions, the County will convene a meeting of elections officials from the Municipalities to review the elections process and System operations.

XII. INDEMNIFICATION AND INSURANCE

- A. Each party agrees that it will be responsible for its own acts and the acts of its employees, elected officials, and agents as they relate to this Agreement and for any liability resulting therefrom, to the extent authorized by law, and shall not be responsible for the acts of the other parties or their employees, elected officials, and agents, or for any liability resulting therefrom. Each party's liability shall be governed and limited by the Municipal Tort Claims Act, Minn. Stat. Chapter 466 and other applicable law.
- B. Each Party agrees to defend, indemnify and hold harmless the other Parties, their employees, elected officials, and agents from any liability, claims, causes of action, judgments, damages, losses, costs or expenses, including reasonable attorneys fees, resulting directly or indirectly from any act or omission of the indemnifying party, its employees, elected officials, or agents, in the performance or failure to perform its obligations under this Agreement. Nothing herein shall be deemed a waiver by any Party of its limitations on liability, defenses or immunities under Minnesota Statutes, Chapter 466, or other state or federal law.
- C. Each Party warrants that it is able to comply with the aforementioned indemnity requirements through commercial insurance or a self-funding program.
- D. Each of the Parties shall insure the full replacement value of all System equipment stored on the Party's site.
- E. All insurance policies or self-insurance certificates shall be open to inspection by the other Parties and copies of the policies or certificates of self-insurance shall be submitted to a Party upon written request.

XIII. RECORDS

Subject to the provisions of Section XIV, each Party agrees that the other Parties, the State Auditor, or any of their duly authorized representatives shall, at any time during normal business hours, and as often as they may reasonably deem necessary, have access to and the right to examine, audit, excerpt and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of governmental entities and which involve transactions relating to this Agreement.

XIV. DATA PRACTICES

The Parties shall comply with the provisions of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, or any other applicable state statutes, any state rules adopted to implement the Act and statutes, as well as federal statutes and regulations on data privacy.

XV. NONASSIGNMENT

No Party shall assign, subcontract, transfer or pledge this Agreement and/or services to be performed herein.

XVI. USE OF VOTING SYSTEM

The County shall only implement and support a single, uniform voting system throughout the County that must be used in every election conducted in the County. Each Municipality must use the ballot counters, ballot boxes and ballot marking devices provided in this Agreement for all elections conducted in the Municipality.

XVII. TERMINATION

- A. This Agreement shall terminate upon unanimous consent of the Parties as evidenced by a written resolution of the governing body of each Party or when necessitated by operation of law or as a result of a decision by a court of competent jurisdiction.
- B. Effect of termination. Termination shall not discharge any liability incurred by any of the Parties during the term of this Agreement including any extensions prior to the effective date of termination. Each Party shall be liable for its own acts to the extent provided by law.

XVIII. PROPERTY DISPOSITION

- A. Upon termination of this Agreement, ownership remains as stated in Article V.
- B. Upon termination, a Municipality will be given the option to make full payment for the ballot counters, ballot boxes, and ballot marking devices for which it has made partial payment. Such payment must be made within thirty (30) calendar days of the date of receipt of the notice of termination from the County.
- C. If the Parties reach consensus on the need to replace the System, the Parties will negotiate a new agreement, which shall include the disposition of the System Equipment, whether owned by the County or the Municipalities.

XIX. NOTICE

- A. All notices, reports or demands given or made by a Party under the terms of this Agreement or any statute or ordinance shall be in writing and shall be sent registered or certified mail.
- B. All notices, reports or demands shall be sent to the representative designated in writing by the Party. If none has been designated, notice to the Party's chief elected official shall be deemed adequate.

XX. ENTIRE AGREEMENT/ALTERATION

- A. It is understood and agreed that the entire agreement between the Parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the Parties relating to the subject matter hereof.
- B. Any alterations, variations, modifications, or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing as an amendment to this Agreement signed by the Parties hereto.
- C. The parties may execute separate copies of any amendment to this Agreement and the signature pages will be part of the original.

XXI. VOTING SYSTEMS ADVISORY COMMITTEE

The County shall establish a Voting Systems Advisory Committee (“Committee”) to facilitate the administration of the System. Any Party to this Agreement may request to become a member

of the Committee. Approximately eight years following final execution of this Agreement, or at such earlier time as the Parties may agree, the Committee shall begin planning for the acquisition of a successor voting system.

XXII. SEPARATE EXECUTIONS/EFFECTIVE DATE

Each of the Municipalities may sign a separate signature page and all of the signature pages taken together will constitute the original contract and will be as effective as if all of the signatures were on the same page. This Agreement shall be effective as to a Party upon execution by an authorized representative of that Party.

Wherefore, the Parties have executed this Agreement as of the last date written below.

COUNTY OF RAMSEY

By: Victoria Reinhardt
Victoria Reinhardt, Chair
Board of Commissioners

By: Janet Guthrie
Janet Guthrie, Acting Chief Clerk
Board of Commissioners

Date: 1/26/16

Approval Recommended:

Joseph Nauley

Approved as to form and insurance:

JM Stevenson
Assistant County Attorney

NAME OF MUNICIPALITY:

By: _____

Its: _____

By: _____

Its: _____

Date: _____

JOINT POWERS AGREEMENT FOR NEW VOTING SYSTEM

Appendix A System Equipment List

1. Voting and administrative equipment - County

<u>Description</u>	<u>Price</u>
Precinct ballot counters and ballot boxes	\$ 276,028
Accessible ballot marking devices	\$ 190,625
Memory devices	\$ 10,824
Central count ballot counters for absentee voting	\$ 111,332
Ballot on demand printer	\$ 2,833
Administrative operations components	\$ 173,919
Staff training and new implementation services	\$ 56,640
Licenses and technical support	\$ 86,468
Subtotal for Equipment Costs - County	\$ 908,669
2. Voting equipment – Municipalities	
Precinct ballot counters and ballot boxes for polling places	\$ 751,680
Accessible ballot marking devices for polling places	\$ 471,192
Subtotal for Equipment Costs – Cities	\$1,222,872
System Equipment Costs - Total	\$2,131,541

Appendix B Implementation Services

The County will provide, either directly or through a contracted vendor, the services shown below. The information provided below are tentative, pending the selection of a voting system.

A. Training and instructional materials

1. Training for Municipal elections officials and staff
 - a. Operation of the ballot counter
 - b. Operation of the ballot marking device
 - c. Processing and counting absentee ballots (where applicable)
2. Training for election judges
 - a. Operation of the ballot counter
 - b. Operation of the ballot marking device
3. Development of training and informational materials - printed
 - a. Ballot counter operations guide and quick start guide
 - b. Ballot marking device operations guide and quick start guide
 - c. Opening and closing the polling place
 - d. Providing instructions to voters
4. Development of training and informational materials for County website
 - a. Election judge training videos
 - b. Public information videos

B. Election day technical support – to be provided by voting system vendor (up to three days per election)

1. Programming and system administration operations
2. Ballot counter operations

3. Ballot marking device operations

C. Warranty services

D. Ballot layout, printing and memory device programming

1. Ballot layout – no cost to Municipalities for all elections

2. Ballot printing

a. State and county elections – no cost to Municipalities

b. Other elections – printing cost attributable to Municipal or School District offices and questions paid by Municipalities and/or School Districts

3. Memory device programming – no cost to Municipalities for all elections

Joint powers agreement for new voting system - Appendix C

City	Capital Costs				Annual Operating Costs			
	Number of precincts	% of county total	City funds needed for capital costs	80% of total City share of licensing and system operations	Number of accepted ABs 2008-2014	% of county total	20% of total City share of absentee voting costs	Total annual* operating costs 2016
Arden Hills	3	1.72%	\$ 21,084	\$ 2,000.00	2,058	2.39%	\$ 693.51	\$ 2,693.51
Falcon Heights	2	1.15%	\$ 14,056	\$ 1,333.33	895	1.04%	\$ 301.60	\$ 1,634.93
Gem Lake	1	0.57%	\$ 7,028	\$ 666.67	72	0.08%	\$ 24.26	\$ 690.93
Lauderdale	1	0.57%	\$ 7,028	\$ 666.67	275	0.32%	\$ 92.67	\$ 759.34
Little Canada	3	1.72%	\$ 21,084	\$ 2,000.00	1,912	2.22%	\$ 644.31	\$ 2,644.31
Maplewood	15	8.62%	\$ 105,420	\$ 10,000.00	6,864	7.98%	\$ 2,313.04	\$ 12,313.04
Mounds View	4	2.30%	\$ 28,112	\$ 2,666.67	1,846	2.15%	\$ 622.07	\$ 3,288.74
New Brighton	8	4.60%	\$ 56,224	\$ 5,333.33	4,445	5.17%	\$ 1,497.89	\$ 6,831.22
North Oaks	2	1.15%	\$ 14,056	\$ 1,333.33	2,086	2.42%	\$ 702.94	\$ 2,036.28
North St Paul	4	2.30%	\$ 28,112	\$ 2,666.67	1,847	2.15%	\$ 622.41	\$ 3,289.07
Roseville	10	5.75%	\$ 70,280	\$ 6,666.67	9,339	10.85%	\$ 3,147.08	\$ 9,813.74
Shoreview	7	4.02%	\$ 49,196	\$ 4,666.67	6,938	8.06%	\$ 2,337.98	\$ 7,004.65
St Anthony	3	1.72%	\$ 21,084	\$ 2,000.00	2,248	2.61%	\$ 757.54	\$ 2,757.54
St Paul	96	55.17%	\$ 674,688	\$ 64,000.00	35,206	40.91%	\$ 11,863.79	\$ 75,863.79
Vadnais Heights	4	2.30%	\$ 28,112	\$ 2,666.67	2,540	2.95%	\$ 855.93	\$ 3,522.60
White Bear Lake	7	4.02%	\$ 49,196	\$ 4,666.67	5,139	5.97%	\$ 1,731.75	\$ 6,398.42
White Bear Township	4	2.30%	\$ 28,112	\$ 2,666.67	2,348	2.73%	\$ 791.23	\$ 3,457.90
Total	174	100%	\$ 1,222,872	\$ 116,000.00	86,058	100%	\$ 29,000.00	\$ 145,000.00

Note: * 25% of annual operating costs will be apportioned to the school districts

Appendix D
Project Implementation Schedule
(Dates and Activities Subject to Revision)

Jan 22	Complete Elections staff training on voting system operations
Feb 1	Begin ballot printing, marking and counting accuracy tests
Feb 16	Begin simulations of 2016 state elections and related functions
Apr 1	Complete simulations of 2016 state elections and related functions
May 17	First day to file for office for 2016 state primary and state general election
Jun 3	Complete delivery of ballot counters and ballot marking devices to Maplewood, White Bear Lake, New Brighton, Shoreview, Little Canada and Lauderdale
Jun 13	Begin training of city elections staff in Maplewood, White Bear Lake, New Brighton, Shoreview, Little Canada and Lauderdale in voting system operations
Jun 24	Begin absentee voting for 2016 state primary
Jul 11	Begin preliminary testing of ballot counters and ballot marking devices
Jul 18	Begin election judge training in voting system operations
Jul 29	Public accuracy test of voting system
Aug 6	Begin central counting of absentee ballots for state primary
Aug 9	State primary

11-25-15

Proposed Motion

MOVED BY COUNCIL MEMBER _____

SECONDED BY COUNCIL MEMBER _____

To adopt Resolution No. 16-06, calling for a Public Hearing on April 18, 2016, on the proposed Modification to Municipal Development District No. 2, establishment of Tax Increment Financing District No. 10 (a Redevelopment Development District), in consideration of the Elevage Redevelopment Project (Rice Street and County Road E).

VOTE: AYES: _____ NAYS: _____

Johnson _____ _____

Quigley _____ _____

Springhorn _____ _____

Wickstrom _____ _____

Martin _____ _____

Memorandum

To: Mayor and City Council Members

From: Tom Simonson
Assistant City Manager and Community Development Director

Date: February 11, 2016

Re: Resolution Calling for a Public Hearing on the proposed Modification to Municipal Development District No. 2, establishment of Tax Increment Financing District No. 10 (a Redevelopment Development District) in Consideration of the Elevage Redevelopment Project (Rice Street and County Road E)

Introduction

The City Council is being asked to adopt a resolution calling for a public hearing on April 18, 2106 in consideration of establishing a Tax Increment Financing (TIF) Redevelopment District for the proposed mixed-use redevelopment project by the Elevage Development Group.

Project Overview

The Project site consists of 4 parcels; one commercial and three residential, all located northwest of the Rice Street and I-694 Interchange at County Road E. Elevage is proposing to build a vertical mixed-use project with 6,800 square feet of retail and 134 units of market rate apartments. Additionally, the Project site will contain 14 rental townhome units on the western edge of the site. The Planned Unit Development (PUD) plan is presently under review by the Planning Commission, and was tabled last month for the developer to address concerns relating to building height, sufficient surface parking, and overall density. The project is expected to return to the Planning Commission at their February meeting for further consideration.

TIF Qualification

Prior to the submittal for financial assistance, EDG provided funds and access to complete the inspection for TIF blight qualification. The four properties that form the development site were inspected by an independent party, LHB, Inc. This firm has completed all previous TIF inspections on behalf of Shoreview and is considered the local experts in TIF blight qualification. After physically entering and evaluation all the structures, LHB concluded:

After inspecting and evaluating the properties within the proposed TIF District and applying current statutory criteria for a Redevelopment District under *Minnesota Statutes Section 469.174, Subdivision 10*, it is our professional opinion that the proposed TIF District qualifies as a Redevelopment District because:

- The proposed TIF District has a coverage calculation of 84.3 percent which is above the 70 percent requirement.
- 100 percent of the buildings are structurally substandard which is above the 50 percent requirement.
- The substandard buildings are reasonably distributed.

Based on the assessment, the project site would qualify for either a Redevelopment District, or a Renewal and Renovation TIF District. The difference between the two is the length of term. Statutorily, the maximum term for a Redevelopment District is 25 years and a Renewal and Renovation District is 15 years. The City has the ability to limit the TIF either by the amount committed to the project or by the number of years a District remains active. The developer is seeking a 25-year Redevelopment District.

TIF Review Process

Elevage has formally applied for tax increment financing assistance for the redevelopment project, and City staff has begun the review with assistance from our consultant. Additional information from the developer has been requested to verify costs and their projected financial gap created by the economic costs associated with the redevelopment. The review will include evaluation of their construction pro forma, income projections and financing structure, which is the standard due diligence process. Should the PUD Development plan move forward through the Planning Commission and City Council, the Economic Development Authority and City Council will be reviewing the developer's request for tax increment financing assistance.

Recommendation

The review process will take approximately 60 to 90 days to fulfill all the statutory requirements, including necessary notifications to the County and School District, along with the public hearing requirements. The Economic Development Authority passed a resolution at their February 1st meeting, recommending the City Council officially call for a public hearing.

Staff also recommends that the City Council adopt Resolution No. 16-06 (included with this memorandum), calling for a public hearing date to be set for April 18, 2016 in consideration of this financing request.

CITY OF SHOREVIEW

RESOLUTION NO. 16-06

RESOLUTION CALLING FOR A PUBLIC HEARING BY THE CITY OF SHOREVIEW ON THE PROPOSED THE MODIFICATION OF MUNICIPAL DEVELOPMENT DISTRICT NO. 2 AND THE ESTABLISHMENT OF TAX INCREMENT FINANCING DISTRICT NO. 10 (A REDEVELOPMENT DISTRICT) AND THE PROPOSED ADOPTION OF A TAX INCREMENT FINANCING PLAN

BE IT RESOLVED. By the City Council (the "Council") of the City of Shoreview, Minnesota (the "City") as follows:

Section 1. Public Hearing. This Council shall meet on Monday, April 18, 2016 at approximately 7:00 pm, to hold a public hearing on the proposed modification of the Development Program for the Municipal Development District No. 2 and the proposed establishment of Tax Increment Financing District No.10, and the proposed adoption of a Tax Increment Financing Plan, therefor, all pursuant to and accordance with Minnesota Statutes, Sections 469.090 through 469.1081, inclusive, as amended, and with Minnesota Statutes, Sections 469.124 to 469.134, inclusive as amended, and Minnesota Sections 469.174 through 469.174, inclusive, as amended in an effort to encourage the development and redevelopment of certain designated areas within the City; and

Section 2. Notice of Public Hearing, Filing of Plans. City staff is authorized and directed to prepare the Development Program and the Tax Increment Financing Plan (the "Plans") and forward documents to the appropriate taxing jurisdictions including Ramsey County and Independent School District No. 621. The City Manager is authorized and directed to cause notice of the hearing, together with the appropriate map as required by law, to be published at least once in the official newspaper of the City not later than 10, nor more than 30 days prior to April 18, 2016, and to place a copy of the Plans on file in the City Manager's office at City Hall and to make such copy available for inspection by the public.

Date: _____

Adopted:

Sandra C. Martin, Mayor

ATTEST:

Terry Schwerm, City Manager

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

approving Resolution No. 16-07, receiving the Feasibility Report for the Virginia/Dennison/Lilac Road Reconstruction and Grand Avenue Road Reconstruction & Extension, City Projects 16-01 & 16-02, and calling for a Public Hearings to be held on March 7, 2016 at 7:00 p.m., on the proposed improvements.

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

REGULAR COUNCIL MEETING
February 16, 2016

TO: MAYOR, CITY COUNCIL, CITY MANAGER
FROM: TOM WESOLOWSKI, CITY ENGINEER
DATE: FEBRUARY 11, 2016
SUBJECT: RECEIVE FEASIBILITY REPORT AND CALL FOR PUBLIC HEARINGS
FOR THE VIRGINIA/DENNISON/LILAC ROAD RECONSTRUCTION &
GRAND AVENUE ROAD RECONSTRUCTION & EXTENSION,
CITY PROJECTS 16-01 & 16-02

Introduction

On August 17, 2015 the City Council directed the City Engineer to prepare a Feasibility Report describing the proposed public infrastructure improvements for the Virginia/Dennison/Lilac Road Reconstruction, City Project 16-01. On July 20, 2015, the City Council directed the City Engineer to prepare a Feasibility Report describing the proposed public infrastructure improvements for the Grand Avenue Road Reconstruction and Extension, City Project 16-02. See the attached maps for locations. The Feasibility Report is attached. Pursuant to the Chapter 429 Improvement Process, it is necessary that the City Council approve resolution 16-07 receiving the Feasibility Report and calling for Public Hearings.

Discussion

City staff held two neighborhood informational meetings for Grand Avenue on August 18, 2015 and February 10, 2016 to discuss the proposed improvements. Two informational meetings were also held for the Virginia/Dennison/ Lilac Neighborhood on November 12, 2015 and February 11, 2016. The first meeting reviewed the road reconstruction process that is used by the City, how the City finances the project, and estimated assessment information was also presented. Staff received general input from the residents about the infrastructure issues in the neighborhood. At the second meeting staff reviewed proposed road widths, curb type, utility and street light improvements, and stormwater collection and treatment alternatives, which include the use of pervious pavement on a portion of Grand Avenue.

The overall reaction from residents from both project areas to the proposed improvements was positive. Some of the residents from the Virginia/Dennison/Lilac Neighborhood expressed concerns about traffic speeds and cut-through traffic from Hodgson Road. After the meeting City staff reviewed traffic data that had been previously collected from Virginia and Dennison Avenues and the data showed that more than 85% of the vehicles on the road were driving at or below the legal speed limit and traffic volumes were less than 300 vehicles per day. Based on this traffic data and compared with other residential areas in Shoreview, it does not appear that speeding and high traffic volumes are particularly problematic.

The residents were supportive of the proposed road widths, style of the proposed curb, replacement/addition of street lights, and the use of permeable pavement where required for storm water management purposes.

The Feasibility Report discusses the proposed improvements, estimated costs, funding sources and project schedule. The proposed improvements include:

- Reconstruction of Virginia Avenue north of Colleen Avenue to a 32-foot wide paved street measured from back of curb to back of curb with a surmountable style concrete curb and gutter. The width of the road and style of curb will match an existing portion of Virginia Avenue between Colleen Avenue and Dawn Avenue that currently has concrete curb and gutter and pavement that was rehabilitated in 2013. The rehabilitated portion of Virginia Avenue is not included in the proposed reconstruction project area.
- Reconstruction of Virginia Avenue south of Dawn Avenue to a 32-foot wide paved street measured from back of curb to back of curb with a surmountable style concrete curb and gutter.
- Reconstruction of Dennison Avenue and Lilac Lane to a 29-foot wide paved street measured from back of curb to back of curb with a surmountable style concrete curb and gutter. The proposed width is essentially the same as the existing width and is consistent with similar residential neighborhoods within the City.
- Reconstruction of Grand Avenue to a 24-foot wide paved street measured from face of curb to face of curb with a barrier style concrete curb and gutter and no parking on one side. Permeable concrete pavement will be installed on the west 300-feet of the road. The proposed width is essentially the same as the existing width and is consistent with similar residential neighborhoods within the City.
- Replacing the existing cast iron water distribution system on Virginia/Dennison/Lilac and providing water services to four lots on the north end of Virginia that are not currently served by the City's water system.
- Installation of clean-outs on existing sanitary sewer services at the property line.
- Installation of a stormwater collection and infiltration system in the Virginia/Dennison/Lilac project area to meet the Ramsey-Washington Metro Watershed District (RWMWD) and City stormwater standards will consist of a series of catch basins, catch basin manholes, and underground infiltration chambers.
- Installation of two types of a stormwater collection and infiltration systems on Grand Avenue to meet the RWMWD and City stormwater standards. The first consisting of a series of catch basins, catch basin manholes, and underground infiltration chambers. The second, consisting of the sand sub-base layer, a rock storage layer, and a permeable concrete pavement.
- Replacement of existing street lights and installation of additional street lights in both project areas.
- Installation of an asphalt trail that would connect the west end of Grand Avenue to the existing trail on Owasso Boulevard North.

The cost for the Virginia/Dennison/Lilac Road Reconstruction is estimated at \$1,578,000 and the cost for the Grand Avenue Road Reconstruction and Extension is estimated at \$594,500 for a total estimated cost of \$2,172,500. The proposed projects would be funded through a combination of street renewal fund, water, sewer, and storm water utility funds, street light fund, capital improvement fund, developer payments, and special assessments.

The information included in the Feasibility Report has shown that the proposed Virginia/Dennison/Lilac Road Reconstruction and Grand Avenue Road Reconstruction and Extension are technically and financially feasible and that reconstruction, extension,

replacement, and repair of public infrastructure will directly benefit the residents of the adjacent neighborhoods, as well as the other residents of Shoreview.

The feasibility report contains design concepts and recommendations and is not intended to present a detailed design for the proposed project. The development of final plans and specifications typically follows the Public Improvement Hearings after residents are given a chance to address the Council with their comments and/or concerns.

Recommendation

It is recommended that the City Council receive the Feasibility Report for City Projects 16-01 and 16-02 and call for a Public Hearings on March 7, 2016.

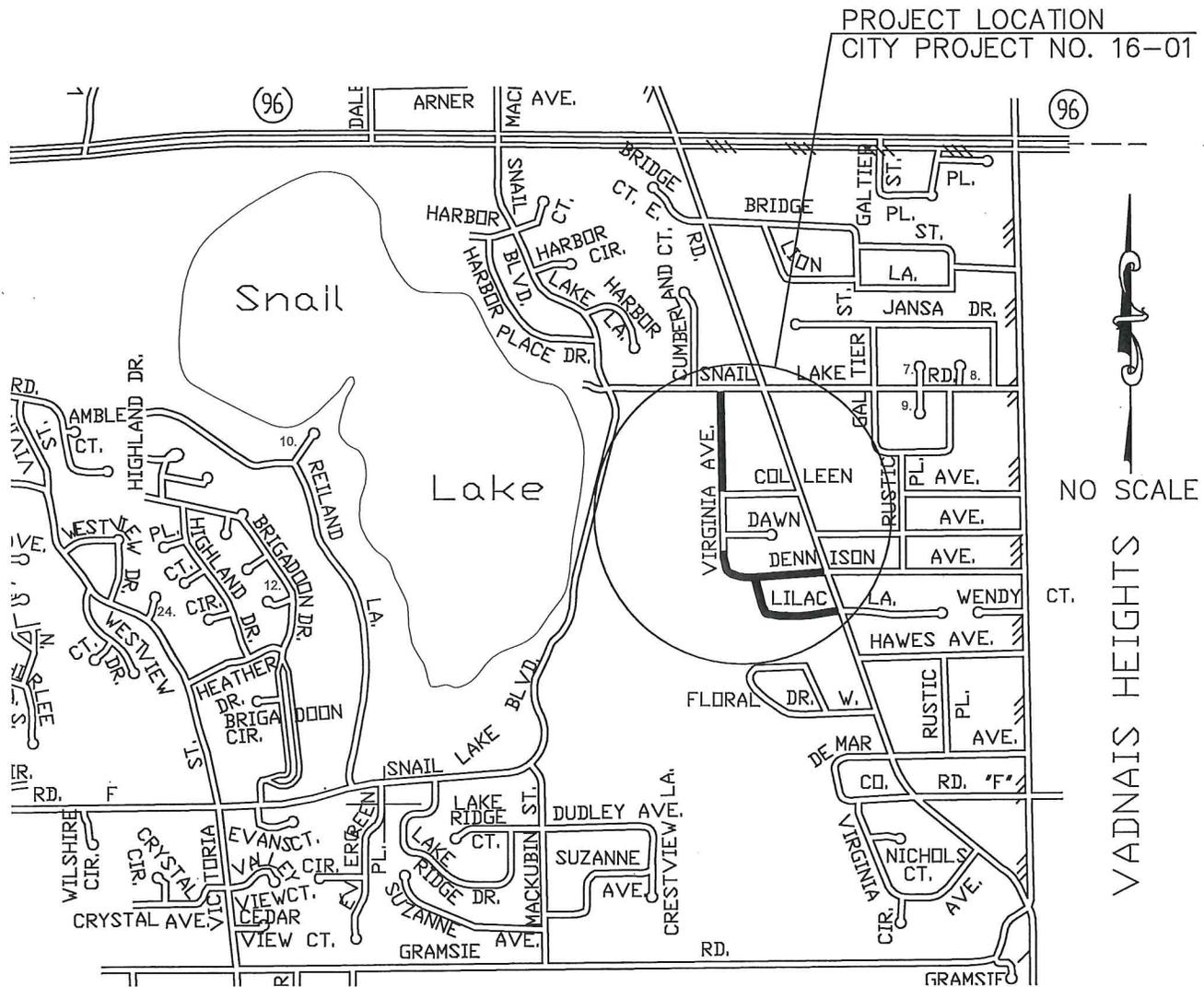


Shoreview

CITY OF SHOREVIEW

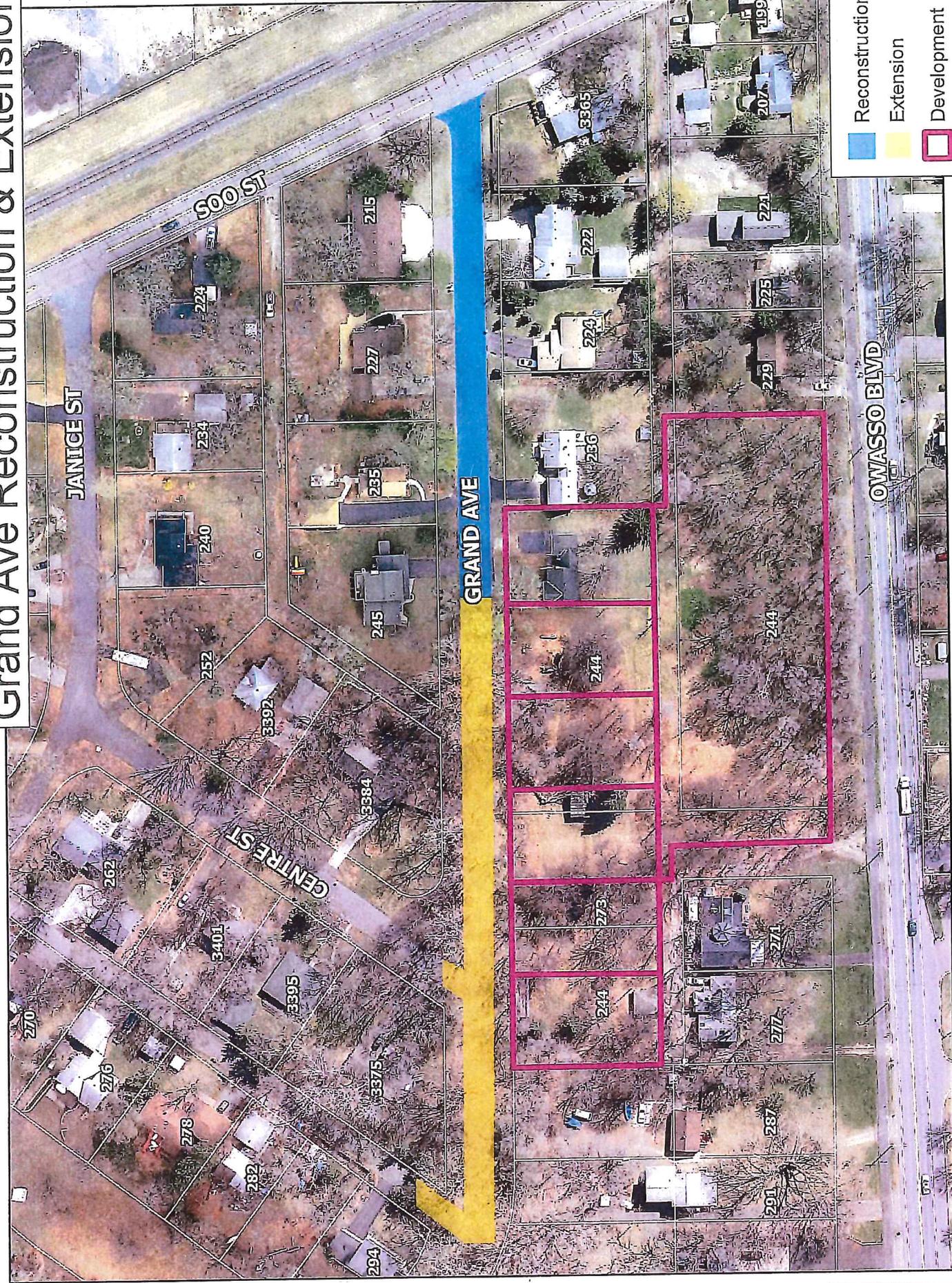
VIRGINIA AVE. / DENNISON AVE. / LILAC LN.

RECONSTRUCTION
CITY PROJECT 16-01



LOCATION MAP

Grand Ave Reconstruction & Extension



Reconstruction
Extension
Development

Date: 7/15/2015

1 inch = 110 feet

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

HELD FEBRUARY 16, 2016

* * * * *

Pursuant to due call and notice thereof, a meeting of the City Council of the City of Shoreview, was duly called at the Shoreview City Hall in said City on February 16, 2016 at 7:00 p.m. The following members were present:

;

and the following members were absent:

Council member introduced the following resolution and moved its adoption.

RESOLUTION NO. 16-07

**RECEIVING FEASIBILITY REPORT AND
CALLING FOR PUBLIC IMPROVEMENT HEARINGS FOR THE
VIRGINIA/DENNISON LILAC ROAD RECONSTRUCTION AND THE
GRAND AVENUE ROAD RECONSTRUCTION AND EXTENSION
CITY PROJECTS 16-01 & 16-02**

WHEREAS, The City of Shoreview has designated the Virginia/Dennison/Lilac Road Reconstruction and Grand Avenue Road Reconstruction and Extension Projects in the City's Capital Improvement Program for implementation in 2016; and

WHEREAS, it is proposed to reconstruct Virginia Avenue north of Colleen Avenue and south of Dawn Avenue, Dennison Avenue, and Lilac Lane and reconstruct and extend Grand Avenue, replace the water distribution system on Virginia and Dennison Avenues and Lilac Lane, make storm drainage improvements, replace and/or repair sanitary sewer where necessary, and replace and install street lights; and

WHEREAS, pursuant to a resolutions adopted by the City Council of Shoreview on July 20, 2015 and August 17, 2015, a Feasibility Report has been prepared by the City Engineer with reference to the said streets, by reconstructing the streets, constructing concrete curb and gutter, replacement of the water distribution system, replacement and/or repair of the sanitary sewer, storm sewer system improvements, and street lighting improvements; and

WHEREAS, the Feasibility Report was received by the Council on February 16, 2016.

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

1. That the improvements for City Projects 16-01 and 16-02, as generally described in the report, are hereby found to be necessary and cost-effective.
2. That the City Council will consider the improvement of said streets in accordance with the report and the assessments of abutting property for all or a portion of the cost of the improvement pursuant to Minnesota Statutes Chapter 429 at an estimated cost of the improvements of \$1,578,000 for the Virginia/Dennison/Lilac Road Reconstruction and \$594,500 for the Grand Avenue Road Reconstruction and Extension
3. Public Hearings shall be held for City Projects 16-01 and 16-02 on such proposed improvements on March 7, 2016, in the City Council Chambers of the City Hall at 7:00 p.m., local time, and the City Manager shall give mailed and published notice of such hearing and improvement as required by law.

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 16th day of February, 2016.

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 16th day of February 2016, 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 receiving the Feasibility Report for City Projects 16-01 and 16-02 and calling for public hearings.

WITNESS MY HAND officially as such Manager and the corporate seal of the City of
Shoreview, Minnesota, this 17th day of February 2016.

SEAL

Terry Schwern
City Manager

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

to adopt Resolution No. 16-08 approving plans and specifications, ordering the improvement, and order the taking of bids on Thursday, March 10, 2016 at 10:00am, at the Shoreview City Hall, for the Well 6 Raw Water Pipeline, City Project 16-06.

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

REGULAR COUNCIL MEETING
FEBRUARY 16, 2016
#16-08

TO: MAYOR, CITY COUNCIL, AND CITY MANAGER
FROM: TOM WESOLOWSKI, CITY ENGINEER
DATE: FEBRUARY 11, 2016
SUBJECT: APPROVE PLANS & SPECIFICATIONS, ORDER PROJECT,
AND ORDER THE TAKING OF BIDS FOR THE WELL 6
RAW WATER PIPELINE, CITY PROJECT 16-06

INTRODUCTION

At the June 1, 2015 meeting, the City Council awarded a bid for the construction of a water treatment plant (WTP) that will remove iron and manganese from the City's ground water supply. Currently all of the City's ground water supply wells, except one, will pump groundwater to the WTP where it will be treated. Well #6, which is located in Turtle Lake Park, is connected directly to the City's water distribution system and the groundwater cannot be pumped to the WTP. Plans and specifications to install a pipeline from Well #6 to the WTP are essentially completed and Council action is required to order the project, approve the plans and specifications and to authorize the taking of bids.

BACKGROUND

As part of the Preliminary Design Report that was completed for the WTP, it was recommended that once the WTP is completed and operational the ground water from Well #6 should not be pumped directly into the City's water distribution system. It was also recommended that a pipeline should be installed from Well #6 to the WTP to allow the ground water to be treated. This recommendation was presented to the Council and it was decided the Well #6 pipeline should be installed.

DISCUSSION

The pipeline would be installed within the Turtle Lake Park and an Xcel power line right of way, as shown on the attached drawing. Due to the proximity of the overhead power lines the pipeline would be installed by directional drilling. Directional drilling allows pipe to be installed with minimal surface disruption and significantly reduces the use of excavation equipment and decreases risk.

FUNDING

The estimated cost for the pipeline is \$500,000. The project will be funded from the proceeds of the recent bond issuance for the water treatment plant improvements and will be repaid through revenues in the water fund.

PROJECT SCHEDULE

The proposed project schedule is as follows:

<u>ITEM</u>	<u>DATE</u>
Council Approve Plans & Specifications	February 16, 2016
Bid Opening	March 10, 2016
Council Award Contract	March 21, 2016
Construction Start	April/May 2016
Construction Complete	August, 2016

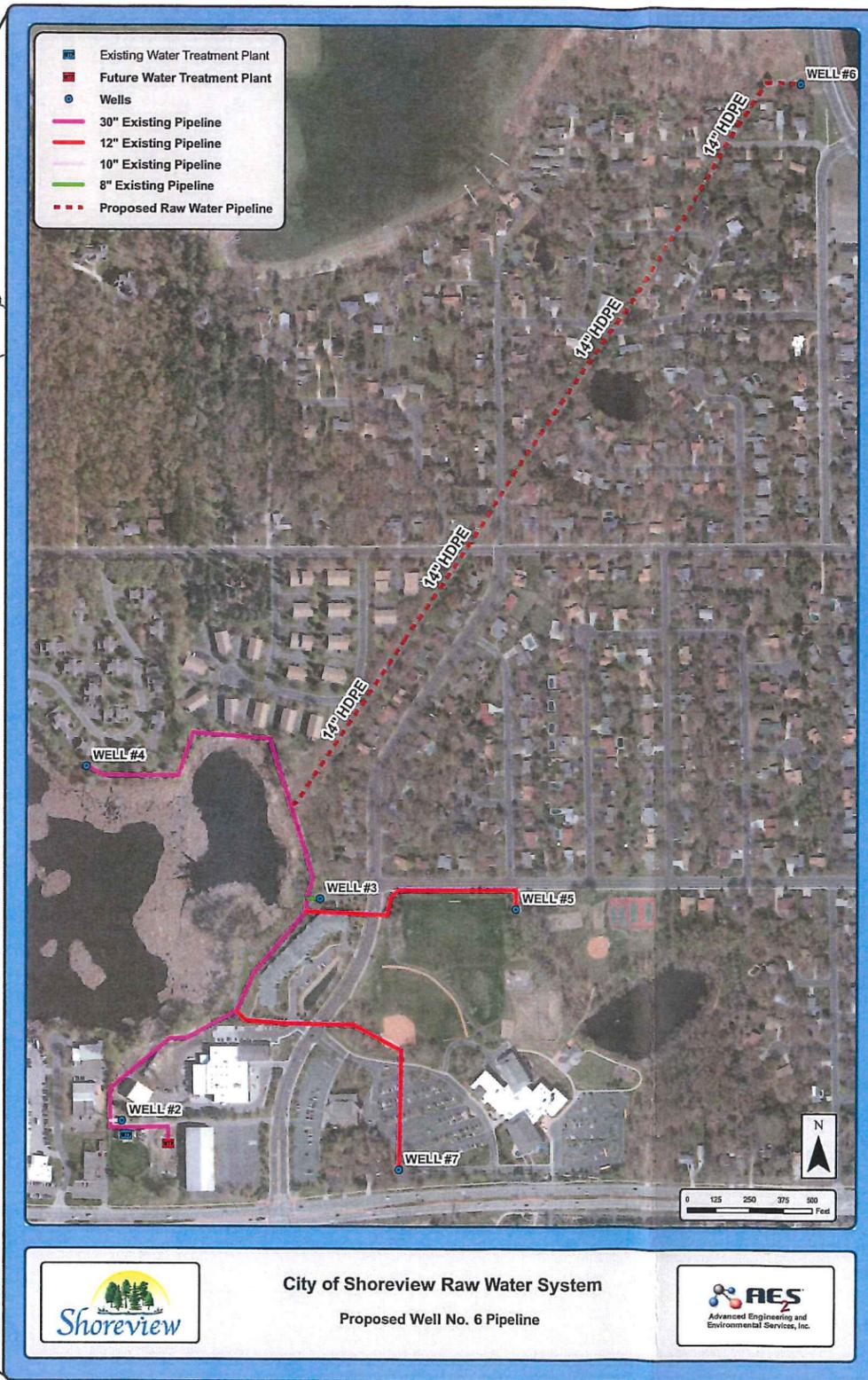
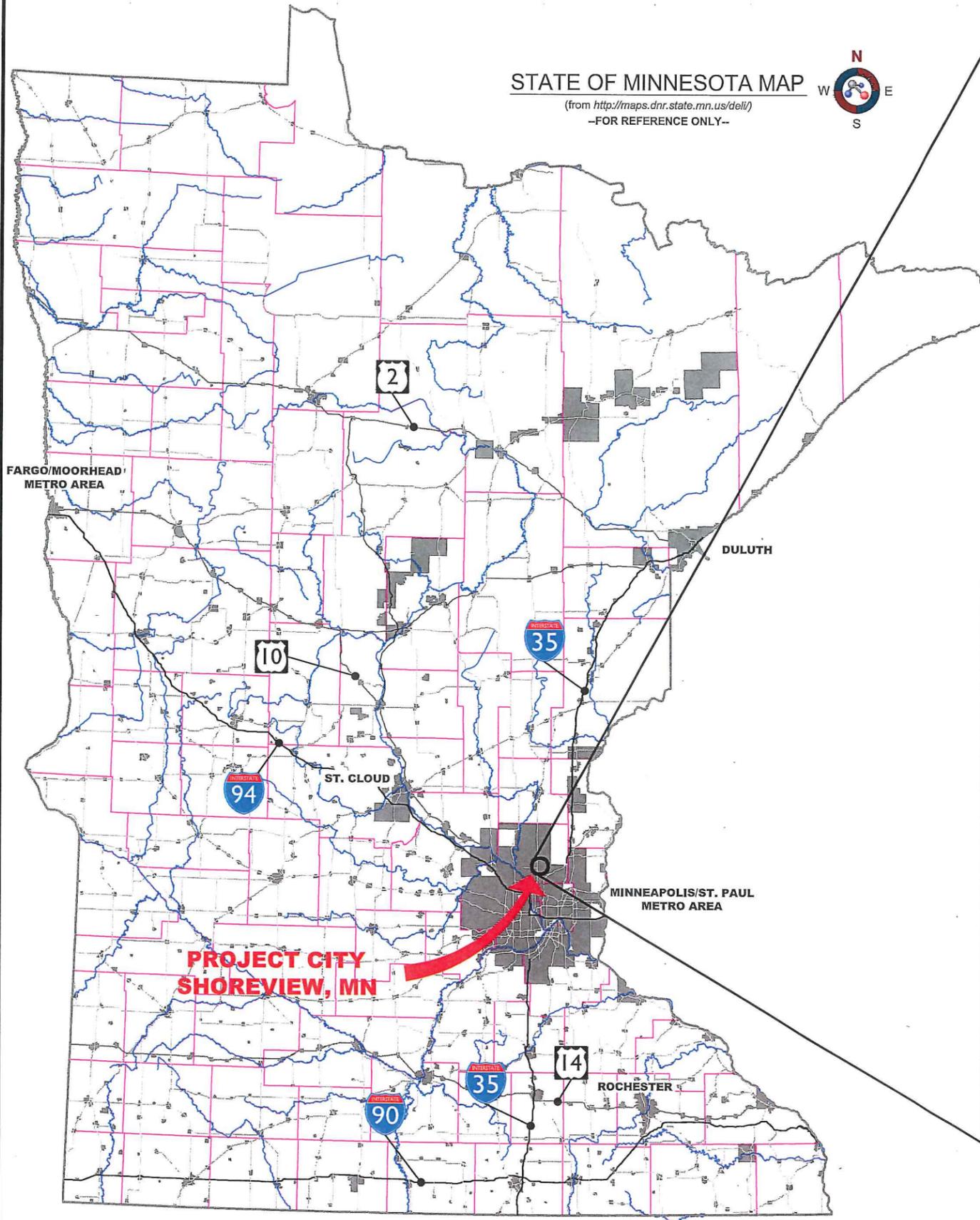
RECOMMENDATION

It is recommended that the City Council approve the plans and specifications, order the improvements, and authorize the taking of bids on Thursday March 10, 2016 at 10:00 am, at the Shoreview City Hall, for the Well 6 Raw Water Pipeline, City Projects 16-06.

TEW/
#16-06

File: K:\Shoreview\PO5480-2007-00 Raw Water Pipeline\010 Final Design\Drawings\03-General\Location-Vicinity Map.dwg
 Layer: LOC MAP

Plotted By: Steve Solbert, Date: Thursday, February 11, 2016 4:28:13 PM
 Last Saved By: Steve Solbert, Date: Wednesday, February 10, 2016 4:28:13 PM



City of Shoreview Raw Water System
 Proposed Well No. 6 Pipeline



CITY OF SHOREVIEW, MN
 --FOR REFERENCE ONLY--

PRELIMINARY

MILESTONE - 30%

WELL NO. 6 - RAW WATER MAIN
 CITY OF SHOREVIEW, MINNESOTA
 SHOREVIEW, MINNESOTA

LOCATION AND VICINITY MAP

SYM	DATE	DESCRIPTION	APPR

-0-
DRAWING TYPE PRELIM
PREPARED BY SAS
CHECKED / APPROVED RAW / NDZ
DATE FEB 2016
PROJECT NUMBER PO5480-2007-000
SHEET X of 00
DRAWING G2

**EXTRACT OF MINUTES OF MEETING OF THE
CITY COUNCIL OF SHOREVIEW, MINNESOTA
HELD FEBRUARY 16, 2016**

* * * * *

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 February 16, 2016, 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. 16-08

**APPROVING PLANS AND SPECIFICATIONS,
ORDERING PROJECT AND THE TAKING OF BIDS
FOR THE WELL 6 RAW WATER PIPELINE
CITY PROJECT 16-06**

WHEREAS, plans and specifications have been prepared for the Well 6 Raw Water Pipeline, City Project 16-06 and presented to the City Council for approval.

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

1. Such improvement is hereby ordered to proceed to the construction phase.
2. The plans and specifications for the Well 6 Raw Water Pipeline, City Project 16-06 are hereby approved.
3. The City Manager shall prepare and cause to be inserted in the official newspaper an Advertisement for Bids for the making of such improvement under such approved plans and specifications. The advertisement shall be published at least once, at least 10-days prior to the bid opening, shall specify the work to be done, that the bids are the responsibility of the bidder and shall state that bids are to be received by the City until 10:00 a.m., local time, on Thursday, March 10, 2016, 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 adopt Ordinance No. 940 establishing a fee schedule for the 2015 operation and maintenance costs associated with the Augmentation of Snail Lake against the 72 residential units located within the Snail Lake Improvement District.

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

REGULAR COUNCIL MEETING
FEBRUARY 16, 2016

TO: MAYOR, CITY COUNCIL, CITY MANAGER

FROM: TOM WESOLOWSKI, CITY ENGINEER

DATE: FEBRUARY 10, 2016

SUBJ: ANNUAL OPERATION AND MAINTENANCE CHARGES FOR
PROPERTIES WITHIN THE SNAIL LAKE IMPROVEMENT DISTRICT

INTRODUCTION

The Snail Lake Improvement District (SLID) Board and City staff has identified operation and maintenance costs for Snail Lake Augmentation for 2015. Council action is required to establish benefiting properties in the District, identifying costs, and set rates for the recovery of the 2015 operation and maintenance costs payable in 2016 on the quarterly utility bills.

BACKGROUND

The SLID, Ramsey County, and the City of Shoreview have an agreement pertaining to the augmentation of Snail Lake. The District's primary purpose is to oversee the augmentation of lake levels, approve a budget, and propose amendments to the bylaws as necessary. Per the established agreement, the costs for operation and maintenance are shared between the landowners (45.4%), Ramsey County (13.8%), and the City of Shoreview (40.8%).

The benefiting homeowners within the SLID are also responsible for paying a portion of the project costs associated with the Snail Lake Augmentation Screening Facility, which was constructed in 2009. The project costs were shared between the property owners of the SLID, Ramsey County, and the City of Shoreview at the same percentage levels as the yearly operation and maintenance costs of the augmentation pumping. The portion of the project costs assigned to the property owners within the SLID was financed by the City and is being billed to the property owners over a 10-year period as part of their annual SLID charge. The charge for the screening facility improvement will continue until 2021.

DISCUSSION

Due to the large amount of rainfall that occurred during the spring, summer, and fall of 2015 the elevation of the lake stayed above the start pump elevation of 882.4 and no augmentation was needed. Eliminating the cost for purchasing water and reducing the amount of electricity required to run the pump and screen facility significantly reduces the operation and maintenance costs. The actual operation and maintenance costs for 2015 are approximately half of what was budgeted. The Snail Lake Augmentation costs for operation and maintenance during 2015, including the annual permit, electric costs, maintenance costs, and staff time charges are summarized below:

<u>ITEM</u>	<u>COST</u>
Water Augmentation	\$ 0.00
DNR Permit Fee	\$ 140.00
Electric Utilities	\$ 1,281.74
Maintenance Supplies	\$ 2,128.00
Staff Time	\$ 8,859.46
General Liability Insurance	<u>\$ 1,068.31</u>
TOTAL	\$ 13,477.51*

* Costs are subject to a final audit

The allocation of the Snail Lake Augmentation costs for 2015 operation and maintenance is as follows:

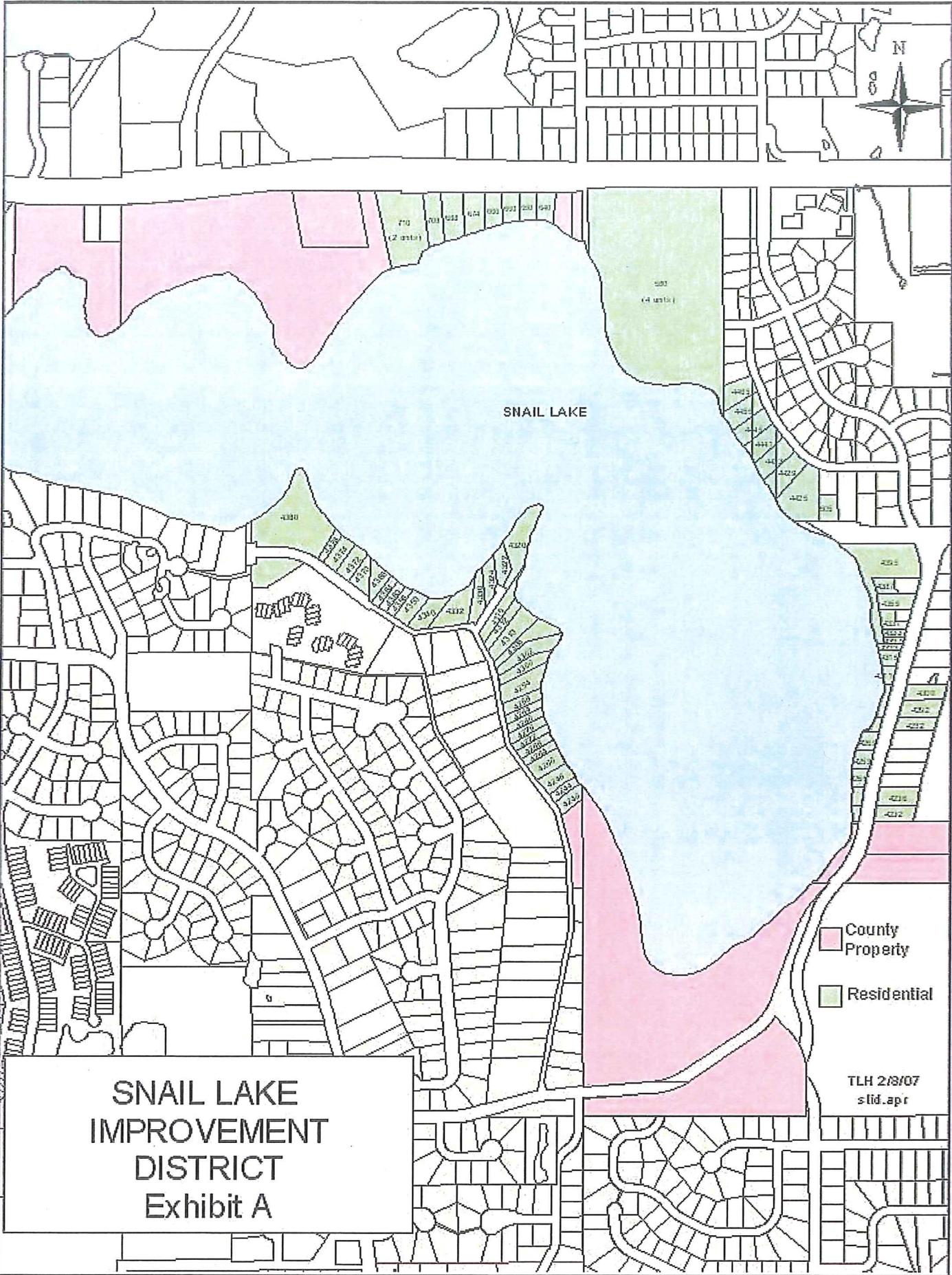
<u>Allocation</u>	<u>Allocation Costs</u>
City of Shoreview (40.8%)	\$ 5,498.82
Ramsey County (13.8%)	\$ 1,882.58
<u>SLID Property Owner Costs</u>	
Property Owners (45.4%)	\$ 6,118.79
Property Owners Debt Service (Screening Facility)	\$ 27,172.54
Historical Adjustment	<u>\$ 69.71*</u>
Total Cost	\$ 33,361.04

* Cost allocation includes historical adjustment from previous year that occurred due to estimated billing versus actual expenses.

The resulting cost to the benefiting homeowners within the Snail Lake Improvement District for 2015 operation and maintenance and debt service costs is \$33,361.04. Currently there are 72 benefiting property owners located within the SLID, as depicted on the map and property listing attached at the end of this report. The total cost is divided equally among the 72 benefiting homeowners and billed on a quarterly basis, which equates to a \$115.84 per quarter per unit charge.

RECOMMENDATION

It is recommended that the City Council adopt the attached ordinance establishing a fee schedule for the 2015 operation and maintenance costs associated with the Augmentation of Snail Lake against the 72 residential units located within the Snail Lake Improvement District.



SNAIL LAKE IMPROVEMENT DISTRICT PROPERTIES - FEB 2015

<u>OWNER/ADDRESS</u>	<u>ADDRESS/PIN</u>	<u>AREA</u>	<u>UNIT</u>
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HARBOR PLACE DRIVE

Wayne L. & Dianne M. Hoeschen	4465 Harbor Pl. Dr.		
	24-30-23-22-0046	0.43	1
	24-30-23-22-0017	0.04	
Timothy M. & Sylvia G. Robinson	4455 Harbor Pl. Dr.		
	24-30-23-22-0047	0.29	1
	24-30-23-22-0018	0.13	
Thomas D & Diane M Snuggerud	4445 Harbor Pl. Dr.		
	24-30-23-23-0002	0.27	1
	24-30-23-23-0006	0.10	
Mark L. & Wendy L. Schrandt	4441 Harbor Pl. Dr.		
	24-30-23-23-0003	0.42	1
	24-30-23-23-0013	0.05	
	24-30-23-23-0014	0.04	
Alan R. & Nancy B. Longstreet	4433 Harbor Pl. Dr.		
	24-30-23-23-0004	0.15	1
	24-30-23-23-0015	0.23	
Sue A. Crook & Scott K. Hood	4429 Harbor Pl. Dr.		
	24-30-23-23-0005	0.20	1
	24-30-23-23-0009	0.45	
Charles E. & Mary Kay Callahan	4425 Harbor Pl. Dr.		
	24-30-23-23-0010	1.06	1

HIGHWAY 96

Union Gospel Mission Assoc. 435 University Ave E St. Paul MN 55130-4431	580 Highway 96		
	24-30-23-22-0005	17.00	4
Diane A. Wigglesworth	640 Highway 96		
	23-30-23-11-0011	0.37	1
Valerie J & John P Kelly	650 Highway 96		
	23-30-23-11-0004	0.35	1

<u>OWNER/ADDRESS</u>	<u>ADDRESS/PIN</u>	<u>AREA</u>	<u>UNIT</u>
David J. & Maria L. Edwardson	660 Highway 96 23-30-23-11-0005	0.36	1
Timothy J. & Laurel A. Ley	668 Highway 96 23-30-23-11-0006	0.41	1
Willard J & Beth Checchi	674 Hwy. 96 23-30-23-11-0007	0.63	1
Ann & David B. Thomas	688 Hwy. 96 23-30-23-11-0008	0.67	1
Russell C. Kocon	700 Hwy. 96 23-30-23-11-0009	0.66	1
Lance A. & Cecile A. Hill	710 Highway 96 23-30-23-11-0013	2.2	2
<u>LAKEPOINT COURT</u>			
Rick S. & Janet E. Moser	4330 Lakepoint Ct. 23-30-23-14-0003	0.53	1
Christopher J & Carrie R Valois	4324 Lakepoint Ct. 23-30-23-14-0004	0.30	1
Frank E. Sandberg	4322 Lakepoint Ct. 23-30-23-14-0005	0.32	1
Kathryn A McKenny	4320 Lakepoint Ct. 23-30-23-14-0006	0.48	1
Arta P. Cheney	4316 Lakepoint Ct. 23-30-23-14-0014	0.43	1
<u>REILAND LANE</u>			
Ivan M. & Joan B. Policoff	4380 Reiland Ln. 23-30-23-13-0032	3.48	1

OWNER/ADDRESS	ADDRESS/PIN	AREA	UNIT
Keith A. & Kendall A. Loewen	4376 Reiland Ln. 23-30-23-13-0003	0.18	1
Robert A. & Lilliam G. Hoerr	4374 Reiland Ln. 23-30-23-13-0002	0.28	1
Mary E Murnane	4372 Reiland Ln. 23-30-23-13-0001	0.26	1
John & Carol Gariano	4370 Reiland Ln. 23-30-23-14-0002	0.30	1
Maximilian & Heather Walch	4368 Reiland Ln. 23-30-23-14-0007	0.18	1
Jay A. Jackson & Beth A. Colesworthy	4364 Reiland Ln. 23-30-23-14-0008	0.16	1
Carol N Wahlstrand 1 Bluebird Ln North Oaks MN 551272602	4360 Reiland Ln. 23-30-23-14-0009	0.16	1
Eric D & Jeanne Osgood	4356 Reiland Ln. 23-30-23-14-0010	0.16	1
Michael F. & Millie S. Baker	4350 Reiland Ln. 23-30-23-14-0011	0.36	1
Alicia M. Barga	4340 Reiland Ln. 23-30-23-14-0012	0.40	1
Gregory S. Damberg & Julia K. Perpich	4332 Reiland Ln. 23-30-23-14-0013	0.66	1
Craig D. Gelderman & Mary P. Malone	4312 Reiland Ln. 23-30-23-14-0015	0.34	1
Mark M. Nelson & Laura D. Heaslip	4310 Reiland Ln. 23-30-23-14-0016	0.67	1
Louise T. Routhe	4306 Reiland Ln. 23-30-23-14-0017	0.53	1

OWNER/ADDRESS	ADDRESS/PIN	AREA	UNIT
Joseph M. Jeddelloh	4302 Reiland Ln. 23-30-23-41-0067	0.61	1
Christine Anderson	4300 Reiland Ln. 23-30-23-41-0077	0.44	1
W. C. & Kathryn Keefer	4294 Reiland Ln. 23-30-23-41-0074	0.70	1
Richard B. & Carole A. Krogh	4288 Reiland Ln. 23-30-23-41-0014	0.32	1
Carol R. G. & Steven R. Stadler	4284 Reiland Ln. 23-30-23-41-0015	0.24	1
Gregory W. Kraupa	4280 Reiland Ln. 23-30-23-41-0016	0.25	1
Nancy V. Hoyt	4276 Reiland Ln. 23-30-23-41-0017	0.25	1
Donald J. Vine	4272 Reiland Ln. 23-30-23-41-0018	0.24	1
Jack A. & Gail E. Kochie	4268 Reiland Ln. 23-30-23-41-0019	0.22	1
David J. & Laurel M. Karel	4264 Reiland Ln. 23-30-23-41-0020	0.20	1
Daniel R. & Sandra L. Szmiot	4260 Reiland Ln. 23-30-23-41-0021	0.36	1
Andrew M. & Kristine n. Stenlund	4248 Reiland Ln. 23-30-23-41-0022	0.45	1
Roger C. Fox	4244 Reiland Ln. 23-30-23-41-0023	0.19	1
James M. & Tracy C. Lubratt	4240 Reiland Ln. 23-30-23-41-0024	0.29	1

<u>OWNER/ADDRESS</u>	<u>ADDRESS/PIN</u>	<u>AREA</u>	<u>UNIT</u>
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SNAIL LAKE ROAD

Amy Canero	505 Snail Lake Road 24-30-23-224-0075	0.36	1
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SNAIL LAKE BOULEVARD

Gregory L. & Geraldine J. Oftedahl	4395 Snail Lk. Blvd. 24-30-23-24-0072	1.74	1
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Robert C. & Deborah A. Sawyer	4387 Snail Lk. Blvd. 24-30-23-24-0036	0.30	1
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Joel J. & Faith B. Jamnik	4355 Snail Lk. Blvd. 24-30-23-24-0037	0.48	1
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John R. Raines & Maribet C. McCarty	4337 Snail Lk. Blvd. 24-30-23-24-0086	0.30	1
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James H. Dornseif	4333 Snail Lk. Blvd. 24-30-23-24-0040	0.13	1
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Christine M. Anderson	4327 Snail Lk. Blvd. 24-30-23-24-0041	0.09	1
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Matthew L. & Paula A. Bangert	4323 Snail Lk. Blvd. 24-30-23-24-0042	0.07	1
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Robin R. & Kathy M. Fleigle	4315 Snail Lk. Blvd. 24-30-23-31-0002	.22	1
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William W. Stuart	4311 Snail Lk. Blvd. 24-30-23-31-0003	0.13	1
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Kevin & Christina I. Kaiser	4300 Snail Lk. Blvd. 24-30-23-31-0004	0.45	1
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James T. & Laura L. Fixsen	4292 Snail Lk. Blvd. 24-30-23-31-0005	0.82	1
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Kristan M. & Stephanie A. Rydberg	4282 Snail Lk. Blvd. 24-30-23-31-0033	0.38	1
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<u>OWNER/ADDRESS</u>	<u>ADDRESS/PIN</u>	<u>AREA</u>	<u>UNIT</u>
William J. & Connie L. Bush	4269 Snail Lk. Blvd.		
	24-30-23-31-0019	0.24	1
Janine A and Thomas Olmscheid	4259 Snail Lk. Blvd.		
4262 Snail Lake Blvd	24-30-23-31-0020	0.23	1
Shoreview MN 551262329			
Janine A and Thomas Olmscheid	4255 Snail Lk. Blvd.		
4262 Snail Lake Blvd	24-30-23-31-0021	0.21	1
Shoreview MN 551262329			
Patti J. Stowers	4236 Snail Lk. Blvd.		
	24-30-23-31-0013	0.70	1
Timothy J. Jordan	4232 Snail Lk. Blvd.		
	24-30-23-31-0030	0.65	1
	TOTAL UNITS		72

RAMSEY COUNTY PROPERTIES

<u>OWNER/ADDRESS</u>	<u>ADDRESS/PIN</u>	<u>AREA</u>	<u>MAP#</u>
Ramsey County	xxxx Snail Lk. Blvd.		#1
Parks & Recreation	24-30-23-31-0034	22.57	
2015 Van Dyke Street N.	(Old pin# -0016	4.45)	
Maplewood MN 55109			
Ramsey County	xxxx Snail Lk. Blvd.		#2
Parks & Recreation	24-30-23-31-0034	22.57	
2015 Van Dyke Street N.	(Old pin# -0015	4.21)	
Maplewood MN 55109			
Ramsey County	xxxx Reiland Ln.		#3
Parks & Recreation	23-30-23-41-0010	0.91	
2015 Van Dyke Street N.			
Maplewood MN 55109			

<u>OWNER/ADDRESS</u>	<u>ADDRESS/PIN</u>	<u>AREA</u>	<u>MAP#</u>
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RAMSEY COUNTY PROPERTIES

Ramsey County Parks & Recreation 2015 Van Dyke Street N. Maplewood MN 55109	xxxx Snail Lk. Blvd. 24-30-23-33-0002 (Old pin# -0001	24.91 28.73)	#4
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Ramsey County Parks & Recreation 2015 Van Dyke Street N. Maplewood MN 55109	xxx Hwy 96 W. 23-30-23-21-0002	6.38	#5
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Ramsey County Public Works 50 W. Kellogg Blvd. Suite 910 St. Paul MN 55102	xxx Hwy. 96 W 23-30-23-11-0012	0.46	#6
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Ramsey County Public Works 50 W. Kellogg Blvd. Suite 910 St. Paul MN 55102	xxx Hwy. 96 W 23-30-23-11-0001	0.37	#7
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Ramsey County Parks & Recreation 2015 Van Dyke Street N. Maplewood MN 55109	744 Hwy. 96 W 23-30-23-12-0002	16.95	#8
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Ramsey County Parks & Recreation 2015 Van Dyke Street N. Maplewood MN 55109	xxxx Snail Lk. Blvd. 24-30-23-34-0003 (Old pin# -0001	39.07 0.21)	#9
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CITY OF SHOREVIEW

ORDINANCE NO. 940

AN ORDINANCE ESTABLISHING A FEE SCHEDULE
FOR THE OPERATION AND MAINTENANCE COSTS ASSOCIATED WITH THE
AUGMETATION OF SNAIL LAKE, EFFECTIVE MARCH 1, 2016

THE COUNCIL OF THE CITY OF SHOREVIEW ORDAINS:

Section 1. Pursuant to Minnesota Law, and the Shoreview City Code, and upon review and analysis of City Enterprise Funds, a fee schedule for the operation and maintenance costs associated with the augmentation of Snail Lake is hereby adopted.

2016 Snail Lake Augmentation Fee Schedule

- (a) The fees for the operation and maintenance costs associated with the augmentation of Snail Lake be set by the Shoreview City Council
- (b) The Snail Lake Improvement District Board has reviewed the current Augmentation Fee Schedule and is recommending that the 2016 Snail Lake Augmentation Fee Schedule, hereto attached as Amendment 1 to Exhibit A, be adopted.
- (c) Upon consideration and review of the Shoreview City Council, the 2016 Snail Lake Augmentation Fee Schedule, hereto attached as Exhibit A, is hereby adopted and becomes effective March 1, 2016.

Section 2. This ordinance shall become effective one day after publication.

Sandra C. Martin, Mayor

Adopted February 16, 2016
Published _____
Effective _____

AMENDMENT 1 TO EXHIBIT A

Snail Lake Augmentation Charges:

Homeowner with the Snail Lake Improvement District	\$ 115.84 per unit per quarter
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PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SUPPORTED BY COUNCILMEMBER _____

To award the 2016 City insurance policies for Property, Mobile Property, Municipal Liability, Automobile, Crime, Open Meeting Law, Employee Dishonesty Bond, Equipment Breakdown, Volunteer Accident and Workers' Compensation coverage to the LMCIT.

To award the 2016 Shoreview EDA insurance policies for Municipal Liability, Automobile, Crime, Open Meeting Law and Employee Dishonesty Bond to the LMCIT.

ROLL CALL:	AYES	NAYS
Johnson	_____	_____
Quigley	_____	_____
Springhorn	_____	_____
Wickstrom	_____	_____
Martin	_____	_____

TO: City Manager, Terry Schwerm
 Mayor Martin and City Council

FROM: Deborah Maloney, Assistant Finance Director

DATE: February 16, 2016

SUBJECT: Award of 2016 Insurance Coverage

INTRODUCTION

Annually the City Council considers approval of the City’s insurance coverage, as well as coverage for the EDA. The policy period runs from December 1 to December 1 of each year, and insurance coverage is bound from December 1, 2015 until new policies are delivered to the City in 2016.

DISCUSSION

A breakdown of premiums by policy for the City, including a comparison to prior years, is provided in the table below. Overall, the City’s insurance premiums will increase \$1,005 for the policy period 2016, a .35% increase for the year.

City of Shoreview				
Coverage	Carrier	Premium		Increase (Decrease)
		2014/2015	2015/2016	
Property	LMCIT	\$ 43,573	\$ 44,501	\$ 928
Mobile Property	LMCIT	6,473	6,135	(338)
Municipal Liability	LMCIT	60,637	63,383	2,746
Automobile	LMCIT	10,266	10,309	43
Crime - Money & Securities	LMCIT	Included	Included	-
Open Meeting Law	LMCIT	Included	Included	-
Employee Dishonesty Bond	LMCIT	1,425	1,635	210
Equipment Breakdown	LMCIT	8,157	8,355	198
Volunteer Accident	LMCIT	1,233	1,088	(145)
Workers' Compensation	LMCIT	152,291	149,654	(2,637)
Total		<u>\$ 284,055</u>	<u>\$ 285,060</u>	<u>\$ 1,005</u>

Premiums for the EDA are shown in the table below, with a total premium increase of \$77 from last year.

City of Shoreview EDA				
Coverage	Carrier	Premium		Increase (Decrease)
		2013/2014	2014/2015	
Municipal Liability	LMCIT	765	765	-
Automobile	LMCIT	68	68	-
Crime - Money & Securities	LMCIT	Included	Included	-
Open Meeting Law	LMCIT	Included	Included	-
Employee Dishonesty Bond	LMCIT	320	397	77
Total		<u>\$ 1,153</u>	<u>\$ 1,230</u>	<u>\$ 77</u>

An explanation of significant fluctuations is as follows:

Property Casualty/Liability: The 2016 property casualty/liability premiums increased by \$3,787 (2.9%). The LMCIT Board of Trustees approved a number of changes to property casualty/liability coverage for the coming year. Many of these changes are relatively minor modifications and have little impact on the City of Shoreview's coverage.

Workers' Compensation: The City's workers' compensation premium decreased \$2,637 (1.73%). This was a combination of a decrease in the City's experience modification factor from 1.01% to .84% and an average overall premium rate increase of 3%. The experience modification factor adjustment is a result of a decrease in workers' compensation claims in previous years.

Other Insurance issues:

City of Shoreview EDA Coverage: Coverage for workers' compensation for the City's EDA is provided for in the City's policies.

Large deductible savings: The City's insurance policies are subject to a \$25,000 deductible for each occurrence, with an annual aggregate limit of \$75,000. Selecting the \$75,000 optional large deductible option results in premium savings of \$62,198 over the standard \$1,000 deductible. Based on past claim history staff is recommending the \$25,000/\$75,000 large deductible option.

OPTIONAL EXCESS LIABILITY COVERAGE

The City's tort liability coverage is \$1,500,000 per occurrence and \$500,000 per claimant. This liability limit applies in all claims to which the state statutory tort limits apply. However, should a case be filed in Federal court, such as a discrimination suit,

the immunity law does not apply. Excess liability coverage of \$1,000,000 is available. If the City elects to carry the coverage, we would have \$2,500,000 of total coverage.

If the City waives the statutory tort limits and purchases excess liability coverage, a single claimant could potentially recover an amount up to the limit of coverage purchased. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants. This premium for the excess liability coverage is \$21,436 for the City and \$770 for the EDA. The City's insurance agent has indicated that most of the cities that they insure through the LMCIT do not carry this insurance and depend on the immunity law to protect them.

After considering the premium cost compared with the likelihood of the City's need for additional coverage, staff does not recommend waiving statutory tort limits or purchasing excess liability coverage for 2016. The City council has concurred with this recommendation for the past several years and elected not to waive statutory tort limits or purchase this additional coverage.

SUMMARY AND RECOMMENDATION

The City's total insurance package of \$285,060 (including the Large Deductible Option) is a \$1,005 increase over last year. If the City dropped the \$25,000/\$75,000 deductible option, and chose the standard \$1,000 deductible, premiums would increase an additional \$62,198. The EDA's total insurance package of \$1,230 is a \$77 increase over last year, which includes a \$1,000 deductible option.

It should be noted that one advantage of participating in the LMCIT plan for insurance is the potential for an annual dividend. During 2015, the City and EDA's property/casualty dividend was \$45,924 and \$204 respectively and, as in the past, was deposited into the Liability Claims fund to cover losses less than the City's \$75,000 annual aggregate deductible.

The attached motion approves existing insurance coverage for the period December 1, 2015 through December 1, 2016. Staff recommends approval of the motion.