



**CITY OF SHOREVIEW  
AGENDA  
CITY COUNCIL  
Monday June 05, 2023  
7:00 PM**

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **APPROVAL OF AGENDA**
5. **PROCLAMATIONS AND RECOGNITIONS**
  - 5.a [Juneteenth proclamation](#)
  - 5.b [Northeast Youth and Family Services Update](#)
6. **CITIZENS COMMENTS**

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*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.*

7. **COUNCIL COMMENTS**
8. **CONSENT AGENDA**

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

- 8.a May 15, 2023 city council workshop minutes
- 8.b May 15, 2023 city council meeting minutes
- 8.c Receipt of committee/commission minutes
- 8.d Claims and purchases
- 8.e Tree Trimmers Licenses
- 8.f Accept the human rights commission's 2023 - 2024 action plan
- 8.g Ordinance 1021 - Amending chapter 300, council and administration, section 303, personnel policy
- 8.h 2023 city council regular meetings and workshops schedule amendment
- 8.i Approve lease amendment with T-Mobile Central LLC for 4615 Victoria Street North
- 8.j Authorization for replacement of aerial lift truck
- 8.k Planned Unit Development - Final Stage - 3529 Rice Street - McMillan Group, LLC
- 8.l Sewer Access Charge (SAC) Deferral Program and Policy
- 8.m Employee Handbook Section 8.05 Revision
- 8.n Approve Lee Sports Surfacing LLC quote to resurface the Bucher Park tennis and basketball courts

9. **PUBLIC HEARINGS**

- 9.a Shoreview Wellhead Protection Plan Amendment, Part 2 - Public Hearing

10. **GENERAL BUSINESS**

- 10.a Request Ramsey County to submit for federal region solicitation funds for the Victoria Street Trail
- 10.b Community Center Rates Adjustment

11. **SPECIAL ORDER OF BUSINESS**

12. **ADJOURNMENT**

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

# Memorandum

**TO:** City Council  
**FROM:** Renee Eisenbeisz , Assistant City Manager  
**DATE:** June 5, 2023  
**SUBJECT:** Juneteenth proclamation  
**ITEM NUMBER:** 5.a  
**SECTION:** PROCLAMATIONS AND RECOGNITIONS

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## **REQUESTED MOTION**

### **INTRODUCTION**

The human rights commission has drafted a proclamation for the city council to issue recognizing June 19, 2023 as Juneteenth.

### **DISCUSSION**

### **RECOMMENDATION**

### **ATTACHMENTS**

[Juneteenth proclamation](#)

City of Shoreview  
Proclamation

**Recognizing Juneteenth**  
**June 19, 2023**

**WHEREAS**, the United States of America is founded on liberty and justice for all and wars were fought to ensure that freedom would be shared by all; and

**WHEREAS**, effective January 1, 1863, President Abraham Lincoln signed the Emancipation Proclamation freeing slaves, eradicating slavery; and

**WHEREAS**, word about this was delayed over two years by systems of oppression, with freedom being reality on June 19, 1865; and

**WHEREAS**, the City of Shoreview recognizes and affirms the value of Black lives, and the immeasurable contribution of African Americans to this country and this city.

**NOW, THEREFORE, BE IT RESOLVED**, that the Shoreview City Council hereby proclaims June 19, 2023 Juneteenth in the City of Shoreview. The councilmembers declare, announce, and recognize this proclamation to encourage all residents to become increasingly aware of this celebration of African American history and continue to pursue racial equity and realization of the full promise of emancipation.

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Sue Denkinger, Mayor

# Memorandum

**TO:** City Council  
**FROM:** Brad Martens , City Manager  
**DATE:** June 5, 2023  
**SUBJECT:** Northeast Youth and Family Services Update  
**ITEM NUMBER:** 5.b  
**SECTION:** PROCLAMATIONS AND RECOGNITIONS

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## **REQUESTED MOTION**

### **INTRODUCTION**

Angela Lewis-Dmello, President & CEO of Northeast Youth & Family Services will be providing an update to the City Council.

### **DISCUSSION**

### **RECOMMENDATION**

### **ATTACHMENTS**

[NYFS Presentation 2023 Updated May 2023 \(1\).pdf](#)



# NYFS

## Northeast Youth & Family Services

*Transforming lives by ensuring access to care that nurtures healing, cultivates community, and inspires hope.*

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## About Us

- ▶ Community Driven Nonprofit founded in 1976
  - ▶ 10 Municipalities came together and identified significant unmet needs in region for youth
  - ▶ Together created NYFS - started with 4 staff and 2 programs - Juvenile Diversion and Youth Mental Health
- ▶ Locations in Shoreview and White Bear Lake
- ▶ Support youth and the whole family - healthy families are the building blocks of healthy communities
- ▶ Trauma-informed and culturally responsive care
- ▶ Focus on ensuring access and reducing barriers to care - especially financial barriers - serve clients that are uninsured, underinsured, low income

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## Mission, Vision, Values

- ▶ **NYFS Mission:** *Transforming lives by ensuring access to care that nurtures healing, cultivates community, and inspires hope.*
- ▶ **NYFS Vision:** *We envision a world where thriving individuals and families are the building blocks of safe, unified communities established through a network of empowered and collaborative partnerships.*
- ▶ **NYFS Values:** *Equity, Inclusion, and Belonging; Integrity; Community Driven; Innovation; Transformative Relationships; Authenticity; Wellbeing*

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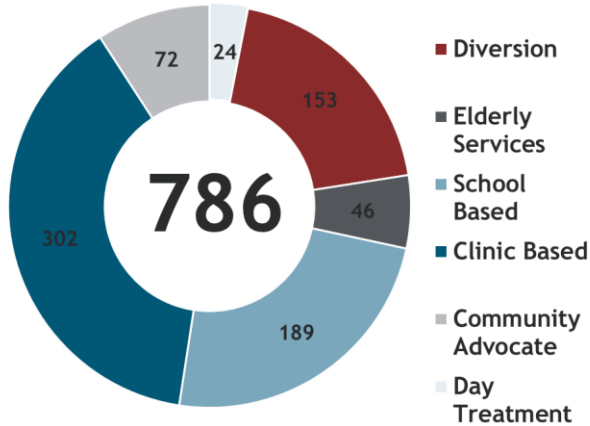
## Relationships in Service of the Community

- ▶ **Longstanding Partnerships**
  - ▶ 16 Municipalities
  - ▶ 5 Law Enforcement Agencies
  - ▶ 4 School Districts
  - ▶ Ramsey Co Attorney's Office & Sheriffs Department
- ▶ Board largely comprised of City Council Members from municipal partners

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## FY 2021-22 Stats: Clients



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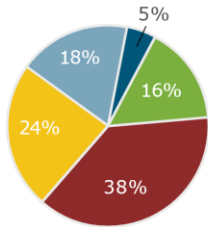
## FY 2021-22 Stats: Appointments

### ***21,696 total appointments***

- 496 meetings with 72 Community Advocacy Clients
- 447 meetings with 153 Diversion clients
- 657 family and couple therapy sessions with 138 client families
- 337 Assessments for Mental Health Services

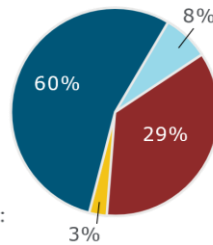
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## NYFS Fiscal Picture FY 21-22



### REVENUE

◆ Individuals:	\$122,807.25
◆ Municipalities:	\$408,547.80
◆ Contract and Grants:	\$988,742.65
◆ Third Party Billing and Fees:	\$628,013.64
◆ Occupancy:	\$474,245.01



### EXPENDITURES

◆ Mental Health:	\$1,982,278.00
◆ Community Services:	\$270,063.00
◆ Management and General:	\$962,748.00
◆ Fundraising:	\$97,592.00

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## The State of Youth Mental Health in MN

- ▶ Clients have more severe mental health and resource challenges than we have ever seen before
  - ▶ Trauma, anxiety, depression, suicidal behavior, panic attacks, social relationship problems, isolation, failure to make developmental gains, emotional regulation and anger difficulties, drug and alcohol use, etc.
- ▶ Now, one in three youth have a diagnosable mental health condition - significant increase since COVID
- ▶ On Minnesota Student Survey 2022 in Ramsey Co:
  - ▶ 19% of 11<sup>th</sup> grade males and 46% of 11<sup>th</sup> grade females report having a long term (6 months or longer) mental health condition.
  - ▶ 43% of 11<sup>th</sup> grade males and 64% of 11<sup>th</sup> grade females report having 1 or more Adverse Childhood Experiences (ACEs).

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## Mental Health Programs

- ▶ **Clinic Based Mental Health**
  - ▶ Individual, Couples, Family, and Group Therapy
  - ▶ In Person or Telehealth
  - ▶ Serve 4 years old through lifespan
  - ▶ Art, Play, and Trauma Therapy
- ▶ **School Based Mental Health**
  - ▶ Embedded model - serve the clients *and* the school
  - ▶ 3 school districts, elementary through high school
- ▶ **NETS Day Treatment**
  - ▶ Higher acuity, half day therapy/half day school
  - ▶ Middle and High School Students

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## Community Service Programs

- ▶ **Youth Diversion**
  - ▶ Referred due to offenses such as theft, drug use, etc.
  - ▶ Alternative to traditional justice system
  - ▶ Based on restorative principles: Youth attend educational seminars with their parents, perform community service and pay restitution.
- ▶ **Community Connections**
  - ▶ 7-week program helping youth perceive a brighter future through mentorship, career exploration, educational exposure, and service.
- ▶ **Community Advocacy**
  - ▶ Contracts with 5 Law Enforcement Agencies
  - ▶ Co-create public safety
  - ▶ Provide support for citizens outside of scope of LE: resource referral, crisis intervention, mental health, housing, domestic violence, neighbor disputes, chemical dependency, etc.

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## Innovating into the Future

- ▶ Expanding Community Connections to general youth referrals
- ▶ Adding specialized advocates - domestic violence, youth, elders
- ▶ Building and expanding Play Therapy Services
- ▶ Expanding modalities such as art therapy, horticulture therapy, among other culturally responsive interventions
- ▶ Establish NYFS as a Training Site for new providers with pathways for BIPOC providers
- ▶ More group therapy offerings and support for parents
- ▶ Staff wellness and work sustainability measures to support longevity in the field

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## For More Information and to Become Involved

Angela Lewis-Dmello, MSW, LICSW

President & CEO

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*NYFS is here for you, because of you.*

**Shoreview: (651) 486-3808 | White Bear Area: (651) 429-8544**

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# Memorandum

**TO:** City Council  
**FROM:** Amy Truhlar , Deputy Clerk  
**DATE:** June 5, 2023  
**SUBJECT:** May 15, 2023 city council workshop minutes  
**ITEM NUMBER:** 8.a  
**SECTION:** CONSENT AGENDA

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## **REQUESTED MOTION**

Approve May 15, 2023 city council workshop minutes

## **INTRODUCTION**

City council is being asked to approve the May 15, 2023 city council workshop minutes.

## **DISCUSSION**

## **RECOMMENDATION**

It is recommended that the city council approve the minutes of the May 15, 2023 city council workshop as presented.

## **ATTACHMENTS**

[City council workshop; May 15, 2023](#)

**CITY OF SHOREVIEW  
MINUTES  
CITY COUNCIL WORKSHOP MEETING  
May 15, 2023**

**CALL TO ORDER**

Mayor Denkinger called the workshop meeting of the Shoreview City Council to order at 5 pm on May 15, 2023.

**ROLL CALL**

The following attended the meeting:

City Council: Mayor Denkinger; Councilmembers Doan, Myrland and Springhorn

Councilmember Johnson was absent.

Staff: Brad Martens, City Manager  
Renee Eisenbeisz, Assistant City Manager

Guests: Jeff Ramacher, Undersheriff, Ramsey County Sheriff Department  
Mike Hankee, Patrol Commander, Ramsey County Sheriff Department

**GENERAL BUSINESS**

**RAMSEY COUNTY SHERIFF'S OFFICE UPDATE**

**Presentation by Jeff Ramacher, Undersheriff, Ramsey County Sheriff Department**

Ramsey County Sheriff Department is the fifth largest police agency in the state and second largest sheriff's office with approximately 450 employees. Ramsey County operates the second largest jail in the state, a pretrial facility. A flow chart was distributed to the council that showed the department organization. Bob Fletcher is sheriff of Ramsey County. Each sheriff has a number of appointed positions. There are five undersheriffs, each in charge of a division within the department. Ramacher is head of the public services division, which includes contract city policing. The contract city group pays for eight investigators located at the Arden Hills Patrol Station who conduct all investigations in the contract cities.

Councilmember Myrland asked if the department is short on personnel. Ramacher answered that the department is short, but because it is a large organization some work can be absorbed. He acknowledged that events that have happened in the Twin Cities as well as across the nation have impacted the ability to hire and have precipitated early retirement. Some cities have less than half of their authorized staff. The Ramsey County Sheriff's Department is 8 to 12 deputies short of a total of 240 deputies. It is a challenge to hire and keep employees because few people are going into law enforcement. The biggest draw is pay. One of the reasons for an 8% increase in the city budget for the next cycle is because of settlement of labor contracts. The department is competitive and very proactive in its approach to crime

Mayor Denkinger asked what is included in proactive police work. Ramacher stated that proactive policing keeps people safe. It is not using force all the time, but it is about being out in the community with fully staffed units trying to curtail crime. Proactive policing is going after drug suppliers, people with felony warrants, and creating a carjacking and car theft team. Looking at the numbers across the metro area, the most prolific crime is auto theft and carjacking. Those crimes are mostly being committed by juveniles. In Ramsey County those crimes have been curtailed significantly because of the effort of the auto theft team.

Myrland asked how this crime can be stopped from even happening. Hankee answered that what is needed is for attorneys and judges to keep offenders in custody. A person caught a second time with a gun and released will just commit the crime again. Long-term treatment programs for these juveniles would significantly decrease crime. The police are aware of who these juveniles are. They have been arrested multiple times all over the metro area. Parents are begging for accountability for their kids. It is approximately 50 to 75 youth who perpetuate the majority of these crimes. However, there are no facilities for rehabilitation. Kids are arrested, thrown in a diversion program, and get kicked out. They have told investigators that they keep doing these crimes because they can. No one is holding them accountable. The bottom line is creation of long-term rehabilitation facilities, but politicians are unwilling to act even though society and parents would like to see such facilities available.

Hankee noted that young boys who went through Boys Totem Town were treated for anger management, anxiety, drug addiction and were given an education. Today teachers are too afraid to confront difficult students so there are students who are not getting educated and they continue to spill their anger out into the community. It has been believed that detaining

youth in a long-term treatment facility is a pipeline to the prison system when they are older. What has been found out is that there is no accountability and more heinous crimes are being committed.

Myrland stated that it is important to get troubled youth out of the environment they are in. Hankee agreed and noted that when he worked in schools, school was the safest place for them where they had shelter, food and teachers who cared. Even the worst offenders would come to school because their needs would be met. However, a troubled youth in a classroom will take up an inappropriate amount of the teacher's time so that the teacher is unable to meet the needs of her other students. Putting troubled youth in the mainstream to get away from the stigma of a special facility is one reason there are so many violent crimes in schools today. They do not do well because of their problems.

Mayor Denkinger asked if where a juvenile is arrested makes a difference as to whether they are held accountable and sent to a facility. Ramacher stated that both in Ramsey and Hennepin Counties there is reluctance to put youth in detention centers. Something needs to be changed. What they need is a place where they can get treatment to address drug abuse, mental health, education.

Councilmember Springhorn asked the reason behind car theft. Ramacher explained that it is very easy to steal cars. It is done for entertainment, joy rides. Sometimes, stolen cars are parked in a parking lot to charge others to drive them. The majority of cars stolen are made by Kia and Hyundai. How to steal them is on YouTube. It may also be transportation to commit more crimes. The sheriff department works hard to curb this activity in Ramsey County. Shoreview is a safe place to live but is not immune. It is important for residents to understand that crime is more violent. There are more guns on the street. There are more people willing to use guns and evade police. He noted that some police agencies do not engage because of liability, which empowers criminals. It is important to engage to prevent lawlessness.

Mayor Denkinger asked about gang activity. Ramacher stated that the majority of youth who do carjackings belong to gangs, although gangs are not as organized as in the past. Mayor Denkinger asked about an app that would allow her to see where and when incidents happen. Ramacher stated that a lot of data is available but he would want it to be qualified before presented to the council.

Myrland asked what the city can do to prevent crime. Ramacher stated that residents need to be educated and talk about it. Although Shoreview is safe, it is important for people to understand that violent crime is possible and to

report anything suspicious. It is also important for elected officials to put money into law enforcement and courts. It is a challenge currently with the county board wanting to cut funding.

Councilmember Doan asked how safe Shoreview residents are compared to 10 years ago and to neighboring cities. Ramacher explained that he would need to have data to answer that question. However, Shoreview's per capita cost is much lower than other communities. He will put together this information and send it to the council.

Ramacher stated that the contract policing model is common across the nation as well as the metro area. The sheriff's department operates on shifting of resources and efficiency. Ramsey County is the smallest county in the state geographically, and it is the most densely populated. The density of police resources with the sheriff's department, St. Paul Police, Minnesota State Patrol, Metro Transit Police, New Brighton Police, and Roseville Police is a strong police presence. Recently a child was lost in northern Shoreview. Within 10 minutes of the call, there were 20 police cars looking for the child. The city contract is paying for 63 officers, but all officers across Ramsey County are available. That is why the contract city model works so well.

Councilmember Springhorn left the meeting at this time.

Mayor Denkinger asked about modification of guns. Ramacher stated that guns can be put together with pieces. Those who are not legally qualified to have a gun can easily get one by putting together pieces that can be ordered off the internet. Recognizing the gun issue, Mayor Denkinger asked how recruitment is being addressed when it is possible someone stopped is as well armed as the police officer. Ramacher responded that incidents across the nation and COVID have instigated a lot of negative sentiment against the police for several years. This has changed respect for authority. Hankee stated that the reason to get into police work is to serve. Losing one's life to protect someone else is easier to accept than going to prison for a mistake.

Ramacher noted that the culture now for young people is to find jobs on social media. The focus is on money, fame and popularity. The noble professions are on the back burner.

Martens said if the city had a pot of money to put into law enforcement, what would be the best investment to increase public safety. Ramacher stated that the most important thing is to invest in youth.

Councilmember Doan asked what the city and sheriff's department can do to develop better relations in neighborhoods where people think the police pick

on them because they are poor. Ramacher answered that more positive communication with those residents is needed so they are aware of resources available to them.

Mayor Denkinger asked what kind of activities can be offered to 14 to 16-year olds that do not have mobility. Myrland added that kids will miss out if they do not have the money to sign up, transportation, or if they are unable to make the commitment. Ramacher stated that there is a program in the inner city, Youth Plus, that includes softball, hockey, fishing, ice fishing and offering activities to youth that they would otherwise not have. There is not a regular funding stream for this program which means there is fundraising and grants required. The council agreed they would like to hear more about this program.

Councilmember Doan asked budget projections for the next five years. Martens noted that there is an increased liability issue, and there are discussions about having contract cities put several million dollars into a liability fund for critical incidents. Ramacher noted that prior to 2017, Minnesota had paid out \$5 million in liability. Between 2017 and 2023, \$500 million has been paid out. As costs continue to increase, contract policing is more economical.

Mayor Denkinger thanked Undersheriff Ramacher and Patrol Commander Hanke for their time and for meeting with the council. The city is very appreciative of their work.

The meeting adjourned.

# Memorandum

**TO:** City Council  
**FROM:** Amy Truhlar , Deputy Clerk  
**DATE:** June 5, 2023  
**SUBJECT:** May 15, 2023 city council meeting minutes  
**ITEM NUMBER:** 8.b  
**SECTION:** CONSENT AGENDA

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## **REQUESTED MOTION**

Approve May 15, 2023 city council meeting minutes.

## **INTRODUCTION**

City council is being asked to approve the May 15, 2023 city council meeting minutes.

## **DISCUSSION**

## **RECOMMENDATION**

It is recommended that the city council approve the minutes of the May 15, 2023 city council meeting as presented.

## **ATTACHMENTS**

[City council meeting; May 15, 2023](#)

**CITY OF SHOREVIEW  
MINUTES  
REGULAR CITY COUNCIL MEETING  
May 15, 2023**

**CALL TO ORDER**

Mayor Denkinger called the regular meeting of the Shoreview City Council to order at 7 pm on May 15, 2023.

**PLEDGE OF ALLEGIANCE**

The meeting opened with the pledge of allegiance.

**ROLL CALL**

The following members were present: Mayor Denkinger; Councilmembers Doan and Myrland  
Councilmembers Johnson and Springhorn were absent.

Also in attendance:       City Manager Brad Martens  
                                  Assistant City Manager Renee Eisenbeisz  
                                  Public Works Director Mark Maloney  
                                  City Attorney Rebecca Duran

**APPROVAL OF AGENDA**

**MOTION:**   by Councilmember Myrland, seconded by Councilmember Doan to approve the May 15, 2023 meeting agenda as presented.

**VOTE:**       **AYES - 3**                   **NAYS - 0**

**PROCLAMATIONS AND RECOGNITIONS**

**Recognition of Citizens' Leadership Academy Participants**

Mayor Denkinger thanked all participants who attended the citizens' leadership academy. She presented certificates to:

- Joe Bester
- Susan Borowick
- Kelli Damlo
- Paul Dols
- Heather Ford
- Paul Gardner
- Amanda Isvick
- Elinor Jackson

Liz Margl  
Manoj Prabhu  
Kathy Redosevich  
Christine Thompson  
Joey Torkildson  
JoAnn Toth  
Josh Wing

Janice Hawkins and John Ruzek were not able to attend. Certificates will be sent to them.

**Proclamation for City Employee Dan Curley**

Mayor Denkinger recognized long-time employee Dan Curley, who has given 34 years of service in public works. His contributions have been immeasurable.

Public Works Director Mark Maloney stated that the department has been transformed over the last few decades. Dan has been instrumental in that transformation and has been a loyal and dedicated employee. He understands the service expected by the community and is a big reason why the department has been successful. He will be retiring at the end of this month.

Honoring City Employee Dan Curley

WHEREAS, Dan Curley began his employment with the City of Shoreview as a Street Maintenance Worker in the Public Works Department in 1989; and

WHEREAS, Dan Curley was promoted to Assistant Mechanic in 1991; and

WHEREAS, Dan Curley was promoted to Street Maintenance Crew Leader in 1996; and

WHEREAS, Dan Curley was promoted to Public Works Superintendent in 1999, and has led a highly effective public works maintenance team since that time; and

WHEREAS, Dan Curley received certification for completion of the Minnesota Public Works Leadership Academy in 2007; and

WHEREAS, Dan Curley was certified as Shoreview's Emergency Management Director in 2016; and

WHEREAS, Dan Curley's career with the City of Shoreview is marked by many examples of leading innovative approaches to public infrastructure challenges,

and his contributions have helped to elevate Shoreview's Public Works Department to be a recognized leader in Minnesota; and

WHEREAS, Dan Curley will be retiring from public service in May, 2023.

NOW, THEREFORE, BE IT RESOLVED by Mayor Sue Denkinger, on behalf of the Shoreview City Council, city staff, and residents of Shoreview, hereby recognize Dan Curley for his more than 32 years of outstanding service to the community.

### **Recognition of Public Works Director Mark Maloney**

Mayor Denkinger recognized Public Works Director Mark Maloney who won the 2023 Ray L. Lappegaard Distinguished Service Award from the University of Minnesota Center for Transportation Studies. Martens added that Mark has been a fantastic representative of Shoreview. He was pleased to attend the award ceremony and see him honored and congratulated by so many of his peers.

### **CITIZEN COMMENTS**

**JoAnn Toth**, 4255 Snail Lake Boulevard, stated that on behalf of all of the citizen leadership academy participants, thank you to Brad, Renee and all who put so much work and effort into the academy. The city has much to be proud of. She especially thanked Mark Maloney for his leadership and his team for their passion for their work, as was shown at the water treatment plant and other teams. She thanked staff who did a great job.

### **COUNCIL COMMENTS**

#### **Councilmember Doan:**

The environmental quality committee will hold its monthly speaker series on May 17, 2023, 7 – 8 pm. The topic is Ramsey County's All Abilities Transportation Program.

May 18, 2023, from 2 – 4:30 pm is the 55+ Housing Fair. There are a lot of housing options in Shoreview and there will also be information about in-home care for those who need services to age in place.

Spring cleanup day is at McCullough Park. The cost is \$35 per car load, \$50 per trailer load and \$120 per U-Haul trailer load. Hazardous waste should go to the Ramsey County hazardous waste site.

Mayor Denkinger noted this will be the only cleanup day this year. Payment is by cash or check only.

**Councilmember Myrland:**

The *Shoreview Press* is currently having a Reader’s Choice Contest. People can vote for a number of favorite things in Shoreview.

**Mayor Denkinger:**

Saturday, May 20, 2023, the community center will have a collaborative event with the Shoreview Library. It is a family fun event with a scavenger hunt and free ice cream to participants in the scavenger hunt. More information is available on the city website and the library website.

This week, treatment for emerald ash bore will begin, and several trees will be taken down.

The farmers’ market will begin Tuesday, June 6, 2023, 4 – 7 pm at the lower level parking lot of the community center.

The first Concert in the Commons will be Wednesday, June 14, 2023, with the *Backyard Band*. Kids’ concerts will begin in July.

**CONSENT AGENDA**

**MOTION:** by Councilmember Myrland, seconded by Councilmember Doan to approve the items 8.a through 8.q listed below on the consent agenda for May 15, 2023:

- 8.a May 1, 2023 city council meeting minutes
- 8.b Monthly Reports:
  - Administration
  - Community development
  - Finance
  - Parks and recreation
  - Public works
- 8.c Receipt of committee/commission minutes:
  - Parks and recreation commission - March 27, 2023
  - Bikeways and trails committee - April 6, 2023
- 8.d Claims and purchases
- 8.e Liquor License Renewals
- 8.f Tree Trimmer Licenses
- 8.g Text Amendment - Section 205 - Urban Container Farming
- 8.h Conditional Use Permit Modification - 4640 Chatsworth Street North - Chris Glasoe
- 8.i Text Amendment to Section 207.030, Temporary Events and Seasonal Sales

- 8.j Establish project and authorize the execution of a professional services agreement for pavement and geotechnical evaluation services related to the 2024 Street Rehabilitation - city project 24-01
- 8.k Approve new tobacco license for Lexington Avenue LLC for the remainder of 2023
- 8.l Agreement for Supplemental Law Enforcement Services - Water Patrol
- 8.m Text Amendment - Section 202, Definitions
- 8.n Approve declaration of intent to bond
- 8.o Approve 2022 inter-fund transfers and loans
- 8.p Resolution Authorizing Execution of Revised Development Agreements with Scannell Properties (TIF District 14)
- 8.q Filling Station Licenses

**VOTE:                    AYES - 3                    NAYS - 0**

**PUBLIC HEARINGS**

There were none.

**GENERAL BUSINESS**

**CONTRACT WITH RAMSEY COUNTY FOR ELECTION SERVICES**

**Presentation by Assistant City Manager Renee Eisenbeisz**

The city is one of three in Ramsey County that manages its own elections. In 2024, there will be three elections:

- Presidential primary in March
- State primary in August
- General election in November

This means planning for elections will begin in September 2023, with election work continuing through November 2024.

Staff completed a cost-benefit analysis and organizational review to determine consistency and efficiency in election management. The analysis was discussed at a recent council workshop.

**Staff capacity**

The deputy clerk is responsible for managing elections, which takes up 70% of her time plus 135 hours of overtime during election season. A mid-term election season is eight months; a Presidential election season is 15 months. Election responsibilities include:

- Recruiting and scheduling over 120 election judges in seven polling places;

- Administering absentee voting 46 days before election day;
- Reserving polling place locations;
- Managing election day activities;
- Attending training with Ramsey county;
- Conducting training for election judges;
- Driving to Ramsey County Elections Office at least 3 times per week during absentee voting to drop off and pickup equipment and materials;
- Coordinate candidate filings and reports; and
- Publishing notices.

The deputy clerk is responsible for other duties in addition to elections. This work is either delayed or neglected due to the increase in complexity of elections. Regular work becomes inconsistent in service both internally and externally.

The assistant city manager also works on elections, which accounts for approximately 20% of her time. Other staff also spend a significant amount of time on elections:

- Human resources - 60 to 75 hours
- Payroll - 40 to 45 hours
- IT - 40 hours
- Maintenance crews - 30 hours plus six hours of overtime
- Building staff - 30 hours

The estimate cost for staff time is approximately \$90,000, not including overtime.

### **Poll pads**

In 2020, Ramsey County implemented the use of poll pads to check in registered voters. Poll pad use was expanded in 2022 to include same-day registration. This requires additional training for staff and election judges. A post-election survey in 2022 indicated the need for more training on poll pads and the need for a registration specialist judge at each polling place to interpret voter registration laws and help with poll pads.

### **Absentee voting**

Residents can vote early starting 46 days before an election. Staff delivers absentee ballots to Ramsey County three times per week. Since 2016, the number of absentee ballots and absentee voting judges has increased. Up to

four judges are working each day during a general election. The city is required to be open additional hours the Saturday and Monday before election day.

### **Wages**

Since 2020, Shoreview election judge wages have increased to stay competitive with Ramsey County. The current rate is \$14/hour for election judges; \$16/hour for head judges; and \$22/hour for absentee voting judges. In 2024, the budgeted increase to keep pace with Ramsey County is \$16/hour for election judges; \$20/hour for head judges; and \$22/hour for absentee voting judges.

Election judge responsibilities are increasing and it is becoming harder to recruit election judges and head judges while maintaining a party balance on election day. Training provided by the city or county sometimes has inconsistencies. Duties include:

- Understanding poll pads
- Ensuring safe and secure polling places
- Handling questions and concerns of voters.

### **Proposed legislation**

There are several election bills proposed at the legislature that would:

- Change direct balloting to early voting;
- Increase the period for early voting from seven to 18 days;
- Require the city to be open additional days for early voting;
- Establish funding for certain election expenses - cities and counties could receive up to 80% reimbursement for publishing notices, etc. This reimbursement is only included in the House bill at this time.

Passage of the first three items would require the city to increase voting hours which would increase the cost for absentee voting judges.

### **Four Scenarios**

Staff looked at four scenarios in managing elections.

**Scenario 1:** Keep election judges wages the same  
Add a registration specialist judge

**Scenario 2:** Increase election judge wages to match Ramsey County  
Add a registration specialist judge

**Scenario 3:** Increase election judge wages to match Ramsey County  
Add a registration specialist judge

Add a head absentee voting judge to work June through November 2024

**Scenario 4:** Contract with Ramsey County for election services  
Ramsey County would be responsible for all election day activities and absentee voting  
Ramsey County would hire, train and pay election judges.

Scenarios 1, 2 and 3 would have no impacts on residents. The impact to residents with Scenario 4 is that Ramsey County would control absentee voting locations. Voters may need to go to another location.

Scenarios 1, 2 and 3 would have no impacts on candidates. Scenario 4 would require candidates to file and submit reports with Ramsey County Elections.

Scenarios 1, 2 and 3 impacts to election judges would mean:

- No change in working for the city
- No change in polling place location
- Wage increase to match Ramsey County except not in Scenario 1
- Continued inconsistencies between Ramsey County and city training materials

The impact to election judges with Scenario 4 would be:

- Employed by Ramsey County
- Choice of Shoreview or non-Shoreview location
- Wage increase to county level
- No inconsistencies in training materials

The biggest impacts of these four scenarios is for staff:

Scenarios 1 and 2 for deputy clerk:

- Election season from September 2023 to November 2024
- 70% election activities
- Will need to revise training program before September 2023
- 135 hours of overtime
- Continued 20% time on election activities for assistant city manager and assistance with training program

Scenario 3 for deputy clerk:

- Election season from September 2023 to November 2024
- 70% election activities September 2023 to May 2024
- 50% election activities June to November 2024
- Will need to revise training program before September 2023
- Will need to bring on board an absentee voting judge
- 135 hours of overtime
- Continued 20% time on election activities for assistant city manager September 2023 through May 2024 with 10% on election activities June through November 2024, and assistance with training program

Scenario 4:

- Election season from January to November 2024
- Deputy clerk – 5% of time on election activities
- Less than 5% of time for the assistant city manager

There would be no impacts to other staff on their time for Scenarios 1 through 3. Scenario 4 would mean no time spent on elections by human resources, payroll, IT and maintenance crews. Building staff is estimated at 12 hours, a drop from 30 hours for polling places.

### **Costs**

Scenario 1 - 2023 to 2024	\$132,719 not including estimated staff time cost of \$90,000
Scenario 2 - 2023 to 2024	\$151,471 not including estimated staff time cost of \$90,000
Scenario 3 - 2023 to 2024	\$155,542 not including estimated staff time cost of \$90,000
Scenario 4 - 2023 to 2024	\$228,830

### **Contract with Ramsey County**

- All contract cities have the same contract
- Term of contract is through December 2026
- The cost for 2023 to 2024 is \$204,830 which includes:
  - 2024 elections - spread evenly over two years
  - Based on fixed election judge wages and forecasted number of absentee ballots, total voter turnout
  - Formula structure was recently changed to accurately reflect costs

- Average percent increase every two years over last 20 years is 3.2%

Payments to Ramsey County are due quarterly. Ramsey County will provide cost estimates for 2025 to 2026 by April 1, 2024. Special elections and recounts are not included in the contract for which the city would be billed separately. Post-election audits are included.

Staff is recommending a contract with Ramsey County for election management through December 2026, due to the declining internal capacity to provide efficient elections administration.

Mayor Denkinger asked for clarification on how a poll pad is used and what inconsistencies occur with training materials. Eisenbeisz explained that a poll pad is an iPad on which voters can register or sign in. It gets rid of paperwork and makes the process go faster, but it is a learning curve for election judges and residents. Inconsistencies occur because the training references colored bins, but the county uses different colors from the city. County training materials may use different terminology specific to their election day instructions which is also confusing.

Mayor Denkinger noted that outside of elections the deputy clerk has a full-time job. Eisenbeisz explained that a large part of her job is data practices and records retention. That work is delayed during elections. After an election there is a big catchup period for work that has not been done.

Councilmember Doan noted that the costs for scenarios 1, 2 and 3 exceed scenario 4 when the \$90,000 is added in for staff time. He stated that the Ramsey County election process and training is top notch. The resources of the county will keep the integrity and credibility of our elections.

Councilmember Myrland commented on the amount of work for elections which causes a lot of pressure on staff plus the amount of overtime. She would support contracting with Ramsey County.

Mayor Denkinger thanked Eisenbeisz for including the impact to voters which is that for absentee voting they would have to go to a different location. The same is true for candidate reports. She added that when the cost for staff time of \$90,000 is added into each scenario, the cost for county services is a value for the city. Rate increases are not extreme.

**MOTION:** by Councilmember Myrland, seconded by Councilmember Doan to approve the agreement between Ramsey County and the City of Shoreview for election services through December 31, 2026.

**VOTE:        AYES - 3                NAYS - 0**

**HEARING TO APPROVE ADMINISTRATIVE PENALTY FOR A TOBACCO COMPLIANCE VIOLATION - MARCH 23, 2023**

**Presentation by Assistant City Manager Renee Eisenbeisz**

Section 706 prohibits sale of tobacco to anyone under the age of 21. The city conducts tobacco checks two times per year. Gramsie Corner Mart has failed three tobacco checks since 2021. The business owner has been notified and has requested leniency. A third violation is subject to a \$1,000 fine and license suspension of up to seven days. Staff recommends the hearing and penalty of \$1,000 fine and suspension of license from June 1 to June 7, 2023.

Mayor Denkinger stated her concern is the number of violations and how close together they have occurred. It is not about leniency but about selling to underage youth. For that reason, the suspension is appropriate.

**MOTION:** by Councilmember Myrland, seconded by Councilmember Doan to approve resolution 23-40, approving a tobacco license administrative penalty for Gramsie Corner Mart.

**VOTE:        AYES - 3                NAYS - 0**

**APPOINTMENT OF STUDENT REPRESENTATIVE TO THE BIKEWAYS AND TRAILS COMMITTEE**

**Presentation by Public Works Director Mark Maloney**

All committees have the capacity to have student representatives. The bikeways and trails committee had a student representative until she graduated. The position has been vacant since June 2021. Applications were solicited, and an application from Elizabeth Burns was received, reviewed and recommended for approval by the committee.

**MOTION:** by Councilmember Myrland, seconded by Councilmember Doan to appoint Elizabeth Burns as a student representative to the bikeways and trails committee through May 31, 2025.

**VOTE:        AYES - 3                NAYS - 0**

**ADJOURNMENT**

**MOTION:** by Councilmember Myrland, seconded by Councilmember Doan to adjourn the meeting at 7:55 pm.

**VOTE:        AYES - 3                NAYS - 0**

Mayor Denkinger declared the meeting adjourned at 7:55 pm.

THESE MINUTES APPROVED BY COUNCIL ON THE \_\_\_ DAY OF \_\_\_\_ 2023.

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Brad Martens  
City Manager

# Memorandum

**TO:** City Council  
**FROM:** Amy Truhlar , Deputy Clerk  
**DATE:** June 5, 2023  
**SUBJECT:** Receipt of committee/commission minutes  
**ITEM NUMBER:** 8.c  
**SECTION:** CONSENT AGENDA

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## **REQUESTED MOTION**

To accept the following committee/commission minutes:

- Economic development commission; March 21, 2023
- Human rights commission; March 22, 2023
- Economic development commission: April 18, 2023
- Parks and recreation commission; April 24, 2023
- Economic development authority; May 1, 2023

## **INTRODUCTION**

The city council is being asked to accept the above committee/commission minutes.

## **DISCUSSION**

## **RECOMMENDATION**

It is recommended that the city council accept the attached committee/commission minutes.

## **ATTACHMENTS**

[Economic development commission; March 21, 2023](#)

[Human rights commission; March 22, 2023.pdf](#)

[Economic development commission; April 18, 2023](#)

[Parks and recreation commission; April 24, 2023](#)

[Economic development authority; May 1, 2023](#)

**SHOREVIEW ECONOMIC DEVELOPMENT COMMISSION**  
**March 21, 2023**  
**Meeting Minutes**

**ROLL CALL**

Chair Josh Wing called the economic development commission meeting of March 21, 2023 to order at 7:36 am, with the following members present:

Mindy Handberg, Dean Howard, Liz Lovin, Megan Malz, Shelley Roe, Mike Schoonover, Exhilda Siame, Mike Tarvin, and Chair Wing.

Members absent: Carly Gatzlaff, Rachel Japuntich, Ritesh Patel, Tony Rammer, Rachel Resnick.

Also in attendance were Community Development Director Tom Simonson, Assistant Community Development Director Niki Hill, and Community Development Intern Alex Menke.

**WELCOME NEW MEMBERS** – Liz Lovin and Megan Malz

**ACCEPTANCE OF AGENDA**

Commissioner Howard, seconded by Commissioner Tarvin, moved to accept the agenda as presented.

**Vote:            9 AYES      0 NAYS**

**APPROVAL OF MINUTES**

Commissioner Schoonover, seconded by Commissioner Howard, moved to approve the minutes of February 21, 2023

**Vote:            7 AYES      0 NAYS      2 ABSTAIN (Lovin and Malz)**

**INFORMATION EXCHANGE**

a. Member Sharing

- Simonson shared that the road construction on Lexington Ave is to resume in April. There are two main closures that will be needed, the railroad crossing on County Road E and the 694 interchange. Ramsey County has pledged to be done by August 1<sup>st</sup>, given that the work on Hodgson is to start quickly after. The county stated that it will work around the “Back to the Fifties” weekend given that there will be increased traffic. Finally, the Twin Cities North Chamber is planning on hosting more

“welcome back” events to draw in more business to the Lexington Ave corridor.

b. EDA and City Council Updates

Simonson provided the commission an update on recent actions of the city council and economic development authority.

City council

- There was a city council workshop on March 20<sup>th</sup> that included review of goal setting outcomes for the 2023-2024 timeframe from a special strategy session with the city council and staff leadership that was held on February 27. There was consensus on the goals but the Council acknowledges that there needs to be a balance between taxes and city-led initiatives requiring resources.
- A solar energy array at the Wells Fargo data center was approved. It has a 1MW generation capacity.
- Council approved a liquor license for In Vino Veritas, the new wine bar coming to the city.
- Council also approved the Housing Improvement Area policy, allowing the city to provide financial assistance to Common Interest Communities (CICs) for common area improvements. This is to be a last resort for the CIC.
- EDA
  - Kaori Kenmotsu was elected as the new president of the EDA, due to the appointment of Shelly Myrland to Council, which led to her departure from the EDA due to membership rules. Cory Springhorn will be vice president.
  - The EDA reviewed a revised Housing Improvement Area policy and recommended it for approval to the city council.
  - Enclave Development spoke about the Rice Street Crossing project. The EDA unanimously recommended city council approval of the letter of intent for the sale of the property.

Chair Wing asked for an update on the potential development on Hodgson and Gramsie. Simonson responded that there has been no formal application yet. The developer presented a concept of apartments and townhomes for feedback from the planning commission, council, and public. Staff expects the developer to take the comments received and revise the plans if they go forward with seeking approvals.

Commissioner Schoonover asked about the status on the Gospel Mission site. Simonson stated that the developer is in a legal dispute with the MN DNR on their authority regarding shoreland regulations, and the development proposal is paused until that is cleared up. The dispute is primarily around the number of docks allowed in the development.

Chair Wing asked about the statuses of businesses along County Road E between PaR and Nardini. Hill stated that with it being an older industrial district, it does not always have the needed amenities, such as clear height, for competitive business recruitment.

## **GENERAL BUSINESS**

### a. Applicant Interview for Upcoming Vacancy

The Commission interviewed Doug McCulloch, the owner of The Winkin' Rooster, for the upcoming vacancy once Commissioner Tarvin retires. The Commission found that Mr. McCulloch would be a good fit and welcome voice to the group.

Commissioner Howard, seconded by Commissioner Roe, moved to recommend to the city council the appointment of Doug McCulloch to the Economic Development Commission replacing Mike Tarvin upon his retirement and departure from the EDC.

**Vote:            9 AYES     0 NAYS**

### b. Update on Shoreview Workforce Business Visits

Simonson noted that 20 businesses were contacted in "Group 1," and we had five businesses respond. Three have been scheduled and visits have happened

- Greenhaven Printing
- PaR Systems
- TSI, Incorporated

Chair Wing described his thoughts on the visits he attended:

- Greenhaven is dealing with an aging workforce and is in need of new talent, in addition to adding more capital equipment.
- i. The biggest staffing issues are getting people interested in the printing industry in general

- PaR systems spoke about struggles with retaining technicians and also having an aging workforce.
  - i. This is generating issues surrounding transfer of knowledge

Commissioner Tarvin discussed the Manufacturing Cohorts being held by the Twin Cities North Chamber.

Commissioner Handberg stated that the Manufacturing Cohorts are in need of more manufacturers to join. She also stated that businesses need to provide more than just entry level jobs to people just out of high school, there need to be possibilities for career progression.

Commissioner Schoonover stated that while the Manufacturing Cohort is beneficial, he sees it only focusing on trade skills, but that eliminates the skilled workers that do not have trade degrees, such as auto mechanics.

Commissioner Siame asked what the City is providing to these businesses for their time and participation.

Hill confirmed that the City and County are identifying the business' needs and following up with the proper information and resources

Commissioner Roe asked if the pre-meeting survey results could be made available for review prior to the in-person meeting.

Commissioner Howard asked if the program is going to continue. Simonson said that that is the plan, but it requires the business owners to want to participate

Chair Wing stated that he believes that there should be some form of cross-industry collaboration to help find these workforce solutions.

Commissioner Malz stated how a lot of these businesses do not have an updated, or intuitive website, and that may be limiting the number of people interested in that business. She asks if there are any resources, or if it would be worth exploring resources, that can help companies rebrand or update their media presences

c. Development and Project Updates

Simonson mentioned that PaR Systems is still in discussion with Scannell Properties for them to potentially take over one of the 150,000 square foot new buildings on the former Deluxe Site. Time is needed for PaR to get their financial analysis performed and they are unsure if the timing will work.

Scannell has started the first phase of the Deluxe project, these are the 2, 150,000 square foot buildings to be constructed on the east side of the property

Scannell is still in discussion for a pharmaceutical company to take over the existing western building. They would do a massive renovation of the building to upgrade it and modify it to meet their needs.

Chair Wing asks if there is any information the new fire station and what would happen to the existing one once they move. Simonson responded that there is a plan to build a new station that would also serve as the new headquarters for the Lake Johanna Fire Department. The biggest question is around funding, but the hopes would be to start in 2025. Fire station No. 4 is on city-owned property and with the construction of a new headquarters building/station, it would open up the property for further development.

The Enclave project is moving forward. The EDA recommended that Council approve their letter of intent. Project is looking at a using a Housing TIF District, which would require 20% of the units be affordable at 50% AMI or lower. Which would be the most affordable new units in Shoreview.

Commissioner Schoonover asks what the potential population impacts are once all of the new multi-family housing is constructed. Simonson stated that the population projects have the City growing from 27,000 people to around 30,000. This city has planned on meeting these needs and the school district has not expressed any concerns.

Commissioner Howard asked if there was any movement from the County or city of Arden Hills on the development of the TCAAP site. Simonson said that he had not heard of any movement other than that the new council members ran on a pro-TCAAP platform.

## **ADJOURNMENT**

Commissioner Howard, seconded by Commissioner Tarvin, moved to adjourn the meeting at 9:04 am.

**Vote:            9 AYES        0 NAYS**

**Human Rights Commission  
Meeting Minutes  
March 22, 2023**

**Call to Order**

Co-chair Williams called the meeting to order at 7 pm. The following members were present:

Present:

Richard Bokovoy  
Elaine Carnahan  
Katy Gibbs  
Tressa Hunting  
Mary Johnson  
Gene Nichols  
Elliot Sprain  
Reesa Venterea  
Julie B. Williams

Excused:

Allison Yu

Renee Eisenbeisz, assistant city manager was also present.

**Interview**

Staff noted that they received an email from Kelsey Fuglsby stating that they need to withdraw their application at this time. However, previous member, Dennis Meyer-Razon is able to be reappointed due to their school schedule changing. Staff will bring forward a recommendation to the city council at the next meeting.

**Approval of minutes**

Commissioner Nichols MOVED that the minutes of March 1, 2023, be approved as amended. Commissioner Carnahan seconded the motion. The motion was approved unanimously.

**Draft ordinance amendment – student representatives update**

Earlier this month, the commission discussed the following items regarding student representatives and their role as a non-voting vs. voting member.

- Voting rights – The commission agreed that student representatives should have voting rights.
- Residency requirements – Since it is important to the city council and commission that our student representatives are from high schools serving Shoreview, the commission agreed to the following terms:
  - Students have to be a sophomore, junior, or senior

- Non-residents – students representing local area high schools
- Residents – students representing local area high schools; students attending schools outside of Shoreview; or students who are homeschooled
- Number – The commission agreed to keep it as is at two to three student representatives and nine to 11 members.

The commission discussed the draft ordinance and verified that everyone was comfortable with the resident vs. non-resident language.

Commissioner Hunting MOVED to recommend that the city council approve the ordinance amending section 308.020. Commission Johnson seconded the motion. The motion was approved unanimously.

### **2023 action plan update**

The commission discussed the following in regards to the draft 2023 action plan:

- Timeline – changed it to be a 2023 – 2024 action plan.
- Children Who Care Booklet and resources for parents – Per previous discussions, the commission agreed that a revision of the booklet is not needed and therefore removed it from the action plan. They also removed the creation of resources for parents.
- Naturalization ceremony – This will be kept in for 2024 in order to allow staff to contact the necessary organizations about hosting this.
- Equity and inclusion survey – This will be kept in for 2024 in order to allow the commission to evaluate the questions and discuss the engagement strategy.

Assistant City Manager Eisenbeisz will bring forward a revised plan at the next meeting. The commission will discuss sub-committee for many of the action items at that time.

### **Other business**

The sub-committee regarding recognition days/weeks/months will bring something to the next meeting.

Assistant City Manager Eisenbeisz noted that the April meeting will need to be rescheduled to a conference she is attending. She will send out potential dates.

### **Adjournment**

Commissioner Gibbs MOVED that the meeting be adjourned. Commissioner Hunting seconded the motion. The motion was approved unanimously. The meeting adjourned at 8:06 pm.

Respectfully submitted,

Renee Eisenbeisz

Staff Liaison

**SHOREVIEW ECONOMIC DEVELOPMENT COMMISSION**  
**April 18, 2023**  
**Meeting Minutes**

**ROLL CALL**

Chair Josh Wing called the economic development commission meeting of April 18, 2023 to order at 7:30 am, with the following members present:

Chair Wing; Commissioners Howard, Gatzlaff, Japuntich, Malz, McCulloch, Patel, Resnick, Roe, and Tarvin

Members absent: Commissioners Handberg, Lovin, Rammer and Siame

Also in attendance were Community Development Director Tom Simonson, Assistant Community Development Director Niki Hill, and Community Development Intern Alex Menke.

**MEMBER RECOGNITION**

- a. Appreciation and recognition of Mike Tarvin for his years of service on the EDC. Commissioners extended their appreciation to Commission Tarvin for all his work and value to the city, and wished him well in his retirement.
- b. Welcome new EDC member Doug McCulloch

**ACCEPTANCE OF AGENDA**

Commissioner Howard, seconded by Commissioner Japuntich, accepted the agenda as presented.

**Vote:            9 AYES      0 NAYS**

(Commissioner Patel arrived at the meeting)

**APPROVAL OF MINUTES**

Commissioner Howard, seconded by Commissioner Tarvin, moved to approve the minutes of March 21, 2023

**Vote:            6 AYES      0 NAYS      4 ABSTAIN (Gatzlaff, Japuntich, Patel, and Resnick)**

**INFORMATION EXCHANGE**

- a. Member Sharing

- Commissioner Tarvin stated that he went to Churchill St for his retirement party, and everyone raved about how much they liked it.
- Commissioner Schoonover said that his construction is moving along well with a completion estimated for mid-June/July.
- Chair Wing asked about the status of Hummingbird Floral. Hill responded that it was still for sale. Simonson added that Ramsey County may be in talks about right-of-way access for the future roundabout project.
- Commissioner Wing mentioned he saw a sign for a “business expo” that he saw in Ramsey, MN. It invites local businesses to come and show what they’re doing to residents that come. He wanted to mention this as might be worth looking to potentially partner with neighboring cities to put something like that together.

b. EDA and City Council Updates

City Council

- The Council appointed Shelley Roe to the EDA to replace Shelly Myrland as an at-large member.
- The Council approved the work to be done on the Hodgson reconstruction project from Gramsie Road to Hwy 96. It is slated for a 2-year completion schedule. Wing asked if there had been any other comments from Ramsey County. Simonson said not recently but that it will be a 3 lane road instead of a 4 lane one. Commissioner Wing asked if the mall that is near the construction is going to be impacted very much Simonson said not too much, but keeping in contact with those businesses will be important
- Council approved the liquor license for In Vino Veritas. Commissioner Howard asked what happened with Odds and Ends since there has been talk that they found out about their lease through the paper. Commissioner McCulloch stated that the ownership had been notified but the staff was not. Odds and Ends have said that they would like to find another location within Shoreview
- City received a request for help with a heavily increased Met Council SAC fee assessment on In Vino Veritas, roughly \$30,000. The Building Official, Dave Scherbel, was able to talk to the Met Council to lower it a little but not a substantial amount. The City is looking to see what they may be able to do. Simonson mentioned the possibility to renew a small revolving loan fund. Commissioner Wing cautioned that SBA loan requirements may make it tough to take on more funding. There were general questions about who pays the fee, how it is calculated, etc. Commissioner

Schoonover asked for a better breakdown for how the number is calculated. Simonson responded that it is a formula that the Met Council uses to calculate based on the projected use of the sewer system. The higher the uses (food prep, water usage, more restrooms), the higher the fees. Simonson also stated that the previous building use factors into the credits for the business that takes over. Commissioner Wing asked if the City had reached out to Odds and Ends to see if they are interested in staying in the city. Simonson said that they can contact the owners.

- Simonson reviewed the 2023 – 2024 Strategic Goals that had been adopted by the city council after their strategic planning session. A copy was provided to the commissioners.

The main focus areas include:

- o **Financial Stability** - Investigate opportunities to increase non-tax revenue to reduce property tax impacts.
- o **Organizational Excellence** - Bring a focus on recruitment, staffing, and retention as Cities are struggling to get interested applicants
- o **Community and Economic Development** including the following sub-areas:
  - Community Development
    - Improve the existing transportation infrastructure
    - Continue following the park master plan and adding trail segments.
  - Housing and Economic Development - Look at affordable homeownership opportunities and see if there is renewed interest in Shoreview Town Center.
    - The City is looking to perform a new feasibility study. Shelley Roe mentioned that having a new master plan guided is important to prevent developers from building something that isn't desired for that location
  - Environmental Initiatives
- o **Inclusion and Engagement** - Strengthen commitment to fostering inclusion and incorporate strategies across all city functions.

#### c. News and Information

Planning Commission updates included:

- Frisk Fra Boksen has applied to amend the city code to allow additional Urban Farm containers be allowed as a secondary use – up to a maximum

of 3. If the ordinance is passed, they have also applied to amend their conditional use permit to expand their permit to have up to 3 containers due to the urban farm's expanding business.

- There is a text amendment looking at modifying the temporary sales permit. There is currently a 60-day limit on permits. The proposed change is to be for a specific permit duration, not exceeding 6 months. Gatzlaff asked if the permit fee was changing. Hill responded that there are no plans as of right now.
- The planning commission held a workshop on a comprehensive sign code update. The update includes clarifications and simplification of the text. It will not restrict any businesses nor make any changes, just cleans things up. Commissioner Wing asked if the Sign Code and CUP updates would benefit from an EDC vote of confidence. Simonson responded that since the changes are to provide more clarity and flexibility, he does not believe there are any business impacts that would concern the commission.

Commissioner Howard mentioned that parts of Lexington Ave have been closed down again. Simonson said that it was supposed to be a one-week job but was then updated to four weeks without proper communication. Commissioner McCulloch expressed frustration with the construction team for parking their equipment in his lot, which affects business.

Commissioner Wing asked a question about the status of the to-be Amazon Fresh on Lexington in Arden Hills. Simonson responded that Amazon has halted opening of all Amazon Fresh stores in the Twin Cities.

A general discussion arose around what happens if a large-scale development abruptly falls through midway and the potential fallout. McCulloch asked if there were any kind of legal binders that would provide some protections so that the City would not lose any invested subsidy. Simonson stated that there are not any binders, but any financial assistance that the City partakes in is through pay-go notes instead of bonding, this greatly reduces risk for putting in a subsidy.

## **GENERAL BUSINESS**

### **a. Business Initiatives**

- Completion of business inventory update - The city has mostly completed the update of the business inventory spreadsheet. Menke focused primarily on the multi-tenant properties, which amounts to about 75% of the businesses.

Commissioner Gatzlaff mentioned that Churchill St needs to be added, among a couple of other businesses. Gatzlaff also asked if it would be possible to have a place on the ThinkShoreview website where businesses could register themselves.

There was general support for this initiative. Staff will begin looking at different registration methods – including using Google Form or some other user friendly software to populate a spreadsheet.

- Update on Shoreview Workforce Business Visits -A visit with Mead Metals is scheduled for later today (April 18<sup>th</sup>). Those attending include:
  - o Niki Hill
  - o Dean Howard
  - o Carly Gatzlaff,
  - o Rachel Japuntich

Howard asked how the visit will be structured. Hill responded that it starts with discussed the business' answers to the pre-meeting survey and then we work through the short questionnaire that the EDC approved. EDC Commissioners have been leading the conversations with Hill and Ramsey County representative there as support. Simonson added that the City has been reaching out to previously contacted businesses that previously showed interest but did not schedule a time. The survey will likely be sent out to new businesses in mid-May.

- Welcome Back to Lexington Ave – Twin Cities North (TCN) Chamber – The city is unsure of the effectiveness of the current implementation so far. Commissioner Handberg suggested to TCN Chamber President, John Connelly, to set up a celebration event once the project is actually completed. Connelly suggested that businesses give discounts to entice shoppers back to the area. There was not support for this and Handberg stated that to Connelly. There are also discussions about implementing a “pub pass” or “business bingo” where the City or TCN Chamber would give a prize to those that complete it.

Most recently TCN Chamber suggested doing a “man on the street” video series to post on the website. The EDC did not support this initiative.

There was discussion on the general disappointment in the website. It is not updated frequently and does not provide helpful information. The listings and map are all generic.

The overall lack of support and communication from Ramsey County has Commissioner Wing concerned for the Hodgson project.

b. Review and discussion of EDC Work Plan update for 2023 – 2024

Simonson asked that the Commission read through the 21/22 goals and to be ready to identify updates for the May EDC meeting. One of the main focus areas we want to look at are reevaluating networking events and opportunities.

After EDC and EDA identify their strategic goals, a joint meeting will be held to align the two commissions. For next meeting, try to pare it down to key priorities instead of a longer list of action items. Commissioner Wing asked how to link the Council's strategic goals with the business support lens of the EDC. Simonson stated that keeping alignment between Council/EDA/EDC is very important.

Commissioner Resnick asked if the EDC has an overarching goal/vision/mission statement that can be referenced or updated to help ground initiatives and projects. Simonson responded that there is and he will send it out.

Commissioner Schoonover asked if the EDC was a "condensed version" of a chamber of commerce for the City. Simonson said that he views the EDC as "the face" of the city when it comes to business engagement. Commissioner Resnick said that she felt that the EDC focuses more on engagement while the Chamber is centered around advocacy for policies.

Commissioner Schoonover believes that the EDC needs to find a balance between what they do and what the Chamber does. He feels that there's a lot of overlap and it results in disengagement from others. Simonson said that the Covid-19 pandemic shifted the EDC to mostly a support and advocacy group while the networking lacked. Simonson wants the EDC to come up with new ideas on how to engage businesses. Resnick suggested that they identify where the differences are between the EDC and Chamber. Simonson said that it has been difficult to present content and events to attract a wide variety of industries and sizes.

Commissioner Gatzlaff suggested looking at setting up events around different industry sectors. We could use the updated business list to identify those groups.

Commissioner Howard suggested that using the Workforce Business Visits as a time to ask for feedback for what the EDC/City can do to better serve them. Hill responded that in the meetings that have occurred, they haven't received much feedback around that. Simonson said that with a full EDC, there is a deep pool of

resources to achieve outreach goals. Commissioner Wing mentioned wanting to make sure the EDC is involved with the Shoreview Town Center plan.

c. Development and Project Updates

Commissioner Wing asked if there have been any updates on the TCAAP project. Simonson and Hill said that they have not heard anything about it recently.

The annual Taste of Shoreview fundraiser is at the community center on Thursday April, 20<sup>th</sup>.

(Commissioner Patel left at 8:40 am)

**ADJOURNMENT**

Commissioner Roe, seconded by Commissioner Japuntich, moved to adjourn the meeting at 9:00 am.

**Vote:        9 AYES        0 NAYS**

## **PARKS AND RECREATION COMMISSION MINUTES**

**Monday, April 24, 2023**

**Community Center: Meeting Room 4**

### **CALL TO ORDER**

Parks and Recreation Commission Chair Jean Kiehnbaum called the April 24, 2022 meeting of the Parks and Recreation Commission to order at 7 pm.

### **ROLL CALL**

Commission members present: Jean Kiehnbaum, Charlie Oltman, Carol Jauch, Chris Droske, Jane Ullmann-Bester, Brent Swisher, Kevin Holly, Charlie Neuman, and Faye Murphy

Commission members absent: Tom Lemke

City staff present: Steve Benoit, Parks and Recreation Director

City staff present via Zoom: Michelle Majkozak, General Manager

### **APPROVAL OF AGENDA**

Jane Ullmann-Bester motioned and Charlie Oltman seconded to approve the April 24, 2023 Parks and Recreation Commission agenda. Agenda adopted 9 – 0.

### **APPROVAL OF MINUTES**

Carol Jauch moved and Brent Swisher seconded the approval of the March 27, 2023 Parks and Recreation Commission minutes. Minutes approved 9 – 0.

### **CITIZEN COMMENTS**

Mark Wocken addressed the commission. He is an avid volunteer in the city and longtime resident of Shoreview. Mark is also an avid pickleball player. He stated that there are 500 players in the pickleball club of which a third are Shoreview residents. Two-thirds are non-residents, and others who aren't in the club and play on their own. Here wants to suggest changes to plan for pickleball at Bobby Theisen park.

Mark stated that the locations where nine courts are proposed on the new plan, wind will be a big issue since pickleball is played with a whiffle ball. He is concerned that the plan shows nine courts and there is room for 12 since there are not enough new courts and the lines to play are really long. Participants are currently playing on six dedicated pickleball courts plus two additional courts that are lined on an adjacent tennis court. If the other tennis court could be lined for pickleball they would have a total of 10. The nine courts proposed is going backwards for a supposed 20-year plan for the future. Mark asked if we would reconsider the

construction of 12 courts instead of nine. Benoit responded that the plan is to install the nine courts in a way that would allow an additional three to be added in the future if decided. Mark asked for all courts to be installed now, in the lower part of the park away from the wind.

Mark asked that if the tennis courts will be lined for pickleball. No one plays tennis anymore, and with those being lined we can still have another place to play. It would be better to install twelve courts up above. A question was asked about what was meant by "above". Benoit responded that the proposed location is north of the park building. Mark stated that they prefer to be left where they are and not touch the park since the courts are out of the wind where they are. A question was asked if noise abatement is also abating the wind. Mark responded yes, but with the wind off Island Lake there will be a huge issue when playing with a whiffle ball. They appreciate the wind and sound screens.

A question was asked why Mark waited until now to come forward? Mark responded that he was at every single meeting. The pickleball club has a membership of 500 people that the city did not send the plan out to. The city refused to hand out the list because it's your private mailing list. We did not realize that you were serious about this plan.

Benoit summarizes and confirms Mark's main questions, 12 instead of nine and that the tennis courts be lined for pickleball. Mark confirmed the request.

A second citizen relayed concern about soccer courts placement at Bobby Theisen. Families that need to walk from the parking lot to the soccer fields and basketball courts will have further to walk with kids, coolers, bathrooms, cars. She stated that she is disappointed in new design of courts. The neighbors didn't have enough time to adjust to noise.

A third Shoreview residents, Jean Chastin, stated that she is curious about what will happen to the warming house at Bobby Theisen. Kiehnbaum responded that it will be replaced with a nicer facility. Benoit added that it is one of the original park buildings. Last month the commission looked at potential designs for a new building that would include restrooms instead of portable toilets and a meeting room that can be used for recreation programs, a warming house, and be rented by the community.

## **GENERAL BUSINESS**

Benoit introduced the subject of fee increases at the community center. Michelle Majkozak conducts a market study of other facilities similar to Shoreview and what they charge. Annually these rate adjustments come to the commission for a recommendation, and then goes to the council for adoption.

A question was asked about what is the purpose of the community center. The question was also asked prior to the meeting. Benoit responded that after talking to

Michelle and Terry Schwerm, former City Manager, we try to be everything for everyone. We have multiple membership rates (40). Some of our services are free and some cost a fee. For example, local nonprofit community groups are allowed to use a meeting room once a month for free. Other things like personal training we charge a fee. We have multiple discussions on how different services should be set.

A question was asked on how the community center does financially. Benoit responded that can be a hard question to answer. The community center is a "special revenue fund" not an "enterprise fund." In an enterprise fund the entire facility operation is self-sustaining, financially. A special revenue has some items allocated from one budget fund and other things coming from a different budget fund.

Majkozak explained her findings of fee increases. Historically the community center would increase prices every couple years by about 10%. About 17 years ago we decided to do a 2% increase every year. That adds up to a couple dollars if you are paying monthly or annually. The only time we haven't had an increase was during COVID-19. In that situation members were refunded which was a huge hit to the budget. The community center is finally back on track but the expenses have also increased drastically. Heating, electrical, chemicals for the pool, and staffing costs have increased significantly. Staff recruitment has been challenging resulting in very high wages on Saturdays to remain open (especially for the residents). 90% of daily passes are non-residents. Members and residents are getting aggravated that they can't get in and use the pool due to the high number of non-members. The goal is to be mindful of residents and those that are members, and set rates so we're sustainable.

A question was asked about if the members only time is at capacity. Majkozak responded we have been to about 75% of capacity. But members have loved that they can get in on Saturdays and that they have an hour and a half of guaranteed time. Staff have thought about not doing the member only time during the summer, but when the members were polled they told us how much they love it.

A question was asked if pre-COVID-19 were we at capacity. Majkozak responded that after the expansion and addition of bamboo bay, we were. Before that, we were not at capacity as often except for holidays like President's Day or Martin Luther King Day. Reaching capacity has become more consistent after the expansion opened. Benoit added that the expansion was in 2019 and then COVID hit and shut everything down and now we are back to our pre-COVID numbers.

A question was asked on why we don't do a differential between accessing everything in the facility minus the pool and do an extra charge for the pool. For example, we could have a daily rate of \$7 to access the building, but \$12 if they want to use the pool. A lot of our draw is the pool for non-members and non-residents. Also, have we offered a twilight hour once a week during the week when we aren't near capacity to help get attendance and revenue up during non-busy times. Another commissioner added, why can't we have just a gym membership fee for

those that don't want to use the rest of the facility? Majkozak responds she likes the idea of possibly doing a twilight fee during the week and it could be doable but the difficulty with just a gym membership or just track is managing it. We have 2,000 people in the door on a Saturday and it takes everything out of the staff just to manage checking wristbands. There is continually a big issue with teens in the gym without wristbands or taking wristbands out of the trash in bathrooms.

A question was asked if we have considered having the lower floor be just community center memberships? A sole entrance would be easier to manage.

A comment was made about the gym membership. Could we have someone to just check in for the gym, more like adults who just want to use the gym and not kids that would go all over the place. Something that should be looked at for those that want to just use the gym. Majkozak asked for clarification of gym or fitness center. The commissioner responded just the fitness center. Other commissioners asked if it would include the gym and walking track. The commissioner responded just fitness center.

Benoit added that we are an a-la-carte operation. We do have people that come for just fitness classes, to use the fitness center, gym, swim lessons, etc. It is just coming up for a system to monitor and manage who is here and why.

A question was asked if those that are here for fitness classes get a wristband. Benoit responded no, the instructor checks them in on a list.

A question was asked if we considered increasing the non-resident fees more than residents to give the residents a break since it is paid for in their income tax. Majkozak responded that is what is being proposed this time, 2.5% increase for residents and a 7% increase for non-residents. Benoit clarified that the question is asking can we increase the non-residents enough to not increase residents at all.

A question was asked if we want to be a la cart or could it be simplified since it sounds pretty complicated. Benoit responded, that it is complicated. The intent has been to accommodate a lot of variable groups and subgroups which is why we have over 40 different kinds of memberships. It may be productive to start looking at adjusting the number of categories. Majkozak added that we do have a lot to offer at the community center and that you don't have to be a member to use the facilities. You can sign up for recreation classes, you can get a wristband, you can take a fitness class. That is why we are a community center because we are open to everyone.

A question was asked on how much additional revenue is expected for 2023. How did staff arrive at these 3 – 5% recommendations. Benoit responded that these numbers are in line with what we have done traditionally and the market analysis Majkozak did. This year is a little different because we are dealing with inflated costs from COVID.

A question was asked if we have polled the community on why or why not people have joined the community center. Majkozak responds that daily passes are 90% non-residents. 75% of members are residents.

A question was asked if we have done surveys asking the community if they use the community center and how well they like it. Maybe there is a chance on the next survey to ask more questions why people aren't becoming members.

A question was asked if we are taking a vote on this proposal. Benoit responded that staff bring proposed rates to the commission, then it goes to council for official adoption.

Oltman made a motion to recommend the rates be taken to council. Kiehnbaum asked for someone to second and then asked if anyone had any recommendations to change rates and percentages instead. A commissioner stated they like the idea of keeping residents lower or same and offset with higher non-resident. Another commissioner added that residents shouldn't go up and non-residents should go up more. Oltman's motion dies without a second.

Jauch moved that base on discussion that staff revisit rates and comes back with a new proposal with lower resident rates and higher non-resident rates.

Benoit makes a recommendation that if the commission wants to keep resident rates flat and increase non-resident rates another point in time, that is something that can be taken to council. It would need to be motioned on.

A comment was made that the rate increases seem unreasonable to bring to council. What is the rationale behind wanting to keep resident rates flat? A comment was made that increasing resident daily passes is going to make an impact on the budget when only 10% of residents are usage. Another comment was made that Shoreview residents pay through their income tax and it should be affordable to them. Non-residents should pay more to be here.

Revised motion by Jauch: to make resident daily passes new rates: \$10 adult, \$8 youth/senior and up the other increases as per the handout.

A comment was made that we are missing on a market of residents that feel the fees are too expensive to go for a day. It should be cheaper to get a membership after three or four times of coming, instead of two times.

A comment was made that going from \$10.25 to \$10 doesn't make an impact. Should fees be cut more drastically to \$8 for adults, \$6 for youth/senior. What does that do to the bottom line. What about those that have memberships

A question was asked if we can continue this conversation next month. Benoit responds that if this is revisited in May, would be looking to getting approved in June, but could miss putting in the fall Shoreviews.

A comment was made if we table this for a month, he would like to see standard pricing, weekend peak pricing, budget impact for once a week twilight fee.

A question was asked if it is critical to make a recommendation today or can we schedule a special meeting. Benoit responded that commission can schedule a special meeting if they feel it is needed but there is a rule of how many days in advance that it needs to be advertised.

A question was asked if the scope of changing the categories off the table and should we look at reducing rates for residents and getting rid of some of these categories and streamline.

A comment was made that we should look to simplify our fee structure in this process. Benoit responded that this would be a fairly extensive process and the goal tonight was to set the rates and come back and discuss if we re-categorize things in the future.

A comment was made that we should work on current fees and take more time, maybe a year, to work on re-categorizing. A comment was added that there is a lot of work for staff to re-categorize and reprogram a system with the fees already set up.

A comment was made that this is unreasonable that it could take years to change and then things become fixed, unchangeable and rigid if it is that hard to deviate from the existing structure. A question was asked on how much time is needed to adjust the categories. Benoit responds it depends on how fast can the group make a decision, staff also need to research different organizations and how they do it.

A question was asked on if we could do something about the rate today. Is the group comfortable to reduce current rates or revisit it next month. If we reduce things to what we discussed, then it dribbles into the other categories and that is why it is difficult to not look at them all together to make sense.

A comment was made that if we change rates to something specific we need to re-run the numbers. The bigger discussion is the need for time to explore change and not make a rush decision.

Droske motioned to keep resident daily fees flat (including track and playground) and everything else in document is fine. A second motion was to look at the categories at a later time.

The commission voted to table the discussion to the next meeting.

## **STAFF UPDATES**

Benoit will be sending the commission information about the history of pickleball.

## **COMMISSION COMMENTS**

A comment was made that Parks and Recreation programs is more than just the community center. There are youth and adult sports leagues and although there is a lot of recreation programs that happen in the building, there is a lot of recreation programs that happen outside of the community center as well.

## **ADJOURNMENT**

Kiehnbaum moved, Oltman motioned and Faye Murphy seconded to adjourn the meeting at 9:04 pm. Motion was adopted 9 - 0.

**SHOREVIEW ECONOMIC DEVELOPMENT AUTHORITY**  
**MEETING MINUTES**  
**May 1, 2023**

**CALL TO ORDER**

President Kaori Kenmotsu called the meeting to order on May 1, 2023 at 5:02 p.m.

**ROLL CALL**

The following members were present: President Kaori Kenmotsu; Board Members Sue Denkinger, Shelley Roe.

Board Members Doan and Springhorn arrived late.

Staff attending:

Tom Simonson, Assistant City Manager/Community Development Director  
Niki Hill, Assistant Community Development Director, AICP  
Brad Martens, City Manager  
Renee Eisenbeisz, Assistant City Manager

**APPROVAL OF AGENDA**

**MOTION:** by Denkinger, seconded by Roe, to approve the May 1, 2023 agenda as presented.

**VOTE:        AYES - 3        NAYS - 0**

*Councilmember Springhorn arrived at this time.*

**APPROVAL OF MINUTES**

**MOTION:** by Denkinger, seconded by Springhorn, to approve the March 6, 2023 meeting minutes as submitted.

**VOTE:        AYES - 3    NAYS - 0    Abstain - 1 (Roe)**

Board Member Roe abstained as she did not attend the meeting.

## **FINANCES AND BUDGET**

Simonson referenced the four EDA and HRA fund reports. Claims are recommended for approval. He noted that CRF Loan Servicing is for city home improvement loans being serviced by the agency. He then recommended board approval of the claims and purchases listed in the motion.

**MOTION:** by Denkinger, seconded by Springhorn, to accept the monthly financial reports for Home Loan Funds 305 and 307, EDA Fund 240, and HRA Fund 241, and approve the following payments of claims and purchases:

1. CRF - Loan Servicing 5@ \$11 - \$55 - (Fund 305) - Date Paid: 2/14/23
2. CRF - Loan Servicing 6@ \$11 + \$20 new loan - \$86 (Fund 305) - Date Paid: 3/9/23
3. CRF - Loan Servicing - \$44.00 (Fund 307) - Date Paid: 2/14/23
4. CRF - Loan Servicing - \$44.00 (Fund 307) - Date Paid: 3/9/23
5. Kirstin Chatfield LLC - January ED Consulting - \$312.50 (Fund 240)  
Date Paid: 2/7/23
6. Audio Eye Inc – Audio Eye Managed - \$10,585.00 (Fund 240) - Date Paid: 2/21/23
7. Allen, Deanne - February EDA Minutes - \$200.00 (Fund 240) - Date Paid: 2/14/23
8. Kirstin Chatfield LLC - February ED Consulting - \$1,375.00 (Fund 240)  
Date Paid: 2/7/23
9. League of MN Cities - Propr/Liability insurance 1st and 2nd install - \$350.50 (Fund 241) Date Paid: 2/22/23
10. Bennett Community Consulting - Dec thru Feb Housing Consulting - \$2,242.50 (Fund 241) Date Paid: 3/6/23
11. Sensible Land Use Coalition - Housing Market Update - \$58.00 (Fund 240)  
Date Paid: 2/9/23

**VOTE:      AYES - 4              NAYS - 0**

## **GENERAL BUSINESS**

### **SEWER ACCESS CHARGE (SAC) DEFERRAL PROGRAM DISCUSSION**

#### **Presentation by Assistant Community Development Director Niki Hill, AICP**

This discussion is to decide whether to move forward with an application for a Sewer Availability Charge (SAC) Deferral Program offered by the Metropolitan Council. If the application goes forward, the following terms need to be decided:

- Percentage of deferral up to a maximum at 80%
- Community wide SAC deferment period of up to 10 years
- Timing of payments: mid-year in June or end of the year in December — the business would pay the city monthly, and the city would pay the Met Council twice per year.

Interest on the deferred payments is set by the Met Council each year. Staff is recommending applying for the maximum terms in order to give options to businesses.

Roe asked the reason for paying monthly. Hill replied it is a requirement of the program.

Martens stated that a rolling fund would be set up for monthly payments from the applicant and out of which payments would be made twice per year by the city to the Met Council.

Simonson explained that this issue was raised by Farzana Morrison, who is opening In Vino Veritas, a wine bar on 1050 County Road E. The SAC charge for the conversion of the space from retail to a restaurant use with seating capacity is approximately \$30,000. The city has been trying to find a financing mechanism for this charge. This deferment program was created for exactly these types of situations. Payment of the SAC charge is due at the time of issuing a building permit, which makes the issue critical for this new business. This program can also be used for small businesses in the future. A number of cities that participate in the program view it as providing support for small start-up businesses, especially by women and people of color.

*Councilmember Doan arrived at this point of the meeting.*

Kenmotsu asked what would happen if there were a default. Hill answered that the city can either continue to make payments with payments rolled over to the next business owner, or the payments can be stopped and the default is the responsibility of the property owner. A consistent policy would be established for default and applied to any business on this program. This program would be another incentive tool for the city to be able to use for small businesses.

Roe clarified that the property owner has to agree to this program and that if there is a default on the part of the business owner, outstanding charges could be assessed to the property. She would not want to see this program offered to a chain restaurant. Would the city review the underwriting for a business using this program? Simonson responded that the program is for small business owners, not a chain business. The city is protected with the assessment process and he does not see the need to review underwriting documentation at this relatively low level of funding and risk.

Denkinger asked if this program would be offered for each small business. Simonson stated that some cities advertise the program as an incentive. It would be available for each small business that chooses to use it. There is a formal application process and approval is necessary if it is determined the request to participate meets both city and Met Council guidelines.

Springhorn stated that specific criteria need to be established on which the city bases its decision as to the percentage of deferral to be allowed. He asked the timeline and whether this process would delay opening for In Vino Veritas. Hill stated that with approval at this meeting, the Council would consider it at their May 15<sup>th</sup> meeting. After that, the turnaround for an agreement to be in place would be relatively quick. Simonson added that a boiler plate agreement could be adopted at this time, and additional terms could be changed in the future. He does not believe there would be a delay, which is confirmed by Ms. Morrison who is in attendance.

Doan noted that there is a maximum of 25 SAC units to apply to use this program. Vino Veritas is at 12.3 units. Martens explained that is an additional 12.3 units for that property, after credits.

**MOTION:** by Denkinger, seconded by Roe, to direct staff to move forward with the application for a Sewer Availability Charge (SAC) Deferral Program to assist new and expanding businesses and recommend the city council approve the SAC Deferral Program policy. The application would contain the following city- wide maximums and terms:

- a. The maximum percentage of SAC that can be deferred: 80%
- b. The community wide SAC Deferment Period: 10 years
- c. Timing of payments: Mid-Year (end of June) and End of Year (end of December)

**VOTE:        AYES - 5                NAYS - 0**

### **DISCUSSION OF REGULATING VACATION AND SHORT-TERM RENTALS**

Simonson stated that although not a critical or urgent issue, he believes the city should consider regulating short-term rental with some type of licensing. Questions are occasionally raised by residents to staff about Airbnb and VBRO type rentals. While staff is not aware of a lot of short term rental properties, there are some and the popularity could grow. Recently, a building permit was issued for a major house remodel on da lake for the purpose of using it as a short term rental. Staff believes it would be good to clarify the city's position on short term rentals, and develop a license to regulate.

It was the consensus of the board to move forward to establish a short term rental policy if it would not take significant time as there are other immediate issues with the goals set for 2023 - 2024.

Simonson said he did not believe it would be that much staff time to develop regulations and a short-term rental license, especially since staff can look at existing practices in other cities that regulate the use. He added that one of the primary reasons for the rental licensing program is to protect life and safety ensuring properties are compliant with property maintenance, building and fire codes. This is an important factor when you consider short-term rental properties are providing lodging.

Board members listed the following as reasons to support a specific short term rental licensing policy:

- The number of properties being purchases for short term rental use and not wanting to take away opportunities for families to move to Shoreview;
- Put the city in a proactive position on the issue rather than not having a policy and having to react to a problem;
- Gain information on where short term rentals are located;
- Provide a point of contact for the city.

### **PROJECT AND DEVELOPMENT UPDATES - STAFF MONTHLY REPORT**

Simonson and Hill briefly provided updates on several development projects.

**Enclave:** An appraisal has been ordered for the site at Rice Street Crossing to determine fair market value. Enclave's feasibility analysis suggested a purchase price of \$2 million. The remaining balance owed to the Metropolitan Council is \$5.2 million. If the determined value is less, there is a process for the city to be able to reconcile with the Met Council.

Enclave has applied to Ramsey County for housing funds that includes property purchase. Only \$400,000 in HOME funding as a loan is being recommended, which is very disappointing given the project is on a brownfield publicly owned site once controlled by Ramsey County and would provide significant affordable housing to the community at the deepest level we have done. The city will be in discussion with the county. There are additional opportunities for other grants.

**5931 Lexington:** This is a tax forfeited property the city is acquiring. CAPRW will then go forward with renovation.

**County Road J/Hodgson Road:** Property consisting of 4 acres, formerly owned by Moser Construction has been acquired by the city. The northern parcel will be retained for possible commercial expansion or redevelopment. The southern portion will be developed by Rondo Land Trust and Habitat for Humanity. Housing plans for six new affordable units will be presented at a neighborhood meeting and development applications submitted soon.

**Planning Commission:** At its last meeting the planning commission held public hearings and unanimously approved the following code text amendments:

- Text Amendment to Section 202 that Revises certain definitions relating to accessory buildings and accessory structures;
- Text Amendment to Section 207 to update the duration of time for temporary sales and special events;
- Text Amendment to Section 205 to increase the number of urban farming containers permitted in an industrial zoning district.
- A public hearing was also held for Frisk Far Boksen to amend a conditional use permit and allow for more than one urban farming container at 4640 Chatsworth Street. Approval was unanimously recommended pending approval of the code amendment.

**Supplemental Code Enforcement Services:** Simonson said staff is recommending a contract with WSB for supplemental code enforcement services. There is an enormous work load and only one full-time staff person handling code enforcement and the rental licensing program. A seasonal person has been hired again for the summer. The goal is for WSB to provide additional services three days per week. Will Harris, who was our temporary code enforcement assistant and left to take a full-time position with WSB, will be back two days per week through our contract agreement.

Kenmotsu expressed concern about the public face and possible contention that can occur in code enforcement and suggested continued outsourcing. Martens explained that he anticipates keeping code enforcement in-house because the city will want its own brand and values in that work. Simonson added that it will always be the city's intention to maintain oversight of code enforcement and possibly have some outsourcing in the summer when it is very busy. He foresees adding a second housing and code enforcement position to handle the workload and growing complexity of cases. This request will likely be presented to the EDA during this budget period.

Doan asked if there is increased in need or complaints related to code enforcement from two or three years ago. Simonson noted that last year was a record number of code enforcement cases partly due to the SHINE program at Edgetown Acres that generated many cases. In general, there has not been an increase from complaints, but noted the city engages in very little proactive enforcement outside of the SHINE program, random signage, or egregious conditions. Cases involving hoarding/garbage homes, criminal citations and court action are very complex and time-consuming as well.

### **Goal Setting**

Simonson briefly went over the strategic goals that were developed in a goal setting session by the council and staff leadership. The goals cover all aspects of the city. The EDA related items are housing, a review of the Town Center plan, Gospel Mission site, Shoreview Hills redevelopment.

Doan asked whether there is Metropolitan Council funding to review the Town Center plan and a possible timeline. Simonson stated that the Metropolitan Council has a number of different funds related to development and redevelopment. The city would apply for pre-development funds for Town Center planning. The next round of applications is in July, when the city would submit its application. Doan asked about pursuing support of the A Line to Shoreview. Simonson stated that with development now potentially moving forward in Arden Hills, there is the potential to revisit and push for the A Line extension along Shoreview and Arden Hills into Rice Creek Commons.

### **Financial Resources**

A summary of TIF Districts was provided to the board as background in anticipation of an upcoming discussion on finances now that there is a full board.

### **EDA Work Plan**

Simonson recommended that with a full board this plan be revisited and updated. Most commercial developments are in process or complete. The home improvement program established by the city is a means to maintain and improve housing in Shoreview. An Inclusionary Housing Policy has been

adopted. There are more housing projects and strategies to consider. At some point a joint meeting will occur with the Economic Development Commission.

Denkinger asked for an update on the Scannell project. Simonson stated that the development is on hold, as Scannell is waiting on a couple of large potential tenants that involve both the first and second phases. Both companies have asked Scannell for additional time to analyze their expansion needs.

Springhorn asked if parking is available for the *Slice of Shoreview*. Scannell has indicated that only the south corner will be available, according to Simonson. This could change if there is no activity in the area of the remaining south building, so additional parking could be made available.

Denkinger asked about the status of the Gramsie and Hodgson property. Hill stated she expects that a formal development application for apartments and townhomes to come to the Planning Commission soon.

## **ADJOURNMENT**

**MOTION:** by Springhorn, seconded by Doan, to adjourn the meeting at 6:22p.m.

**AYES - 5**

**Nays - 0**

President Kenmotsu declared the meeting adjourned.

# Memorandum

**TO:** City Council  
**FROM:** Rob Falk , Accountant  
**DATE:** June 5, 2023  
**SUBJECT:** Claims and purchases  
**ITEM NUMBER:** 8.d  
**SECTION:** CONSENT AGENDA

**REQUESTED MOTION**

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

**INTRODUCTION**

**DISCUSSION**

Date	Description	Range	EFT range	
05/10/23	Accounts payable	571634-571671	4863	\$ 304,845.72
05/18/23	Accounts payable	571672-571711		\$ 429,106.25
05/19/23	Accounts payable	571712-571738		\$ 31,794.23
05/22/23	Accounts payable		4877	\$ 23,788.00
05/23/23	Accounts payable	571739-571807		\$ 222,726.80
05/25/23	Accounts payable	571808-571836		\$ 61,250.04
05/08/23	Accounts payable		4858-4862	\$ 45,377.11
03/31/23	Accounts payable		4864-4876	\$ 18,186.86
	Sub-total Accounts Payable			\$ 1,137,075.01
05/19/23	Payroll	134457-134474	1201-1208	\$ 414,649.72
	Sub-total Payroll			\$ 414,649.72
	Total			\$ 1,551,724.73

**RECOMMENDATION**

It is recommended that the city council approve the above purchases.

**ATTACHMENTS**

- [4858-4877.pdf](#)
- [571634-571836.pdf](#)
- [Bluum of Minnesota.pdf](#)
- [BSA SOFTWARE.pdf](#)

Eureka Recycling.pdf  
Forest Lake Contracting.pdf  
League of MN Cities Insurance Trust.pdf  
MMKR.pdf  
Pavedrain.pdf  
Ramsey County Sheriff.pdf  
xcel city hall.pdf

05/30/2023 12:28 PM  
 User: rfalk  
 DB: City Of Shorevie

CHECK DISBURSEMENT REPORT FOR CITY OF SHOREVIEW  
 CHECK NUMBER 4858 - 4877

Check Date	Bank	Check #	Payee	Description	GL #	Amount
05/08/2023	USBNK	4858 (E)	DELTA DENTAL	DENTAL INSURANCE MAY 2023	101-0000-20411.000	357.30
		4858 (E)		DENTAL INSURANCE MAY 2023	101-0000-20415.000	8,572.42
						8,929.72
04/03/2023	USBNK	4859 (E)	CARD CONNECT CREDIT CARD FEES	MARCH 2023 CREDIT CARD FEES	220-4380-44890.045	174.80
05/03/2023	USBNK	4860 (E)	CARD CONNECT CREDIT CARD FEES	APRIL 2023 CREDIT CARD FEES	220-4380-44890.045	174.80
05/02/2023	USBNK	4861 (E)	GLOBAL PAYMENTS	APRIL 2023 CC FEES	101-4050-44890.000	20.23
		4861 (E)		APRIL 2023 CC FEES	220-4380-44890.045	6,297.84
		4861 (E)		APRIL 2023 CC FEES	225-4340-44890.000	2,250.84
		4861 (E)		APRIL 2023 CC FEES	270-4025-44890.000	66.88
						8,635.79
04/21/2023	USBNK	4862 (E)	MINNESOTA DEPARTMENT OF REVENUE	SALES USE TAX: MARCH 2023	220-0000-21810.000	25,503.68
			-TAX			
		4862 (E)		SALES USE TAX: MARCH 2023	220-4380-42140.000	4.27
		4862 (E)		SALES USE TAX: MARCH 2023	220-4380-43610.000	14.80
		4862 (E)		SALES USE TAX: MARCH 2023	601-0000-21810.000	1,857.60
		4862 (E)		SALES USE TAX: MARCH 2023	701-4650-42120.003	81.65
						27,462.00
05/10/2023	USBNK	4863 (E)	MEDICA	HEALTH INSURANCE MAY 2023	101-0000-20410.000	69,974.88
		4863 (E)		HEALTH INSURANCE MAY 2023	101-0000-20411.000	1,208.14
						71,183.02
03/31/2023	USBNK	4864 (E)	PMA FINANCIAL NETWORK, INC	FEBRUARY 2023 BANK FEES	101-4050-44890.032	80.95
03/20/2023	USBNK	4865 (E)	TASC	FLEX - MED/DEP CARE 03-17-23	101-0000-20431.000	4,608.90
		4865 (E)		FLEX - MED/DEP CARE 03-17-23	101-0000-20432.000	208.33
						4,817.23
05/01/2023	USBNK	4866 (E)	TASC	FLEX - MED/DEP CARE 04-28-23	101-0000-20431.000	369.87
		4866 (E)		FLEX - MED/DEP CARE 04-28-23	101-0000-20432.000	416.66
						786.53
04/24/2023	USBNK	4867 (E)	TASC	FLEX - MED/DEP CARE 04-21-23	101-0000-20431.000	130.02

Check Date	Bank	Check #	Payee	Description	GL #	Amount
05/02/2023	USBNK	4868 (E)	PMA FINANCIAL NETWORK, INC	MARCH 2023 BANK FEES	101-4050-44890.032	136.46
05/03/2023	USBNK	4869 (E)	MINNESOTA DEPARTMENT OF REVENUE	ON ROAD DIESEL FUEL TAX: APRIL 2023	701-4650-42120.002	318.06
				-TAX		
01/23/2023	USBNK	4870 (E)	TASC	FLEX - MED/DEP CARE 01-20-23	101-0000-20431.000	1,851.35
		4870 (E)		FLEX - MED/DEP CARE 01-20-23	101-0000-20432.000	208.33
						<u>2,059.68</u>
01/30/2023	USBNK	4871 (E)	TASC	FLEX - MED/DEP CARE 01-27-23	101-0000-20431.000	863.36
02/14/2023	USBNK	4872 (E)	TASC	FLEX - MED/DEP CARE 02-10-23	101-0000-20431.000	344.00
02/21/2023	USBNK	4873 (E)	TASC	FLEX - MED/DEP CARE 02-17-23	101-0000-20431.000	1,372.66
		4873 (E)		FLEX - MED/DEP CARE 02-17-23	101-0000-20432.000	208.33
						<u>1,580.99</u>
02/27/2023	USBNK	4874 (E)	TASC	FLEX - MED/DEP CARE 02-24-23	101-0000-20431.000	480.69
03/06/2023	USBNK	4875 (E)	TASC	FLEX - MED/DEP CARE 03-03-23	101-0000-20431.000	1,851.03
		4875 (E)		FLEX - MED/DEP CARE 03-03-23	101-0000-20432.000	208.33
						<u>2,059.36</u>
03/13/2023	USBNK	4876 (E)	TASC	FLEX - MED/DEP CARE 03-10-23	101-0000-20431.000	4,529.53
05/22/2023	USBNK	4877 (E)	MINNESOTA DEPARTMENT OF REVENUE	SALES USE TAX: APRIL 2023	220-0000-21810.000	21,782.79
				-TAX		
		4877 (E)		SALES USE TAX: APRIL 2023	220-4380-42140.000	2.54
		4877 (E)		SALES USE TAX: APRIL 2023	220-4380-43610.000	17.63
		4877 (E)		SALES USE TAX: APRIL 2023	601-0000-21810.000	1,920.15
		4877 (E)		SALES USE TAX: APRIL 2023	701-4650-42120.003	64.89
						<u>23,788.00</u>
			TOTAL - ALL FUNDS	TOTAL OF 20 CHECKS		158,534.99

--- GL TOTALS ---

101-0000-20410.000	HOSP/MED WITHHOLDING	69,974.88
101-0000-20411.000	MED, LIF, DENT/COBRA	1,565.44
101-0000-20415.000	DENTAL INS. WITHHOLD	8,572.42
101-0000-20431.000	OTHER MEDICAL COSTS	16,401.41
101-0000-20432.000	DEPENDENT CARE	1,249.98
101-4050-44890.000	OTHER	20.23

Check Date	Bank	Check #	Payee	Description	GL #	Amount
101-4050-44890.032			BANK FEES			217.41
220-0000-21810.000			SALES TAX PAYABLE			47,286.47
220-4380-42140.000			SUPPLIES-HEATING			6.81
220-4380-43610.000			ELECTRIC UTILITIES			32.43
220-4380-44890.045			CREDIT CARD FEES (COMM CENTER)			6,647.44
225-4340-44890.000			OTHER			2,250.84
270-4025-44890.000			OTHER			66.88
601-0000-21810.000			SALES TAX PAYABLE			3,777.75
701-4650-42120.002			DIESEL FUEL			318.06
701-4650-42120.003			ON AND OFF ROAD DIES			146.54
			TOTAL			158,534.99

Check Date	Bank	Check #	Payee	Description	GL #	Amount
05/10/2023	USBNK	571634	AARP C/O BRIAN NORDLING	AARP SMART DRIVER	225-4359-43174.000	220.00
05/10/2023	USBNK	571635	AID ELECTRIC CORPORATION	INSURANCE CLAIM CP272646 FLAG POLE LIGHTS	703-4740-44340.000	1,039.44
05/10/2023	USBNK	571636	AMAZON CAPITAL SERVICES	OUTLET COVERS AND NET HOOKS	101-4371-42240.000	285.75
		571636		IPHONE IPAD CHARGING CORDS	101-4371-44890.000	64.73
		571636		ANTI GLARE SCREEN PROTECTOR - CUPERY	101-4430-41010.000	31.49
		571636		CHAMPION SPORTS PLAYGROUND BALL SET,	225-4351-42170.000	28.62
		571636		PRESCHOOL SUPPLIES	225-4355-42170.000	48.93
		571636		EVENT SUPPLIES	225-4358-42170.000	147.83
						607.35
05/10/2023	USBNK	571637	BLUUM OF MINNESOTA, LLC	REPLACEMENT PROJECTOR SCREEN IN THE SHOREVIEW ROOM	422-4055-45800.020	19,282.70
05/10/2023	USBNK	571638	BS&A SOFTWARE	BS&A ANNUAL SOFTWARE	101-4055-43860.001	17,939.24
		571638		BS&A ANNUAL SOFTWARE	601-4505-43190.000	11,415.88
		571638		BS&A ANNUAL SOFTWARE	602-4555-43190.000	11,415.88
						40,771.00
05/10/2023	USBNK	571639	CINTAS CORPORATION #470	UNIFORM CLEANING	101-4371-43970.000	24.76
		571639		UNIFORM SERVICE	220-4380-43970.000	9.71
						34.47
05/10/2023	USBNK	571640	COMCAST	CABLE	220-4380-43190.096	260.20
05/10/2023	USBNK	571641	CRAWFORD, JENNIFER	RINKS MILEAGE REPORT 2022-23 SEASON	225-4359-43270.000	129.69
05/10/2023	USBNK	571642	EVOLVE SYSTEMS	MONTHLY MARKETING	101-4340-42201.000	5,583.32
		571642		MONTHLY MARKETING	220-4380-42201.000	5,583.34
		571642		MONTHLY MARKETING	225-4340-42201.000	5,583.34
						16,750.00
05/10/2023	USBNK	571643	HAWKINS, INC.	CHEMICALS	220-4380-42160.000	689.43
05/10/2023	USBNK	571644	HIGH POINT NETWORKS, LLC	ADDITION - HA PAIR OF FIREWALLS FOR D/R AT MAINTENANCE CENTER	422-4055-45800.004	9,301.46
		571644		REPLACEMENT WIRELESS NETWORK	422-4055-45800.017	5,500.56

Check Date	Bank	Check #	Payee	Description	GL #	Amount
						14,801.96
05/10/2023	USBNK	571645	HUMMINGBIRD FLORAL/FLORATIF	FLORAL MIX - KROLL	101-4430-41010.000	80.00
05/10/2023	USBNK	571646	INNOVATIVE OFFICE SOLUTIONS LLC	PRINthead/INK CARTRIDGES FOR PLOTTER	101-4340-42010.000	364.60
05/10/2023	USBNK	571647	JEFF ELLIS & ASSOCIATES, INC	CPR CERTIFICATIONS--BUILDING STAFF	225-4340-44500.000	8.00
		571647		CPR CERTIFICATIONS--BUILDING STAFF	225-4353-42170.000	16.00
		571647		CPR CERTIFICATIONS--BUILDING STAFF	225-4355-42170.000	8.00
		571647		CPR CERTIFICATIONS--BUILDING STAFF	225-4356-42170.000	8.00
						40.00
05/10/2023	USBNK	571648	LEAGUE OF MINNESOTA CITIES	PROPERTY/LIABILITY INS- 3RD INSTALL 2022/2023	101-4050-43410.000	13,796.82
		571648		PROPERTY/LIABILITY INS- 3RD INSTALL	101-4080-43410.000	1,002.41
		571648		PROPERTY/LIABILITY INS- 3RD INSTALL	101-4120-43410.000	862.25
		571648		PROPERTY/LIABILITY INS- 3RD INSTALL	101-4205-43410.000	144.75
		571648		PROPERTY/LIABILITY INS- 3RD INSTALL	101-4345-43410.000	188.75
		571648		PROPERTY/LIABILITY INS- 3RD INSTALL	101-4371-43410.000	4,490.00
		571648		PROPERTY/LIABILITY INS- 3RD INSTALL	210-4275-43410.000	190.87
		571648		PROPERTY/LIABILITY INS- 3RD INSTALL	220-4380-43410.000	7,662.02
		571648		PROPERTY/LIABILITY INS- 3RD INSTALL	225-4340-43410.000	428.08
		571648		PROPERTY/LIABILITY INS- 3RD INSTALL	230-4090-43410.000	46.65
		571648		PROPERTY/LIABILITY INS- 3RD INSTALL	241-4450-43190.000-910	87.63
		571648		PROPERTY/LIABILITY INS- 3RD INSTALL	241-4450-43410.000-902	87.62
		571648		PROPERTY/LIABILITY INS- 3RD INSTALL	601-4505-43410.000	4,565.01
		571648		PROPERTY/LIABILITY INS- 3RD INSTALL	602-4555-43410.000	4,332.45
		571648		PROPERTY/LIABILITY INS- 3RD INSTALL	603-4585-43410.000	406.05
		571648		PROPERTY/LIABILITY INS- 3RD INSTALL	603-4590-43410.000	211.25
		571648		PROPERTY/LIABILITY INS- 3RD INSTALL	604-4260-43410.000	70.39
		571648		PROPERTY/LIABILITY INS- 3RD INSTALL	701-4650-43410.000	4,955.00
						43,528.00
05/10/2023	USBNK	571649	LEAGUE OF MN CITIES INS TRUST	2022/2023 WORKERS' COMP 3RD INSTALL+PY WC AUDIT ADJ	101-4010-41510.000	43.42
		571649		2022/2023 WORKERS' COMP 3RD	101-4020-41510.000	506.61
		571649		2022/2023 WORKERS' COMP 3RD	101-4021-41510.000	239.9

Check Date	Bank	Check #	Payee	Description	GL #	Amount
		571649		2022/2023 WORKERS' COMP 3RD	101-4040-41510.000	236.66
		571649		2022/2023 WORKERS' COMP 3RD	101-4050-41510.000	667.58
		571649		2022/2023 WORKERS' COMP 3RD	101-4055-41510.000	184.49
		571649		2022/2023 WORKERS' COMP 3RD	101-4080-41510.000	182.77
		571649		2022/2023 WORKERS' COMP 3RD	101-4205-41510.000	726.11
		571649		2022/2023 WORKERS' COMP 3RD	101-4220-41510.000	6,072.63
		571649		2022/2023 WORKERS' COMP 3RD	101-4340-41510.000	1,654.89
		571649		2022/2023 WORKERS' COMP 3RD	101-4345-41510.000	501.64
		571649		2022/2023 WORKERS' COMP 3RD	101-4371-41510.000	8,994.56
		571649		2022/2023 WORKERS' COMP 3RD	101-4390-41510.000	175.39
		571649		2022/2023 WORKERS' COMP 3RD	101-4410-41510.000	423.03
		571649		2022/2023 WORKERS' COMP 3RD	101-4430-41510.000	263.26
		571649		2022/2023 WORKERS' COMP 3RD	210-4275-41510.000	68.82
		571649		2022/2023 WORKERS' COMP 3RD	220-4380-41510.000	8,548.87
		571649		2022/2023 WORKERS' COMP 3RD	225-4340-41510.000	1,819.47
		571649		2022/2023 WORKERS' COMP 3RD	225-4351-41510.000	104.69
		571649		2022/2023 WORKERS' COMP 3RD	225-4352-41510.000	450.32
		571649		2022/2023 WORKERS' COMP 3RD	225-4353-41510.000	627.60
		571649		2022/2023 WORKERS' COMP 3RD	225-4354-41510.000	1,211.09
		571649		2022/2023 WORKERS' COMP 3RD	225-4355-41510.000	1,030.55
		571649		2022/2023 WORKERS' COMP 3RD	225-4356-41510.000	256.57
		571649		2022/2023 WORKERS' COMP 3RD	225-4358-41510.000	99.20
		571649		2022/2023 WORKERS' COMP 3RD	225-4359-41510.000	425.78
		571649		2022/2023 WORKERS' COMP 3RD	230-4090-41510.000	41.70
		571649		2022/2023 WORKERS' COMP 3RD	240-4440-41510.000	146.22
		571649		2022/2023 WORKERS' COMP 3RD	241-4450-41510.000	202.50
		571649		2022/2023 WORKERS' COMP 3RD	601-4505-41510.000	4,483.29
		571649		2022/2023 WORKERS' COMP 3RD	602-4555-41510.000	3,937.04
		571649		2022/2023 WORKERS' COMP 3RD	603-4585-41510.000	3,247.14
		571649		2022/2023 WORKERS' COMP 3RD	603-4590-41510.000	33.46
		571649		2022/2023 WORKERS' COMP 3RD	604-4260-41510.000	337.05
		571649		2022/2023 WORKERS' COMP 3RD	701-4650-41510.000	1,566.68
						49,511.00

05/10/2023	USBNK	571650	LEAGUE OF MN CITIES INSURANCE TRUST	INSURANCE CLAIM DEDUCTIBLE #GL275650	703-4740-44340.000	3,494.81
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05/10/2023	USBNK	571651	LHB INC.	SHOREVIEW COMMONS PHASE II	401-4371-43190.000	12,568.70
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Check Date	Bank	Check #	Payee	Description	GL #	Amount
05/10/2023	USBNK	571652	Loewen, Kendal	Refund of Kendal Loewen for Annual	220-0000-21810.000	17.51
		571652		Refund of Kendal Loewen for Annual	220-0000-34734.000	237.49
						255.00
05/10/2023	USBNK	571653	Luizou, Liozos	Refund of Liozos Luizou for Annual	220-0000-21810.000	24.26
		571653		Refund of Liozos Luizou for Annual	220-0000-34734.000	328.85
						353.11
05/10/2023	USBNK	571654	MCCAREN DESIGNS INC	HORTICULTURE	220-4380-43190.000	930.93
05/10/2023	USBNK	571655	Mccarthy, Brad	Refund of Brad Mccarthy for	220-0000-21810.000	23.78
		571655		Refund of Brad Mccarthy for	220-0000-34734.000	245.88
						269.66
05/10/2023	USBNK	571656	MENARDS - BLAINE	FAST 2K CEMENT	101-4371-42240.000	49.44
05/10/2023	USBNK	571657	METROPOLITAN COURIER CORPORATION	ARMORED CAR SERVICES APR 2023	101-4050-44890.029	103.75
		571657		ARMORED CAR SERVICES APR 2023	220-4380-44890.044	103.75
		571657		ARMORED CAR SERVICES APR 2023	601-4505-44890.050	103.75
		571657		ARMORED CAR SERVICES APR 2023	602-4555-44890.053	103.75
						415.00
05/10/2023	USBNK	571658	MINNESOTA UC FUND	MNUI PD 1ST QTR 2023	101-4371-41420.000	2,473.33
		571658		MNUI PD 1ST QTR 2023	225-4352-41420.000	98.01
		571658		MNUI PD 1ST QTR 2023	225-4356-41420.000	228.17
						2,799.51
05/10/2023	USBNK	571659	MINTERWEISMAN CO DBA CORE-MARK	WAVE CAFE FOOD FOR RESALE	220-4380-42590.001	730.93
05/10/2023	USBNK	571660	MOTION PICTURE LICENSING CORP	MPLC UMBRELLA LICENSE	225-4359-43173.000	741.78
05/10/2023	USBNK	571661	ODP BUSINESS SOLUTIONS LLC	NON-GLARE DESK PAD	101-4340-42010.000	32.40
		571661		REPORT COVERS/PRESCHOOL	225-4355-42170.000	137.95
						170.35
05/10/2023	USBNK	571662	ON SITE SANITATION INC	PORTABLE RESTROOM COMMONS PARK TENNIS COURTS	101-4371-43950.000	33.14

Check Date	Bank	Check #	Payee	Description	GL #	Amount
05/10/2023	USBNK	571663	RAMSEY COUNTY	911 DISPATCH FOR APRIL 2023	101-4110-43190.046	11,931.89
05/10/2023	USBNK	571664	RAMSEY COUNTY	LIFE INSURANCE APR 2023	101-0000-20414.000	2,987.68
		571664		LIFE INSURANCE APR 2023	101-0000-20417.000	220.00
						3,207.68
05/10/2023	USBNK	571665	REVOLUTIONARY SPORTS, LLC	REV SPORTS APRIL-MAY BASKETBALL CLASS	225-4351-43190.000	2,263.80
05/10/2023	USBNK	571666	RYBAKOV, IGOR	CHESS SCHOOL WINTER, SESSION 2	225-4358-43170.000	833.00
05/10/2023	USBNK	571667	SAFE-FAST INC	SOTSHELL JACKET, SOFTSHELL HOODIE, 3	101-4371-43970.000	412.40
05/10/2023	USBNK	571668	SOLA, REBECCA	TUITION REIMBURSEMENT	101-4340-44500.000	1,470.00
05/10/2023	USBNK	571669	SPARTAN PROMOTIONAL GROUP	PICKLEBALL CLUB T-SHIRTS	225-4351-42170.000	472.46
05/10/2023	USBNK	571670	WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220-4380-42590.001	1,650.27
05/10/2023	USBNK	571671	WORLD WATERPARK ASSOCIATION	WWA RENEWAL	220-4380-43190.000	499.00
05/18/2023	USBNK	571672	AID ELECTRIC CORPORATION	LIGHTS FOR PARKS BAY AND CAGE	701-4650-43190.000	3,750.00
05/18/2023	USBNK	571673	AMAZON CAPITAL SERVICES	SUPPLIES	101-4080-42180.000	177.00
		571673		SUPPLIES	220-4380-42180.000	243.48
		571673		SUPPLIES	220-4380-42591.002	169.80
						590.28
05/18/2023	USBNK	571674	ARAMARK UNIFORM SERVICES	UNIFORM SERVICE	220-4380-43970.000	130.32
05/18/2023	USBNK	571675	BLUUM OF MINNESOTA, LLC	FITNESS CENTER TV REPLACEMENT PROJECT - TV'S/HARDWARE/CABLES	422-4055-45800.020	30,538.26
05/18/2023	USBNK	571676	CARLSON BUILDING MAINTENANCE	MONTHLY CONTRACT CLEANING SERVICE - APRIL	220-4380-43190.000	3,465.11
05/18/2023	USBNK	571677	COMPUTERSHARE TRUST COMPANY NA	2011A COP'S PAYING AGENT FEES	318-4850-46200.000	2,000.00

Check Date	Bank	Check #	Payee	Description	GL #	Amount
05/18/2023	USBNK	571678	EISENBEISZ, RENEE	REIMBURSEMENT	101-4010-44890.007	83.30
		571678		REIMBURSEMENT	101-4020-42010.000	32.20
		571678		REIMBURSEMENT	101-4020-43270.000	49.64
		571678		REIMBURSEMENT	101-4020-44500.000	175.54
						340.68
05/18/2023	USBNK	571679	ELSMORE SWIM SHOP	MERCHANDISE FOR RESALE	220-4380-42591.002	94.00
05/18/2023	USBNK	571680	EUREKA RECYCLING	RECYCLING SERVICES APRIL 2023	210-4275-43190.000	43,884.64
05/18/2023	USBNK	571681	GERTENS WHOLESALE	PINE BARK PREMIUM MULCH	101-4371-42260.000	3,171.09
05/18/2023	USBNK	571682	Gharai Hammes, Ladan	MEMBERSHIP CREDIT	220-0000-22040.000	170.11
05/18/2023	USBNK	571683	Gillan, Stephen (Steve)	MEMBERSHIP CREDIT	220-0000-22040.000	53.26
05/18/2023	USBNK	571684	Gille, Carrie	ENROLLMENT REFUND	220-0000-22040.000	9.00
05/18/2023	USBNK	571685	Gionfriddo, Nicole	MEMBERSHIP CREDIT	220-0000-22040.000	23.76
05/18/2023	USBNK	571686	Gish, Christopher	MEMBERSHIP REFUND	220-0000-22040.000	138.76
05/18/2023	USBNK	571687	Gladke, Sarah	MODULE REFUND	220-0000-22040.000	50.00
05/18/2023	USBNK	571688	Glasford-Stangl, Rebecca	TICKET REFUND	220-0000-22040.000	10.00
05/18/2023	USBNK	571689	Gordon, Deb	MEMBERSHIP REFUND	220-0000-22040.000	22.58
05/18/2023	USBNK	571690	Gordon, Kelly	ENROLLMENT REFUND	220-0000-22040.000	6.00
05/18/2023	USBNK	571691	Gorheparlikar, Satyajit	MEMBERSHIP REFUND	220-0000-22040.000	170.00
05/18/2023	USBNK	571692	GRAINGER, INC.	AQUATIC SUPPLIES	220-4380-42200.000	269.82
		571692		REPAIR SUPPLIES	220-4380-42240.000	59.88
		571692		AQUATIC SUPPLIES	225-4352-42170.000	84.52
						414.22
05/18/2023	USBNK	571693	GREAT LAKES COCA-COLA DISTRIB, LLC	WAVE CAFE FOOD FOR RESALE	220-4380-42590.001	1,224.18
05/18/2023	USBNK	571694	GREENHAVEN PRINTING	DAILY YOUTH PASS	220-4380-42180.000	346.972

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		571694		GROUP X KEY FOB	225-4353-42170.000	425.00
						<u>771.95</u>
05/18/2023	USBNK	571695	HOMEDEPOT PRO	CLEANING SUPPLIES	220-4380-42110.000	3,000.54
05/18/2023	USBNK	571696	MINNESOTA DEPT LABOR AND INDUSTRY	BUILDING SURCHARGE REPORT: APRIL 2023	101-0000-20802.000	1,312.60
		571696		BUILDING SURCHARGE REPORT: APRIL	101-0000-34060.000	(26.25)
						<u>1,286.35</u>
05/18/2023	USBNK	571697	PAVEDRAIN, LLC	PAVEMENT SEALER N OWASSO BLVD	101-4220-43190.000	58,905.60
05/18/2023	USBNK	571698	PERFORMANCE POOL & SPA	BD Bond Refund	101-0000-22030.000	500.00
05/18/2023	USBNK	571699	Petersen, Harlan	MEMBERSHIP REFUND	220-0000-22040.000	78.03
05/18/2023	USBNK	571700	POSTMASTER	DEPOSIT IN PERMIT IMPRINT 5606-	601-4505-43220.000	650.00
		571700		DEPOSIT IN PERMIT IMPRINT 5606-	602-4555-43220.000	650.00
						<u>1,300.00</u>
05/18/2023	USBNK	571701	RAMSEY COUNTY	LAW ENFORCEMENT - MAY 2023	101-4110-43190.045	258,316.20
05/18/2023	USBNK	571702	RICOH USA, INC.	MONTHLY COPIER LEASE INCLUDING	101-4055-43860.004	1,240.24
05/18/2023	USBNK	571703	RICOH USA, INC.	QUARTERLY COPIER IMAGES	101-4055-43860.004	298.50
05/18/2023	USBNK	571704	SHARKEY DESIGN BUILD LLC DBA GREENH	BD Bond Refund	101-0000-22020.000	500.00
05/18/2023	USBNK	571705	SHARKEY DESIGN BUILD LLC DBA GREENH	BD Bond Refund	101-0000-22030.000	2,000.00
05/18/2023	USBNK	571706	SHORT ELLIOTT HENDRICKSON, INC.	BD Bond Refund	601-0000-22015.000	1,162.73
05/18/2023	USBNK	571707	Sparkle Pool Service	BD Bond Refund	101-0000-22030.000	500.00
05/18/2023	USBNK	571708	TEXON TOWEL & SUPPLY INC	MERCHANDISE FOR RESALE	220-4380-42591.002	714.94
05/18/2023	USBNK	571709	TFORCE FINAL MILE	UB DELIVERY TO EAGAN PO - 5/4/2023	601-4505-43220.000	31.54
		571709		UB DELIVERY TO EAGAN PO - 5/4/2023	602-4555-43220.000	31.54

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						63.08
05/18/2023	USBNK	571710	TRI STATE BOBCAT, INC.	SERVICE FOR STREETS BOBCAT	701-4650-43190.000	2,074.84
05/18/2023	USBNK	571711	YALE MECHANICAL INC	BUILDING AUTOMATION - COMPASS 2	220-4380-43190.000	4,950.00
		571711		BUILDING AUTOMATION SYSTEM REPAIRS	220-4380-43810.000	1,187.00
						<u>6,137.00</u>
05/19/2023	USBNK	571712	A-1 HYDRAULICS SALES & SERVICE INC	SHOP SUPPLIES	701-4650-42220.000	22.00
05/19/2023	USBNK	571713	AARP C/O GROVER BELLILE	SMART DRIVER	225-4359-43174.000	160.00
05/19/2023	USBNK	571714	ACE SOLID WASTE	SOLID WASTE COLLECTION AT	701-4650-43640.001	912.21
05/19/2023	USBNK	571715	ACTION SPORTS OF MN INC	SHOREVIEW SUMMER CAMP DEPOSIT	225-4351-43190.000	1,350.00
05/19/2023	USBNK	571716	APPLIED MAINTENANCE SUPPLIES	SHOP SUPPLIES	701-4650-42220.000	473.46
05/19/2023	USBNK	571717	FERGUSON WATERWORKS #2518	WATER SUPPLIES: CURBBOX PARTS, HYDRANT OIL, REPAIR CLAWS	601-4505-42280.000	894.69
05/19/2023	USBNK	571718	GRAINGER, INC.	SHOP SUPPLIES	701-4650-42220.000	393.31
		571718		SHOP SUPPLIES	701-4650-42220.003	20.17
						<u>413.48</u>
05/19/2023	USBNK	571719	HACH COMPANY	CHEM KEYS TO TESTING FREE CHLORINE &	601-4505-42160.000	906.15
05/19/2023	USBNK	571720	HAWKINS, INC.	CHLORINE CYLINDER DEMURRAGE	601-4505-42160.000	80.00
05/19/2023	USBNK	571721	INSTRUMENTAL RESEARCH INC	BACTERIA SAMPLES FOR APRIL 2023	601-4505-42160.000	360.00
05/19/2023	USBNK	571722	JEFF ELLIS & ASSOCIATES, INC	CPR, FIRST AID CERTIFICATIONS	220-4380-43190.000	16.00
05/19/2023	USBNK	571723	KODIAK POWER SOLUTIONS	NEW GENERATOR S TOWER	601-4505-43190.000	11,296.00
		571723		SERVICE BUCHER LIFTSTATION. FIX	602-4555-43190.000	400.44
						<u>11,696.44</u>

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CHECK DISBURSEMENT REPORT FOR CITY OF SHOREVIEW  
 CHECK NUMBER 571634 - 571836

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05/19/2023	USBNK	571724	KROMER COMPANY	VALVE KIT AND PRESSURE REGULATOR	701-4650-42220.000	654.54
05/19/2023	USBNK	571725	M-B COMPANIES, INC	PARKS BROOMS	701-4650-42220.002	731.19
05/19/2023	USBNK	571726	MENARDS - FRIDLEY	WTP SUPPLIES, MAINT CTR SUPPLIES	601-4505-42280.000	201.55
		571726		WTP SUPPLIES, MAINT CTR SUPPLIES	701-4650-42180.000	259.83
						<hr/> 461.38
05/19/2023	USBNK	571727	MIDWEST WASH SYSTEMS LLC	HOTSY REPAIRS & SUPPLIES	701-4650-43190.000	2,692.31
05/19/2023	USBNK	571728	MINNESOTA DEPARTMENT OF HEALTH	STATEWIDE HOSPITALITY FEE - CC KITCHEN	220-4380-42180.000	80.00
05/19/2023	USBNK	571729	MINNESOTA DEPARTMENT OF HEALTH	LYNN RENEWAL WATER LICENSE	601-4505-44500.000	23.00
05/19/2023	USBNK	571730	MINTERWEISMAN CO DBA CORE-MARK	WAVE CAFE FOOD FOR RESALE	220-4380-42590.001	1,066.16
05/19/2023	USBNK	571731	MSA PROFESSIONAL SERVICES INC	GIS STORMWATER MARCH-APRIL 2023	603-4585-43190.000	4,664.00
05/19/2023	USBNK	571732	ROADKILL ANIMAL CONTROL	SERVICES APRIL 2023	101-4220-43190.000	129.00
05/19/2023	USBNK	571733	SAFE-FAST INC	TSHIRTS & HI-VIS VESTS FOR EMPLOYEES	601-4505-43970.000	341.80
		571733		TSHIRTS & HI-VIS VESTS FOR EMPLOYEES	602-4555-43970.000	341.80
		571733		TSHIRTS & HI-VIS VESTS FOR EMPLOYEES	603-4585-43970.000	341.80
		571733		TSHIRTS & HI-VIS VESTS FOR EMPLOYEES	701-4650-43970.000	341.80
						<hr/> 1,367.20
05/19/2023	USBNK	571734	SCHMOLKE, TARA	REFUND	220-0000-22040.000	444.16
05/19/2023	USBNK	571735	SOLHEIM, SANDRA	REFUND	220-0000-22040.000	100.00
05/19/2023	USBNK	571736	SPARTAN PROMOTIONAL GROUP	CORRUGATED SIGN	225-4351-42170.000	1,347.04
05/19/2023	USBNK	571737	THE FORMIDABLE GENEALOGIST, LLC	THE FORMIDABLE GENEALOGIST CLASSES	225-4359-43174.000	180.00
05/19/2023	USBNK	571738	WATSON COMPANY	WAVE CAFE FOOD FOR RESALE	220-4380-42590.001	412.92
		571738		WAVE CAFE FOOD FOR RESALE	220-4380-42590.002	156.90

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						569.82
05/23/2023	USBNK	571739	AMAZON CAPITAL SERVICES	SAFETY GLASSES	101-4220-42180.000	48.55
		571739		KLEENEX BRAND CENTER-PULL TOWELS	220-4380-42110.000	1,153.60
		571739		AMAZON REFUND 4/27/23 - SEWER CAMERA	602-4555-42280.000	(87.00)
						<u>1,115.15</u>
05/23/2023	USBNK	571740	ANCHOR SOLAR INVESTMENTS	SOLAR ENERGY STATEMENT FOR MAINTENANCE CENTER	701-4650-43610.000	1,211.91
05/23/2023	USBNK	571741	APPLIED MAINTENANCE SUPPLIES	SHOP SUPPLIES	701-4650-42220.000	264.29
05/23/2023	USBNK	571742	AQUA LOGIC INC	BAMBOO BAY POOL REPAIRS ROCK SLIDE	220-4380-42200.000	502.51
05/23/2023	USBNK	571743	ARAMARK REFRESHMENT SERVICES	COFFEE FOR MAINT CTR	701-4650-42183.000	235.67
05/23/2023	USBNK	571744	ARAMARK UNIFORM SERVICES	UNIFORM SERVICE	220-4380-43970.000	36.81
05/23/2023	USBNK	571745	ARTHUR STILLMAN REVOCABLE TRUST	UB refund for account: 178509-1	602-0000-20200.000	17.62
		571745		UB refund for account: 178509-1	603-0000-20200.000	9.00
		571745		UB refund for account: 178509-1	604-0000-20200.000	4.03
		571745		UB refund for account: 178509-1	801-0000-20200.000	0.60
						<u>31.25</u>
05/23/2023	USBNK	571746	AUTO NATION FORD WHITE BEAR LAKE	UNIT 304	701-4650-42220.000	296.44
05/23/2023	USBNK	571747	BADGER METER INC.	BEACON READING SOFTWARE	601-4505-43190.000	546.18
05/23/2023	USBNK	571748	BMI (BROADCAST MUSIC INC.)	MUSIC RIGHTS	225-4353-42170.029	5.17
05/23/2023	USBNK	571749	BRAKE & EQUIPMENT WAREHOUSE	UNIT 212	701-4650-42220.000	652.32
05/23/2023	USBNK	571750	CINTAS CORPORATION #470	UNIFORM SERVICE	220-4380-43970.000	9.71
05/23/2023	USBNK	571751	CORE & MAIN	HYDRANT FLAGS	601-4505-42280.000	311.71

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05/23/2023	USBNK	571752	DAVE'S SPORT SHOP	HOMEPLATES AND PITCHING RUBBERS	101-4371-42240.000	408.00
05/23/2023	USBNK	571753	ELECTRO WATCHMAN INC.	SECURITY ALARM SYSTEM MONITORING FOR MAINTENANCE CENTER	701-4650-43196.002	104.85
05/23/2023	USBNK	571754	ESTATE OF BERNICE GALUSH	UB refund for account: 287318-1	602-0000-20200.000	4.29
		571754		UB refund for account: 287318-1	603-0000-20200.000	2.32
		571754		UB refund for account: 287318-1	604-0000-20200.000	0.98
		571754		UB refund for account: 287318-1	801-0000-20200.000	0.15
						7.74
05/23/2023	USBNK	571755	ESTATE OF SANDRA HANNA LARSON	UB refund for account: 137539-2	601-0000-20200.000	5.28
		571755		UB refund for account: 137539-2	602-0000-20200.000	10.86
		571755		UB refund for account: 137539-2	603-0000-20200.000	5.88
		571755		UB refund for account: 137539-2	604-0000-20200.000	2.48
		571755		UB refund for account: 137539-2	801-0000-20200.000	0.37
						24.87
05/23/2023	USBNK	571756	FACTORY MOTOR PARTS COMPANY	CREDIT BATTERY CORE RETURNS	701-4650-42220.000	(101.00)
		571756		PAVER	701-4650-42220.002	116.43
						15.43
05/23/2023	USBNK	571757	FISERV/BASTOGNE INC	REIMBURSE ACH RETURN/UB#170407-1 A	101-0000-10100.000	237.12
05/23/2023	USBNK	571758	FLEXIBLE PIPE TOOL COMPANY	SERVICE TO FIX CAMERA FOR TELEVISIONING	602-4555-43190.000	682.80
05/23/2023	USBNK	571759	FOREST LAKE CONTRACTING INC.	PAY ESTIMATE NO 4 - 2022 STREET LIGHT REPLACEMENT	604-4260-45300.000	85,129.50
05/23/2023	USBNK	571760	FUN EXPRESS, LLC	PROGRAM SUPPLIES	220-4380-42200.000	13.58
		571760		PROGRAM SUPPLIES	225-4352-42170.000	66.92
						80.50
05/23/2023	USBNK	571761	GOPHER STATE ONE-CALL	LOCATES FOR APRIL 2023	601-4505-43190.000	125.55
		571761		LOCATES FOR APRIL 2023	602-4555-43190.000	125.55
		571761		LOCATES FOR APRIL 2023	603-4585-43190.000	125.5

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		571761		LOCATES FOR APRIL 2023	604-4260-43190.000	125.55
						502.20
05/23/2023	USBNK	571762	Hammac, David	REFUND OF BB EXCLUSIVE DAMAGE	220-0000-22055.000	175.00
05/23/2023	USBNK	571763	HAWKINS, INC.	CHEMICALS	220-4380-42160.000	1,442.39
		571763		DEMURRAGE OF CHLORINE CYLINDERS	601-4505-42160.000	70.00
						1,512.39
05/23/2023	USBNK	571764	HEALTH PARTNERS	PRE-EMPLOYMENT EXAM- 04/05/2023	101-4021-43190.010	254.00
05/23/2023	USBNK	571765	HOMEDPOT PRO	CLEANING SUPPLIES	220-4380-42110.000	228.89
05/23/2023	USBNK	571766	HOMEDPOT PRO	CLEANING SUPPLIES	220-4380-42110.000	2,679.40
05/23/2023	USBNK	571767	HUGO EQUIPMENT COMPANY	PARKS EQUIP REPAIR	701-4650-42220.002	208.96
05/23/2023	USBNK	571768	I-STATE TRUCK CENTER	UNIT 209 REPAIRS	701-4650-43190.000	7,234.08
05/23/2023	USBNK	571769	INTEREUM, INC	CITY HALL LOBBY FURNITURE	405-4380-45312.000-FUR	5,686.80
05/23/2023	USBNK	571770	JOHNSON CONTROLS	SECURITY SYSTEM MONITORING 6/1/23 -	220-4380-43190.000	139.57
05/23/2023	USBNK	571771	LANO EQUIPMENT	REPLACEMENT FOR DOC TRAILER	701-4650-45400.000	15,208.20
05/23/2023	USBNK	571772	LARSEN, KAREN	UB refund for account: 304824-1	601-0000-20200.000	501.88
05/23/2023	USBNK	571773	MAC QUEEN EQUIPMENT INC.	SWEEPER PARTS	701-4650-42220.000	1,115.42
05/23/2023	USBNK	571774	MALLOY, MONTAGUE, KARNOWSKI,	PROGRESS BILLING THROUGH 04/30/2023	101-4050-43190.030	9,394.00
		571774		- 2022 AUDIT		
		571774		PROGRESS BILLING THROUGH 04/30/2023	601-4505-43010.000	5,978.00
		571774		PROGRESS BILLING THROUGH 04/30/2023	602-4555-43010.000	5,978.00
						21,350.00
05/23/2023	USBNK	571775	MARK L. MOFFAT	BD Bond Refund	601-0000-22015.000	2,367.11
05/23/2023	USBNK	571776	MARY P SIPPLE TRUST	UB refund for account: 345777-1	601-0000-20200.000	5.32
		571776		UB refund for account: 345777-1	602-0000-20200.000	6.24
		571776		UB refund for account: 345777-1	603-0000-20200.000	2.45
		571776		UB refund for account: 345777-1	604-0000-20200.000	1.0

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		571776		UB refund for account: 345777-1	801-0000-20200.000	0.17
						<u>15.27</u>
05/23/2023	USBNK	571777	MENARDS - FRIDLEY	MAILBOX REPAIR SUPPLIES	101-4220-42180.020	49.99
05/23/2023	USBNK	571778	MINNESOTA CITY/COUNTY MGMT ASSOC	ANNUAL MEMBERSHIP - MARTENS	101-4020-44330.000	206.05
05/23/2023	USBNK	571779	MN STATE PATROL, CMV SECTION	VEHICLE DECALS	701-4650-42220.002	44.00
05/23/2023	USBNK	571780	MOUNDS VIEW PUBLIC SCHOOLS	CHIPPEWA RENTAL 4/15	220-4380-43190.000	262.50
05/23/2023	USBNK	571781	NAPA AUTO PARTS	UNIT 215	701-4650-42220.000	175.65
		571781		PAVER REPAIR - ADJUSTED FOR SALES	701-4650-42220.002	130.47
						<u>306.12</u>
05/23/2023	USBNK	571782	NORTHERN TOOL/CAPITAL ONE	SHOP SUPPLIES	701-4650-42220.000	55.95
05/23/2023	USBNK	571783	NYSTROM PUBLISHING	WATER RESTRICTIONS POSTCARD &	601-4505-43190.000	3,254.73
05/23/2023	USBNK	571784	ON SITE SANITATION INC	PARKS PORTABLE RESTROOM CLEANING	101-4371-43950.000	3,300.00
05/23/2023	USBNK	571785	OXYGEN SERVICE COMPANY	SHOP SUPPLIES	701-4650-42220.000	29.43
05/23/2023	USBNK	571786	Pope, Kate	Refund of Kate Pope for Annual	220-0000-21810.000	44.31
		571786		Refund of Kate Pope for Annual	220-0000-34734.000	500.84
						<u>545.15</u>
05/23/2023	USBNK	571787	RAMSEY CO. PUBLIC HEALTH	VSOG DISPOSAL FEE	701-4650-44330.000	217.20
05/23/2023	USBNK	571788	RDO EQUIPMENT CO	BACK HOE UNIT 310	701-4650-42220.000	94.18
05/23/2023	USBNK	571789	Rivas, Marlen	REFUND OF SHOREVIEW COMMONS PARK	220-0000-22055.000	500.00
		571789		REFUND OF SHOREVIEW COMMONS PARK	220-0000-34440.000	400.00
						<u>900.00</u>
05/23/2023	USBNK	571790	SAFELITE FULFILLMENT, INC	UNIT 310	701-4650-43190.151	425.48

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05/23/2023	USBNK	571791	SCHINDLER ELEVATOR CORPORATION	ANNUAL MAINT CTR ELEVATOR SERVICE	701-4650-43196.000	3,047.84
05/23/2023	USBNK	571792	Schlotfeldt, Stacy	REFUND OF ROOM DAMAGE DEPOSIT	220-0000-22055.000	100.00
05/23/2023	USBNK	571793	SENDEN, JOYCE	UB refund for account: 254086-1	602-0000-20200.000	61.56
		571793		UB refund for account: 254086-1	603-0000-20200.000	84.69
		571793		UB refund for account: 254086-1	604-0000-20200.000	35.78
		571793		UB refund for account: 254086-1	801-0000-20200.000	5.30
						<u>187.33</u>
05/23/2023	USBNK	571794	SHERWIN WILLIAMS INC	PAINT STORAGE CABINET-12G	601-4505-42280.000	423.79
		571794		PAINT STORAGE CABINET-12G	602-4555-42280.000	423.79
						<u>847.58</u>
05/23/2023	USBNK	571795	SHORT ELLIOTT HENDRICKSON, INC.	PROFESSIONAL SERVICES 2023 SSTS MANAGEMENT	602-4555-43190.000	2,855.75
		571795		PROFESSIONAL SERVICES - 2023 STREET	604-4700-45910.000	1,204.65
						<u>4,060.40</u>
05/23/2023	USBNK	571796	SHRED RIGHT	2023 PAPER SHREDDING SERVICES	101-4021-44890.000	10.63
		571796		2023 PAPER SHREDDING SERVICES	101-4050-44890.037	31.92
		571796		2023 PAPER SHREDDING SERVICES	101-4205-44330.049	10.63
		571796		2023 PAPER SHREDDING SERVICES	101-4410-44890.000	42.57
		571796		2023 PAPER SHREDDING SERVICES	225-4340-44890.000	10.63
						<u>106.38</u>
05/23/2023	USBNK	571797	SUMMIT DESIGN BUILD	UB refund for account: 219345-2	601-0000-20200.000	54.01
05/23/2023	USBNK	571798	SYLVA CORPORATION INC	LANDSCAPE MULCH	101-4371-42260.000	1,789.95
05/23/2023	USBNK	571799	T.A. SCHIFSKY & SONS, INCORPORATED	ASPHALT FOR PATCHING MAY 2023	101-4220-42180.000	75.00
05/23/2023	USBNK	571800	TCB MARKETING INC.	ONLINE AD- PUBLIC WORKS DIRECTOR	101-4021-43360.003	330.00
05/23/2023	USBNK	571801	Thomas, Paula	REFUND OF PAULA THOMAS FOR AARP	225-0000-34590.000	4.00
05/23/2023	USBNK	571802	USCG AUXILIARY, AUX 08W-11-08	BOATING SAFETY	225-4352-42170.000	300.00

Check Date	Bank	Check #	Payee	Description	GL #	Amount
05/23/2023	USBNK	571803	VAN PAPER COMPANY	8X4X18 1.5 MIL CAN LINERS	101-4371-42110.000	67.15
05/23/2023	USBNK	571804	VOSSLER, MEGAN	FENCE REIMBURSEMENT FROM SNOW DAMAGE	101-4220-42180.000	775.00
05/23/2023	USBNK	571805	WAGAR CONSTRUCTION INC	BD Bond Refund	101-0000-22030.000	500.00
05/23/2023	USBNK	571806	WATER CONSERVATION SERVICE, INC.	WATER MAIN LEAK DETECTION HEATHER & VICTORIA ST	601-4505-43190.000	358.17
05/23/2023	USBNK	571807	XCEL ENERGY	CC AND CITY HALL MONTHLY	220-4380-42140.000	9,018.90
		571807		CC AND CITY HALL MONTHLY	220-4380-43610.000	25,637.21
		571807		SLID SERVICE MARCH & APRIL 2023	603-4590-43610.000	182.18
		571807		ST LIGHTS SERVICE MARCH - APRIL 2023	604-4260-43610.000	14,505.82
						<u>49,344.11</u>
05/25/2023	USBNK	571808	AE2S OPERATIONS, LLC	SCADA SERVICES S TOWER, RICE & BRIDGE	601-4505-43190.000	779.91
05/25/2023	USBNK	571809	AID ELECTRIC CORPORATION	ADD RECEPTACLES FOR SCORE BOARDS	101-4371-43810.000	909.40
05/25/2023	USBNK	571810	AMAZON CAPITAL SERVICES	MICROFIBER CLEANING CLOTHS	220-4380-42110.000	149.99
		571810		PRESCHOOL SUPPLIES	225-4355-42170.000	44.94
		571810		KIDS CARE SUPPLIES	225-4356-42170.000	59.99
		571810		POWER CHARGER SURFACE WATER	603-4585-42180.041	26.97
		571810		SUBARU CARBURETOR TORO STAND ON	701-4650-42220.000	23.99
						<u>305.88</u>
05/25/2023	USBNK	571811	APPLIED MAINTENANCE SUPPLIES	SHOP SUPPLIES	701-4650-42220.000	783.45
05/25/2023	USBNK	571812	ARAMARK UNIFORM SERVICES	UNIFORM SERVICE	220-4380-43970.000	36.40
05/25/2023	USBNK	571813	CINTAS CORPORATION #470	UNIFORM CLEANING	101-4371-43970.000	24.76
		571813		UNIFORM SERVICE	220-4380-43970.000	9.79
						<u>34.55</u>
05/25/2023	USBNK	571814	CORE & MAIN	A1 COVERS FOR DRIVEWAYS	601-4505-42280.000	2,841.00

Check Date	Bank	Check #	Payee	Description	GL #	Amount
05/25/2023	USBNK	571815	E.G. RUD & SONS, INC.	KERRY PONDS SEDIMENT REMOVAL ASBUILT SURVEY - CP22-04	603-4585-43190.145	2,740.00
05/25/2023	USBNK	571816	GRAINGER, INC.	REPAIR SUPPLIES	220-4380-42240.000	30.28
05/25/2023	USBNK	571817	HACH COMPANY	TOTAL CHLORINE TESTING SUPPLIES	601-4505-42160.000	494.64
05/25/2023	USBNK	571818	HIPERLINE	SPECTRASHIELD LINER STORM MH	603-4585-43190.000	12,728.20
05/25/2023	USBNK	571819	JEFF ELLIS & ASSOCIATES, INC	LIFEGUARD CERTIFCATIONS	220-4380-43190.000	391.00
05/25/2023	USBNK	571820	MANSFIELD OIL COMPANY	1000 GALLONS UNLEADED FUEL	701-4650-42120.000	2,950.75
05/25/2023	USBNK	571821	MATHESON TRI-GAS INC	CO2	220-4380-42160.000	454.98
05/25/2023	USBNK	571822	MENARDS - FRIDLEY	POTTING SOIL	101-4371-42260.000	103.92
05/25/2023	USBNK	571823	MIDWEST LOCK & SAFE INC	REPLACEMENT KEYS	220-4380-42240.000	60.00
05/25/2023	USBNK	571824	MINNESOTA CITY/COUNTY MGMT ASSOC	ANNUAL MEMBERSHIP - EISENBEISZ	101-4020-44330.000	222.61
05/25/2023	USBNK	571825	NAKASONE PAINTING	PRESSURE WASHING AND APPLIED ANIT-	405-4371-45305.000-RC1	5,000.00
05/25/2023	USBNK	571826	ODP BUSINESS SOLUTIONS LLC	OFFICE SUPPLIES	101-4020-42010.000	51.87
05/25/2023	USBNK	571827	ORKIN EXTERMINATING CO INC.	LARSON HOUSE MONTHLY SERVICE	101-4371-43190.000	101.99
		571827		MONTHLY EXTERMINATING SERVICE	220-4380-43190.000	206.99
						308.98
05/25/2023	USBNK	571828	QUADIENT LEASING USA, INC	POSTAGE & SHIPMENT	101-4020-43220.000	109.12
05/25/2023	USBNK	571829	ROYAL TEXTILE MANUFACTURING	GREY HEATHER AND BLACK MESH HATS L/XL	101-4371-43970.000	72.57
05/25/2023	USBNK	571830	SAFE-FAST INC	CUTTING VEST, CUTTING GLOVES, GEAR	101-4371-42180.000	143.45
05/25/2023	USBNK	571831	TESSMAN SEED CO	ATHLETIC PRO 2 GRASS SEED	101-4371-42260.000	8,520.00

Check Date	Bank	Check #	Payee	Description	GL #	Amount
05/25/2023	USBNK	571832	W.D.LARSON COMPANIES LTD, INC.	SHOP SUPPLIES	701-4650-42220.000	94.28
05/25/2023	USBNK	571833	WARNING LITES OF MINNESOTA INC	TRAFFIC CONTROL OWASSO BLVD W	101-4220-43190.000	1,033.20
05/25/2023	USBNK	571834	WAUSAU TILE INC	CONCRETE STAIN	101-4371-42240.000	119.48
05/25/2023	USBNK	571835	XCEL ENERGY	SIRENS/ELECTRIC	101-4205-43190.055	83.05
		571835		N OAKS SIGNAL SERVICE FOR APRIL 2023	101-4220-43610.000	606.35
		571835		MONTHLY LARSON HOUSE	101-4371-42140.000	50.58
		571835		MONTHLY LARSON HOUSE	101-4371-43610.000	95.37
		571835		WELLS AND BOOSTER POWER	601-4505-42140.000	415.01
		571835		POWER FOR WESTON WOODS	601-4505-43610.000	17,764.82
		571835		STORMWATER REUSE IRRIGATION	603-4585-43610.000	522.93
						19,538.11
05/25/2023	USBNK	571836	YALE MECHANICAL INC	CHILLER SYSTEM REPAIR	220-4380-43810.000	392.00
TOTAL - ALL FUNDS				TOTAL OF 203 CHECKS		978,540.02

--- GL TOTALS ---

101-0000-10100.000	CASH	237.12
101-0000-20414.000	LIFE INS WITHHOLDING	2,987.68
101-0000-20417.000	LIFE INS ADMIN FEE	220.00
101-0000-20802.000	DUE TO ST-SURCHARGE	1,312.60
101-0000-22020.000	DEVELOPER ESCROW	500.00
101-0000-22030.000	EROSION CONTROL	3,500.00
101-0000-34060.000	RETAINED FEES, SAC	(26.25)
101-4010-41510.000	WORKERS COMP INSUR	43.42
101-4010-44890.007	CITIZENS ACADEMY	83.30
101-4020-41510.000	WORKERS COMP INSUR	506.61
101-4020-42010.000	SUPPLIES-OFFICE	84.07
101-4020-43220.000	POSTAGE	109.12
101-4020-43270.000	TRAVEL EXPENSE	49.64
101-4020-44330.000	DUES & SUBSCRIPTIONS	428.66
101-4020-44500.000	TRAINING & PROF DEV	175.54
101-4021-41510.000	WORKERS COMP INSUR	239.92
101-4021-43190.010	PRE-EMPLOYMENT EXAMS	254.00
101-4021-43360.003	REGULAR RECRUITING	330.00
101-4021-44890.000	OTHER	10.63
101-4040-41510.000	WORKERS COMP INSUR	236.66
101-4050-41510.000	WORKERS COMP INSUR	667.58
101-4050-43190.030	AUDIT FEES	9,394.00

Check Date	Bank	Check #	Payee	Description	GL #	Amount
101-4050-43410.000			GENL LIABILITY INS			13,796.82
101-4050-44890.029			ARMORED CAR SERVICE			103.75
101-4050-44890.037			DOCUMENT DISPOSAL			31.92
101-4055-41510.000			WORKERS COMP INSUR			184.49
101-4055-43860.001			ADMINS/BS&A			17,939.24
101-4055-43860.004			EQUIPMENT REPAIR/MAINTENANCE			1,538.74
101-4080-41510.000			WORKERS COMP INSUR			182.77
101-4080-42180.000			SUPPLIES-GENERAL			177.00
101-4080-43410.000			GENL LIABILITY INS			1,002.41
101-4110-43190.045			POLICE CONTRACT			258,316.20
101-4110-43190.046			DISPATCH CONTRACT			11,931.89
101-4120-43410.000			GENL LIABILITY INS			862.25
101-4205-41510.000			WORKERS COMP INSUR			726.11
101-4205-43190.055			EMERGENCY SERV/REPAI			83.05
101-4205-43410.000			GENL LIABILITY INS			144.75
101-4205-44330.049			GENERAL			10.63
101-4220-41510.000			WORKERS COMP INSUR			6,072.63
101-4220-42180.000			SUPPLIES-GENERAL			898.55
101-4220-42180.020			GENERAL SUPPLIES			49.99
101-4220-43190.000			CONTRACTUAL FEES			60,067.80
101-4220-43610.000			ELECTRIC UTILITIES			606.35
101-4340-41510.000			WORKERS COMP INSUR			1,654.89
101-4340-42010.000			SUPPLIES-OFFICE			397.00
101-4340-42201.000			MARKETING SUPPLIES			5,583.32
101-4340-44500.000			TRAINING & PROF DEV			1,470.00
101-4345-41510.000			WORKERS COMP INSUR			501.64
101-4345-43410.000			GENL LIABILITY INS			188.75
101-4371-41420.000			UNEMPLOYMENT COMP			2,473.33
101-4371-41510.000			WORKERS COMP INSUR			8,994.56
101-4371-42110.000			SUPPLIES-CLEANING			67.15
101-4371-42140.000			SUPPLIES-HEATING			50.58
101-4371-42180.000			SUPPLIES-GENERAL			143.45
101-4371-42240.000			SUPPLIES-REPAIRS			862.67
101-4371-42260.000			SUPL-GROUND MATERIAL			13,584.96
101-4371-43190.000			CONTRACTUAL FEES			101.99
101-4371-43410.000			GENL LIABILITY INS			4,490.00
101-4371-43610.000			ELECTRIC UTILITIES			95.37
101-4371-43810.000			MAINT-BLDG & STRUCT			909.40
101-4371-43950.000			RENTALS-OTHER EQUIP			3,333.14
101-4371-43970.000			RENTALS-UNIFORMS			534.49
101-4371-44890.000			OTHER			64.73
101-4390-41510.000			WORKERS COMP INSUR			175.39
101-4410-41510.000			WORKERS COMP INSUR			423.03
101-4410-44890.000			OTHER			42.57
101-4430-41010.000			FULL TIME REGULAR			111.49
101-4430-41510.000			WORKERS COMP INSUR			263.26
210-4275-41510.000			WORKERS COMP INSUR			68.82
210-4275-43190.000			CONTRACTUAL FEES			43,884.64

Check Date	Bank	Check #	Payee	Description	GL #	Amount
210-4275-43410.000			GENL LIABILITY INS			190.87
220-0000-21810.000			SALES TAX PAYABLE			109.86
220-0000-22040.000			CREDIT BAL CONTROL			1,275.66
220-0000-22055.000			DAMAGE DEPOSIT			775.00
220-0000-34440.000			PAVILLION RENTAL			400.00
220-0000-34734.000			CENTER/ANNUAL			1,313.06
220-4380-41510.000			WORKERS COMP INSUR			8,548.87
220-4380-42110.000			SUPPLIES-CLEANING			7,212.42
220-4380-42140.000			SUPPLIES-HEATING			9,018.90
220-4380-42160.000			CHEMICALS			2,586.80
220-4380-42180.000			SUPPLIES-GENERAL			670.43
220-4380-42200.000			SUPPLIES-POOL			785.91
220-4380-42201.000			MARKETING SUPPLIES			5,583.34
220-4380-42240.000			SUPPLIES-REPAIRS			150.16
220-4380-42590.001			FOOD & BEVERAGE			5,084.46
220-4380-42590.002			SUPPLIES/OTHER			156.90
220-4380-42591.002			MERCHANDISE FOR RESA			978.74
220-4380-43190.000			CONTRACTUAL FEES			10,861.10
220-4380-43190.096			CABLE			260.20
220-4380-43410.000			GENL LIABILITY INS			7,662.02
220-4380-43610.000			ELECTRIC UTILITIES			25,637.21
220-4380-43810.000			MAINT-BLDG & STRUCT			1,579.00
220-4380-43970.000			RENTALS-UNIFORMS			232.74
220-4380-44890.044			ARMORED CAR			103.75
225-0000-34590.000			COMMUNITY PROGRAMS			4.00
225-4340-41510.000			WORKERS COMP INSUR			1,819.47
225-4340-42201.000			MARKETING SUPPLIES			5,583.34
225-4340-43410.000			GENL LIABILITY INS			428.08
225-4340-44500.000			TRAINING & PROF DEV			8.00
225-4340-44890.000			OTHER			10.63
225-4351-41510.000			WORKERS COMP INSUR			104.69
225-4351-42170.000			SUPPLIES-RECREATION			1,848.12
225-4351-43190.000			CONTRACTUAL FEES			3,613.80
225-4352-41420.000			UNEMPLOYMENT COMP			98.01
225-4352-41510.000			WORKERS COMP INSUR			450.32
225-4352-42170.000			SUPPLIES-RECREATION			451.44
225-4353-41510.000			WORKERS COMP INSUR			627.60
225-4353-42170.000			SUPPLIES-RECREATION			441.00
225-4353-42170.029			MUSIC			5.17
225-4354-41510.000			WORKERS COMP INSUR			1,211.09
225-4355-41510.000			WORKERS COMP INSUR			1,030.55
225-4355-42170.000			SUPPLIES-RECREATION			239.82
225-4356-41420.000			UNEMPLOYMENT COMP			228.17
225-4356-41510.000			WORKERS COMP INSUR			256.57
225-4356-42170.000			SUPPLIES-RECREATION			67.99
225-4358-41510.000			WORKERS COMP INSUR			99.20
225-4358-42170.000			SUPPLIES-RECREATION			147.83
225-4358-43170.000			CONTR-ENRICH CAMPS			833.00

Check Date	Bank	Check #	Payee	Description	GL #	Amount
225-4359-41510.000			WORKERS COMP INSUR			425.78
225-4359-43173.000			CONTR-COMM EVENTS			741.78
225-4359-43174.000			CONTR-SENIOR PROGR			560.00
225-4359-43270.000			TRAVEL EXPENSE			129.69
230-4090-41510.000			WORKERS COMP INSUR			41.70
230-4090-43410.000			GENL LIABILITY INS			46.65
240-4440-41510.000			WORKERS COMP INSUR			146.22
241-4450-41510.000			WORKERS COMP INSUR			202.50
241-4450-43190.000-910			CONTRACTUAL FEES			87.63
241-4450-43410.000-902			GENL LIABILITY INS			87.62
318-4850-46200.000			PAY AGENT/FISCAL FEE			2,000.00
401-4371-43190.000			COMMUNITY INVESTMENT-CONTRACTUAL FEES			12,568.70
405-4371-45305.000-RC1			PARK BUILDING REHABILITATION			5,000.00
405-4380-45312.000-FUR			FURNITURE & EQUIPMENT			5,686.80
422-4055-45800.004			INFO TECHNOLOGY FUND-SECURITY SYSTEMS-			9,301.46
422-4055-45800.017			INFO TECHNOLOGY FUND-LAN/NETWORK-			5,500.50
422-4055-45800.020			INFO TECHNOLOGY FUND-OTHER-			49,820.96
601-0000-20200.000			ACCOUNTS PAYABLE			566.49
601-0000-22015.000			ANTENNA ESCROW			3,529.84
601-4505-41510.000			WORKERS COMP INSUR			4,483.29
601-4505-42140.000			SUPPLIES-HEATING			415.01
601-4505-42160.000			CHEMICALS			1,910.79
601-4505-42280.000			SUPPLIES-UTIL MAINT			4,672.75
601-4505-43010.000			AUDIT & ACCTG SERV			5,978.00
601-4505-43190.000			CONTRACTUAL FEES			27,776.42
601-4505-43220.000			POSTAGE			681.54
601-4505-43410.000			GENL LIABILITY INS			4,565.01
601-4505-43610.000			ELECTRIC UTILITIES			17,764.82
601-4505-43970.000			RENTALS-UNIFORMS			341.80
601-4505-44500.000			TRAINING & PROF DEV			23.00
601-4505-44890.050			ARMORED CAR SERVICE			103.75
602-0000-20200.000			ACCOUNTS PAYABLE			100.57
602-4555-41510.000			WORKERS COMP INSUR			3,937.04
602-4555-42280.000			SUPPLIES-UTIL MAINT			336.79
602-4555-43010.000			AUDIT & ACCTG SERV			5,978.00
602-4555-43190.000			CONTRACTUAL FEES			15,480.42
602-4555-43220.000			POSTAGE			681.54
602-4555-43410.000			GENL LIABILITY INS			4,332.45
602-4555-43970.000			RENTALS-UNIFORMS			341.80
602-4555-44890.053			ARMORED CAR SERVICE			103.75
603-0000-20200.000			ACCOUNTS PAYABLE			104.34
603-4585-41510.000			WORKERS COMP INSUR			3,247.14
603-4585-42180.041			PONDS			26.97
603-4585-43190.000			CONTRACTUAL FEES			17,517.75
603-4585-43190.145			POND DREDGING			2,740.00
603-4585-43410.000			GENL LIABILITY INS			406.05
603-4585-43610.000			ELECTRIC UTILITIES			522.93
603-4585-43970.000			RENTALS-UNIFORMS			341.80

Check Date	Bank	Check #	Payee	Description	GL #	Amount
603-4590-41510.000				WORKERS COMP INSUR		33.46
603-4590-43410.000				GENL LIABILITY INS		211.25
603-4590-43610.000				ELECTRIC UTILITIES		182.18
604-0000-20200.000				ACCOUNTS PAYABLE		44.36
604-4260-41510.000				WORKERS COMP INSUR		337.05
604-4260-43190.000				CONTRACTUAL FEES		125.55
604-4260-43410.000				GENL LIABILITY INS		70.39
604-4260-43610.000				ELECTRIC UTILITIES		14,505.82
604-4260-45300.000				IMPR OTHER THAN BLDG		85,129.50
604-4700-45910.000				ST LIGHT UTILITY-ARCHITECT/ENGINEER		1,204.65
701-4650-41510.000				WORKERS COMP INSUR		1,566.68
701-4650-42120.000				MOTOR FUEL		2,950.75
701-4650-42180.000				SUPPLIES-GENERAL		259.83
701-4650-42183.000				SUPPLIES-MAINT CNTR		235.67
701-4650-42220.000				EQUIPMENT PARTS		5,027.71
701-4650-42220.002				EQUIPMENT		1,231.05
701-4650-42220.003				SUPPLIES		20.17
701-4650-43190.000				CONTRACTUAL FEES		15,751.23
701-4650-43190.151				VEHICLE		425.48
701-4650-43196.000				CONTR-MAINT CENTER		3,047.84
701-4650-43196.002				SECURITY		104.85
701-4650-43410.000				GENL LIABILITY INS		4,955.00
701-4650-43610.000				ELECTRIC UTILITIES		1,211.91
701-4650-43640.001				GENERAL		912.21
701-4650-43970.000				RENTALS-UNIFORMS		341.80
701-4650-44330.000				DUES & SUBSCRIPTIONS		217.20
701-4650-45400.000				HEAVY MACHINERY		15,208.20
703-4740-44340.000				INSURANCE CLAIMS		4,534.25
801-0000-20200.000				ACCOUNTS PAYABLE		6.59
				TOTAL		978,540.02

**ACCOUNTS PAYABLE VOUCHER**

VOUCHER NO. \_\_\_\_\_ WARRANT NO. \_\_\_\_\_ DATE ALLOWED 05 28 2023 IN THE SUM OF \$ 30538.26  
 Mo. Day Yr.

**CITY OF SHOREVIEW**

V #	W #

Payee **BLUUM OF MINNE**

VENDOR # 100898 BLUUM OF MINNESOTA, LLC 4675 E COTTON CENTER BLVD., STE 155  PHOENIX, AZ 85040	Purchase Order No.  Terms  Due Date <span style="float: right;">05/28/2023</span>
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INVOICE DATE	INVOICE NUMBER	APPROP NUMBER	PROJECT	DESCRIPTION	AMOUNT
04/28/2023	608295-1	422-4055-45800.020		FITNESS CENTER TV REPLACEMENT PROJ	30,538.26

CITY OF SHOREVIEW	
Favor Of	
BLUUM OF MINNESOTA, LLC	
Total Amount of Voucher	\$ _____
Deductions	_____
_____	_____
_____	_____
_____	_____
Total Amount of Warrant	\$ _____
Month of _____, _____	_____

VOUCHER RECORD	ACCT #	
Total		

I hereby certify that the attached invoice(s), or bill(s), is (are) true and correct and that the materials or services itemized thereon for which charge is made were ordered and received except

\_\_\_\_\_ Mo. Day Yr. \_\_\_\_\_ Signature \_\_\_\_\_ Officer/Title

I hereby certify that the attached invoice(s), or bill(s), is (are) true and correct and I have audited same in accordance with IC 5-11-10-1.6.

\_\_\_\_\_ Mo. Day Yr. \_\_\_\_\_ Signature \_\_\_\_\_ Officer/Title

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Board/Council Members

## ACCOUNTS PAYABLE VOUCHER

VOUCHER NO.

WARRANT NO.

DATE ALLOWED 05 31 2023  
Mo. Day Yr.

IN THE SUM OF \$ 40771.00

### CITY OF SHOREVIEW

V #	W #

Payee BS&A SOFTWARE

<p>VENDOR # 20390 BS&amp;A SOFTWARE 14965 ABBEY LANE  BATH, MI 48808</p>	<p>Purchase Order No.  Terms  Due Date 05/31/2023</p>
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INVOICE DATE	INVOICE NUMBER	APPROP NUMBER	PROJECT	DESCRIPTION	AMOUNT
05/01/2022	146252	101-4055-43860.001		BS&A FINANCE/COMMDEV SOFTWARE	17,939.24
05/01/2022	146252	601-4505-43190.000		BS&A ANNUAL SOFTWARE MAINTENANCE/	11,415.88
05/01/2022	146252	602-4555-43190.000		BS&A ANNUAL SOFTWARE MAINTENANCE/	11,415.88

CITY OF SHOREVIEW			
Favor Of			
BS&A SOFTWARE			
Total Amount of Voucher		\$	
Deductions			
Total Amount of Warrant		\$	
Month of _____, _____			

VOUCHER RECORD	ACCT #	
Total		

I hereby certify that the attached invoice(s), or bill(s), is (are) true and correct and that the materials or services itemized thereon for which charge is made were ordered and received except

\_\_\_\_\_ Mo. Day Yr.    \_\_\_\_\_ Signature    \_\_\_\_\_ Officer/Title

I hereby certify that the attached invoice(s), or bill(s), is (are) true and correct and I have audited same in accordance with IC 5-11-10-1.6.

\_\_\_\_\_ Mo. Day Yr.    \_\_\_\_\_ Signature    \_\_\_\_\_ Officer/Title

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ Board/Council Members

## ACCOUNTS PAYABLE VOUCHER

VOUCHER NO. \_\_\_\_\_ WARRANT NO. \_\_\_\_\_ DATE ALLOWED 05 30 2023 IN THE SUM OF \$ 43884.64  
 Mo. Day Yr.

**CITY OF SHOREVIEW**

V #	W #
--------	--------

Payee **EUREKA RECYCLI**

VENDOR # 20942 EUREKA RECYCLING 2828 KENNEDY ST NE  MINNEAPOLIS, MN 55413	Purchase Order No.  Terms  Due Date <span style="float: right;">05/30/2023</span>
---	---

INVOICE DATE	INVOICE NUMBER	APPROP NUMBER	PROJECT	DESCRIPTION	AMOUNT
04/30/2023	SI006640	210-4275-43190.000		RECYCLING SERVICES APRIL 2023	43,884.64

CITY OF SHOREVIEW	
Favor Of	
EUREKA RECYCLING	
Total Amount of Voucher	\$ _____
Deductions	_____
_____	_____
_____	_____
Total Amount of Warrant	\$ _____
Month of _____, _____	

VOUCHER RECORD	ACCT #	
Total		

I hereby certify that the attached invoice(s), or bill(s), is (are) true and correct and that the materials or services itemized thereon for which charge is made were ordered and received except

\_\_\_\_\_  
 Mo. Day Yr.                                  Signature                                  Officer/Title

I hereby certify that the attached invoice(s), or bill(s), is (are) true and correct and I have audited same in accordance with IC 5-11-10-1.6.

\_\_\_\_\_  
 Mo. Day Yr.                                  Signature                                  Officer/Title

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Board/Council Members

ACCOUNTS PAYABLE VOUCHER

VOUCHER NO. WARRANT NO. DATE ALLOWED 06 09 2023 IN THE SUM OF \$ 85129.50
Mo. Day Yr.

CITY OF SHOREVIEW

Payee FOREST LAKE CO

Vendor information box including Vendor # 00241, Forest Lake Contracting Inc., 14777 Lake Drive, Forest Lake, MN 55025, and Purchase Order details.

Table with columns V # and W # for tracking.

Table with columns: INVOICE DATE, INVOICE NUMBER, APPROP NUMBER, PROJECT, DESCRIPTION, AMOUNT. Includes entry for 05/11/2023, 22-01-004, 604-4260-45300.000, PAY ESTIMATE NO 4 - 2022 STREET LIGHT, 85,129.50.

CITY OF SHOREVIEW Favor Of FOREST LAKE CONTRACTING INC. Total Amount of Voucher \$ Total Amount of Warrant \$ Month of \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

VOUCHER RECORD table with columns VOUCHER RECORD, ACCT #, and a Total row at the bottom.

I hereby certify that the attached invoice(s), or bill(s), is (are) true and correct and that the materials or services itemized thereon for which charge is made were ordered and received except

Mo. Day Yr. Signature Officer/Title

I hereby certify that the attached invoice(s), or bill(s), is (are) true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Mo. Day Yr. Signature Officer/Title

Board/Council Members





**ACCOUNTS PAYABLE VOUCHER**

VOUCHER NO.                      WARRANT NO.                      DATE ALLOWED 05 31 2023                      IN THE SUM OF \$                      21350.00  
Mo. Day Yr.

**CITY OF SHOREVIEW**

V	W
#	#

Payee    MALLOY, MONTAC

<b>VENDOR #</b> 00443 MALLOY, MONTAGUE, KARNOWSKI, RADOSEVICH & CO, PA 5353 WAYZATA BLVD MINNEAPOLIS, MN 55416-1384	<b>Purchase Order No.</b>  <b>Terms</b>  <b>Due Date</b> 05/31/2023
---	---

INVOICE DATE	INVOICE NUMBER	APPROP NUMBER	PROJECT	DESCRIPTION	AMOUNT
05/09/2023	54311	101-4050-43190.030		PROGRESS BILLING THROUGH 04/30/2023 ·	9,394.00
05/09/2023	54311	601-4505-43010.000		PROGRESS BILLING THROUGH 04/30/2023 ·	5,978.00
05/09/2023	54311	602-4555-43010.000		PROGRESS BILLING THROUGH 04/30/2023 ·	5,978.00

CITY OF SHOREVIEW			
Favor Of			
MALLOY, MONTAGUE, KARNOWSKI,			
Total Amount of Voucher		\$	
Deductions			
Total Amount of Warrant		\$	
Month of _____, _____			

VOUCHER RECORD	ACCT #	
Total		

I hereby certify that the attached invoice(s), or bill(s), is (are) true and correct and that the materials or services itemized thereon for which charge is made were ordered and received except

\_\_\_\_\_  
Mo. Day Yr.                                      Signature                                      Officer/Title

I hereby certify that the attached invoice(s), or bill(s), is (are) true and correct and I have audited same in accordance with IC 5-11-10-1.6.

\_\_\_\_\_  
Mo. Day Yr.                                      Signature                                      Officer/Title

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Board/Council Members

### ACCOUNTS PAYABLE VOUCHER

VOUCHER NO.

WARRANT NO.

DATE ALLOWED 12 07 2022  
Mo. Day Yr.

IN THE SUM OF \$ 58905.60

**CITY OF SHOREVIEW**

V #	W #

Payee PAVEDRAIN, LLC

VENDOR # 100794 PAVEDRAIN, LLC 7083 18TH AVENUE  VAN HORNE, IA 52346	Purchase Order No.  Terms  Due Date 12/07/2022
--	--

INVOICE DATE	INVOICE NUMBER	APPROP NUMBER	PROJECT	DESCRIPTION	AMOUNT
11/07/2022	1081	101-4220-43190.000		PAVEMENT SEALER N OWASSO BLVD PAVI	58,905.60

CITY OF SHOREVIEW			
Favor Of			
PAVEDRAIN, LLC			
Total Amount of Voucher		\$	
Deductions			
Total Amount of Warrant		\$	
Month of _____, _____			

VOUCHER RECORD	ACCT #	
Total		

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\_\_\_\_\_ Mo. Day Yr. \_\_\_\_\_ Signature \_\_\_\_\_ Officer/Title

I hereby certify that the attached invoice(s), or bill(s), is (are) true and correct and I have audited same in accordance with IC 5-11-10-1.6.

\_\_\_\_\_ Mo. Day Yr. \_\_\_\_\_ Signature \_\_\_\_\_ Officer/Title

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Board/Council Members

### ACCOUNTS PAYABLE VOUCHER

PAGE : 1

VOUCHER NO.                      WARRANT NO.                      DATE ALLOWED     05 31 2023                          IN THE SUM OF \$                      258316.20

Mo. Day Yr.

#### CITY OF SHOREVIEW

V #	W #

Payee    RAMSEY COUNTY

<p>VENDOR #    00569  RAMSEY COUNTY  90 PLATO BLVD. W  P.O. BOX 64097  ST PAUL, MN 55164-0097</p>	<p>Purchase Order No.   Terms   Due Date                                      05/31/2023</p>
---	--

INVOICE DATE	INVOICE NUMBER	APPROP NUMBER	PROJECT	DESCRIPTION	AMOUNT
05/01/2023	SHRFL-002149	101-4110-43190.045		LAW ENFORCEMENT - MAY 2023	258,316.20

CITY OF SHOREVIEW			
Favor Of			
RAMSEY COUNTY			
Total Amount of Voucher	\$		
Deductions			
Total Amount of Warrant	\$		
Month of _____, _____			

VOUCHER RECORD	ACCT #	
Total		

I hereby certify that the attached invoice(s), or bill(s), is (are) true and correct and that the materials or services itemized thereon for which charge is made were ordered and received except

\_\_\_\_\_ Mo. Day Yr.                      \_\_\_\_\_ Signature                      \_\_\_\_\_ Officer/Title

I hereby certify that the attached invoice(s), or bill(s), is (are) true and correct and I have audited same in accordance with IC 5-11-10-1.6.

\_\_\_\_\_ Mo. Day Yr.                      \_\_\_\_\_ Signature                      \_\_\_\_\_ Officer/Title

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Board/Council Members

### ACCOUNTS PAYABLE VOUCHER

VOUCHER NO.    WARRANT NO.    DATE ALLOWED 05 26 2023    IN THE SUM OF \$ 34656.11  
Mo. Day Yr.

**CITY OF SHOREVIEW**

V #	W #

Payee    XCEL ENERGY

VENDOR #    10206 XCEL ENERGY PO BOX 9477  MINNEAPOLIS, MN 55484-9477	Purchase Order No.  Terms  Due Date    05/26/2023
---	---

INVOICE DATE	INVOICE NUMBER	APPROP NUMBER	PROJECT	DESCRIPTION	AMOUNT
05/11/2023	827914571	220-4380-43610.000		CC AND CITY HALL MONTHLY GAS/ELECTR	25,637.21
05/11/2023	827914571	220-4380-42140.000		CC AND CITY HALL MONTHLY GAS/ELECTR	9,018.90

CITY OF SHOREVIEW			
Favor Of			
XCEL ENERGY			
Total Amount of Voucher		\$	
Deductions			
Total Amount of Warrant		\$	
Month of _____ , _____			

VOUCHER RECORD	ACCT #	
Total		

I hereby certify that the attached invoice(s), or bill(s), is (are) true and correct and that the materials or services itemized thereon for which charge is made were ordered and received except

\_\_\_\_\_ Mo. Day Yr.    \_\_\_\_\_ Signature    \_\_\_\_\_ Officer/Title

I hereby certify that the attached invoice(s), or bill(s), is (are) true and correct and I have audited same in accordance with IC 5-11-10-1.6.

\_\_\_\_\_ Mo. Day Yr.    \_\_\_\_\_ Signature    \_\_\_\_\_ Officer/Title

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
Board/Council Members

# Memorandum

**TO:** City Council  
**FROM:** Janice Miller  
**DATE:** June 5, 2023  
**SUBJECT:** Tree Trimmers Licenses  
**ITEM NUMBER:** 8.e  
**SECTION:** CONSENT AGENDA

---

## **REQUESTED MOTION**

It is recommended that the City Council approve the license applications listed below.

## **INTRODUCTION**

## **DISCUSSION**

All Seasons Tree Service & Snow Plowing	8591 Hamlet Ave S	Cottage Grove	55106	651.690.3200	<a href="https://allseasonstreemn.com/">https://allseasonstreemn.com/</a>
Primo Tree Experts	10912 Andelina Dr	Little Falls	56345	320-237-4870	primotreemn.com

## **RECOMMENDATION**

It is recommended that the City Council approve the above licenses.

## **ATTACHMENTS**

# Memorandum

**TO:** City Council  
**FROM:** Renee Eisenbeisz , Assistant City Manager  
**DATE:** June 5, 2023  
**SUBJECT:** Accept the human rights commission's 2023 - 2024 action plan  
**ITEM NUMBER:** 8.f  
**SECTION:** CONSENT AGENDA

---

## **REQUESTED MOTION**

To accept the human rights commission's 2023 - 2024 action plan.

## **INTRODUCTION**

The city council is being asked to accept the human rights commission's 2023 - 2024 action plan.

## **DISCUSSION**

Every year, the human rights commission updates their action plan. The commission approved the attached 2023 - 2024 action plan at their May 24, 2023 meeting.

Below is a summary on some of the larger items. These are also in addition to annual action items such as the poster contest, hosting or participating in community programs, and caring youth award.

**Review caring youth award process** – This item is being added based on discussions last fall. Student representative Yu noted that the students she talked to about applying for this felt intimidated by the process. Yu and Assistant City Manager Eisenbeisz will be reviewing this process over the summer.

**Create a land acknowledgement statement** – Over the past few years, more and more organizations are creating land acknowledgement statements. These statements recognize the unique and enduring relationship that exists between Indigenous People and their territories. They typically acknowledge the land that an organization or city are located on as ancestral, traditional, and contemporary homelands of Indigenous People. They also acknowledge the history that their organization or city was built on and commit to learning more about ways to recognize, support, and collaborate with Indigenous People. They can be placed on websites and/or given as an introduction to a meeting or event. A sub-committee will work on this over the summer in order for the city to act on it before Indigenous People's Day in October.

**Recommend recognizing holidays and awareness days/weeks/months to the city council** - This item was carried over from the 2022 action plan. Over the past few months, a sub-committee has been working on this and identified the below days or months for the city to start recognizing. The commission discussed this at their May 24 meeting and agrees with

the list. The sub-committee will now identify ways to recognize each one through 2024. Potential ideas for recognition include social media posts, proclamations, sharing events that are occurring, library recommendations, and hosting discussions. It should be noted that a proclamation recognizing Juneteenth is on the June 5 agenda.

- Juneteenth (June 19, 2023)
- Independence Day for the USA (July 4, 2023)
- Hispanic Heritage Month (mid- September to mid-October, 2023)
- Indigenous People's Day (October 9, 2023)
- Native American Heritage Month (November 2023)
- African-American Heritage Month (February 2024)
- Lunar New Year (varies by year – February 10, 2024)
- Women's History Month (March, 2024)
- Earth Day (April 22, 2024)
- Asian- Pacific American Heritage Month (May 2024)
- Pride Month (June 2024)

**Conduct a special session to discuss role, goals, and potential programs from equity and inclusion survey** – The commission has not held a larger session like this since 2016. Given that we have several new members, they felt this year was a good time to do so.

**Co-host naturalization ceremonies** – The commission has not hosted a naturalization ceremony since 2018. They would like to co-host one or two in 2024.

**Equity and inclusion survey** – The commission conducted a survey in 2021. Unfortunately, they did not get the number of responses they were hoping for. As such, they would like to evaluate the questions and outreach from that survey and conduct another one in late 2024.

### **RECOMMENDATION**

It is recommended that the city council accept the human rights commission's 2023 - 2024 action plan.

### **ATTACHMENTS**

[2023 - 2024 HRC action plan](#)

## 2023 – 2024 HRC Action Plan

Action	Timeline	Goal			
		Build awareness and foster respect for social, equity, civil, and human rights in our community.	Engage in outreach, education, listening and collaboration in the community.	Aid and advise the city council in regard to general human rights issues.	Strengthen and maintain effective relationships with key community groups and organizations.
Review caring youth award process	2023	X			
Create a land acknowledgement statement	2023	X		X	
Recommend recognizing holidays and awareness days/weeks/months to the city council	2023	X			
Conduct a special session to discuss role, goals, and potential programs from equity and inclusion survey	2023			X	
Co-host naturalization ceremonies with the Shoreview library	2024	X	X		X
Conduct a community survey to identify strengths and challenges related to equity and inclusion in Shoreview	2024		X	X	
Submit an annual report to the city council	Annually			X	
Coordinate and promote the annual poster contest – One Community of Many Colors	Annually	X	X		
Meet with city council to discuss goals	Annually			X	X
Coordinate and promote the caring youth award	Annually	X			X

Action	Timeline	Goal			
		Build awareness and foster respect for social, equity, civil, and human rights in our community.	Engage in outreach, education, listening and collaboration in the community.	Aid and advise the city council in regard to general human rights issues.	Strengthen and maintain effective relationships with key community groups and organizations.
Host or participate in community programs such as community discussions and diversity fairs	Ongoing	X	X		
Support and advise the city council on issues of racial justice as it affects the community	Ongoing	X	X	X	X
Identify community stakeholders on human rights issues and invite to participate in HRC meetings quarterly	Ongoing		X	X	X
Seek collaborative opportunities with local and state organizations	Ongoing	X	X		X
Seek opportunities to connect with middle and high school students	Ongoing	X	X		
Seek opportunities to connect with underserved groups within the community	Ongoing	X	X		X

# Memorandum

**TO:** City Council  
**FROM:** Renee Eisenbeisz , Assistant City Manager  
**DATE:** June 5, 2023  
**SUBJECT:** Ordinance 1021 - Amending chapter 300, council and administration, section 303, personnel policy  
**ITEM NUMBER:** 8.g  
**SECTION:** CONSENT AGENDA

---

## **REQUESTED MOTION**

To adopt ordinance no. 1021, amending chapter 300, council and administration, section 303, personnel policy.

## **INTRODUCTION**

The city council is being asked to consider the adoption of ordinance no. 1021 to amend section 303 adding Juneteenth to the list of official holidays for the city.

## **DISCUSSION**

The Minnesota Legislature has approved a bill to establish Juneteenth as a state-recognized holiday effective now instead of August 1, 2023 as originally approved in February. Per State Statutes, no public business can be conducted on state holidays. As such, city hall will be closed on Monday, June 19, 2023. In addition to being closed, the city also needs to amend section 303, personnel policy, adding Juneteenth to the list of official holidays for the city.

The city council will also be issuing a proclamation at its June 5 meeting recognizing Juneteenth.

## **RECOMMENDATION**

It is recommended that the city council adopt ordinance no. 1021 to amend section 303 adding Juneteenth to the list of official holidays for the city.

## **ATTACHMENTS**

[Ordinance 1021](#)

CITY OF SHOREVIEW

ORDINANCE NO. 1021

AN ORDINANCE AMENDING SECTION 303, PERSONNEL POLICY TO ADD JUNETEENTH TO THE LIST OF HOLIDAYS

The Shoreview City Council ordains that Section 303 of the Shoreview Municipal Code is amended to read as follows (New language is underlined and highlighted red; ~~red stricken text is proposed for deletion~~):

**303 Personnel Policy**

**303.245 Holidays.** The following shall be the official holidays for the City and no official business shall be conducted on them: New Year's Day, January 1; Martin Luther King's Birthday, the third Monday in January; President's Day, the third Monday in February; Memorial Day, the last Monday in May; Juneteenth, June 19; Independence Day, July 4; Labor Day, the first Monday in September; Veteran's Day, November 11; Thanksgiving Day, the fourth Thursday in November; the Friday after Thanksgiving Day; Christmas Eve Day, December 24, and Christmas Day, December 25. Except that in years when Christmas Eve Day falls on a Friday, Saturday or Sunday, employees will be given an extra floating holiday in lieu of the December 24th holiday. Otherwise, the holidays which fall on a Saturday will be observed the preceding Friday. Those which fall on a Sunday will be observed the following Monday.

**Adoption Date:** Passed by the city council of the City of Shoreview on the 5<sup>th</sup> day of June 2023.

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

**Publication Date:** Published on the 20 day of June, 2023.

---

Sue Denking, Mayor

Attest:

---

Brad Martens, City Manager

SEAL

# Memorandum

**TO:** City Council  
**FROM:** Renee Eisenbeisz , Assistant City Manager  
**DATE:** June 5, 2023  
**SUBJECT:** 2023 city council regular meetings and workshops schedule amendment  
**ITEM NUMBER:** 8.h  
**SECTION:** CONSENT AGENDA

---

## **REQUESTED MOTION**

To approve the amended 2023 city council regular meetings and workshops schedule.

## **INTRODUCTION**

The city council is being asked to amend the 2023 city council regular meetings and workshops schedule.

## **DISCUSSION**

The Minnesota Legislature has approved a bill to establish Juneteenth as a state-recognized holiday effective now instead of August 1, 2023 as originally approved in February. Per State Statutes, no public business can be conducted on state holidays. As such, city hall will be closed on Monday, June 19 and the city council needs to move their workshop and regular meeting to Tuesday, June 20.

Additionally, staff is recommending that the city council cancel its July 3 meeting due to the Independence Day holiday, which falls on Tuesday, July 4. The city council typically cancels its first July meeting due to this holiday.

## **RECOMMENDATION**

It is recommended that the city council approve the amended 2023 city council regular meetings and workshops schedule by moving the June 19 meetings to June 20 and cancelling the July 3 meeting.

## **ATTACHMENTS**

[Amended 2023 schedule](#)

# 2023

## Shoreview council meetings

Key:

CC regular meeting
CC workshop/regular meeting
Holiday

January							February							March						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	5	6	7	8	9	10	11	5	6	7	8	9	10	11
8	9	10	11	12	13	14	12	13	14	15	16	17	18	12	13	14	15	16	17	18
15	16	17	18	19	20	21	19	20	21	22	23	24	25	19	20	21	22	23	24	25
22	23	24	25	26	27	28	26	27	28	26	27	28	29	30	31					
29	30	31																		
April							May							June						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1		1	2	3	4	5	6					1	2	3
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
23	24	25	26	27	28	29	28	29	30	31	25	26	27	28	29	30				
30																				
July							August							September						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5						1	2
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23
23	24	25	26	27	28	29	27	28	29	30	31	24	25	26	27	28	29	30		
30	31																			
October							November							December						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4						1	2
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
29	30	31	26	27	28	29	30	24	25	26	27	28	29	30						
														31						

# Memorandum

**TO:** City Council  
**FROM:** Renee Eisenbeisz , Assistant City Manager  
**DATE:** June 5, 2023  
**SUBJECT:** Approve lease amendment with T-Mobile Central LLC for 4615 Victoria Street North  
**ITEM NUMBER:** 8.i  
**SECTION:** CONSENT AGENDA

---

## **REQUESTED MOTION**

To approve the lease amendment with T-Mobile Central LLC for the ground lease and easement agreement at 4615 Victoria Street North and authorize the city manager to execute the amendment.

## **INTRODUCTION**

The city council is being asked to approve a lease amendment with T-Mobile for their ground lease and easement agreement at 4615 Victoria Street North and authorize the city manager to execute the amendment.

## **DISCUSSION**

The city has been approached by T-Mobile to amend our ground lease agreement at the maintenance center to extend the term and modify other provisions. The original lease agreement is dated May 3, 1999 and goes through December 31, 2033. The annual rent is currently \$19,350 and set to increase 5% every year. The amendment includes the following terms:

- Annual rent will be \$16,200 beginning January 1, 2024 and will increase 10% every five years
- Term is extended for an additional 25 years through 2048
- Guaranteed rent period of six years

The current trend in the metro area is for cities to receive slightly lower rent payments for existing cell tower sites as telecommunications companies renegotiate their lease agreements. The rent and 10% increase every 10 years is the same as the ground lease for AT&T at this site.

The proposed lease amendment is attached and has been approved by the city attorney.

## **RECOMMENDATION**

Staff is recommending the city council approve and authorize the city manager to execute the ground lease and easement agreement with T-Mobile Central LLC at 4615 Victoria Street North.

## **ATTACHMENTS**

## T-Mobile amendment

## **SECOND AMENDMENT TO GROUND LEASE AND EASEMENT AGREEMENT**

This Second Amendment to Ground Lease and Easement Agreement (the "**Second Amendment**") is effective as of the last signature below (the "**Effective Date**"), by and between City of Shoreview, a Minnesota municipal corporation ("**City**"), and T-Mobile Central LLC, a Delaware limited liability company, successor in interest to APT Minneapolis, Inc. ("**Tenant**") (each a "**Party**", or collectively, the "**Parties**").

City and Tenant (or their predecessors-in-interest) entered into that certain Ground Lease and Easement Agreement dated May 3, 1999, as amended by that certain First Amendment to Ground Lease and Easement Agreement dated January 27, 2010 (Including all Amendments, collectively the "**Lease**") regarding the leased premises ("**Premises**") located at 4615 N. Victoria Street (the "**Property**").

For good and valuable consideration, City and Tenant agree as follows:

1. Notwithstanding anything to the contrary in the Lease, starting on January 1, 2024, (the "**Revised Rent Date**"), Tenant shall pay City One Thousand Three Hundred and 50/100 Dollars (\$1,350.00) per month as Rent, partial calendar month to be prorated in advance, by the fifth (5<sup>th</sup>) day of each calendar month. The Rent will escalate by 10% of the Rent payable during the previous Renewal Term on the first day of each Renewal Term. Where duplicate Rent would occur, a credit shall be taken by Tenant for any prepayment of Rent by Tenant.
2. The Parties hereby wish to terminate the current term of the Lease on December 31, 2023, remove any remaining renewal terms as defined in the Lease, and commence a new five (5) year term on January 1, 2024 (the "**Revised Term**"). The Revised Term shall automatically renew for five (5) successive renewal terms of five (5) years each (each a "**Revised Renewal Term**"), unless Tenant notifies City, in writing, of Tenant's intention not to extend the Lease at least thirty (30) days prior to the expiration of the Revised Term or any Revised Renewal Term. The Revised Term, together with any Revised Renewal Terms are referred to collectively as the "**Term**" and all references to Term or Renewal Term in the Lease shall apply to the "Revised Term" and "Revised Renewal Term", respectively.
3. Commencing on full execution of this Second Amendment, Tenant's obligation to pay Rent is guaranteed for the period of six (6) years ("**Rent Guarantee Period**"). Tenant's obligation to pay Rent during the Rent Guarantee Period shall not be subject to offset or cancellation by Tenant, unless any of the following exceptions apply: a) local, state or federal laws materially adversely affect Tenant's ability to operate; b) the Premises or the Antenna Facilities are damaged or destroyed by wind, fire or other casualty and the Premises cannot be restored within a six (6)-month time period, then, in addition to the rights set forth herein, Rent will be abated for any period of time Tenant is not able to use the Premises; c) the Property is foreclosed upon and Tenant is unable to maintain its' tenancy; d) City requires Tenant to relocate the Antenna Facilities at any cost to Tenant;

or e) City breaches the Lease and the default issue is not cured within the appropriate cure period. This Rent guarantee shall not apply to any increases in the Rent after the execution of this Second Amendment and shall not affect Tenant's termination rights under the Lease. Upon expiration of the Rent Guarantee Period, Tenant has the right to terminate this Lease upon prior written notice to City, for any or no reason, without further liability.

4. All notices, requests, demands and other communications shall be in writing and shall be deemed to have been delivered upon receipt or refusal to accept delivery, and are effective only when deposited into the U.S. certified mail, return receipt requested, or when sent via a nationally recognized courier to the addresses set forth below. City or Tenant may from time to time designate any other address for this purpose by providing written notice to the other Party.

If to Tenant:

T-Mobile USA, Inc.  
12920 SE 38th Street  
Bellevue, WA 98006  
Attn: Lease Compliance/A1N0400A

If to City:

City of Shoreview  
4600 North Victoria Street  
Shoreview, MN 55126  
Attn: City Manager

5. Tenant and City will reasonably cooperate with each other's requests to approve permit applications and other documents related to the Property without additional payment or consideration.
6. Any charges payable under the Lease other than Rent shall be billed by City to Tenant within twelve (12) months from the date in which the charges were incurred or due; otherwise the same shall be deemed time-barred and be forever waived and released by City.
7. Except as expressly set forth in this Second Amendment, the Lease otherwise is unmodified. To the extent any provision contained in this Second Amendment conflicts with the terms of the Lease, the terms and provisions of this Second Amendment shall control. Each reference in the Lease to itself shall be deemed also to refer to this Second Amendment.
8. This Second Amendment may be executed in duplicate counterparts, each of which will be deemed an original. Signed electronic, scanned, or facsimile copies of this Second Amendment will legally bind the Parties to the same extent as originals.
9. Each of the Parties represents and warrants that it has the right, power, legal capacity and authority to enter into and perform its respective obligations under this Second Amendment. City represents and warrants to Tenant that the consent or approval of a third party has either been obtained or is not required with respect to the execution of Second Amendment. If City is represented by any property manager, broker or any other

leasing agent (“Agent”), then (a) City is solely is responsible for all commission, fees or other payment to Agent and (b) City shall not impose any fees on Tenant to compensate or reimburse City for the use of Agent, including any such commissions, fees or other payments arising from negotiating or entering into this Second Amendment or any future amendment.

10. This Second Amendment will be binding on and inure to the benefit of the Parties herein, their heirs, executors, administrators, successors-in-interest and assigns.

IN WITNESS, the Parties execute this Second Amendment as of the Effective Date.

**City:**

City of Shoreview, a Minnesota municipal corporation

By: \_\_\_\_\_

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

Title: \_\_\_\_\_

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

**Tenant:**

T-Mobile Central LLC, a Delaware limited liability company

By: \_\_\_\_\_

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

Title: \_\_\_\_\_

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

# Memorandum

**TO:** City Council  
**FROM:** Jason Ewell , Streets supervisor  
**DATE:** June 5, 2023  
**SUBJECT:** Authorization for replacement of aerial lift truck  
**ITEM NUMBER:** 8.j  
**SECTION:** CONSENT AGENDA

---

## **REQUESTED MOTION**

To authorize the scheduled purchase of a replacement aerial lift truck from the Versalift Sourcewell Contract #110410-TIM for \$253,220.

## **INTRODUCTION**

Shoreview's adopted capital improvement plan for 2023 includes the scheduled replacement of the Aerial Lift Truck and equipment. City Council approval is necessary at this time for authorization to purchase the truck cab/chassis from the Versalift Sourcewell Contract #110410-TIM for \$253,220.

## **DISCUSSION**

The Public Works maintenance fleet includes a 2006 Freightliner M2 with a Versa lift. The Aerial Lift / bucket truck is used regularly by maintenance personnel in conjunction with seasonal tree trimming along boulevards, to make repairs to street lights, for seasonal replacement of city banners, to hang holiday lights, and is also relied upon extensively to remove broken limbs and trees due to death/decay or storm damage. The existing aerial lift / bucket truck is over 17 years old and is requiring increased maintenance and repairs to ensure its reliability.

Accordingly, the Capital Improvements Program includes an estimate of \$200,000 for the replacement of the complete truck and aerial lift equipment in 2023. The complete chassis and lift can be purchased off the Versalift Sourcewell Contract #110410-TIM for \$253,220.

## **RECOMMENDATION**

Staff recommends consideration of the attached motion authorizing the replacement of the City's Aerial lift truck.

## **ATTACHMENTS**

[Aerial lift - VO-260 RTG.pdf](#)

Versalift  
 7601 Imperial Drive  
 Waco, Texas 76712-6608  
 254.399.2100



**QUOTATION**

**SOURCEWELL N-23751**

**Customer:** City of Shoreview  
**Attn:** Dan Curley  
**Email:** [dcurley@shoreviewmn.gov](mailto:dcurley@shoreviewmn.gov)  
**Address:** 4600 N. Victoria St.  
 Shoreview, MN. 55126

**Date:** 4/17/2023  
**Model:** VO-260-RR

**VERSALIFT SOURCEWELL  
 CONTRACT #110410-TIM**

<u>Model No.</u>	<u>Description</u>	<u>Sourcewell Contract Price</u>
VO-260-RR	Rear mounted, insulated 60 ft. 10 in. (21.6 m) over center, articulated aerial platform lift, 65ft. 10 n working height (23.1 m). With 50 ft. 8 in. (15.4 m) over-center horizontal reach including the following items:	<b>\$179,875.00</b>

**STANDARD SOURCEWELL FEATURES:**

- Platform capacity of 350 lbs.
- Sixteen (16) foot flatbed with toolboxes.
- Freightliner M2 106 4x2 cab and chassis with diesel engine, automatic transmission, and air conditioning
- Platform mounted Highly Resistant control handle including safety trigger and emergency stop/dump valve.
- Full pressure turret mounted controls with override.
- Continuous rotation.
- Seven GPM open center hydraulic system with a 2,900-psi operating pressure.
- Fiberglass upper boom tested per ANSI A92.2-2010 for Category C, 46 KV and below, including vacuum flashover protection system.
- Chassis insulating system (lower boom insert) providing 24 in. insulation gap including accommodations to bridge insulation gap for testing per ANSI A92.2-2010.
- A-frame main and auxiliary outriggers with pivot feet; two control valves and a selector valve.
- Outrigger boom interlocks for outriggers.
- Two sets of hydraulic tool outlets at platform, w/pressure limit.
- Two 1/2 in. diameter return lines.
- Remote mounted hydraulic reservoir with a 30-gallon capacity.
- Closed 24 in. X 24 in. X 42 in. platform with one inside/outside step. Mechanical bucket tilt included. Dump pin needs to be 1/2" longer than standard pin.
- Lower boom over stow protection.
- Non-lube bearings used at all pivot points.
- Unit painted urethane standard white.
- Two operator's manuals and two service manuals.
- ANSI A92.2 data plate

**OPEN MARKET REQUESTED OPTIONS:**

In addition to or in lieu of the above Sourcewell base and option prices \_\_\_\_\_ \$73,345.00

- 24" x 30" x 42" platform with cover in lieu of the above 24" x 24" x 42" platform
- Emergency power 12V DC system
- Two-speed throttle control
- Expanded metal cab guard, painted black
- Four (4) aluminum outrigger pads with holders
- Two (2) rubber wheel chocks
- One (1) cone holder under flatbed at rear
- Two (2) LED amber warning flashers mounted in tail shelf
- One (1) LED mini amber strobe light bar mounted under cab guard
- One (1) GoLight wireless handheld remote. Location TBD.
- Fourteen (14) foot long flatbed with wheel chock holders, LED light package, Brand FX single box saddle pack with Flexglo lighting, 36" x 18" x 18" aluminum top box with lift up door, 84" x 14" x 16" aluminum box with one (1) drop down door, ICC bumper with hitch plate, safety chains, 15,000 lb. tow package, D-ring PH15 pintle hook, 7-way RV style trailer socket, and two (2) steps at ICC bumper in lieu of the above sixteen (16) foot flatbed with boxes.
- 2024 Freightliner M2 106 Plus cab and chassis with 121" CA, 33,000 lb. GVWR, Cummins L9 350 hp diesel engine, Allison 3000 RDS auto transmission, block heater, front tow hooks, 50-gallon fuel tank, daytime running lights, west coast mirrors, high back air suspension driver's seat, back up alarm, AM/FM/WB World Tuner radio w/aux input, and leather wrapped steering wheel in lieu of the above Freightliner M2 106 4x2 cab and chassis

**Price Summary**

**COMPLETE TOTAL PRICE F.O.B. HOPKINS, MN:**

**\$253,220.00**

**TERMS:** Net 30 days.

**SHIPMENT:** Approximately 450-475 days after receipt of order. Delivery is subject to component availability.

**NOTE:** Prices subject to change. This is a stock unit and is subject to prior sales.

Thank you for considering <VERSALIFT> to meet your utility equipment needs. We look forward to earning your business.

Best Regards,

***STAN TOMCHESSON***

Government Contracts Sales Coordinator

Phone: (254) 399-2167

Email: [StanTomchesson@versalift.com](mailto:StanTomchesson@versalift.com)



# Memorandum

**TO:** City Council  
**FROM:** Allison Eddins , Senior planner  
**DATE:** June 5, 2023  
**SUBJECT:** Planned Unit Development - Final Stage - 3529 Rice Street - McMillan Group, LLC  
**ITEM NUMBER:** 8.k  
**SECTION:** CONSENT AGENDA

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## **REQUESTED MOTION**

To approve the planned unit development - final stage application submitted by McMillan Group, LLC for the expansion of the existing parking lot for the McMillan apartments and Oliver's restaurant, subject to the following conditions:

1. Approval of the final grading, drainage and erosion control plans by the Public Works Director is required, prior to issuance of a zoning permit for the parking lot construction.
2. The developer shall secure a right-of-way permit from Ramsey County prior to commencing any work within the Rice Street right-of-way.
3. The developer is required to enter into agreements and pay the required sureties related to the site development and erosion control. Said agreements shall be executed and sureties shall be paid prior to the issuance of any permits for this project. The agreements shall address:
  1. Construction management and nuisances that may occur during the parking lot construction, including parking for contractors. No parking is permitted on Rice Street.
  2. Landscape and fence maintenance including fence construction specifications.
  3. Shielding on all new lighting.
  4. Maintenance of stormwater management facilities.
4. Updated drainage and utility easements are required to be recorded with Ramsey County.
5. A fence maintenance agreement shall be executed and recorded with the neighbor at 3547 Rice Street.

## **INTRODUCTION**

Staff is presenting the final stage - planned unit development application from the Elevage Development Group that would allow for incorporation of additional land into the project for the purpose of expanding the parking lot serving the McMillan apartments and Oliver's restaurant.

At the April 3, 2023 regular meeting, the city council reviewed the PUD - development stage application for the McMillan parking lot expansion. The application included a proposed comprehensive plan amendment and rezone for 3529 Rice Street. At the April 3rd meeting, the

council adopted Resolution No. 23-34 to amend the comprehensive plan land use designation from RL - residential low density to MU - mixed use. The council also adopted Ordinance No. 1015 rezoning the property from R1 - Detached Residential to PUD - Planned Unit Development - with an underlying zoning of Mixed Use -MU.

## **DISCUSSION**

### **Planned Unit Development - Final Stage**

The PUD final stage is the third and final stage in the PUD process. This is the opportunity for the city to review the plans and development agreements for consistency with the development stage approvals. During the development stage approval process, the city heard from neighbors who are concerned about landscaping, screening and lighting.

The development agreement specifically addresses screening by requiring the installation of a 6 foot tall privacy fence along the northern and western property lines. The fence must be installed at grade with the parking lot to create as much vertical screening as possible. In addition to the fence, 27 evergreen trees will be planted along these property lines to create a vegetative buffer. The developer will be required to pay a surety that covers 125% of the landscaping and fencing costs. The funds will be returned to the developer once the site passes final inspection. In addition, all new parking lot lighting will be required to have light shields installed that will deflect the light downward and away from the adjacent properties. The development agreement also covers erosion control, drainage easements and stormwater infrastructure installation and maintenance.

During the development stage, the council was informed the developer was continuing to work with Ramsey County for access onto Rice Street. Since that time, the county has approved a right-in/right-out configuration in the Rice Street right-of-way. This configuration is shown in the attached site plan. The access details have been reviewed and accepted by the Lake Johanna Fire Marshal. This new access will improve traffic flow within the site and will improve emergency access.

## **RECOMMENDATION**

Staff is recommending that the city council approve the PUD - final stage application and the site development agreement with the following conditions:

1. Approval of the final grading, drainage and erosion control plans by the Public Works Director is required, prior to issuance of a zoning permit for the parking lot construction.
2. The developer shall secure a right-of-way permit from Ramsey County prior to commencing any work within the Rice Street right-of-way.
3. The developer is required to enter into agreements and pay the required sureties related to the site development and erosion control. Said agreements shall be executed and sureties shall be paid prior to the issuance of any permits for this project. The agreements shall address:
  1. Construction management and nuisances that may occur during the parking lot construction, including parking for contractors. No parking is permitted on Rice Street.
  2. Landscape and fence maintenance including fence construction specifications.
  3. Shielding on all new lighting.
  4. Maintenance of stormwater management facilities.
4. Updated drainage and utility easements are required to be recorded with Ramsey County.
5. A fence maintenance agreement shall be executed and recorded with the neighbor at

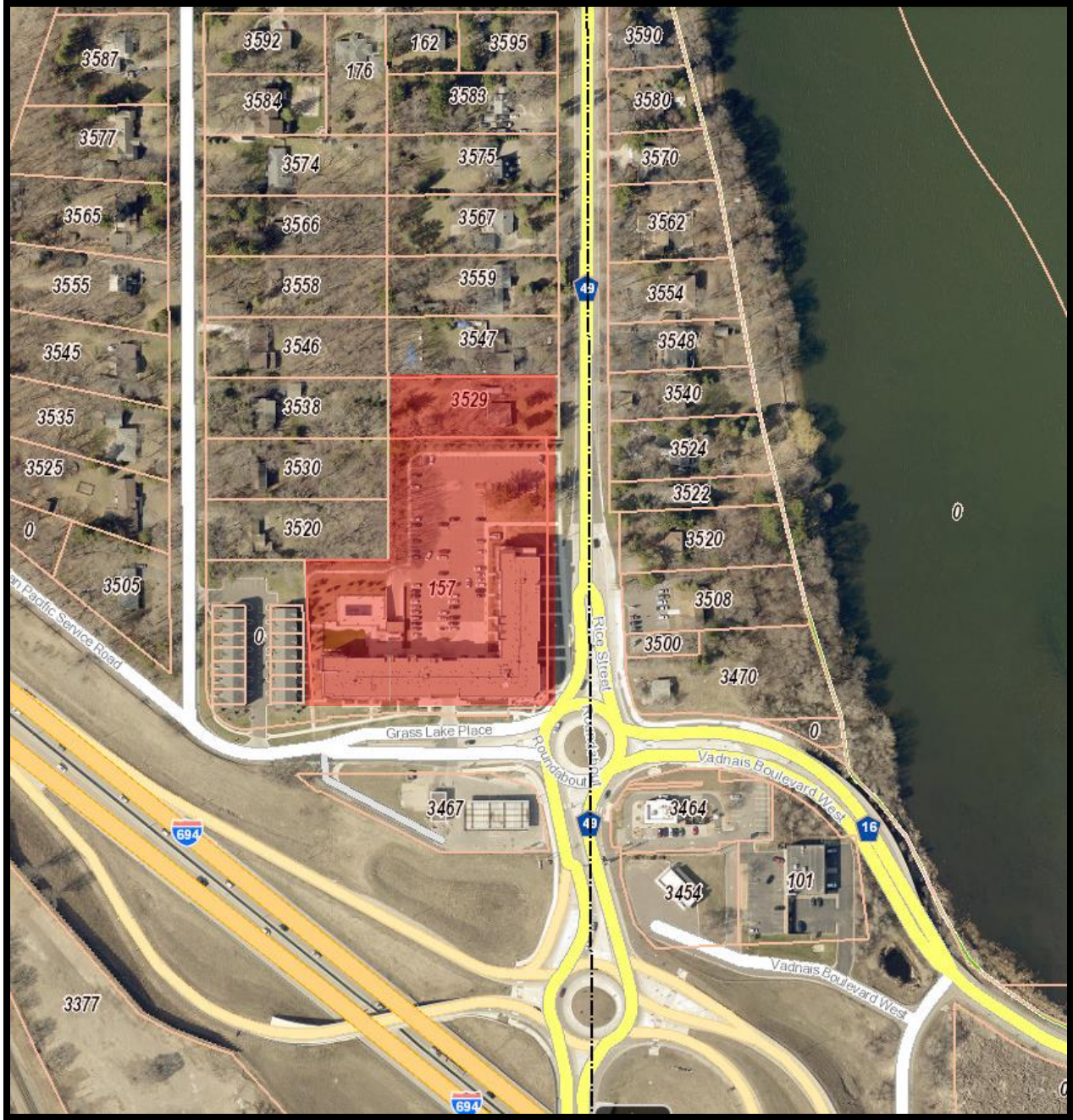
3547 Rice Street.

**ATTACHMENTS**

[Location Map](#)

[Revised site plan](#)

[Site Development Agreement](#)



**PRELIMINARY:  
NOT FOR  
CONSTRUCTION**

**ELEVAGE SHOREVIEW**


3529 RICE ST., SHOREVIEW, MN 55126

**ELEVAGE DEVELOPMENT GROUP**

10901 BALTIMORE ST NE, BLAINE, MN 55449

PROJECT

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

  
Patrick J. Sarver  
DATE 05/10/2023 LICENSE NO. 24904

**ISSUE/SUBMITTAL SUMMARY**

DATE	DESCRIPTION
05/27/2023	CITY SUBMITTAL
05/10/2023	RIGHT-IN / RIGHT-OUT REVISION

DRAWN BY: KW REVIEWED BY: PS

PROJECT NUMBER: 22223

**REVISION SUMMARY**

DATE	DESCRIPTION
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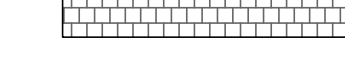





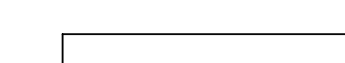
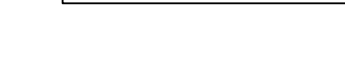

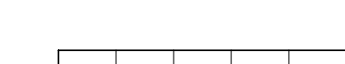
SITE PLAN

**C2.0**

**SITE LAYOUT NOTES:**

- ALL EXISTING UTILITY LOCATIONS SHOWN ARE APPROXIMATE. CONTACT "GOPHER STATE ONE CALL" (651-454-0002 OR 800-252-1166) FOR UTILITY LOCATIONS, 48 HOURS PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL REPAIR OR REPLACE ANY UTILITIES THAT ARE DAMAGED DURING CONSTRUCTION AT NO COST TO THE OWNER.
- CONTRACTOR SHALL VERIFY LOCATIONS AND LAYOUT OF ALL SITE ELEMENTS PRIOR TO BEGINNING CONSTRUCTION, INCLUDING BUT NOT LIMITED TO, LOCATIONS OF EXISTING AND PROPOSED PROPERTY LINES, EASEMENTS, SETBACKS, UTILITIES, BUILDINGS AND PAVEMENTS. CONTRACTOR IS RESPONSIBLE FOR FINAL LOCATIONS OF ALL ELEMENTS FOR THE SITE. ANY REVISIONS REQUIRED AFTER COMMENCEMENT OF CONSTRUCTION, DUE TO LOCAL ADJUSTMENTS SHALL BE CORRECTED AT NO ADDITIONAL COST TO OWNER. ADJUSTMENTS TO THE LAYOUT SHALL BE APPROVED BY THE ENGINEER/LANDSCAPE ARCHITECT PRIOR TO INSTALLATION OF MATERIALS. STAKE LAYOUT FOR APPROVAL.
- THE CONTRACTOR SHALL OBTAIN ALL NECESSARY PERMITS PRIOR TO CONSTRUCTION, INCLUDING A RIGHT-OF-WAY AND STREET OPENING PERMIT.
- THE CONTRACTOR SHALL VERIFY RECOMMENDATIONS NOTED IN THE GEO TECHNICAL REPORT PRIOR TO INSTALLATION OF SITE IMPROVEMENT MATERIALS.
- CONTRACTOR SHALL FIELD VERIFY COORDINATES AND LOCATION DIMENSIONS & ELEVATIONS OF THE BUILDING AND STAKE FOR REVIEW AND APPROVAL IS TO BUILDING FOUNDATION AND SHALL BE AS SHOWN ON THE DRAWINGS.
- LOCATIONS OF STRUCTURES, ROADWAY PAVEMENTS, CURBS AND GUTTERS, BOLLARDS, AND WALKS ARE APPROXIMATE AND SHALL BE STAKED IN THE FIELD, PRIOR TO INSTALLATION, FOR REVIEW AND APPROVAL BY THE ENGINEER/LANDSCAPE ARCHITECT.
- CURB DIMENSIONS SHOWN ARE TO FACE OF CURB. BUILDING DIMENSIONS ARE TO FACE OF CONCRETE FOUNDATION. LOCATION OF BUILDING IS TO BUILDING FOUNDATION AND SHALL BE AS SHOWN ON THE DRAWINGS.
- THE CONTRACTOR SHALL SUBMIT SHOP DRAWINGS OR SAMPLES AS SPECIFIED FOR REVIEW AND APPROVAL BY THE ENGINEER/LANDSCAPE ARCHITECT PRIOR TO FABRICATION FOR ALL PREFABRICATED SITE IMPROVEMENT MATERIALS SUCH AS, BUT NOT LIMITED TO THE FOLLOWING, FURNISHINGS, PAVEMENTS, WALLS, RAILINGS, BENCHES, FLAGPOLES, LANDING PADS FOR CURB RAMPS, AND LIGHT AND POLES. THE OWNER RESERVES THE RIGHT TO REJECT INSTALLED MATERIALS NOT PREVIOUSLY APPROVED.
- PEDESTRIAN CURB RAMPS SHALL BE CONSTRUCTED WITH TRUNCATED DOME LANDING AREAS IN ACCORDANCE WITH A.D.A. REQUIREMENTS-SEE DETAIL.
- CROSSWALK STRIPING SHALL BE 24" WIDE WHITE PAINTED LINE, SPACED 48" ON CENTER PERPENDICULAR TO THE FLOW OF TRAFFIC. WIDTH OF CROSSWALK SHALL BE 5' WIDE. ALL OTHER PAVEMENT MARKINGS SHALL BE WHITE IN COLOR UNLESS OTHERWISE NOTED OR REQUIRED BY ADA OR LOCAL GOVERNING BODIES.
- SEE SITE PLAN FOR CURB AND GUTTER TYPE. TAPER BETWEEN CURB TYPES-SEE DETAIL.
- ALL CURB RADI ARE MINIMUM 3' UNLESS OTHERWISE NOTED.
- CONTRACTOR SHALL REFER TO FINAL PLAT FOR LOT BOUNDARIES, NUMBERS, AREAS AND DIMENSIONS PRIOR TO SITE IMPROVEMENTS.
- FIELD VERIFY ALL EXISTING SITE CONDITIONS, DIMENSIONS.
- PARKING IS TO BE SET PARALLEL OR PERPENDICULAR TO EXISTING BUILDING UNLESS NOTED OTHERWISE.
- ALL PARKING LOT PAINT STRIPING TO BE WHITE, 4" WIDE TYP.
- BITUMINOUS PAVING TO BE "LIGHT DUTY" UNLESS OTHERWISE NOTED. SEE DETAIL SHEETS FOR PAVEMENT SECTIONS.
- ALL TREES THAT ARE TO REMAIN ARE TO BE PROTECTED FROM DAMAGE WITH A CONSTRUCTION FENCE AT THE DRIP LINE. SEE LANDSCAPE DOCUMENTS.

**SITE PLAN LEGEND:**

-  SPECIALTY PAVEMENT (IF APPLICABLE) - PROVIDE BID FOR THE FOLLOWING OPTIONS, INCLUDE VARIATIONS OF BASE MATERIAL AND OTHER NECESSARY COMPONENTS.
  1. STAMPED & COLORED CONCRETE
  2. CONCRETE PAVERS
 MAKERS, COLORS, MODELS, & PATTERN TO BE INCLUDED IN SHOP DRAWING SUBMITTAL PRIOR TO CONSTRUCTION.
-  PERVIOUS PAVEMENT (IF APPLICABLE) - CONCRETE PAVEMENT PERVIOUS SYSTEM. INCLUDE ALL BASE MATERIAL AND APPURTENANCES AS SPECIFIED PER MANUFACTURER SPECIFICATIONS & INSTRUCTIONS. MAKE: BELGARD, OR EQUIVILANT MODEL: AQUASTONE, OR EQUIVILANT COLOR: T.B.D. - PROVIDE SAMPLES, SHOP DRAWINGS & PRODUCT DATA REQUIRED PRIOR TO CONSTRUCTION.
-  LIGHT DUTY BITUMINOUS PAVEMENT (IF APPLICABLE). SEE GEOTECHNICAL REPORT FOR AGGREGATE BASE & WEAR COURSE DEPTH, SEE DETAIL.
-  HEAVY DUTY BITUMINOUS PAVEMENT (IF APPLICABLE). SEE GEOTECHNICAL REPORT FOR AGGREGATE BASE & WEAR COURSE DEPTH, SEE DETAIL.
-  CONCRETE PAVEMENT (IF APPLICABLE) AS SPECIFIED (PAD OR WALK) SEE GEOTECHNICAL REPORT FOR AGGREGATE BASE & CONCRETE DEPTHS, WITHIN ROW SEE CITY DETAIL, WITHIN PRIVATE PROPERTY SEE CSG DETAIL
-  PROPERTY LINE
-  CONSTRUCTION LIMITS
-  CURB AND GUTTER-SEE NOTES (T.O.) TIP OUT GUTTER WHERE APPLICABLE-SEE PLAN
-  TRAFFIC DIRECTIONAL ARROW PAVEMENT MARKINGS (IF APPLICABLE)
-  SIGN AND POST ASSEMBLY (IF APPLICABLE). SHOP DRAWINGS REQUIRED.
  - HC = ACCESSIBLE SIGN
  - NP = NO PARKING FIRE LANE
  - ST = STOP
  - CP = COMPACT CAR PARKING ONLY
-  ACCESSIBILITY ARROW (IF APPLICABLE) DO NOT PAINT.

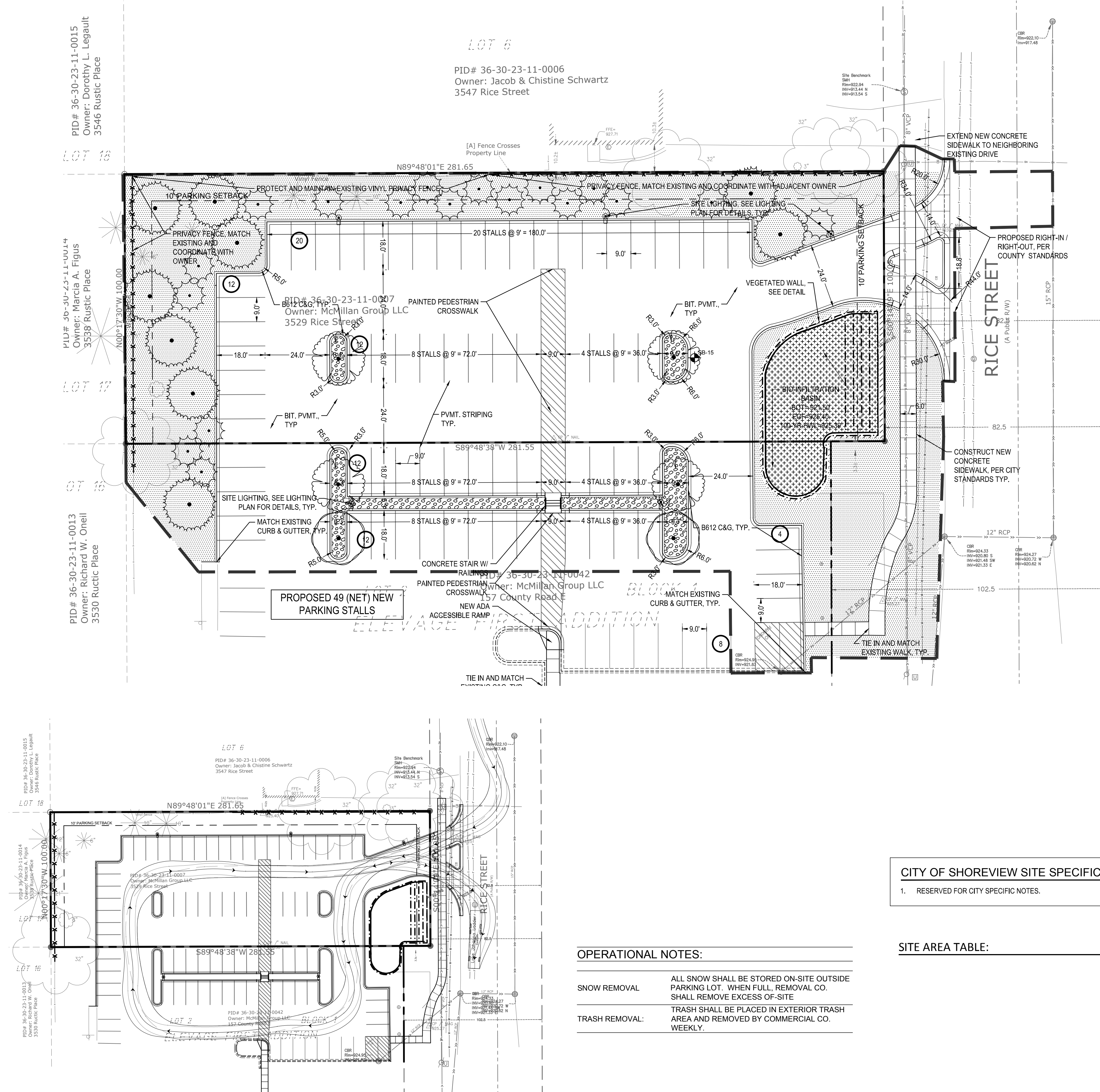
**CITY OF SHOREVIEW SITE SPECIFIC NOTES:**

- RESERVED FOR CITY SPECIFIC NOTES.

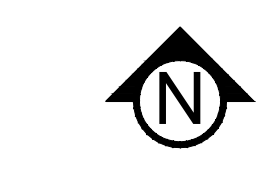
**SITE AREA TABLE:**

**OPERATIONAL NOTES:**

- SNOW REMOVAL** ALL SNOW SHALL BE STORED ON-SITE OUTSIDE PARKING LOT. WHEN FULL, REMOVAL CO. SHALL REMOVE EXCESS OF-SITE
- TRASH REMOVAL:** TRASH SHALL BE PLACED IN EXTERIOR TRASH AREA AND REMOVED BY COMMERCIAL CO. WEEKLY.



Know what's below.  
Call before you dig.



1" = 20'-0"  
0 20'-0"

**THIRD AMENDMENT TO THE  
SITE DEVELOPMENT AGREEMENT WITH  
ELEVAGE DEVELOPMENT GROUP, LLC**

(I) THIS AGREEMENT (the “Agreement”) is made and entered into by and between the City of Shoreview, a municipal corporation and political subdivision of the State of Minnesota (hereinafter the “City”) and Elevage Shoreview Holdings, LLC, its successors and assigns (hereinafter the “Developer”). Said Agreement amends the previous Agreement (the “Original Agreement”) approved by the City Council on April 18, 2016, the first amendment approved on November 7, 2016 and the second amendment approved on March 20, 2017. Terms and provisions of the Original Agreement remain in effect unless otherwise noted in this Agreement.

(II) On June 5, 2023 the City Council gave approval to incorporate the property identified below into the redevelopment project approved by the City Council on April 18, 2016, known as the McMillan Development. Said property is within the City and legally described as follows (hereinafter the “Subject Property”):

Lot 7, Block 3, Rowe and Knudson’s Wooded Homesites, Ramsey County,  
Minnesota  
Torrens Property

*(Commonly known as 3529 Rice Street)*

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

- A) To make certain improvements to the Subject Property.
- B) To provide the City with a form of surety, approved by the City’s Attorney, insuring completion of any required improvements, which remain incomplete at the time of the Developer’s request for final site approval.
- C) To follow certain procedures, as determined by the City, to control soil erosion during the development of the Subject Property.

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

- A) **Applicability.** This agreement is applicable to the subject property. This agreement does not replace any of the provisions in the Original Agreement.
- B) **Zoning.** The Subject Property is zoned Planned Unit Development (PUD) with the underlying zoning designations of R3.

- C) **PUD.** The approved PUD (File No. 2870-23-11) redevelops the existing single-family residential home at 3529 Rice Street to expand the existing parking area for the McMillan Development. 3529 Rice Street is being incorporated into the McMillan Development PUD as an outlot.
- D) **Demolition of Existing Site Improvement.** The Subject Property is currently improved with a single-family residential home. All existing structures and all other site improvements, with the exception of the existing driveway curb cut, shall be removed prior to the development. The Developer shall obtain a demolition permit for the removal of all structures. Existing sanitary sewer and water services shall be abandoned, subject to the permitting and inspection requirements of the City. Any wells on the Subject Property shall be sealed according to the requirement of the State of Minnesota Department of Health. Copies of the sealing records shall be sent to the Shoreview Public Works Department.
- E) **City Permits Required.** The Developer shall not commence any tree removal, grading or erosion control activity until a grading permit is issued. Demolition, grading permits are required for the removal of any structures and trees and a zoning permit will be required prior to pouring concrete.
- F) **County Permit Required.** The Developer shall not commence any work within the Rice Street right-of-way until a right-of-way permit has been issued by Ramsey County.
- G) **Improvements.** All improvements shall be constructed in accordance with the action of the City Council, the City's ordinances and regulations and the approved plans and specifications submitted for the Final Planned Unit Development (File No. 2870-23-11). The approved plans include the development of 49 new parking stalls, access infrastructure to create a right in/right out access within the Rice Street right-of-way and sidewalk extension, as well as lighting installation, landscaping and privacy fencing.

All requirements attached to said project by the City's Council on June 5, 2023, as conditions of the Final Planned Unit Development approval, are to be satisfied whether or not identified in this Agreement (**Exhibit A**).

- H) **Access and Sidewalk Improvements located in the Public Right-of Way.** The approved development plans identify a sidewalk located within the Rice Street right-of-way. The approved development plans identify the sidewalk adjacent to Rice Street shall be extended to the northern property line of the

subject property. These improvements shall be constructed and maintained by the Developer.

- I) **Tree Replacement and Protection.** The Developer agrees to protect and preserve trees in accordance with the City's tree preservation and replacement plan requirements. Tree protection measures are required to minimize the impact development activities have on trees that are to be retained on the development site and, if needed, on surrounding properties.

**Protective tree fencing shall be inspected by the City Staff prior to the issuance of a grading permit and commencement of any grading or site development activities.** All tree fencing shall be installed in accordance with the approved plans. Additionally, a berm of wood chips shall be placed adjacent to the protective fence.

The Developer shall submit **a cash surety in the amount of \$2500.00** to ensure said protection measures will be installed and maintained during construction. If landmark trees that are marked for preservation on the approved landscape plans (dated March 23, 2023) are damaged during construction, the replacement ratio is 6:1. If the replacement trees cannot be accommodated on site, the Developer shall pay \$250.00 per replacement tree to the City's Forestry Fund.

- J) **Oak Wilt Management.** Prior to the removal of any oak trees, the developer shall hire a Certified Arborist to assess the health of the oak trees and identify trees infected by the oak wilt fungus. As required per the Original Agreement, a Management Plan was submitted and approved by the City. This Plan remains in effect and shall be adhered to (**Exhibit B**).
- K) **Landscape Installation/Required Screening.** The Developer agrees to install all plant materials as shown on the approved landscape plans (dated March 23, 2023) and to be consistent with the standards established in the Development Regulations of the City of Shoreview.

This plan shall include privacy fencing that has a maximum height of 6-feet along the northern and western property lines that abut single-family residential land uses. Said fence shall be constructed at grade with the expanded parking lot, and shall be constructed and maintained in accordance with the City's Ordinance.

**A landscape surety in the amount of \$13,437.50 shall be paid to the City of Shoreview prior to any permits being issued for this project.** Landscaping costs are estimated by the Developer. The City charges a surety of 125% of

the estimated costs. The surety amount was calculated based on the following:

- \$31,000 estimated cost for landscaping x 1.25 = \$38,750; plus
- \$23,000 estimated cost for 6' vinyl fence x 1.25 = \$28,750; less
- \$54,062.50 landscaping/screening surety paid by Developer in 2016 and still held by the City

All landscape materials planted as part of this landscape plan shall be replaced with like material if they should die within twelve months of planting.

- L) **Lighting.** All new lighting installed as part of the parking lot expansion will be required to use LED bulbs and come equipped with shields designed to cast the light downward and minimize the amount of light that will impact adjacent properties. All lighting will be inspected by staff prior to the zoning permit being closed.
- M) **Erosion Control.** An Erosion Control Plan/Storm Water Pollution Prevention Plan (SWPPP) shall be prepared under the seal of a Registered Professional Engineer on behalf of the Developer and shall be submitted to the Public Works Director. The Developer agrees to comply with the recommendations of the Public Works Director for the Subject Property and shall incorporate these recommendations into the plans and specifications. **No site grading shall occur prior to the installation of approved erosion control measures and execution of the required agreements and submission of sureties.**

The development is subject to the Erosion Control Agreement (**Exhibit C**) for the Subject Property, and the Developer agrees to the terms and conditions of that Agreement.

- N) **Stormwater Management: Private Stormwater Ponds and Infrastructure.** All stormwater management infrastructure identified as private in the submitted plans dated March 23, 2023 shall utilize stormwater best management practices as described in the Minnesota Stormwater Manual, Volume 1.1 and shall be maintained according to the measures outlined in the City's Surface Water Management Plan and Storm Water Prevention Plan (SWPPP).

This infrastructure shall be designed and constructed to minimize the need for maintenance and to reduce the chance of failure. Unless otherwise indicated in this Agreement, the Developer shall be responsible for the

maintenance of stormwater facilities, including all related financial responsibilities.

Maintenance includes those infrequent activities needed to maintain ponding and infiltration areas and/or stormwater ponding infrastructure so that these improvements continue to function in accordance with the approved plans and specifications. Examples of such activities include sediment and vegetation removal or major repairs to stormwater structures. Non-routine maintenance shall be performed on an as-needed basis based on information gathered during regular inspections. If maintenance activities are not completed in a timely manner or as specified in the approved plan, then the City may hire a contractor or complete the necessary maintenance at the Developer's expense unless otherwise indicated in this Agreement.

- O) **As-Built and Grading Certification**. An as-built survey, prepared by a surveyor licensed and registered by the State of Minnesota, shall be submitted upon completion of the permitted work. The as-built survey shall include details of the final site grading and all improvements.

**The Developer shall deposit an escrow in the amount of \$6,000 as a surety for the as-built survey.**

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

1. The failure of the Developer to comply with any of the terms and conditions contained in this Agreement;
2. The failure of the Developer to comply with any applicable ordinance or statutes with respect to the development and operation of the Subject Property.

- Q) **Release of Surety**. The City will consider the release of sureties upon the written request of the Developer. Sureties will not be released until the Developer has demonstrated that the development complies with the approved plans and applicable City Ordinances and standards. Prior to the completion of the project, the Developer may request a partial release of said surety; the City will upon inspection and approval of the improvements will partially release the surety. The City will retain a minimum of 10% of the surety until the development is completed and the Developer demonstrates

that the development complies with the approved plans and applicable City Ordinances and standards.

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

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

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

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

Approved by the City Council of Shoreview, Minnesota, this June 5, 2023.

**ELEVAGE SHOREVIEW HOLDINGS, LLC**

**CITY OF SHOREVIEW**

\_\_\_\_\_

\_\_\_\_\_

Sue Denkinger, Mayor

\_\_\_\_\_

Title

\_\_\_\_\_

Brad Martens, City Manager

## EXHIBIT 'A'

### SPECIAL DEVELOPMENT TERMS

#### ***Planned Unit Development – Final Stage***

- 1) This approval amends the previous PUD approval for the McMillan Development that is a mixed use development consisting of a 5-story building that has 134 market rate apartment units and 6,800 square feet of commercial space on the first floor. Fourteen townhomes are also planned. The approved conditions and Development Agreements from the previous McMillan Development approvals remain in effect. (See Planning Case Files 2611-16-10 and 2643-16-42).
- 2) A new survey shall be recorded that includes 3529 Rice Street as an outlot of the McMillan Development PUD. The survey shall include a 5-foot drainage and utility easement along the new perimeter lot lines.
- 3) Access to the expanded parking lot shall be provided via the driveway off County Road E and the new driveway off of Rice Street. The new driveway shall be designed for right-in/right-out traffic only, per the requirements of Ramsey County.
- 4) The applicant is required to enter into a Site Development Agreement and Erosion Control Agreement with the City, including the submittal of the financial sureties. Said agreements shall be executed prior to the release of the Final Plat.
- 5) Private agreements shall be secured between the parcels in the subdivision regarding the maintenance of shared facilities. Said agreements shall be submitted to the City Attorney for review and approval prior to the City's release of the Final Plat.
- 6) A Tree Protection and Replacement Plan has been submitted and approved by the City. City requirements for the tree removal and protection plan shall be detailed in the Development Agreements. A financial contribution to the City's Forestry fund will be required in the event the tree replacement requirements cannot be accommodated on the development site.
- 7) The approved Landscape and Screening Plan includes a 6-foot tall vinyl privacy fence along the property lines adjacent to the single-family residential land uses.
- 8) Lighting on site shall comply with Section 206.030, Lighting Standards of the Development Code. A luminary plan, including exterior light fixture details and pole heights shall be submitted to the City for review and approval prior to the issuance of a building permit.
- 9) The applicant is required to enter into an Amendment to the Site Development Agreement and Erosion Control Agreement with the City which addresses the expansion of the parking lot. Said agreements shall be executed prior to the issuance of any permits for this project.

## **EXHIBIT 'B'**

### **OAK WILT MANAGEMENT**

Oak wilt is a lethal fungal disease normally spread through root grafts between adjoining oak trees. The disease also may be spread overland by sap beetles. In Minnesota, construction activities that injure roots, break branches, or otherwise open a wound on an oak between April 1 and July 1 provide the beetles easy access to transmit the fungus. Some studies have found the occurrence of oak wilt to be four times more likely within 160 feet of a construction site. The subject property may contain oak trees that may be removed during the April to July time period, therefore, the Developer is required to prepare an Oak Wilt Management Plan by a Certified Arborist.

This Plan shall include, but is not limited to, the following Oak Wilt prevention steps:

1. Highest priority is to establish strict tree protection zones beyond the drip line of any residual oaks. This includes any contact with branches, the trunk or the ground within the tree protection zone.
2. Any felled oak trees must have the stump painted with a water-based paint within three minutes of the tree felling.
3. All wood from felled trees must be removed by July 20<sup>th</sup>.
4. Said wood shall not be moved to area where oak wilt is not present.
5. Any wounding on residual oak trees during construction must be sealed with water-based paint immediately. This includes exposed roots.

Please refer to "Oak Wilt in Minnesota" (Minnesota Extension publication MI-3174) for additional information on identifying the disease and tree protection.

## EXHIBIT 'C'

### EROSION CONTROL ESCROW AGREEMENT

- (A) THIS AGREEMENT is made and entered into by and between the City of Shoreview, a municipal corporation of the State of Minnesota (hereinafter the "City"), and Elevage Development Group, LLC its successors and assigns (hereinafter the "Developer").
- (B) The City and the Developer have executed a Development Agreement that obligates the Developer to control soil erosion during the development of the subject property. To secure erosion control during the development of this site, the Developer has submitted a cash surety to the City of Shoreview in the amount of **\$XXXX.00**. The Developer has submitted this financial surety to the City on the following conditions:
1. The developer shall not receive interest on the amount of the surety.
  2. The developer agrees that the surety may be utilized by the City to ensure compliance with the terms of the Development Contract regarding erosion control and/or to maintain all utility construction on the site, including the cleaning of road surfaces and storm sewer systems, until the Public Works Director has determined that erosion control has been satisfied. The surety may also be utilized for problems created off the site directly or indirectly as result of on-site conditions.
  3. The developer agrees, upon written notification from the Public Works Director that proper erosion control methods are not being taken, to remedy the problem identified within 48 hours. In the event the remedy is not satisfactorily in place within that time period, the Developer acknowledges that the City may utilize the surety to complete the necessary work.
  4. Any funds not so utilized by the City shall be returned to the Developer once the Public Works Director has determined in its reasonable discretion that the need for erosion control has been satisfied, or the funds have been replaced by a successor in interest.
  5. Any soils transported to this site or exposed on the site shall be seeded consistent with a plan approved by the Public Works Director.
  6. Erosion Control inspection fee per Code of \$200 per month.

7. This agreement shall not supersede any specifications required by the Public Works Director on the approved grading plan.

(C) The Developer agrees to reimburse the City at a rate of \$70.00 per hour for each hour or fraction thereof used by a City employee in the administration of the Escrow Agreement. The obligations imposed by this paragraph shall commence on the date of execution of the Escrow Agreement by the Developer.

# Memorandum

**TO:** City Council  
**FROM:** Niki Hill, AICP , Assistant Community Development Director  
**DATE:** June 5, 2023  
**SUBJECT:** Sewer Access Charge (SAC) Deferral Program and Policy  
**ITEM NUMBER:** 8.1  
**SECTION:** CONSENT AGENDA

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## **REQUESTED MOTION**

To adopt the Sewer Availability Charge (SAC) Deferral Program Policy to assist new and expanding businesses.

## **INTRODUCTION**

City staff was contacted by the owners of the planned In Vino Veritas wine bar inquiring about potential local financial aid to assist with their estimated “Sewer Availability Charge” or SAC fee assessed by the Metropolitan Council. According to the owner, the nearly \$30,000 SAC charge, which is typically paid upfront to the Met Council prior to the issuance of a building permit, was much higher than anticipated and jeopardizes the project. Staff explored various options for possibly assisting and identified a SAC payment deferral program offered by the Met Council that could be utilized to support small businesses. Staff presented information to the EDA board for discussion and they gave direction to move forward with participating in this deferral program and having the city council adopt an official policy.

## **DISCUSSION**

The Metropolitan Council’s Environmental Services division (MCES) provides sanitary sewer treatment for wastewater generated from properties in the City of Shoreview and the Twin Cities metropolitan area. A “Sewer Availability Charge” or SAC is collected from each property based on the amount of wastewater that it is anticipated to be generated based on the use. This fee contributes to the construction and maintenance of the regional sewer system and sanitary sewage treatment facilities. The SAC charge is collected prior to the facility being occupied since much of the sewer system is already in place and operational.

These SAC fees can create a significant hurdle for new and/or growing businesses. While the charge is typically collected up front, the business will only use the local and regional sewer systems over time. If the business is not successful, the fees are not returned to the business but SAC credits remain with the property for future use. In order to reduce this barrier to entry for new start up and expanding businesses, the MCES offers a Deferral Program which allows eligible businesses to pay the SAC fee over time with interest charges.

The MCES Deferral program provides communities the option to participate in the SAC Deferral Program to defer some SAC payment obligations. Communities are required to pass on the benefits of deferred SAC payments to the participating businesses. Businesses allowed

to participate are those within an eligible city and where a new SAC determination of 25 or fewer SAC units occurs (total charge before credits). To obtain these deferments, communities must first complete and submit to MCES a signed master SAC Deferral Agreement (Agreement). The city and Met Council completed the signed master SAC Deferral Agreement on May 23, 2023.

As part of this agreement, the city must choose:

- **The maximum percentage of SAC that can be deferred (up to 80%):** Once this community maximum is set, the percentage deferred for each individual site deferral can be lower than this maximum but cannot be higher (e.g., a community chooses a 75% maximum, but a business chooses to pay 50% up front). For each individual deferral, this site-specific percentage must be noted on the MCES SAC-E Form.
- **The community wide SAC Deferral Period (up to 10 years):** Choose any whole number up to a maximum of 10 years. This term will apply to all individual deferments from the community. However, note that the Agreement allows any individual deferral to prepay the remaining principal (and interest up to the payoff date) at any time.
- **Timing of payments:** Annual or semi-annual payments are allowed, on any month-end during the year (e.g., a schedule may be preferred that corresponds with local SAC collections, assessments, or other payments from businesses). Mid-year (end of June) and end of December payments are most common, and what MCES prefers.

The EDA recommended that the city's policy utilize the maximum percentage of deferral of 80% as well as the maximum deferral period of 10 years. The maximums would not automatically be given to every applicant but that would give the city the ability to review each applicant on their own merit while allowing us to use the maximums in cases of need. For the timing of payments the EDA recommended the end of June and end of December payment dates. That aligns with MCES preferences.

Additionally, as part of our review of setting up a program, staff reviewed policies in place by other metropolitan communities. Staff is recommending the following terms as part of the policy to assist in protecting the city as well as ensuring the property owner is aware of the deferral if a leased business is seeking it:

1. The maximum SAC determination is 25 units (before application of any available credits). Businesses with more than 25 units are not eligible for the Deferral Program.
2. Deferral must be for 5 or more SAC credits.
3. The deferral term is 10 years.
4. The business owner must complete an application and execute the Deferred Payment Agreement to be eligible for the program.
5. If the business is leasing the space, the property owner must also agree to the terms and conditions of the Deferral Agreement, including waiving the right to appeal assessments for unpaid fees.
6. A down payment equal to 20% of the total SAC fee (after credits are applied), is due at the time of application – typically at the issuance of a full Building Permit. Prepayment of an amount equal to six monthly payments must be received prior to the issuance of an Occupancy Permit from the Building Department. An occupancy permit will not be issued until the down payment is submitted and Deferral Agreement executed.
7. The applicable interest rate is determined by the Met Council. The interest rate is determined upon the execution of the Deferral Agreement and remains fixed for the duration of the deferral.

8. The business will be billed on a monthly basis. Payment is expected within 30 calendar days. A late fee will be added to payments received after 30 calendar days.
9. There is no penalty for early payment of the outstanding balance.
10. In the event of a business closure, the business owner must notify the City's Finance Department. The City will verify the closure and notify the Metropolitan Council of the closure. Future payments will be waived after verification of the closure. Any outstanding payments due prior to the verification of the business closure will not be waived and will be assessed to the property.
11. In the event of a default, any outstanding fees will be assessed to the property and the property owner waives the right to contest the assessment.
12. Any SAC credits available as a result of business closure or default are non-transferable. They will be available to future occupants of the property from which they were collected.

The full proposed SAC Deferral policy includes these terms and is attached for your review.

**RECOMMENDATION**

Staff is recommending the city council adopt the Sewer Availability Charge (SAC) Deferral Program Policy to assist new and expanding businesses.

**ATTACHMENTS**

[Shoreview SAC Deferral Policy](#)

[Met Council SAC - In Vino Veritas](#)

[Shoreview Master SAC Deferral Program Agreement](#)



## **Deferral Policy for Metropolitan Council Sewer Availability Charge (SAC)**

### **Background**

The Metropolitan Council's Environmental Services division (MCES) provides sanitary sewer treatment for wastewater generated from properties in the City of Shoreview and the Twin Cities metropolitan area. A "Sewer Availability Charge" or SAC is collected from each property based on the amount of wastewater that it is anticipated to generate. This fee contributes to the construction and maintenance of the regional sewer system and sanitary sewage treatment facilities. The SAC charge is collected prior to the facility being occupied since much of the sewer system is already in place and operational.

These fees can create a significant hurdle for growing businesses. While the charge is typically collected up front, the business will only use the local and regional sewer systems over time. If the business is not successful, the fees are not returned to the business but SAC credits remain with the property for future use.

In order to reduce this barrier to entry for new start up and expanding businesses, the MCES offers a Deferral Program which allows eligible businesses to pay the SAC fee over time with interest charges. The City of Shoreview would like to participate in this program to help lower the financial hurdle to new and expanding businesses.

### **Eligible Businesses**

Any new building or existing building undergoing a significant renovation for a commercial business, school, hospital, non-for-profit organization or house of worship are eligible provided that the SAC determination is at least 5 units but no more than 25 units before any credits are applied. Some industrial businesses may also be eligible provided that they do not discharge Industrial Wastewater as defined by the Metropolitan Council.

Applicants for the Deferral Program will be disqualified if any of the following conditions exist:

- Any portion of the property is used for residential purposes
- Property taxes are delinquent
- Applicant is not in good standing with the State of Minnesota
- Applicant is in violation of Shoreview City Code

- Applicant fails to meet the definition of eligible commercial property in the Metropolitan Council's SAC Deferral Program

### **Conditions and Structure of Deferral Process**

The structure of the Deferral Process follows the Metropolitan Council's Deferral Program. Applicants seeking to defer SAC fees are subject to the following limitations and conditions:

- 1) The maximum SAC determination is 25 units (before application of any available credits). Businesses with more than 25 units are not eligible for the Deferral Program.
- 2) Deferral must be for 5 or more SAC credits.
- 3) The deferral term is 10 years.
- 4) The business owner must complete an application and execute the Deferred Payment Agreement to be eligible for the program.
- 5) If the business is leasing the space, the property owner must also agree to the terms and conditions of the Deferral Agreement, including waiving the right to appeal assessments for unpaid fees.
- 6) A down payment equal to 20% of the total SAC fee (after credits are applied), is due at the time of application – typically at the issuance of a full Building Permit. Prepayment of an amount equal to six monthly payments must be received prior to the issuance of an Occupancy Permit from the Building Department. An occupancy permit will not be issued until the down payment is submitted and Deferral Agreement executed.
- 7) The applicable interest rate is determined by the Met. Council. The interest rate is determined upon the execution of the Deferral Agreement and remains fixed for the duration of the deferral.
- 8) The business will be billed on a monthly basis. Payment is expected within 30 calendar days. A late fee will be added to payments received after 30 calendar days.
- 9) There is no penalty for early payment of the outstanding balance.
- 10) In the event of a business closure, the business owner must notify the City's Finance Department. The City will verify the closure and notify the Metropolitan Council of the closure. Future payments will be waived after verification of the closure. Any outstanding payments due prior to the verification of the business closure will not be waived and will be assessed to the property.
- 11) In the event of a default, any outstanding fees will be assessed to the property and the property owner waives the right to contest the assessment.

12) Any SAC credits available as a result of business closure or default are non-transferable. They will be available to future occupants of the property from which they were collected.

If a participating business completely closes, Shoreview has an option to discontinue making deferral payments to MCES. If this option is chosen, it requires a notification to MCES and a certification of the business closing. In this situation, the site will not be credited with the unpaid wastewater capacity (for future SAC determinations), but will get credit for each SAC unit paid. No payments will be refunded and no net credits will be transferrable off the site (unless and until a redevelopment requires less wastewater capacity, as on any site). Alternatively, for each such business closure, the community has the option of simply finishing the payments to MCES, which will result in full SAC credit for the next use of the site.

Late payments on deferrals will incur an additional administrative charge of 2% per month plus the maximum interest allowed by law.

The City reserves the right to modify, suspend or terminate the program if the Metropolitan Council amends or terminates the program.

April 19<sup>th</sup>, 2023

MET Council

RE: Deferring SAC Fee for Minority Women Married to a Veteran-Owned Business

Dear Members of the MET Council,

I am writing to bring to your attention a matter of great importance for the minority, women, and veteran-owned businesses in our community. As a concerned member of the community and an expert in the field of minority women entrepreneurship, I urge the MET Council to consider deferring the Sewer Availability Charge (SAC) fee for our business.

As you are aware, minority women entrepreneurs face numerous challenges in starting and growing their businesses, including limited access to capital and resources. Given the sacrifices these minority women and the contributions to the local economy through their businesses, it is crucial to provide them with the necessary support to thrive. Deferring the SAC fee for minority women / veteran-owned businesses would provide much-needed financial relief, allowing them to reinvest those funds into their businesses, create jobs, and make a positive impact on their communities.

The entire endeavor is being funded by my husband and me, and we are not taking out any loans to build our dream. The current SAC fee to convert an existing establishment into a restaurant has been determined to be \$29,820. Included in our current budget of \$150,000 are Government fees, demolition, and repair, including plumbing and electrical work, and construction. Also included are our furniture, inventory, and commercial-grade equipment. This 20% SAC fee severely hinders our ability to conclude the construction on schedule.

Furthermore, deferring the SAC fee would align with the values of inclusivity, diversity, and support for veterans, which the MET Council champions. By taking this step, the MET Council would demonstrate its commitment to empowering minority women entrepreneurs, supporting veteran-owned businesses, and promoting economic growth in our community.

In conclusion, I urge the MET Council to seriously consider deferring the SAC fee for minority women / veteran-owned businesses. This action would provide crucial support to these entrepreneurs and their families and promote economic inclusivity and diversity in our community. Thank you for your attention to this matter.

Sincerely,

Farzana Sharmin & Cory James Morrison

In Vino Veritas

Date of Determination: 04/13/23

Determination Expiration: 04/13/25

Greetings!

Please see the determination below.

**Project Name:** In Vino Veritas  
**Project Address:** 1080 County Road E West  
**Suite #/Campus:** 100  
**City Name:** Shoreview  
**Applicant:** Farzana Sharmin, In Vino Veritas

**Special Notes:** The original letter for this determination was dated 04/06/23, letter reference 230406B4. The City will be charged SAC as determined below, instead of the units previously assigned. The redetermination is based on new information. It is the Council's understanding the area marked "future dining area" is not part of the business yet and will not be used for the business. When the area does become occupied by the business, a new determination will be required.

It is the Council's understanding there will be no outdoor seating. If at any time outdoor seating is added, a determination is required, and additional SAC may be due.

**Charge Calculation:**

Food & Drink: 4099 sq. ft. @ 300 sq. ft. / SAC = 13.66

**Total Charge:** 13.66

**Credit Calculation:**

Odds & Ends (Non-Conforming GSF 11/16)

Retail: 4099 sq. ft. @ 3050 sq. ft. / SAC = 1.34

**Total Credit:** 1.34

**Net SAC:** 12.32 = **12 SAC Due**

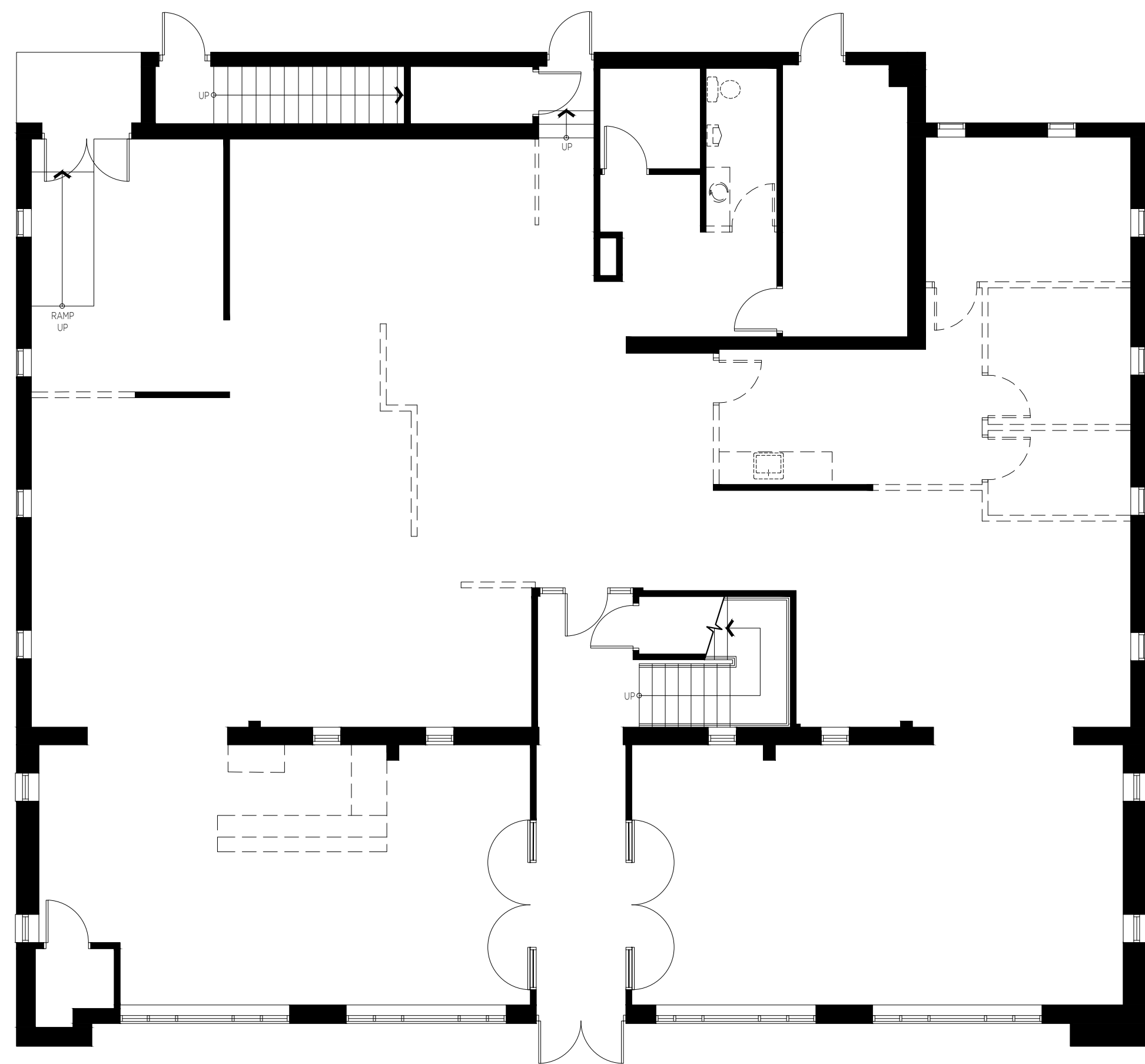
The business information was provided to MCES by the applicant at this time. It is the City's responsibility to substantiate the business use and size at the time of the final inspection. If there is a change in use or size, a redetermination will need to be made. If you have any questions email me at: [sara.running@metc.state.mn.us](mailto:sara.running@metc.state.mn.us).

Thank you,

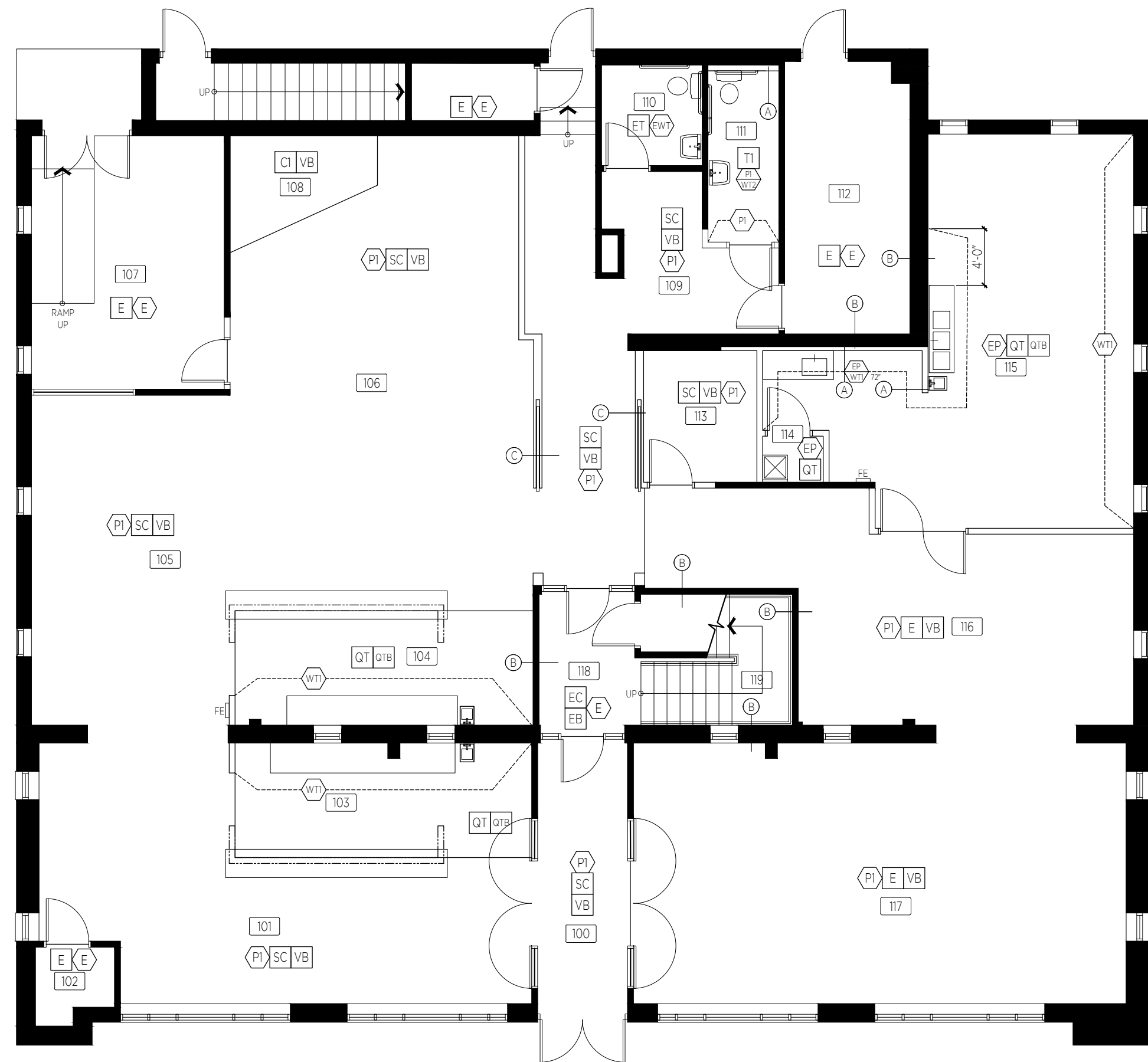
**Sara Running**

SAC Technician

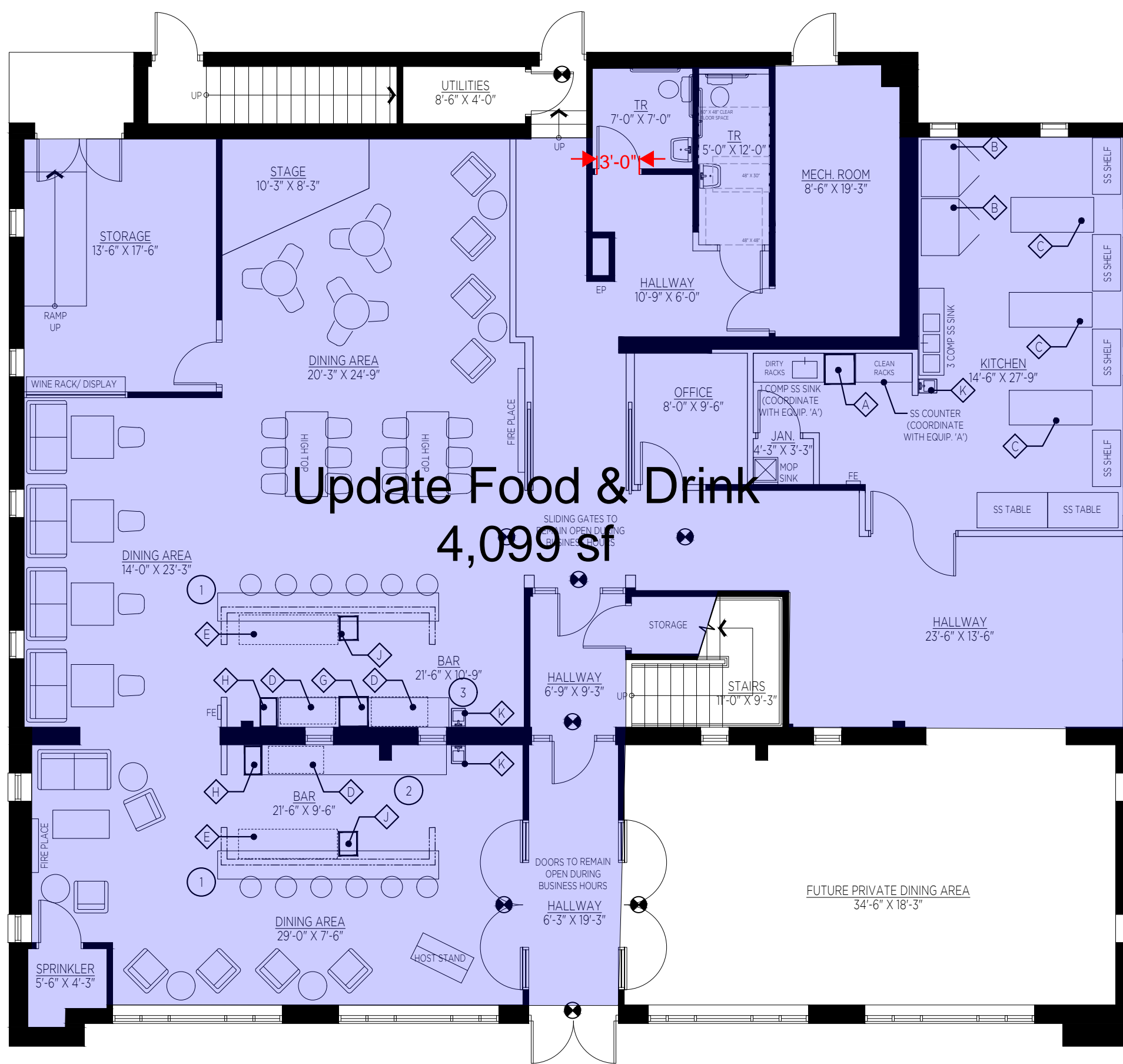
Please visit our SAC website by going to: <http://www.metrocouncil.org/SACprogram>



1 DEMOLITION PLAN  
HDI



2 FINISHES PLAN  
HDI



3 FURNITURE/ EQUIPMENT LAYOUT PLAN (REFERENCE ONLY)  
HDI

ROOM NUMBER	ROOM DESCRIPTION	ROOM SIZE
100	HALLWAY	6'-3" X 19'-3"
101	DINING AREA	29'-0" X 7'-6"
102	SPRINKLER	5'-6" X 4'-3"
103	BAR	21'-6" X 9'-6"
104	BAR	21'-6" X 10'-9"
105	DINING AREA	14'-0" X 23'-3"
106	DINING AREA	20'-3" X 24'-9"
107	STORAGE	13'-6" X 17'-6"
108	STAGE	10'-3" X 8'-3"
109	HALLWAY	10'-9" X 6'-0"
110	TOILET ROOM	7'-0" X 7'-0"
111	TOILET ROOM	5'-0" X 12'-0"
112	MECH. ROOM	8'-6" X 19'-3"
113	OFFICE	8'-0" X 9'-6"
114	JANITORS CLOSET	4'-3" X 3'-3"
115	KITCHEN	14'-6" X 27'-9"
116	HALLWAY	23'-6" X 13'-6"
117	FUTURE PRIVATE DINING AREA	34'-6" X 18'-3"
118	HALLWAY	6'-3" X 10'-3"
119	STAIRS	11'-0" X 9'-3"

QT	6" X 6" QUARRY TILE
QTB	TBD W/ EPOXY GROUT
QTB	4" TO 6" HIGH QUARRY TILE COVERED / BULLNOSE BASE
QTB	TBD W/ EPOXY GROUT
C1	BROADLOOM CARPET (VERTICAL AND HORIZONTAL STAGE SURFACE)
SC	SEALED CONCRETE
VB	VINYL BASE
T1	12" X 24" PORCELAIN FLOOR TILE
ET	EXISTING TILE
E	EXISTING CONCRETE FLOOR FINISH TO REMAIN
EC	EXISTING CARPETED FLOOR FINISH TO REMAIN
EB	EXISTING BASE TO REMAIN

P1	SHERWIN WILLIAMS PAINT	EGGSHELL FINISH
P2	SHERWIN WILLIAMS PAINT	SEM GLOSS FINISH
EP	EPOXY PAINT	KITCHEN
WT1	WALL TILE TO 6'-0" HIGH WITH EPOXYGROUT	
WT2	12" X 24" WALL TILE	PATCH TO MATCH EXISTING
EWT	EXISTING WALL TILE TO REMAIN	
E	EXISTING WALL FINISH TO REMAIN	

PL1	PLASTIC LAMINATE	VERTICAL FACE
G1	GRANITE	COUNTERTOP
FRP	FSP PANEL	INTERIOR FACE

WALL SYMBOLS KEY	
—	EXISTING CONSTRUCTION TO REMAIN
---	EXISTING CONSTRUCTION TO BE DEMOLISHED
---	NEW INTERIOR PARTITION:
---	3/8" STEEL STUDS SPACED 24" O.C. TO DECK 5/8" GYPSUM BOARD TAPED AND SANDED BOTH SIDES FULL BATT INSULATION IN WALL CAVITY
---	NEW INTERIOR PARTITION, PARTIAL HEIGHT:
---	3/8" STEEL STUDS SPACED 24" O.C. TO DECK 5/8" GYPSUM BOARD, TAPED AND SANDED BOTH SIDES
---	NEW INTERIOR PARTITION WITH PIPE CHASE:
---	3/8" STEEL STUDS SPACED 24" O.C. TO UNDERSIDE OF DECK 5/8" GYPSUM BOARD, TAPED AND SANDED FULL BATT INSULATION IN WALL CAVITY, PROVIDE REQUIRED CLEAR IN BETWEEN NEW AND EXISTING PARTITION
⊖	EXISTING ONE HOUR RATED WALLS
⊕	NEW INTERIOR PARTITION TO HOUSE SLIDING GATE
⊕	VERIFY THICKNESS/ CONSTRUCTION OF WALL REQUIRED FOR SLIDING GATE
⊕	NEW EXIT LIGHT (REFERENCE ONLY)
⊕	NEW SEMI RECESSED FIRE EXTINGUISHER CABINET (REFERENCE ONLY)

EQUIPMENT SYMBOLS KEY		
A	DISHWASHER	25.25" W X 25.25" D X 14.5" H
A	NOBLE HT-80EC	STAINLESS STEEL
A	OPERATING CAP: 64 RACKS/HOUR	
A	208-230V / 1 / 60 HZ	
B	2-DOOR REFRIGERATOR	48.4" W X 31.5" D X 78" H
B	WESTLAKE KITCHEN #WK-48R	STAINLESS STEEL
B	36 CU. FT.	
B	195V / 1 / 60Hz	
B	FREEZABLE W/ REE. BASE	
C	MOTAK WST-72-FC	70.38" W X 29.5" D X 41.5" H
C	SELF-CONTAINED REFRIGERATION SYSTEM	
C	195V / 1 / 60Hz	
D	BEVERAGE STATION/ WINE CELLAR	47" W X 34" D X 12" H (TOTAL)
D	INFANITY #37870955	STAINLESS STEEL
D	46 BORDOALUM BOTTLES AND 178 STANDARD CANS CAPACITY	
D	195V / 60Hz (EACH UNIT)	
E	BACK BAR COOLER	84" W X 29" D X 36" H
E	KROHNE SBAL-S-LB-LDI	STAINLESS STEEL
E	175 LBS. LOAD CAPACITY	
E	195V / 1 / 60Hz	
F	WINE CELLAR	67" W X 30.58" D X 60.58" H
F	WINE ENTHUSIAST #20408999	BLACK ALUMINUM
F	24 CU. FT.	
F	195V / 60Hz	
G	UNDERCOUNTER DISHWASHER	24.9" W X 25" D X 33.52" H
G	NOBLE ULSN	STAINLESS STEEL
G	OPERATING CAP: 30 RACKS/HOUR	
G	195V / 1 / 60Hz	
H	SPEED UNIT W/ DUMP SINK, SPEED RISER, AND DIPPERWELL	14" W X 24" D X 36.5" H
H	KROHNE KR24-M54	10" W X 7" D X 12" H (SINK)
H	6" X 12" H (BACKSLASH)	STAINLESS STEEL
J	UNDERCOUNTER ICE MAKER	15.25" W X 20" D X 23.25" H
J	UCS ICE-O-MATIC UC5060A	STAINLESS STEEL
J	175 LB. BN STORAGE CAPACITY / 63 LBS. PER 24 HOURS	
J	195V / 1 / 60Hz	
K	WALL MOUNTED HAND WASH SINK WITH SIDE SPLASHES	12" W X 8" D X 12" H
K	REGENCY #600H25P	9" W X 9" D X 4" H (SINK)
K	2 GRM	STAINLESS STEEL



4 SITE PLAN  
HDI

CODE REVIEW NOTES (REFER TO 2/A2 FOR FURNITURE/ EQUIPMENT PLAN)

- A. TENANT AREA CALCULATION 3,896 USF
- B. BUILDING CODE REQUIREMENTS  
APPLICABLE BUILDING CODES
  - 2018 INTERNATIONAL BUILDING CODE (IBC) (WITH STATE AMENDMENTS/ MINNESOTA RULES CHAPTER 1305)
  - 2018 INTERNATIONAL FIRE CODE (WITH STATE AMENDMENTS/ MINNESOTA RULES CHAPTER 750)
  - 2018 INTERNATIONAL EXISTING BUILDING CODE (WITH STATE AMENDMENTS/ MINNESOTA RULES CHAPTER 131)
  - 2018 INTERNATIONAL ENERGY CONSERVATION CODE - COMMERCIAL (WITH STATE AMENDMENTS/ CHAPTERS 1322 AND 1323)
  - 2018 INTERNATIONAL MECHANICAL & FUEL GAS CODE
  - 2018 UNIFORM PLUMBING CODE (WITH STATE AMENDMENTS/ MINNESOTA RULES CHAPTER 4714)
  - 2020 NATIONAL ELECTRICAL CODE
  - 2020 MINNESOTA BUILDING CODE
  - 2020 MINNESOTA FIRE CODE
  - 2020 MINNESOTA ENERGY CODE (MINNESOTA RULES CHAPTERS 1322 AND 1323)
  - 2020 MINNESOTA ACCESSIBILITY CODE (CHAPTER 1341 - AMENDS 2018 INTERNATIONAL BUILDING CODE, CHAPTER 7 AND IS BASED UPON ICC A117.1 2009)
  - 2020 MINNESOTA MECHANICAL & FUEL GAS CODE (MINNESOTA RULES CHAPTER 1346 FROM 2018 INTERNATIONAL MECHANICAL CODE)
  - 2020 MINNESOTA PLUMBING CODE (MINNESOTA RULES CHAPTER 4714)
- C. OCCUPANCY CLASSIFICATION GROUP A-2
- D. CONSTRUCTION TYPE II-B
- E. BUILDING INFORMATION A. SPRINKLERED B. 2 STORIES
- F. OCCUPANT LOAD TOTAL: 110 OCCUPANTS IN A-2  
ASSEMBLY: 916/ 15 = 62 OCCUPANTS  
KITCHEN: 528/ 200 = 3 OCCUPANTS  
STORAGE: 243/ 300 = 1 OCCUPANT  
OFFICE: 75 / 150 = 1 OCCUPANT  
FUTURE PRIVATE DINING: 640/ 15 = 43 OCCUPANTS
- G. EXIT ARRANGEMENT  
A. TWO EXITS REQUIRED, DISTANCE NOT LESS THAN HALF OF LONGEST DIAGONAL DISTANCE OF AREA SERVED  
B. MAXIMUM TRAVEL DISTANCE (IBC TABLE 1006.2.1): COMMON PATH OF TRAVEL SHALL NOT EXCEED 100 FEET  
C. EXIT ACCESS TRAVEL DISTANCE (IBC TABLE 1017.2): 300 FEET MAX.
- H. EXIT HARDWARE  
A. SELF CLOSING LATCHING HARDWARE  
B. DOORS SWING IN DIRECTION OF EXIT TRAVEL (EXISTING DOUBLE DOORS TO REMAIN, DOORS WILL REMAIN OPEN DURING BUSINESS HOURS)
- I. FIRE RESISTIVE REQUIREMENTS  
A. RATED CORRIDOR WALLS - NO REQUIREMENTS  
B. RATED SHAFT WALLS - NO REQUIREMENTS  
C. PARTITIONS - NO REQUIREMENTS  
D. FLOORS - NO REQUIREMENTS
- J. PLUMBING FIXTURE REQUIREMENTS  
OCCUPANCY: A-2 (FIRST FLOOR RESTAURANT)  
110 OCCUPANTS = 55 M, 55 F  
  
OCCUPANCY: B (SECOND FLOOR OFFICE)  
3,314 USF/150 = 22 (M / F)  
  
REQUIRED BUILDING PLUMBING FIXTURES  
- 1 FIXTURE EACH SEX REQUIRED / 1 FIXTURE EACH SEX PROVIDED  
- 1 LAV EACH SEX REQUIRED / 1 LAV EACH SEX PROVIDED  
- 1 MOP SINK REQUIRED / 1 MOP SINK PROVIDED  
- NO DRINKING FOUNTAIN REQUIRED IN A-2 AS WATER PROVIDED TO CUSTOMERS

NOTES

- INDICATED BY ○ ON PLAN
- 1. PROVIDE AND INSTALL APPROX. 15'-8" WIDE X 24" GRANITE COUNTERTOP AT 42" A.F.F. PROVIDE PLUMBING AND ELECTRICAL AS REQUIRED. PROVIDE AND INSTALL BLOCKING AS REQUIRED.
- 2. PROVIDE AND INSTALL APPROX. 13'-0" WIDE X 25" DEEP GRANITE COUNTERTOP AT 38" A.F.F. VERIFY HEIGHT OF BACK BAR EQUIPMENT. PROVIDE PLUMBING AND ELECTRICAL AS REQUIRED. PROVIDE AND INSTALL BLOCKING AS REQUIRED.
- 3. PROVIDE AND INSTALL APPROX. 12'-0" WIDE X 25" DEEP GRANITE COUNTERTOP AT 38" A.F.F. VERIFY HEIGHT OF BACK BAR EQUIPMENT. PROVIDE PLUMBING AND ELECTRICAL AS REQUIRED. PROVIDE AND INSTALL BLOCKING AS REQUIRED.
- 4. ELECTRICAL FOR EQUIPMENT PER REFERENCED SPECIFICATIONS.
- 5. ROOM DIMENSIONS AS SHOWN ARE APPROXIMATE.
- 6. FURNITURE AND EQUIPMENT SHOWN IS PROVIDED AND INSTALLED BY TENANT.
- 7. THIS PLAN IS FOR LAYOUT PURPOSES ONLY, NOT FOR CONSTRUCTION.
- 8. MECHANICAL, ELECTRICAL, AND FIRE/LIFE SAFETY WORK WILL BE DELIVERED IN BOTH PROJECTS ON A DESIGN/ BUILD BASIS.

REVISIONS DATE

REVISIONS	DATE

HEALTH DEPARTMENT REVIEW PLAN

PROJECT NAME
IN VINO VERITAS
1080 COUNTY ROAD E
FIRST FLOOR, SUITE #100
SHOREVIEW, MN 55126

DRAWING TITLE
DEMOLITION PLAN
FINISHES PLAN
FURN./ EQUIPMENT LAYOUT PLAN (REF. ONLY)
CODE REVIEW NOTES

DATE	03/28/23
DRAWN BY	PAO
APPROVED BY	VJK
SCALE	1/8" = 1'-0"
SHEET	HD1
OF 1 SHEETS(S)	



I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED INTERIOR DESIGNER UNDER THE LAWS OF THE STATE OF MINNESOTA.

<b>COMMUNITY: City of Shoreview</b>	<b>No. 23M131-1</b>
<b>COMMUNITY ADDRESS: 4600 Victoria Street N.</b>	
<b>CONTACT PERSON: Fred Espe, Finance Director</b>	
<b>COMMUNITY-WIDE SAC DEFERRED AMOUNT: 80%</b>	
<b>COMMUNITY-WIDE SAC DEFERMENT PERIOD: Ten (10) Years</b>	
<b>PAYMENT MONTH(S): June &amp; December</b>	

## **MASTER SAC DEFERRAL AGREEMENT**

**THIS MASTER SAC DEFERRAL AGREEMENT** (“Agreement”) is entered into by and between the Metropolitan Council, a public corporation and political subdivision of the State of Minnesota, with business offices at 390 Robert Street North, Saint Paul, Minnesota 55101 (“Council”), and the local government unit identified above as the “Community.”

### **Recitals**

1. The Council owns and operates the metropolitan disposal system. Under Minnesota Statutes section 473.517, subdivision 3, the costs of acquisition, betterment and debt service associated with the “reserve capacity” of the system must be allocated among and paid by the respective local government units in the metropolitan area through a sewer availability charge (“SAC”) for each new connection or increase in capacity demand to the metropolitan disposal system within each local government unit.
2. Individual property or business owners whose properties are either newly connected or increase capacity demand to the metropolitan disposal system do not pay SAC to the Council. However, local government units that pay SAC to the Council for new connections or increased capacity demands typically pass on those costs to property and business owners by assessing property and business owners a “Local SAC” which sometimes includes local add-on charges.
3. Minnesota Statutes section 473.517, subdivision 6 authorizes the Council to provide for the deferment of payment of all or part of the allocated costs which are allocated by the Council to a local government unit in any year pursuant to section 473.517, subdivision 3. The deferments are repayable at such time or times as the Council shall specify, with interest.
4. At its November 28, 2012 meeting, the Council adopted changes to its SAC program including a small business SAC deferral program. The changes became effective January 1, 2013.
5. The Council wants to encourage and help communities promote small business development by deferring community SAC payment obligations pursuant to Minnesota Statutes section 473.517, subdivision 6, so participating communities may pass through to small businesses the benefits of deferred SAC payments by the communities. The Council’s *Sewer Availability Charge Procedure Manual* (January 2013) states that communities that want to participate in a small business SAC program must execute a standard master SAC deferral agreement with the Council.

6. To obtain a deferment of a SAC payment obligation and provide assistance to small businesses, communities will submit to the Council a signed master SAC deferral agreement. For the term of the master agreement, communities will have the option to note on their monthly SAC reporting, on forms as provided by the Council, the eligible SAC liabilities for which the communities are requesting a SAC payment deferment from the Council. For each such subject SAC liability the deferment will be effective as of the first day of the subsequent month (*e.g.*, for an April building permit that is reported for SAC in May, the deferment will be effective as of June 1).

7. In order to define the rights and obligations of the Community and the Council and the relevant SAC deferral arrangements, the Community and the Council agree as follows:

### **Article 1 - Definitions**

**1.1 Definition of Terms.** Unless otherwise provided or indicated by the context, the terms defined in this article have the meanings given them in this article. Capitalized terms or phrases used in this Agreement have the meanings given them in the most recent version of the Council's *Sewer Availability Charge Procedure Manual* (the "*SAC Procedure Manual*").

- (a) **Community.** "Community" means a "Community" or "Customer Community" as those terms are defined in the *SAC Procedure Manual*.
- (b) **Determination.** "Determination" has the meaning ascribed to that term in the *SAC Procedure Manual*.
- (c) **Regional Portion of Local SAC.** The "Regional Portion of Local SAC" means that portion of the Community's SAC payment obligations to the Council that the Community passed on to properties within the Community's jurisdiction and does not include any local add-on charges.
- (d) **SAC Deferred Amount.** "SAC Deferred Amount" means the amount of the Community's SAC obligation under Minnesota Statutes section 473.517, subdivision 3 that has been deferred pursuant to Minnesota Statutes section 473.517, subdivision 6 and the terms and conditions of this Agreement.
- (e) **Small Business.** "Small Business" means a property or business for which the aggregate SAC Determination results in a liability of ten (10) SAC units or less, before application of any Credits available on the Site. Small Business does not include *any type* of "Residential Property" or "Publicly Assisted Housing" as those terms are defined in the *SAC Procedure Manual*; nor does it include motels, hotels, camps, nursing homes, senior housing or prisons. Small Business includes "Commercial Properties," as that term is defined in the *SAC Procedure Manual*, but only when the aggregate SAC Determination for a Commercial Property is ten (10) SAC units or less, before any applicable Credits.

### **Article 2 – SAC Deferred Amount; Interest; Payments**

**2.1 SAC Deferred Amount.** Subject to the terms and conditions of this Agreement and applicable law, the Council will allow the Community to defer payment on the Community's SAC obligations for Small Business properties within the Community's jurisdiction in an amount not to exceed eighty percent (80%) of the SAC due for the properties that are either newly connected or increase

capacity demand to the metropolitan disposal system. The percentage by which the Community elects to defer payment on the Community's SAC obligations must be applied on a community-wide basis to all participating Small Businesses within the Community's jurisdiction. The "Community-Wide SAC Deferred Amount" is stated as a percentage on Page 1 of this Agreement. The deferment is available only to properties for which the aggregate Determination is ten (10) SAC units or less. In each instance in which the Community exercises this deferment option, the SAC amount that is not deferred is due and payable at the time the SAC liability is incurred by the Community. Payments on the non-deferred amounts are due with the regular SAC reporting to the Council, pursuant to the *SAC Procedure Manual*. The deferred SAC liability begins accruing interest on the first day following the regular SAC reporting.

**2.2 Interest.** Annually at each calendar year-end, the Council will determine the average rate on its wastewater bonds, pursuant to Minnesota Statutes section 473.517, subdivision 6. All new SAC deferments during the following calendar year will be subject to that interest rate, but that interest rate will be fixed for the duration of the deferment period for each deferral originated in that calendar year. Interest on unpaid SAC Deferred Amount balances will be computed in whole months, however, payments to the Council can be annual.

**2.3 Payments.** When the Council invoices the Community for payments on its SAC Deferred Amount, the Council will provide the Community with a payment schedule that amortizes the SAC Deferred Amount and interest on that deferred amount over the term of the deferment period. The Community's payment schedule will list the Small Business properties for which the Community elected to defer payments on the Community's SAC obligations to the Council. The Community will make payments to the Council at least annually. The Community may elect to make payments semi-annually or more frequently to correspond with the Community's Local SAC collections, assessments or other payments from Small Businesses, but the same payment schedule must apply to all Community SAC Deferred Amounts. The month(s) the Community elected to make its SAC payments to the Council under the payment schedule are identified on Page 1 of this Agreement as the "Payment Month(s)." The Community may repay or prepay the Council the unpaid balance of a SAC Deferred Amount at any time prior to the end of the deferment period. Any repayment or prepayment made by the Community shall be without penalty to the Community. The Community's payment schedule will be recalculated during the term of the deferment period to reflect: (a) repayments or prepayments by the Community; (b) the Community's election (if any) to discontinue making payments on its SAC Deferral Amount for a Site pursuant to Section 4.2(b); (c) any Community payments to the Council pursuant to Section 4.1(b); or (d) the addition of new Small Business properties for which the Community elects to defer payment on the Community's SAC obligations to the Council.

**2.4 Local SAC Payments from Small Businesses.** Subject to the limitation stated in Sections 3.2 and 4.1, the Community may enter into a payment or other agreement with each Small Business for payment of Local SAC to the Community on terms and conditions agreed to by the Community and the Small Business. Except as described in Section 4.2, failure of a Small Business to make its Local SAC payments to the Community or the Community's failure (or choice) not to assess or collect Local SAC from a Small Business shall not relieve the Community of its obligation to pay the Council any unpaid SAC Deferred Amount, plus interest, or otherwise meet its SAC payment obligations under Minnesota Statutes section 473.517, subdivision 6 or other law.

### Article 3 - Term of Deferments

**3.1 Term of Agreement.** Unless otherwise terminated pursuant to this Agreement, this Agreement shall remain in force and effect until the term of the last deferral period expires for Small Business properties listed on the Community's payment schedule. The Council reserves the right to cancel, suspend or modify its SAC deferral program at any time and for any reason upon thirty (30) calendar days written notice to the Community. If the Council cancels, suspends or modifies its SAC deferral program it will honor all existing SAC deferrals which the Community elected to make under this Agreement prior to the cancellation, suspension or modification. The Community is responsible for giving timely notice to the Community's participating Small Businesses or prospective participant Small Businesses of any cancellation, suspension or modification of the Council's SAC deferral program that may affect the Community's local SAC deferral program.

**3.2 Term of Deferral.** The Community elects the term of the SAC deferrals between the Council and the Community, but the maximum term of a Community's SAC deferral shall not exceed ten (10) years. The Community may have only one SAC deferral period and must have the same SAC deferral period for all Small Business properties covered by this Agreement. The Community's "Community-Wide SAC Deferral Period" is identified on Page 1 of this Agreement.

### Article 4 – Local SAC Deferrals

**4.1 Local Terms and Conditions.** The Community will be responsible for identifying property and business owners that qualify for the Community's SAC deferral program pursuant to any Community terms or conditions. The Council will disapprove a Community deferral request only if a property or business owner does not qualify as a Small Business as defined in this Agreement. Because the Council's SAC deferral program is intended to benefit Small Businesses, the Community must administer its local SAC deferral program in a revenue-neutral manner. The Community agrees its SAC payments to the Council will not be less than the Regional Portion of Local SAC payments the Community receives from participating Small Businesses.

- (a) **Local Deferral Period.** The Community agrees it will not allow a Small Business a less generous deferral period (*i.e.*, a shorter deferral period) for payment of the Regional Portion of Local SAC than the term of the Community's Community-Wide Deferral Period. This Agreement is not intended to govern the payment or deferral of any local add-on charges by the Community (if any) for Small Business properties.
- (b) **Local Deferred Amount.** The Regional Portion of Local SAC deferred by the Community for a Small Business's benefit shall not be less than the Community's SAC Deferred Amount. If a Small Business elects to prepay the Community some or all of the Regional Portion of Local SAC deferred by the Community, the Community must make a like payment to the Council to cover the Community's SAC obligations to the Council for the Small Business property. If a Small Business elects to prepay some of the Regional Portion of Local SAC deferred by the Community the Council will recalculate the Community's payment schedule.

**4.2 Unpaid Local SAC.** If a Small Business ceases operations or moves from the Site and does not require the incremental wastewater capacity represented by the SAC deferral, the Community may exercise one of the following two options:

- (a) **Continue SAC Payments.** The Community may continue to make its payments to the Council under the payment schedule. If the Community elects this option it will accrue SAC Credits for the Site in accordance with the SAC Credit provisions of the *SAC Procedure Manual*.
- (b) **Discontinue SAC Payments.** The Community may discontinue making its payments to the Council on the Community's SAC Deferral Amount for the Site. The Community must notify the Council if the Community elects this option and it must certify to the Council that the incremental capacity no longer is needed at the Site. The Community is responsible for making all SAC payments on the SAC Deferral Amount that were due prior to the notice. The Site will not be credited with the portion of the wastewater capacity not paid (for future SAC Determinations), but will receive Credit for actual SAC paid (including partial units). No Community SAC deferral payments to the Council will be refunded. Net Credits will be available to the Community for Community-Wide Credits only if a new SAC Determination establishes a permanent reduction of capacity demand.

**4.3 Late Community Payments.** If the Community makes a late SAC deferral payment to the Council, an additional administrative charge of two percent (2%) of the unpaid balance of the SAC Deferred Amount per month (or such higher interest rate allowable under law) will be applied.

## **Article 5 - Notices**

**5.1 Written Notices.** Any notice, request, demand and other correspondence required by or made in accordance with this Agreement shall be in writing and delivered:

To the Council:            Metropolitan Council  
    Attn: MCES Finance Director  
    390 Robert Street North  
    Saint Paul, Minnesota 55101-1806

To the Community:    The Community's "Contract Person" identified on Page 1  
    At the "Community Address" identified on Page 1

**5.2 Notice Delivery.** Any notices or other correspondence shall be deemed to have been received: (a) three (3) calendar days after the date on the notice if the notice is sent by U.S. Mail; or (b) the next business day from the date on the notice if the notice is sent by facsimile or by e-mail.

## **Article 6 - Defaulting Liabilities**

**6.1 Liability.** To the extent permitted or authorized by law, the Community will hold the Council harmless and indemnify the Council against any actions, charges, claims, costs, damages, demands, expenses, liabilities, losses and proceedings which the Council may suffer or be subject to as a result of any default by a Small Business or the Community of the Community's SAC payment obligations under this Agreement or under applicable law. A Small Business's failure to pay Local SAC shall not relieve the Community of its obligation to pay the Community's SAC obligations to the Council. Nothing in this Agreement shall be interpreted as a waiver of any liability limitations or immunities granted to the Council and the Community by Minnesota Statutes chapter 466 or by other applicable state or federal law.

**6.2 Survival of Terms.** Notwithstanding any other provision of this Agreement, the validity of this Article and the Community's obligation to pay its SAC obligations shall survive the expiration or termination of this Agreement.

## **Article 7 - Miscellaneous**

**7.1 Dispute Resolution.** Any dispute arising under this Agreement shall be settled through consultations between the Council's and the Community's representatives. If an agreement regarding a dispute cannot be reached within thirty (30) days upon notice of a dispute from the Council or the Community, either party is then entitled to bring such dispute before the courts of this state or take such action as otherwise allowed by law.

**7.2 Exercise of Rights.** Any rights, powers and remedies granted to the Council and the Community by this Agreement shall not preclude or limit any other rights, powers and remedies available to the Council or the Community in accordance with law and other provisions of this Agreement. The exercise of any rights, powers and remedies by the Council or the Community shall not preclude the Council or the Community from exercising any other rights, powers and remedies available to the Council or the Community. No failure or delay by the Council or the Community to exercise any of their respective rights, powers and remedies under this Agreement or in accordance with applicable laws shall be construed as a waiver of such rights, powers, and remedies. The waiver of any right, power or remedy, in whole or in part, shall not preclude the Council or the Community from exercising any of their other respective rights, powers or remedies.

**7.3 Severability of Provisions.** Each provision in this Agreement shall be severable from and independent of the other provisions. If one or more provisions are held to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions of this Agreement shall not be affected and shall remain in force and effect.

**7.4 Amendments and modifications.** Any amendments or modifications to this Agreement shall be in writing and shall become effective only upon execution of the amendment by the Council's and the Community's authorized representatives.

**7.5 Assignment.** The Community shall not assign any of its rights or obligations under this Agreement to any third party, even if the Site which was the subject of the SAC liability is removed from the jurisdiction of the Community. The Community may not barter, trade, sell or otherwise treat any SAC payment obligation deferments or SAC Credits as a commodity and the Council will not honor any agreements between the Community and any third parties that purport to barter, trade, sell or otherwise treat any SAC payment obligation deferments or SAC Credits as a commodity.

**7.6 Successors.** This Agreement shall be binding on the legal successors of the Council and the Community, whether by operation of law or otherwise.

**7.7 Warranty of Legal Capacity.** The individuals signing this Agreement on behalf of the Community and the Council represent and warrant on the Community's and the Council's behalf respectively that the individuals are duly authorized to execute this Agreement on the Community's and the Council's behalf respectively and that this Agreement constitutes the Community's and the Council's valid, binding and enforceable agreement.

IN WITNESS WHEREOF, the Community and the Council have caused this Agreement to be executed by their duly authorized representatives. This Agreement is effective on the date of final execution by the Council.

**COMMUNITY**

By: Sue Denkinger  
Title: Mayor of Shoreview  
Date: 5/16/2023

By: Burd Matern  
Title: City Manager  
Date: 5-18-2023

**METROPOLITAN COUNCIL**

By: Ned S. Smith  
Title: Director, ES Finance  
Date: May 23, 2023

# Memorandum

**TO:** City Council  
**FROM:** Lanee Fries  
**DATE:** June 5, 2023  
**SUBJECT:** Employee Handbook Section 8.05 Revision  
**ITEM NUMBER:** 8.m  
**SECTION:** CONSENT AGENDA

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## **REQUESTED MOTION**

To adopt Resolution No. 23-42 approving employee handbook, section 8.05 changes.

## **INTRODUCTION**

The City Council is being asked to approve Resolution No. 23-42, adding Juneteenth as a recognized holiday.

## **DISCUSSION**

The State of Minnesota has established Juneteenth as a holiday and the City recognizes holidays in accordance with Minnesota Statute.

## **RECOMMENDATION**

It is recommended the City Council approve resolution 23-42, adding Juneteenth to the recognized holidays.

## **ATTACHMENTS**

[Resolution No.23-42 amending employee handbook Section 8.05.pdf](#)  
[Employee Handbook Section 8.05 revision.pdf](#)

**EXTRACT OF MINUTES OF MEETING OF THE  
CITY COUNCIL OF SHOREVIEW, MINNESOTA  
HELD JUNE 05, 2023**

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 June 05, 2023 at 7 pm. The following members were present:

And the following members were absent:

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

\* \* \* \* \*

**RESOLUTION NO. 23-42**

**A RESOLUTION AMENDING EMPLOYEE HANDBOOK SECTION 8.05**

**WHEREAS**, the State of Minnesota has established Juneteenth as a holiday; and

**WHEREAS**, the City of Shoreview recognizes holidays in accordance with Minnesota statute.

**NOW, THEREFORE BE IT RESOLVED** that the City Council of the City of Shoreview, County of Ramsey, State of Minnesota, hereby approve the changes to the Employee Handbook section 8.05 adding Juneteenth as outlined in the attached: Employee Handbook Section 8.05 revision.

**NOW, THEREFORE BE IT ALSO RESOLVED** that this policy will supersede any prior resolutions or motions pertaining to this policy.

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

Juneteenth shall be added to the recognized holidays as outlined in the holidays policy, section 8.05 of the employee handbook.

\* \* \* \* \*

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

And the following voted against the same:

WHEREUPON, said resolution was declared duly passed and adopted the 5th day of June, 2023.

\_\_\_\_\_  
Sue Denking, Mayor

STATE OF MINNESOTA)  
COUNTY OF RAMSEY)  
CITY OF SHOREVIEW)

I, the undersigned, being the duly qualified city manager of the City of Shoreview of Ramsey County, Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of said city council on the 5th day of June, 2023, with the original thereof on file in my office and the same is full, true and complete transcript therefrom insofar as the same relates to Employee Handbook Section 8.05 changes.

WITNESS MY HAND officially as such city manager and the corporate seal of the City of Shoreview, Minnesota this 5th day of June, 2023.

\_\_\_\_\_  
Brad Martens, City Manager

SEAL

<b>Policy:</b>	HOLIDAYS	<b>Section:</b> 8.05
<b>Approved by:</b>	City Council	<b>Page:</b> 1 of 3
	MSA 645.44 & 15A.22; Res. 95-95, 10-51, 21-56; Ord. 860	
<b>Effective Date:</b>	11/6/95; rev. 12/8/09, 6/22/10, 9/8/21, 6/5/23	

Policy The City of Shoreview recognizes ~~twelve~~ thirteen, eight-hour days as paid holidays for regular full-time employees and ~~twelve~~ thirteen pro-rated days as paid holidays for regular part-time employees each year. See Section 3.05, Personnel Ordinance, for additional information.

Scheduled Holidays	Holiday	Date
	New Year's Day	January 1
	Martin Luther King, Jr.'s Birthday	Third Monday in January
	President's Day	Third Monday in February
	Memorial Day	Last Monday in May
	<u>Juneteenth</u>	<u>June 19</u>
	Independence Day	July 4
	Labor Day	First Monday in September
	Veteran's Day	November 11
	Thanksgiving Day	Fourth Thursday in November
	Friday following Thanksgiving Day	Fourth Friday in November
	Christmas Eve Day	December 24 (see below)*
	Christmas Day	December 25
	Floating holiday	

\* When the Christmas Eve holiday (December 24) falls on a Friday, Saturday, or Sunday, employees will receive an extra floating holiday in those years rather than the December 24th holiday.

Administration In order to be eligible for paid holidays, employees must work on the day before and the day after such holiday, unless

1. The employee's regular part-time schedule does not include the day before and/or the day after the holiday, or
2. The employee is on annual leave, or
3. The employee is excused in advance by the City Manager.

Regular part-time employees are paid for holidays on a pro-rated basis, according to their budgeted full-time equivalent (FTE) status. For example, if an employee is in a position budgeted as .5 FTE, they will receive 4 hours paid time off for each holiday. Employees in a position budgeted as .75 FTE receive 6 hours paid time off for each holiday.

When a holiday falls on a Saturday, the previous Friday is designated as the observed holiday; when on a Sunday, the following Monday is designated as the observed holiday, except as noted above for the Christmas Eve holiday.

Policy: HOLIDAYS

Section: 8.05

Approved by: City Council

Page: 2 of 3

#### Floating Holiday

The floating holiday must be approved by the employee's supervisor and/ or the department director. The floating holiday is to be taken in a full-day increment. Floating holidays cannot be carried over into another calendar year and must be taken before December 31 of each year. Employees should complete a leave request through the timekeeping system, marking the appropriate category, and submit it to their supervisor for approval as soon as practicable.

#### Employees Scheduled to Work on a Holiday

The City of Shoreview reserves the right to schedule employees to work on an observed holiday as it deems necessary. Exempt employees scheduled to work on an observed holiday will be paid as if the day were a regularly scheduled day and the employee will be given a different day off with pay in place of the holiday. The different day off is normally scheduled during the same pay period. If the employee works less than a full day on the holiday, they will receive the same number of hours off with pay, as the number of hours worked.

For example, a full-time Aquatics Supervisor is scheduled to work four hours on Thanksgiving Day. They would be paid their regular rate of pay for the four hours worked, plus four hours of holiday pay, for a total of eight hours. In addition, they would receive four hours off on another day (typically in the same pay period) and receive their remaining four hours of holiday pay.

#### Shifts Split between Two Days

If a work shift starts on a holiday and ends on a non-holiday, the employee will be paid for an eight-hour holiday or the employee can choose a different day for their holiday, generally within the same work week. If the shift starts on a non-holiday and ends on a holiday, the employee will be paid at their regular rate of pay for hours worked during that shift. Under no circumstances will an employee be paid for more than one holiday per work shift.

#### Religious Holidays

An employee who observes a religious holiday that does not fall on a legal holiday, is entitled to the day off from work for such an observance. The day(s) off will be taken without pay unless the employee chooses to use accumulated annual leave or has a floating holiday available. The City reserves the right to deny such leave if it would create an undue hardship for the City.

**Policy:** HOLIDAYS

**Section:** 8.05

**Approved by:** City Council

**Page:** 3 of 3

Employees Called  
Out to Work

See Section 6.25 for information on Emergency Call-out on a holiday.

Employee's on  
Short-term  
Disability

Employees receiving short-term disability benefits do not receive holiday pay because they are already receiving disability benefit payments for work days, including holidays.

Employee's on  
Workers'  
Compensation

Employees who choose to supplement their workers' compensation payments with *paid* leave on the day before and the day after the holiday will receive pro-rated holiday pay.

If an employee uses annual leave for the workers' compensation waiting period (first 3 days), *and* this 3-day period includes a paid City holiday, *and* workers' compensation later paid the employee for the 3-day waiting period, then the employee will need to repay the first 3 days to the City, including the holiday (less any annual leave supplement to workers' compensation). The employee will not be allowed to take a different day off as the holiday when they return to work because they were not at work when the holiday occurred.

# Memorandum

**TO:** City Council  
**FROM:** Steve Benoit  
**DATE:** June 5, 2023  
**SUBJECT:** Approve Lee Sports Surfacing LLC quote to resurface the Bucher Park tennis and basketball courts  
**ITEM NUMBER:** 8.n  
**SECTION:** CONSENT AGENDA

---

## **REQUESTED MOTION**

To award the quote to resurface the Bucher Park tennis and basketball courts to Lee Sports LLC, in the amount of \$41,590.

## **INTRODUCTION**

The city council is being asked to approve a quote to resurface the Bucher Park tennis and basketball courts.

## **DISCUSSION**

The city's 2023 capital improvement program includes a project to resurface the Bucher Park tennis and basketball courts. As courts such as these age, cracks begin to form on the surface allowing water to leak into the substructure. This moisture can cause erosion and damage to the courts creating a poor playing surface as well as a safety issue for players. It is recommended to resurface courts every 5-8 years in Minnesota. The last time the Bucher Park courts were resurfaced was in 2014. A particular issue with Bucher Park is that the courts have been resurfaced multiple times in which the new surface was installed on top of the old surfaces. When this process is used multiple times, the new surface can peel more easily off the older surfaces greatly reducing the longevity of the courts. Staff worked to acquire bids from companies that would remove the old surfacing before the new surface is installed. Only Lee Sports Surfacing LLC submitted a bid that incorporates this process.

The Lee Sports Surfacing LLC quote breaks down as follows:

- Surface removal \$11,790
- Replace armor crack repair \$8,800
- Court resurfacing \$21,000

Total \$41,590

The replacement of armor crack repair cost is based on an estimated 400 linear feet of cracks

at \$22 per linear foot. Until the project begins the exact amount of crack repair will not be known.

Staff has worked with Lee Sports Surfacing LLC in the past, and they have consistently provided quality work. Staff recommends that the council approve their quote for this project. The estimated cost of the project was \$45,000 and will be funded through the City's Capital Asset Replacement Fund.

### **RECOMMENDATION**

Based on the foregoing information, it is recommended that the city council award the quote to resurface the Bucher Park tennis and basketball courts to Lee Sports LLC, in the amount of \$41,590.

### **ATTACHMENTS**

[Lee Sports Surfacing LLC Quote.pdf](#)



# Lee Sports Surfacing LLC

3027 Edgerton Street  
Little Canada, MN 55117  
p. 612 597-0544 f. 651 846-4999  
naturlee@gmail.com

To: Rodney Schreifels

Company: City of Shoreview

Re: Tennis Court Repairs and Resurfacing Bucher Park

Date: May 10, 2023



Lee Sports quotes the following price for the surface and Armor removal and repair and resurfacing of one double tennis court and one basketball court located at Bucher Park.

### Surface Removal

- Hand scrap off existing court surface removing loose material and Armor crack repair material.
- Dispose material to all local regulations in 20 cubic yard container.
- Pressure wash court surface (5000psi)

Price: ..... \$11,790.00

### Replace Armor Crack Repair

- Apply Armor crack repair to existing structural cracks.
- Lineal feet of crack to be determined after removing material.

Price : ..... \$22.00 Per Lineal Foot

### Court Surfacing

- Flood court and locate any areas holding more then 1/16" standing water.
- Patch low areas with acrylic deep patching material.
- Completely sand court surface with walk behind orbital sanders to level patching and high spots.
- Apply two coats of Novasurface acrylic leveling material (rate .05 gal per sq. yd.)
- Apply two texture coats of Nova Combination acrylic tennis court paint. (rate .04 gal per sq. yd.)
- Line stripe tennis courts and basketball court to standard specifications.

Price : ..... \$21,000.00

All work would be done to plans and specifications and also conform to American Sports Builders Association specifications <https://www.sportsbuilders.org/tennis/>. Thank you for the opportunity to submit this quotation. If you have any questions or need additional information, please feel free to call me at (612) 597-0544.

Sincerely,

  
Nat Lee  
President



# Memorandum

**TO:** City Council  
**FROM:** Tom Wesolowski , City Engineer  
**DATE:** June 5, 2023  
**SUBJECT:** Shoreview Wellhead Protection Plan Amendment, Part 2 - Public Hearing  
**ITEM NUMBER:** 9.a  
**SECTION:** PUBLIC HEARINGS

---

## **REQUESTED MOTION**

Close the public hearing; direct the public works director to record any comments, and submit the plan to the Minnesota Department of Health.

## **INTRODUCTION**

According to the state wellhead protection plan rule, the city is required to maintain and periodically update a two part Wellhead Protection Plan. Part 1 of the plan was amended and approved by the Minnesota Department of Health (MDH) in February 2022 and work began on the amendment of Part 2 in June 2022. The Part 2 amendment is now complete and a public hearing must be held prior to submitting the amended Part 2 to the MDH for review and approval.

## **DISCUSSION**

Under statutory authority the MDH requires all communities with public water supply wells to complete wellhead protection plans. Wellhead protection is a means of protecting public water supply wells by preventing contaminants from entering the area that contributes water to the well or well field over a period of time. The City of Shoreview has six public water wells and the original Shoreview Wellhead Protection Plan (Parts 1 & 2) was completed in 2011-12. The MDH required that these plans be amended every 10-years to assess possible changes in groundwater modeling and potential contaminant sources.

Part 1 of the wellhead protection plan consisted of the delineations of wellhead protection and drinking water supply management area (DWSMA) and an assessment of well and aquifer vulnerability related to these areas for the primary and seasonal water supply wells used by the city. The information from Part 1 of the plan was used to determine the scope for Part 2. Part 1 of the plan was completed and accepted by the MHD in February 2022.

Part 2 of the wellhead protection plan consists of:

- Inventory of potential contaminants of concern with the DWSMA
- Assessment of how changes within the DWSMA may affect the public water supply wells
- Evaluation of issues, problems, and opportunities associated with management of the DWSMA
- Management activities to be implemented in the DWSMA to protect the city's drinking water supply

An executive summary of the Part 2 amendment is attached at the end of this report.

Last year the city hired Barr Engineering to complete the amendment for Part 2 of the plan. A draft Shoreview Part 2 Wellhead Protection Plan Amendment was supplied to local units of government located within the delineated areas described above for review and comment and included: Arden Hills, Vadnais Heights, North Oaks, Ramsey-Washington Metro Watershed District, Rice Creek Watershed District, Vadnais Lake Watershed Management Organization, Ramsey County, and Metropolitan Council Environmental Services. At the time of this report, the city has not received any questions or comments concerning this plan amendment from any of the jurisdictions that were notified.

After the public hearing any changes that might be required to the Part 2 Wellhead Protection Plan Amendment based on comments received will be completed and the plan submitted to the MDH for review and approval.

### **RECOMMENDATION**

John Greer from Barr Engineering is scheduled to provide an overview of the Part 2 amendment to the Wellhead Protection Plan. Following the overview of the Part 2 Wellhead Protection Plan Amendment, the council should conduct the public hearing and record any comments. After the close of the public hearing it is recommended the council direct the public works director to submit the plan to the Minnesota Department of Health.

### **ATTACHMENTS**

[Part 2 WHPP Executive Summary](#)

# Wellhead and Source Water Protection – Part 2: Wellhead Protection Plan Amendment

Prepared for



February 2023

City of Shoreview Wellhead and Source Water Protection –  
Part 2: Wellhead Protection Plan Amendment

February 2023

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- Appendix D Water Quality Information
- Appendix E Wellhead Protection Program Evaluation Report Template
- Appendix F Water Supply Plan Documentation

## Public Water Supply Profile

The following persons are the contacts for the Shoreview Wellhead Protection Plan:

### **Wellhead Protection Manager**

Jamie Meyer  
Utilities Superintendent  
4600 Victoria Street North  
Shoreview, Minnesota 55432  
Telephone: 651-490-4661  
Email: [jmeyer@shoreviewmn.gov](mailto:jmeyer@shoreviewmn.gov)

### **Public Water Supply Contact**

Jamie Meyer  
Utilities Superintendent  
4600 Victoria Street North  
Shoreview, Minnesota 55432  
Telephone: 651-490-4661  
Email: [jmeyer@shoreviewmn.gov](mailto:jmeyer@shoreviewmn.gov)

### **Wellhead Protection Consultant**

John Greer, PG  
Barr Engineering Company  
4300 MarketPointe Drive, Suite 200  
Minneapolis, Minnesota 55435  
Telephone: 952-832-2600  
Fax: 952-832-2601  
E-mail: [jgreer@barr.com](mailto:jgreer@barr.com)

## General Information

UNIQUE WELL NUMBER(S)	<u>206752, 206751, 206750, 151557, 151576, 432019</u>
SIZE OF POPULATION SERVED	<u>26,921 (2020 Census)</u>
COUNTY	<u>Ramsey</u>

## Documentation List

Step	Date Performed
Scoping Meeting 2 Held (4720.5340, subp. 1)	June 14, 2022
Scoping 2 Decision Notice Received (4720.5340, subp. 2)	August 2, 2022
Remaining Portion of Plan Submitted to Local Units of Government (LUGs) (4720.5350)	February 27 2023
Review Received from Local Units of Government (4720.5350, subp. 2)	February 28, 2022 to April 30, 2023
Review Comments Considered (4720.5350, subp. 3)	February 28, 2023 to April 30, 2023
Public Hearing Conducted (4720.5350, subp.4)	June 5, 2023
Remaining Portion WHP Plan Submitted (4720.5360, subp. 1)	
Final WHP Plan Review Received (4720.5360, subp. 4)	

## Certification

I hereby certify that this plan, document, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Geologist under the laws of the state of Minnesota.

---

John C. Greer  
PG #: 30347

---

Date

## Acronyms

<b>Acronym</b>	<b>Description</b>
BGY	Billion Gallons per Year
DWSMA	Drinking Water Supply Management Area
MGD	Million Gallons per Day
MGY	Million Gallons per Year
MDH	Minnesota Department of Health
MDNR	Minnesota Department of Natural Resources
MGS	Minnesota Geological Survey
MnOPS	Minnesota Office of Pipeline Safety
MPCA	Minnesota Pollution Control Agency
PCSI	Potential Contaminant Source Inventory
SWCD	Soil and Water Conservation District
WHPA	Wellhead Protection Area
WHPP	Wellhead Protection Plan
WSP	Local Water Supply Plan

## Executive Summary

The Wellhead and Source Water Protection Plan (the Plan) for the City of Shoreview (City) addresses the six municipal water supply wells currently operated by the City. The Minnesota Department of Health approved Shoreview's previous Wellhead Protection Plan in 2013. This Plan amendment was prepared in accordance with the applicable portions of the State of Minnesota Wellhead Protection Rules (Minnesota Rules 4720.5100 through 4720.5590) due to the age of the Plan.

The City's municipal water supply system includes six primary water supply wells (Wells 2, 3, 4, 5, 6, and 7). In total, these wells pump from two aquifers: a confined Quaternary glacial drift aquifer and the Jordan. Wells 2, 3, 5, 6, and 7 are classified as vulnerable and Well 4 is classified as not vulnerable based on criteria that include geology at the well, well construction, pumping rate, and water quality.

The Plan amendment consists of two parts. In Part 1 of the Plan amendment, the wellhead protection area (WHPA) for the City's water supply wells was delineated based on a 10-year groundwater time of travel to the wells. The drinking water supply management area (DWSMA) that encompasses the WHPA was also delineated. The DWSMA was defined using geographically identifiable boundaries (property parcel boundaries and quarter-quarter section lines; see Figure 1).

In Part 1 of this Plan amendment, the vulnerability to contamination of the uppermost source water aquifer was determined based on an assessment of geologic conditions in and around the City's DWSMA and available water quality data for the City's wells. The aquifer vulnerability in approximately 6 percent of the area encompassed by the DWSMA is classified as High. Aquifer vulnerability in approximately 94 percent of the area in the DWSMA is classified as Moderate.

This document comprises Part 2 of the Plan amendment and includes the following information:

- A review of data elements identified by the MDH as applicable to the DWSMA.
- Results of an inventory of potential contaminant sources within the DWSMA.
- A review of changes, issues, problems, and opportunities related to the public water supply and the identified potential contaminant sources.
- A discussion of potential contaminant source management strategies and the goals, objectives, and action plans associated with these management strategies.
- An overview of the City's Wellhead and Source Water Protection evaluation program.
- Identification of the City's alternative water supply contingency strategy specified in the City's Water Supply Plan (incorporated by reference).

---

A potential contaminant source inventory (PCSI) was performed in accordance with Minnesota Department of Health (MDH) requirements. Potential sources of contamination that could affect the source water aquifer were identified during the PCSI. Per MDH guidance, the types of potential contaminant sources required to be inventoried varies throughout the DWSMA based on the aquifer vulnerability classification. The potential contaminant sources identified during the PCSI include wells, potential Class V well locations, storage tanks, leaking underground storage tank (LUST) sites, chemical storage sites, locations where contaminant spills occurred, sites where contaminants may have been released and may be present, hazardous waste generators, and subsurface sewage treatment system sites (see Appendix C).

The City's historical water quality monitoring results indicate that chloroform was detected at a concentration that was below the MDH Health Risk Limit in water pumped from Well 7 in February 1995. Nitrate was detected at a concentration well below the applicable drinking water standard in a sample collected from Well 6 in 1999 but was not detected in samples collected from Well 6 in 2004 and 2016. The 2021 Consumer Confidence Report (see Appendix D) indicates that the reported concentrations of all monitoring parameters are below the applicable Federal and State drinking water standards. Groundwater pumped from the source water aquifers by the City wells is also currently free of pathogens and disease-causing organisms.

The goals and objectives of this WHPP focus on reducing the potential contaminant pathways to the source water aquifers that may be provided by private wells, educating property owners and water supply users, and working with Ramsey County, and other LGUs whose jurisdictions overlap the DWSMA, to the extent practicable, to ensure proper management of the DWSMA.

The City has identified the following goals for implementation of this WHPP:

- Work to maintain or improve the current level of water quality so that the municipal water supply will continue to meet or exceed all applicable state and federal water quality standards.
- Work with the Ramsey County and appropriate State agencies to protect the source water aquifers.
- Provide information and promote activities that protect the source water aquifers that provide water to the municipal system. This will include increasing public awareness of the Wellhead and Source Water Protection Program and groundwater-related issues and management of the identified potential contaminant sources within the DWSMA.

- Continue to collect data to support future wellhead and source water protection efforts.

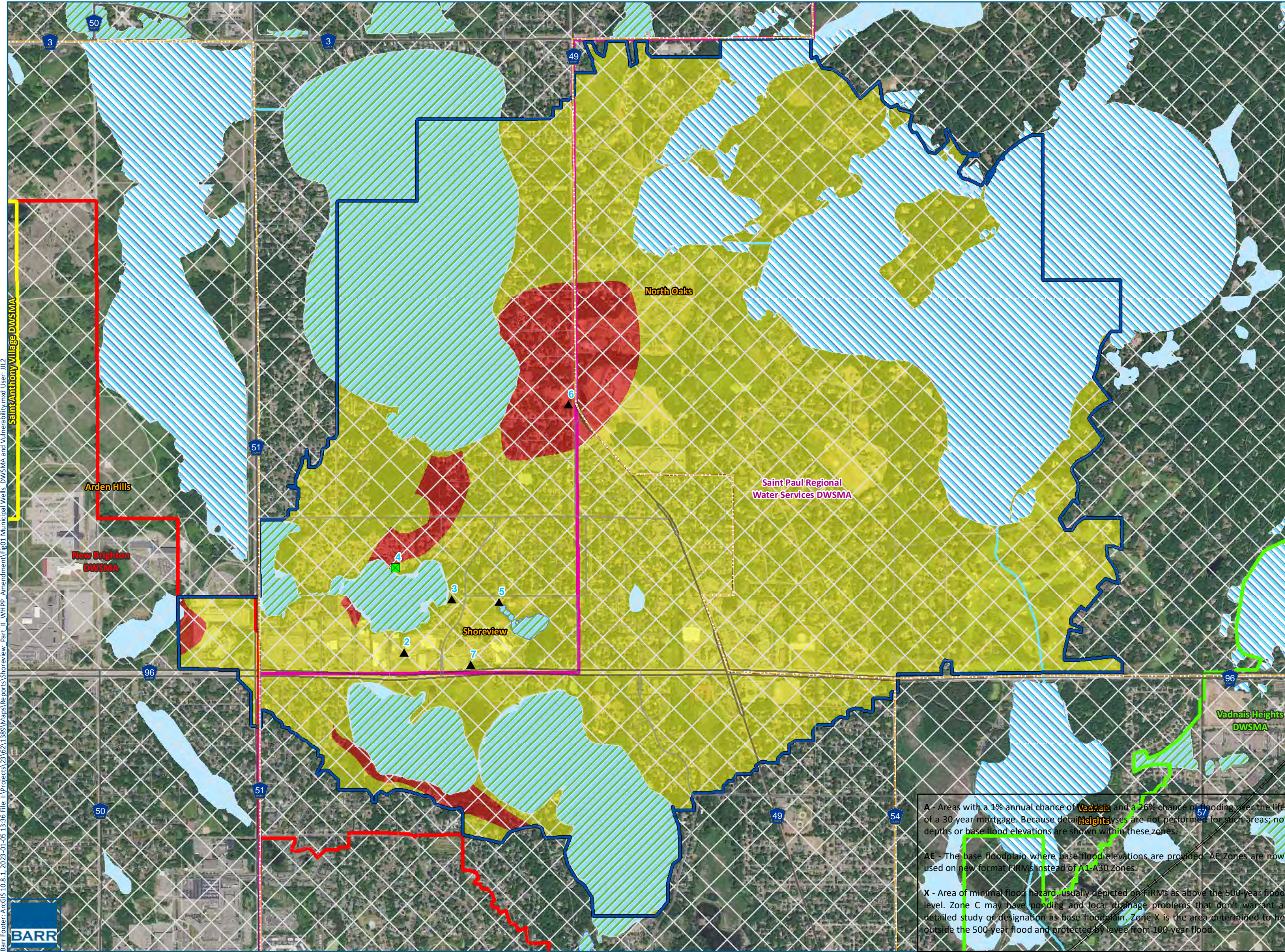
Management actions identified to accomplish these goals include the following:

- Wells
  - Promoting proper management of existing active wells in the DWSMA
  - Encouraging the proper sealing of all unused wells in the DWSMA
  - Identification of new high-capacity wells in or near the DWSMA
  - Maintaining current IWMZ potential contaminant source inventories for the City's water supply wells
- Potential contaminant source properties
  - Encouraging proper handling of chemicals/wastes
  - Encouraging proper operation and maintenance of storage tanks
  - Periodically obtaining updated information on potential contaminant sources in the DWSMA from the regulating agencies to maintain an up-to-date potential contaminant source database for the DWSMAs and allow timely recognition of potential issues that could affect the municipal water supply or DWSMA.
- Public education
  - Distribution of the Annual Water Quality Report for the water supply system
  - Posting Wellhead Protection Program information on the City's website at [Water Services | City of Shoreview \(shoreviewmn.gov\)](http://Water_Services_|_City_of_Shoreview_(shoreviewmn.gov)) and using the City's other community education vehicles to share information related to wellhead protection
  - Communication with Shoreview Community Development Department staff to encourage inclusion of wellhead and source water protection in their planning processes
- Continued data collection
  - Monitoring static and pumping water levels in the City's wells
  - Sampling of the City's wells to assess source water aquifer water quality trends.
  - Continued sampling of the City water supply wells per regulatory requirements
  - Collection of additional local geologic and hydrogeologic data as it becomes available from public sources or from the City-sponsored projects.

Implementation of the management actions will be prioritized based on the risk to the municipal water supply wells and the source water aquifers posed by the

---

potential contaminant source properties (including their locations relative to the water supply wells). The priority assigned to potential contaminant sources is summarized in Table 3. An implementation schedule is shown in Table 5.



**Municipal Wells**

- ▲ Jordan
- Quaternary Buried Artesian Aquifer-Jordan
- ▬ Vadnais Heights DWSMA
- ▬ Saint Paul Regional Water Services DWSMA
- ▬ Saint Anthony Village DWSMA
- ▬ New Brighton DWSMA
- ▬ Shoreview DWSMA
- ▬ Municipal Boundary

**Aquifer Vulnerability**

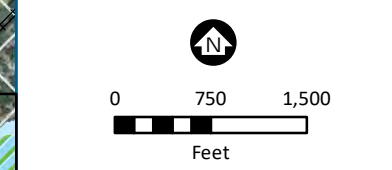
- High
- Moderate

**FEMA Flood Zone**

- A
- AE
- X



2 - Municipal Well Location PCSI ID (PCSI ID refers to Table C-3)



**A** - Areas with a 1% annual chance of flooding and a 26% chance of flooding over the life of a 30-year mortgage. Because detailed analyses are not performed for such areas; no depths or base flood elevations are shown within these zones.

**AE** - The base floodplain where base flood elevations are provided. AE Zones are now used on new format FIRMS instead of A1-A30 Zones.

**X** - Area of minimal flood hazard, usually depicted on FIRMS as above the 500-year flood level. Zone C may have ponding and local drainage problems that don't warrant a detailed study or designation as base floodplain. Zone X is the area determined to be outside the 500-year flood and protected by levee from 100-year flood.

# Memorandum

**TO:** City Council  
**FROM:** Tom Wesolowski , City Engineer  
**DATE:** June 5, 2023  
**SUBJECT:** Request Ramsey County to submit for federal region solicitation funds for the Victoria Street Trail  
**ITEM NUMBER:** 10.a  
**SECTION:** GENERAL BUSINESS

---

## **REQUESTED MOTION**

To approve Resolution No. 23-30 requesting Ramsey County to submit for federal region solicitation funds for the Victoria Street Trail and committing the City of Shoreview to its local cost share.

## **INTRODUCTION**

Ramsey County intends to submit a federal regional solicitation application requesting funds for the Victoria Street Trail project. In order to submit the application, Ramsey County needs a resolution from the Cities of Shoreview and Roseville in support of submitting the application and committing to the local cost share. Council action is required to approve the resolution.

## **DISCUSSION**

Several years ago based on requests from residents and the city council, staff reviewed the possibility of installing a trail along Victoria Street from Arbogast Street south to County Road D. Due to the amount of grading and drainage improvements that would be required for the installation of a trail it was determined the cost of the trail project was prohibitive and would need to wait until Ramsey County completed a reconstruction of the roadway.

In 2015 Ramsey County adopted their Countywide Pedestrian and Bicycle Plan - a resource and framework for development of a connected Ramsey County. The plan identified the Victoria Street corridor from Cannon Avenue in Shoreview to County Road C in Roseville as a planned local corridor within the County's Connected Ramsey Communities Network. The two mile section of Victoria Street is currently posted between 35-40-mph, has an average of 4,950-6,200 vehicles per day of traffic, and serves Metro Transit Route 227. For the majority of section there are no separated sidewalks or trails and pedestrians and bicyclists must use the marked shoulders. Completion of a trail along the identified section of Victoria Street in Shoreview is listed under the recommended actions in Shoreview's current comprehensive plan and it is also recommended the city partner with Ramsey County, when possible, to fulfill the goals and visions listed in the County's Pedestrian and Bicycle Plan completed in 2015.

In the fall of 2021, Ramsey County began studying how a trail on Victoria Street could be installed between County Road C in Roseville to Harriet Avenue in Shoreview as shown on the attached map. A variety of methods were used to engage interested stakeholders and the public

in the study process. The primary method was through a technical advisory committee (TAC) that included staff from Ramsey County and the City's of Shoreview and Roseville. A member from Shoreview's Bike and Trailways Committee also participated in the stakeholder process. Between October 2021 and July 2022, two in-person and two virtual open houses were held. Three online surveys and two interactive mapping activities were also conducted. The open houses were well attended and residents responded to the online surveys. The majority of residents that attended the open houses or responded to the surveys were general supportive of the trail and hopeful that it will make the corridor and intersections safer for people who walk and bike, including safe connections to schools, parks, and homes. Concerns included impacts to properties along Victoria Street including tree removal and project costs.

In August of 2022 the Victoria Street Roadway and Trail Conceptual Design Study was completed. A copy of the study is attached at the end of this report. Two concepts were developed and evaluated, one with a 10-foot bituminous multi-use on the east side of Victoria Street and one with the trail on the west side. For either option curb and gutter would be installed along the side of the road with the trail and drainage improvements completed. The study did not formally identify a preferred trail location, but results of the analysis suggest the west side is more favorable. A formal recommendation for the location of the trail would be determined in a future design phase. The design concepts assumed a 60-foot right-of-way, which is the narrowest right-of-way width along the corridor, and both the east and west design concepts were able to fit within the 60-foot right of way.

The completion of this trail segment is recommended in the city's current comprehensive plan and supported by the city's Bikeways and Trails Committee. The trail would connect to existing trail and sidewalks located on adjacent streets, improving the connection between neighborhoods and the city's existing trail system. The trail would also provide better connections to three schools: Emmet D. Williams (County Rd D), St. Odilia (Victoria St), and Island Lake Elementary School (Victoria St).

With the study complete, Ramsey County intends to submit a federal regional solicitation application for the safe routes to school category this summer to help fund the project. If the application is submitted and awarded federal funds, it would be implemented in 2028 or 2029. In order to submit the application, Ramsey County is seeking resolutions from the cities of Shoreview and Roseville in support of submitting the application and committing to the local cost share. The Roseville City Council approved the required resolution at their March 20, 2023 meeting.

The current estimate for the project from the 2022 study is \$3,000,000 and the 2028 estimate, considering inflation, is \$4,000,000. The maximum regional solicitation award is \$1,000,000 and if received the local project cost would be \$3,000,000. Per the Ramsey County cost share policy, they would fund half of the local project cost and the remaining \$1,500,000 would be split between the cities. Based on the length of the pathway in each city, Shoreview's local cost share is estimated as \$600,000 and Roseville's cost would be \$900,000. If project costs are higher or if the grant amount is less than the maximum amount, the local share for Shoreview, Roseville, and Ramsey County would increase. At this time it is proposed to fund Shoreview's local share from the community investment fund.

**RECOMMENDATION**

It is recommended the council approve the attached resolution requesting Ramsey County to submit for federal region solicitation funds for the Victoria Street Trail and committing the City of Shoreview to its local cost share.

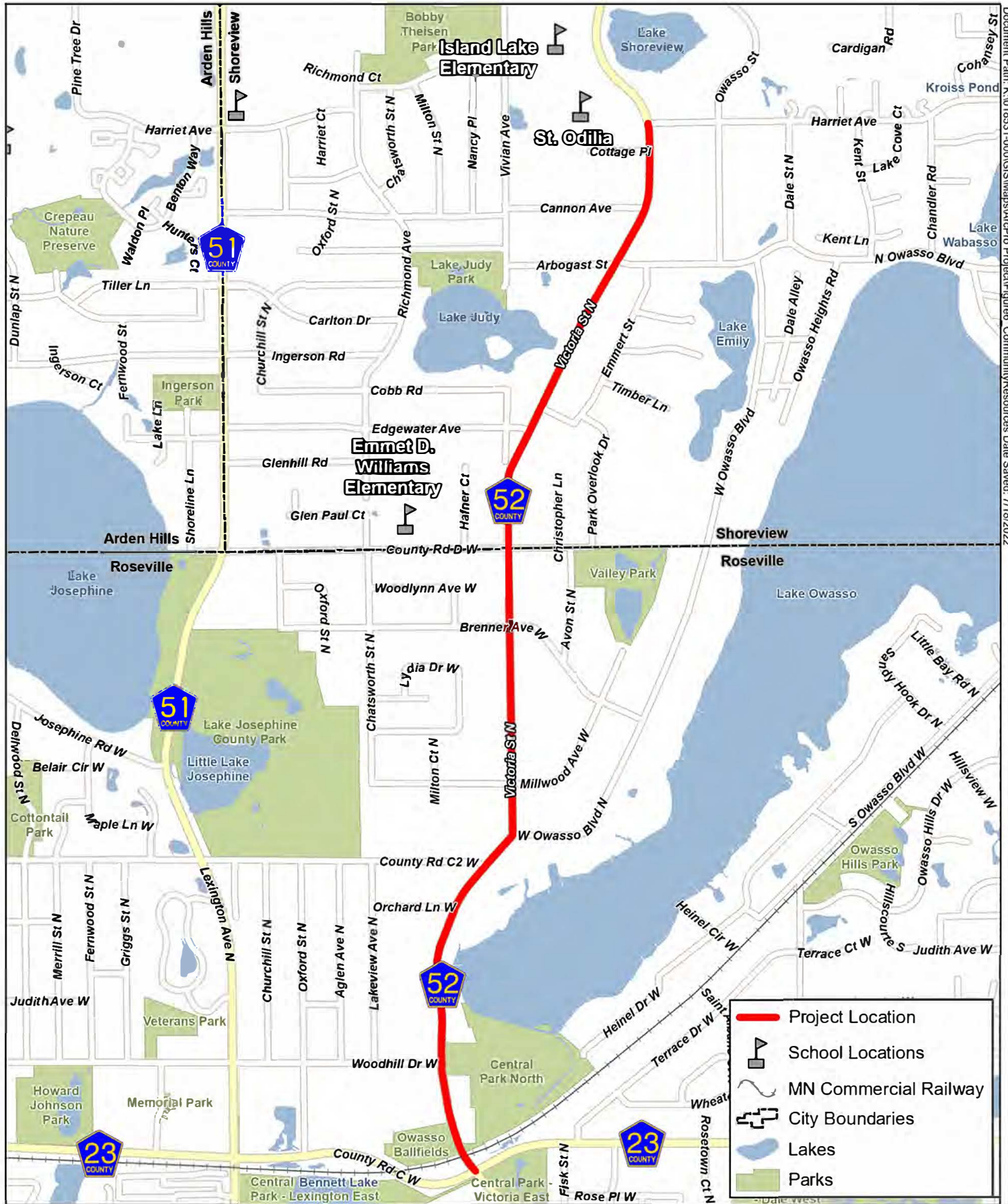
**ATTACHMENTS**

[Trail Corridor Map](#)

[Victoria Street Pathway Study](#)

[Resolution No. 23-30](#)

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RAMSEY COUNTY

Figure 6 - Community Resources

Victoria Street Roadway and Trail Conceptual Design Study  
Ramsey County, MN



0 1,200 Feet  
1 inch = 1,200 Ft



# Victoria Street Roadway and Trail Conceptual Design Study

Study Report | August 2022



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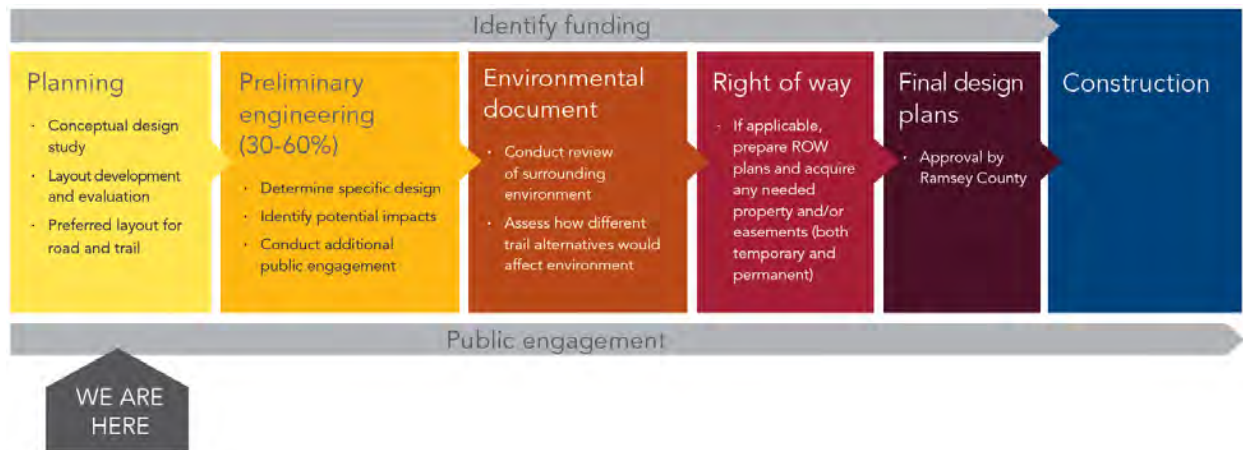
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## Attachments

Attachment A – Existing Conditions Memo
Attachment B – Concept 1 Layout and Typical Sections
Attachment C – Concept 2 Layout and Typical Sections
Attachment D – Public Engagement Phase 1 Summary
Attachment E – Public Engagement Phase 2 Summary
Attachment F – Public Engagement Phase 3 Summary
Attachment G – Planning Level Cost Estimates

# Executive Summary

The *Victoria Street Roadway & Trail Conceptual Design Study* (Study) was initiated by Ramsey County in the fall of 2021 to analyze several options for a trail or bikeway along the Victoria Street [County State Aid Highway (CSAH) 52] corridor in Ramsey County, between County Road C in Roseville (south end of corridor) and Harriet Avenue in Shoreview (north end of corridor). The Study included an existing conditions analysis, public and stakeholder engagement, analysis of preliminary cross section concepts, development of two full roadway and trail concept layouts, technical evaluation of the two concepts and planning-level cost estimates. Community and stakeholder engagement included three rounds of open houses, three online surveys, online interactive comment maps and four meetings with the project's technical advisory committee. The Study was completed in the summer of 2022 and is the first step towards construction of a future Victoria Street project as shown in the graphic below.



Two full concepts were developed and evaluated, one with a 10-foot bituminous multiuse trail on the east side of Victoria Street and one with a trail on the west side (see below). A concrete curb and gutter would be constructed between the roadway and trail. The width of the shoulder adjacent to the trail would also be reduced, and motor vehicle travel lanes would be restriped to reduce widths from 12 feet to 11 feet. These improvements would be considered Phase 1. A future Phase 2 could include full reconstruction of Victoria Street, which would include the need for re-evaluation of a sidewalk or trail on the opposite side of the road.



**VICTORIA STREET WEST SIDE CONCEPT, TYPICAL SECTION D - D VICTORIA STREET EAST SIDE CONCEPT, TYPICAL SECTION D - D**

The Study did not formally identify a preferred roadway and trail design concept, but results of the technical analysis suggest that a trail on the west side of Victoria Street is more favorable than a trail on the east side. A trail on the west side would best address the project needs and would likely result in fewer potential impacts across several social, economic and environmental resources that were reviewed. A formally recommended roadway and trail design will be determined in a future design phase. At the time this report was developed, no funding for the future trail or roadway design has been identified and there is no defined schedule for future construction. Planning level cost estimates for both concepts are approximately \$3.0 M.

# I. Introduction and Overview

## Study Background and Report Overview

In 2015 Ramsey County adopted their Countywide Pedestrian and Bicycle Plan - a resource and a framework for development of a connected Ramsey County where communities and residents are engaged in the process of building a great place for walking and bicycling. The plan identified the Victoria Street corridor as a planned local corridor within the County's Connected Ramsey Communities Network. The Victoria Street corridor passes along the west side of Lake Owasso for a short distance and extends north from County Road C in the City of Roseville to Cannon Avenue in the City of Shoreview.

Ramsey County initiated this study in the fall of 2021 to analyze several options for the addition of a trail or bikeway along the Victoria Street. The study process included community engagement with residents along the corridor and other community members, and documentation of the pros and cons of various concepts. Over the course of the study, the northern terminus of the study area was extended from Cannon Avenue to Harriet Avenue to better capture connections to the existing trail network near St. Odilia School and Island Lake Elementary School.

This report documents the results and findings of the study, including summaries of the existing conditions analysis, public and stakeholder engagement, the two roadway and trail concepts, technical evaluation of the two concepts, planning-level cost estimates and next steps.

## Study Purpose

The purpose of the study is to establish a conceptual planning level design vision for Victoria Street that safely and effectively accommodates bicycle and pedestrian activity now and into the foreseeable future.

## Study Goals

The goals of the study are to:

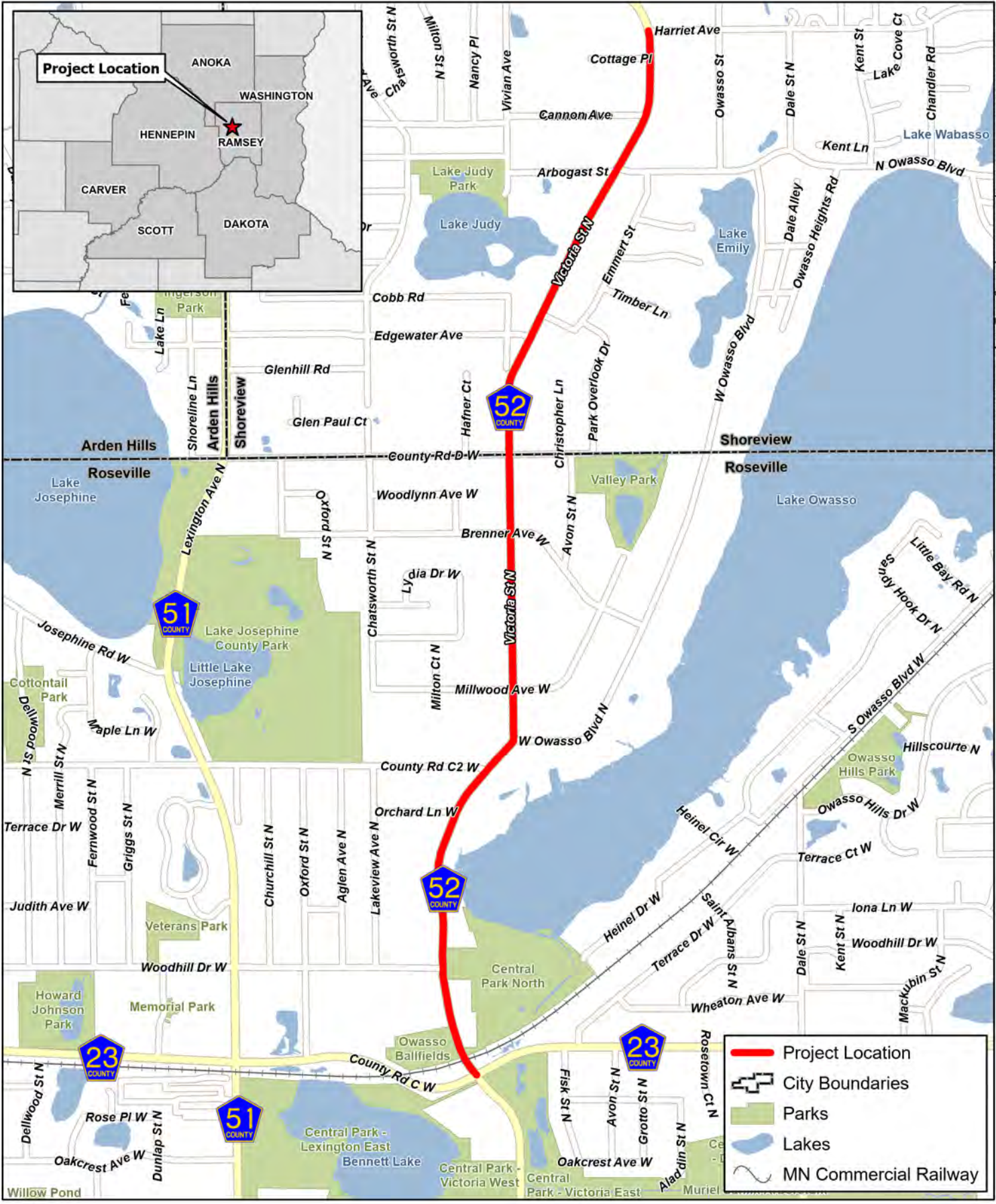
- Create a safe and comfortable walking/biking environment along and across Victoria Street for users with all abilities.
- Link to existing trail infrastructure and nearby destinations.
- Improve safety for all users of Victoria Street.
- Minimize property impacts.
- Develop improvements that are financially feasible.

## Study Area Overview

The study area is the portion of Victoria Street [County State Aid Highway (CSAH) 52] from County Road C (CSAH 23) in Roseville to Harriet Ave in Shoreview, all located in Ramsey County (**Figure 1** and **Figure 2**).<sup>1</sup> Victoria Street's designation as an arterial indicates it is key to the area's transportation network. This is also demonstrated by relatively high average daily traffic (4,950–6,200). The only non-motorized transportation facilities on the corridor within the study area is a sidewalk on the west side of the street at the far southern end of the corridor, between County Road C and Woodhill Drive, a trail on the east side of the corridor between Cannon Ave and Harriet Ave, and some intersecting sidewalks or trails, such as on Woodhill Dr, W Owasso Blvd, W County Rd D.

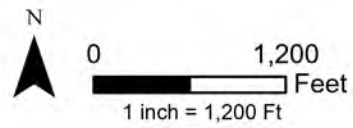
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<sup>1</sup> Note: The study area was revised during the course of the study to extend to Harriett Avenue, beyond the original end point at Cannon Avenue.

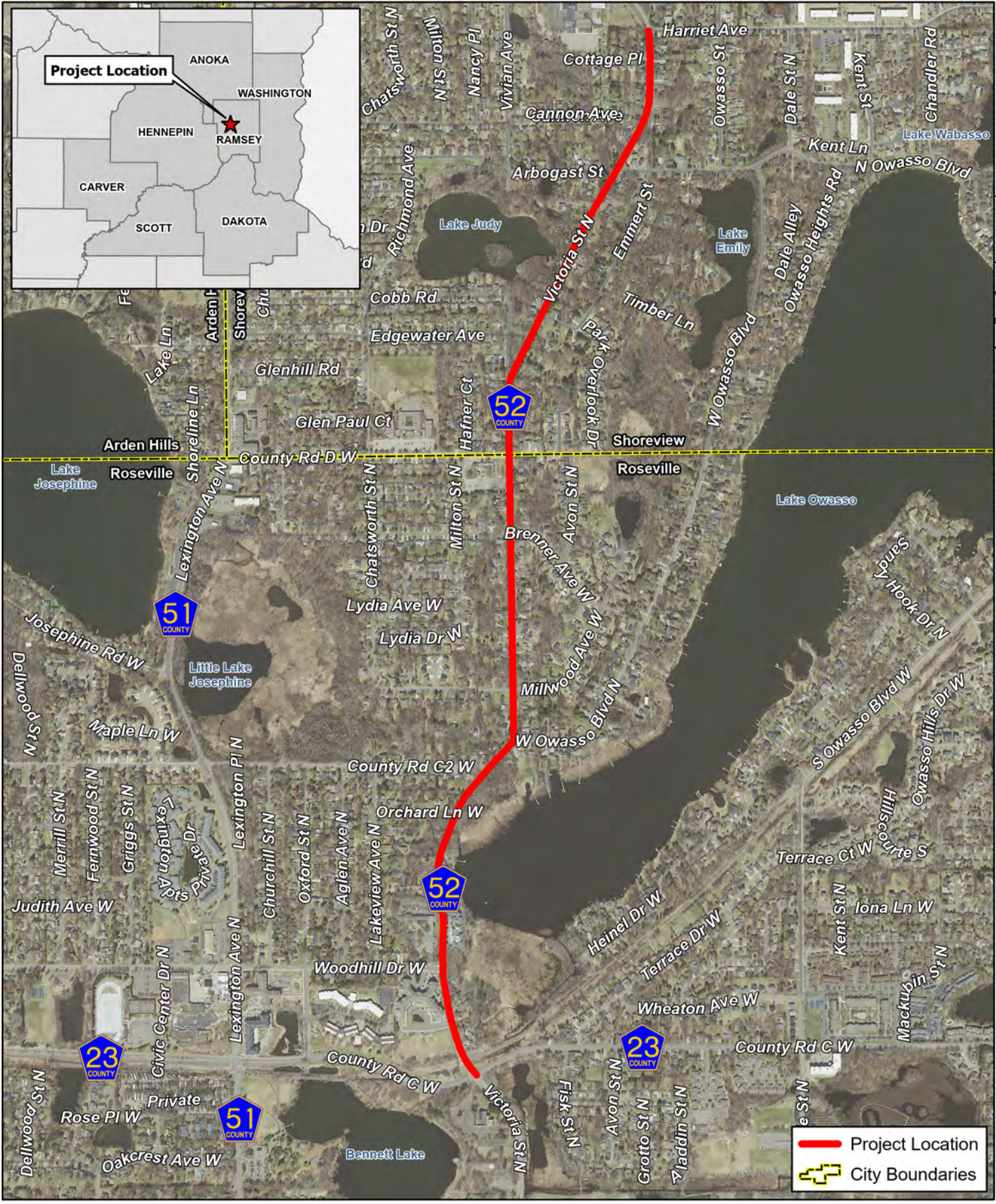


**Figure 1 - Study Area**

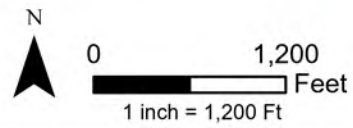
Victoria Street Roadway and Trail Conceptual Design Study  
Ramsey County, MN



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**Figure 2 - Study Area Aerial**  
Victoria Street Roadway and Trail Conceptual Design Study  
Ramsey County, MN



## II. Existing Conditions

This section summarizes the existing conditions on the study corridor. Additional details are available in **Attachment A**.

### Corridor Characteristics

Victoria Street is a two-lane, two-way roadway with paved shoulders and is designed as a rural section with ditch and swale drainage. On the far south end of the corridor there is an existing at-grade railroad crossing just north of County Road C. Adjacent land use is primarily single family residential with many driveways directly accessing the corridor. Other uses include senior living, multiple family, a church and a daycare center. Speed limits, traffic volumes and other key roadway information are listed in **Table 1**.

**Table 1: Corridor Characteristics Summary**

Characteristic	Data
Corridor length (mi.)	1.8
Speed Limit (mph)	35–40
Existing Right of Way	62'–84'
Annual Average Daily Traffic (AADT) <sup>1</sup>	4,950–6,200
Functional Classification	Other Arterial
Road Geometry	-Two-lane, two-way with paved shoulders -Rural cross section
Parking	Restricted and partially restricted
Existing Non-motorized facilities	-One small sidewalk segment -One small trail segment -Striped shoulders
Drainage	Largely ditch and swale drainage, small amount of curb and gutter at south end

(1) MnDOT, 2019



Existing roadway configuration along the northern part of the Victoria Street corridor.

**Figure 3** and **Figure 4** depict the existing typical sections and their general locations along the corridor. There are several geometric constraints in addition to right of way that informed the development of concepts for the corridor, including:

- Utility poles near the roadway.
- Variation in elevation between adjacent homes/yards and the roadway.
- Horizontal curves.
- Variation in ditches and slopes along the corridor.
- Railroad crossing near County Road C.

There are limited sidewalks and trails in the study area for pedestrians and bicyclists to use. The corridor has some marked but uncontrolled pedestrian crossings. Including by New Perspective Senior Living at the southern end of the corridor and at W County Rd D. There is an existing sidewalk on the west side of Victoria Street from County Road C to Woodhill Drive, at the southern end of the corridor. Striped shoulders of varying width are present along the corridor, providing limited separation for bicycle travel. There are no dedicated bicycle facilities along the corridor in the study area, however there is a trail that begins at Arbogast Street just east of Victoria Street and heads north along Victoria Street from Cannon Avenue to County Road E and beyond. **Figure 5** shows the existing and planned nonmotorized transportation network in the study area.



An uncontrolled pedestrian crossing over Victoria Street at W County Rd D.

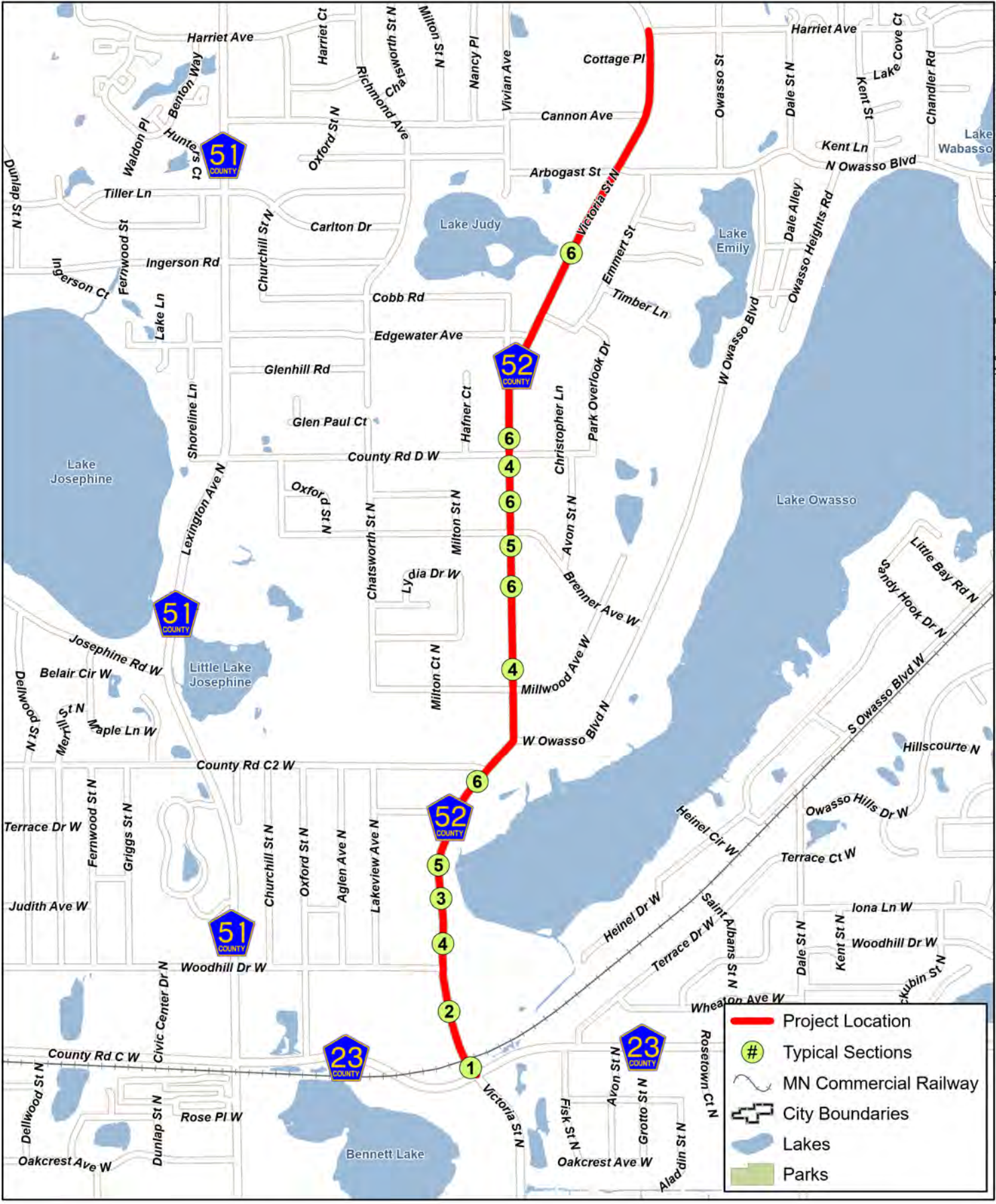


Existing roadway configuration along the northern segment of the Victoria Street corridor.

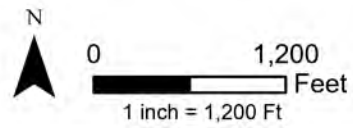
Metro Transit Route 227 travels along Victoria Street in the study area and provides weekday and weekend local bus service between Rosedale Transit Center in Roseville and Super Target in Shoreview, with weekday service to Deluxe Corp. headquarters in Shoreview. Transit stops are located along Victoria Street between Woodhill Drive and Arbogast Street.

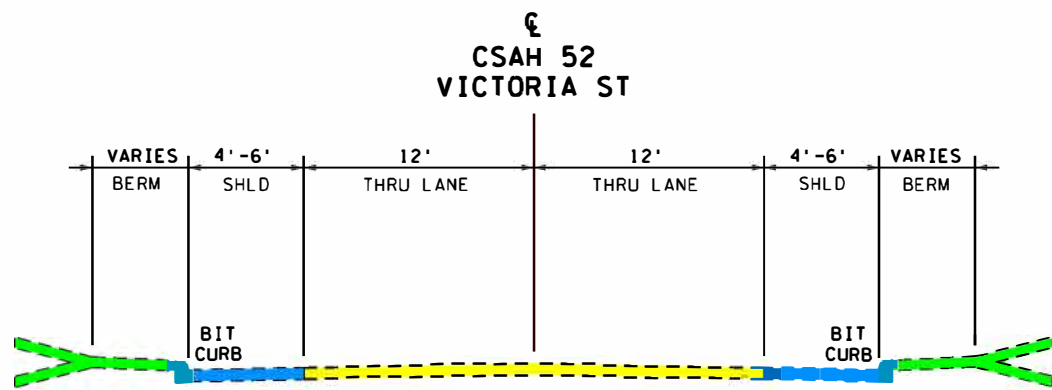


A sidewalk along the western side of Victoria Street in the southern portion of the study corridor.

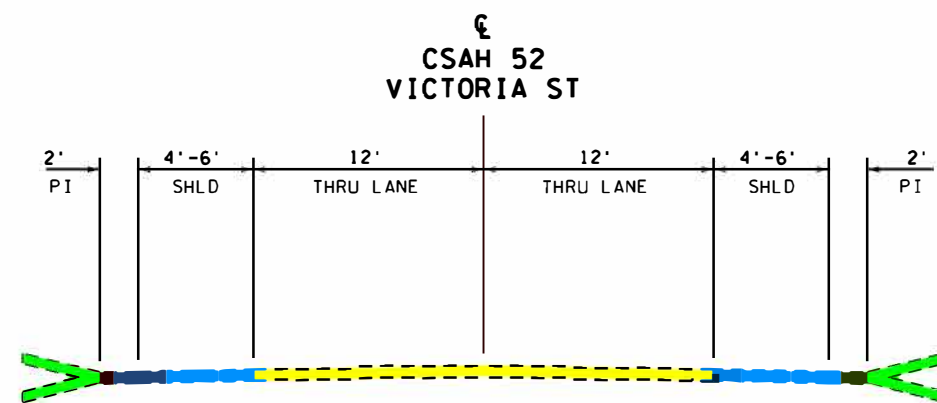


**Figure 3 - Typical Section Locations**  
 Victoria Street Roadway and Trail Conceptual Design Study  
 Ramsey County, MN

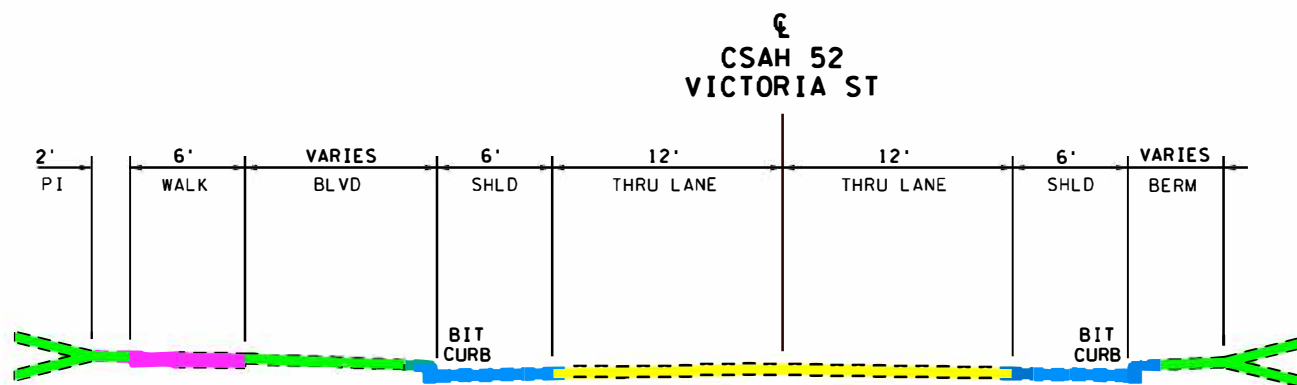




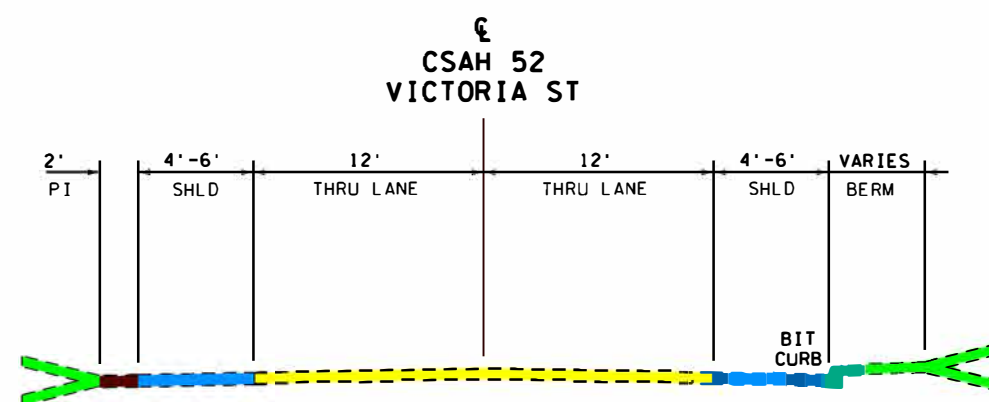
EXISTING TYPICAL 3



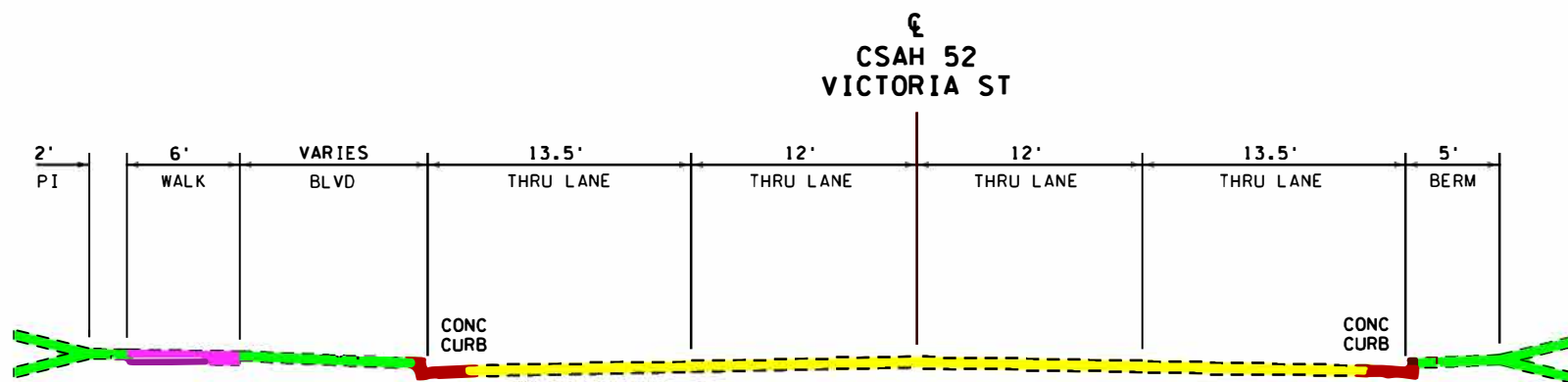
EXISTING TYPICAL 6



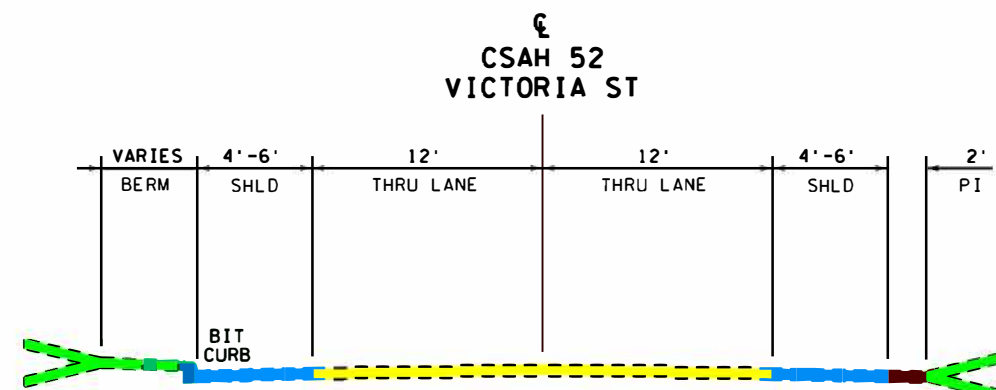
EXISTING TYPICAL 2



EXISTING TYPICAL 5



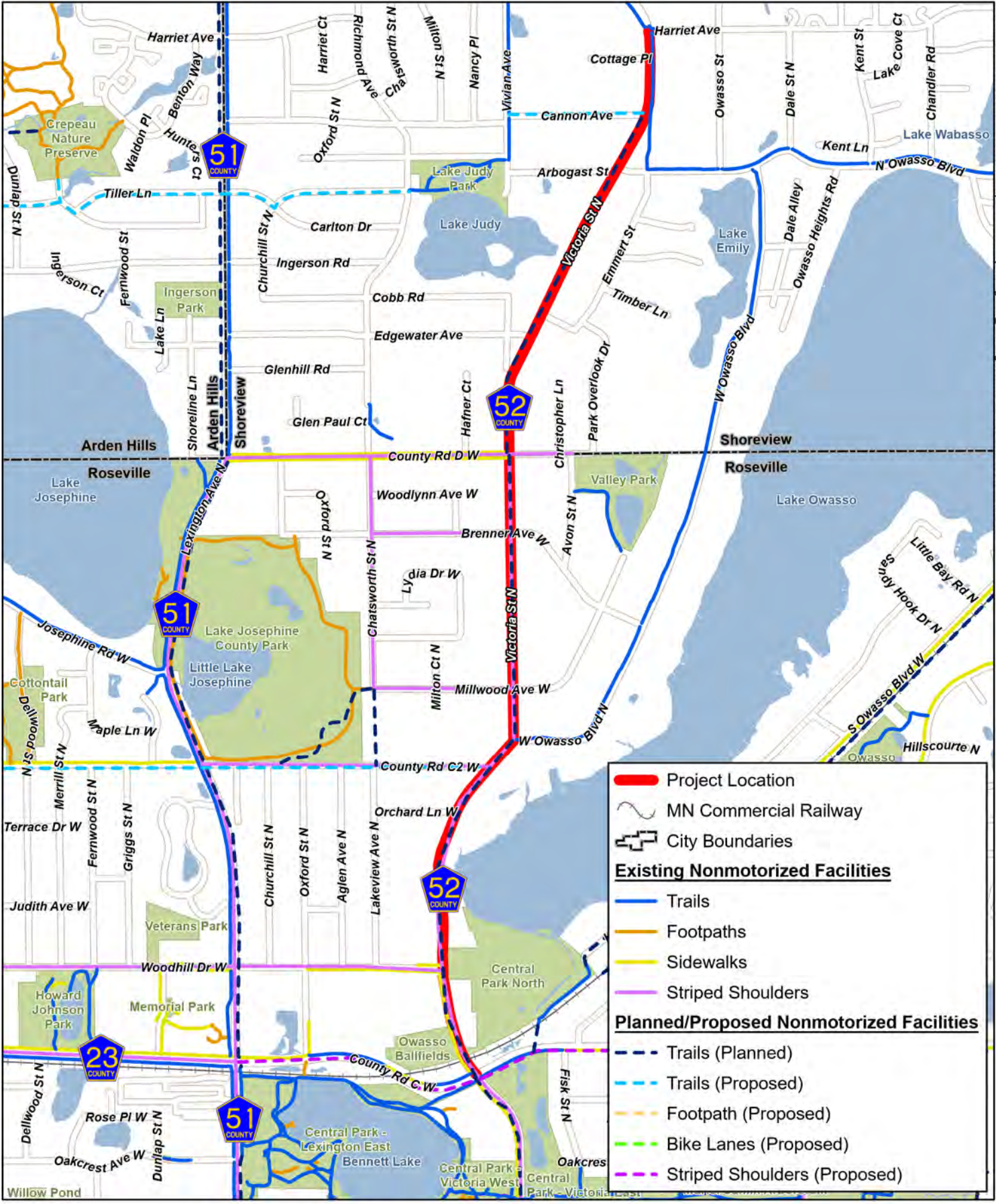
EXISTING TYPICAL 1



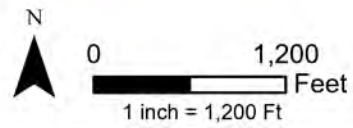
EXISTING TYPICAL 4

Figure 4 - Existing Typical Sections  
Victoria Street Roadway and Trail Conceptual Design Study  
Ramsey County, MN

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**Figure 5 - Existing and Planned Nonmotorized Transportation Network**  
 Victoria Street Roadway and Trail Conceptual Design Study  
 Ramsey County, MN



## Motor Vehicle Capacity Review

Current motor vehicle capacity (i.e., the number of vehicles that can be accommodated under existing conditions) was determined at key intersections along Victoria Street using traffic volumes (excluding 2020) from the Minnesota Department of Transportation's (MnDOT) Traffic Mapping Application.

The corridor has a level of service (LOS) C and a volume to capacity (V/C) ratio of 0.23. The corridor is under capacity for a two-lane roadway. All minor approaches at the intersections along Victoria Street are also under capacity based on the estimated peak hour volumes. Approaches with separate turn lanes increase the capacity, such as on County Road D and Woodhill Drive.

## Crash and Safety Analysis

The most recent three-year (January 2017–December 2019) crash data for the corridor was extracted from MnDOT's Crash Analysis Mapping Tool (MnCMAT2). Data from year 2020 was excluded in the analysis because of lower-than-normal traffic volumes due to the COVID-19 pandemic. Crash data for each intersection along the corridor was analyzed, as well as all of Victoria Street. There were 17 reported crashes along the Victoria Street corridor during this period.

The northern (County Road D to Cannon Avenue) and southern (County Road C to Owasso Boulevard) segments on Victoria Street have above average crash rates, however the crash rates are under the critical crash rate threshold<sup>2</sup>. Victoria Street between Owasso Boulevard and County Road D was the only segment below the average crash rate.

One fatality occurred in May of 2018. A driver going north on Victoria Street near Cannon Avenue veered off road and struck a retaining wall. No crashes involving a pedestrian or bicycle were reported along the corridor within the 2017-2019 time period. The only reported bicycle-related crash within the most recent 10-year period occurred in May of 2012 near Owasso Boulevard, where a vehicle was backing out of a driveway and struck another vehicle and bicycle traveling on Victoria Street.

Four of the five intersections with reported crashes have higher crash rates than average (County Rd C, County Rd C2, County Rd D, and Arbogast St), but all are below the critical crash rate. No crashes involving a pedestrian/ bicycle were reported at any intersection along the corridor within the 2017-2019 period.

## Land Use, Parks and Schools

The nearly two-mile-long portion of Victoria Street that is being studied is located in Shoreview and Roseville—both built out, suburban communities. Land uses along Victoria Street are largely single family residential, with some multi-family residential at the south end, including a retirement community, a nursing home and an assisted living facility.

The City of Roseville's Owasso Ballfields are located at the far southern end of the corridor on the west side of Victoria Street. Central Park North is also located at the south of the study corridor, directly across from Owasso Ballfields. Additional portions of Central Park are located on the south side of County Road C. Valley Park is located roughly one block east of Victoria Street along County Road D. Lake Josephine Park (Ramsey County) is several blocks west of the corridor between County Road C2 and Brenner Avenue. Lake Judy Park is located just west of Victoria Street along Arbogast Street in Shoreview.

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<sup>2</sup> Average crash rate is defined as the number of crashes per million vehicle miles traveled over a given period of time. Critical crash rate is calculated by weighting the average crash rate for similar segments in the state by existing traffic volumes.

Emmet D. Williams Elementary School (Roseville Area Schools) is located just west of Victoria Street along County Road D in Shoreview. Island Lake Elementary School (Mounds View Public Schools) and St. Odilia School are located along Victoria Street just north of the study area. **Figure 6** shows the location of parks and schools in relation to the study area.

## Corridor Resources

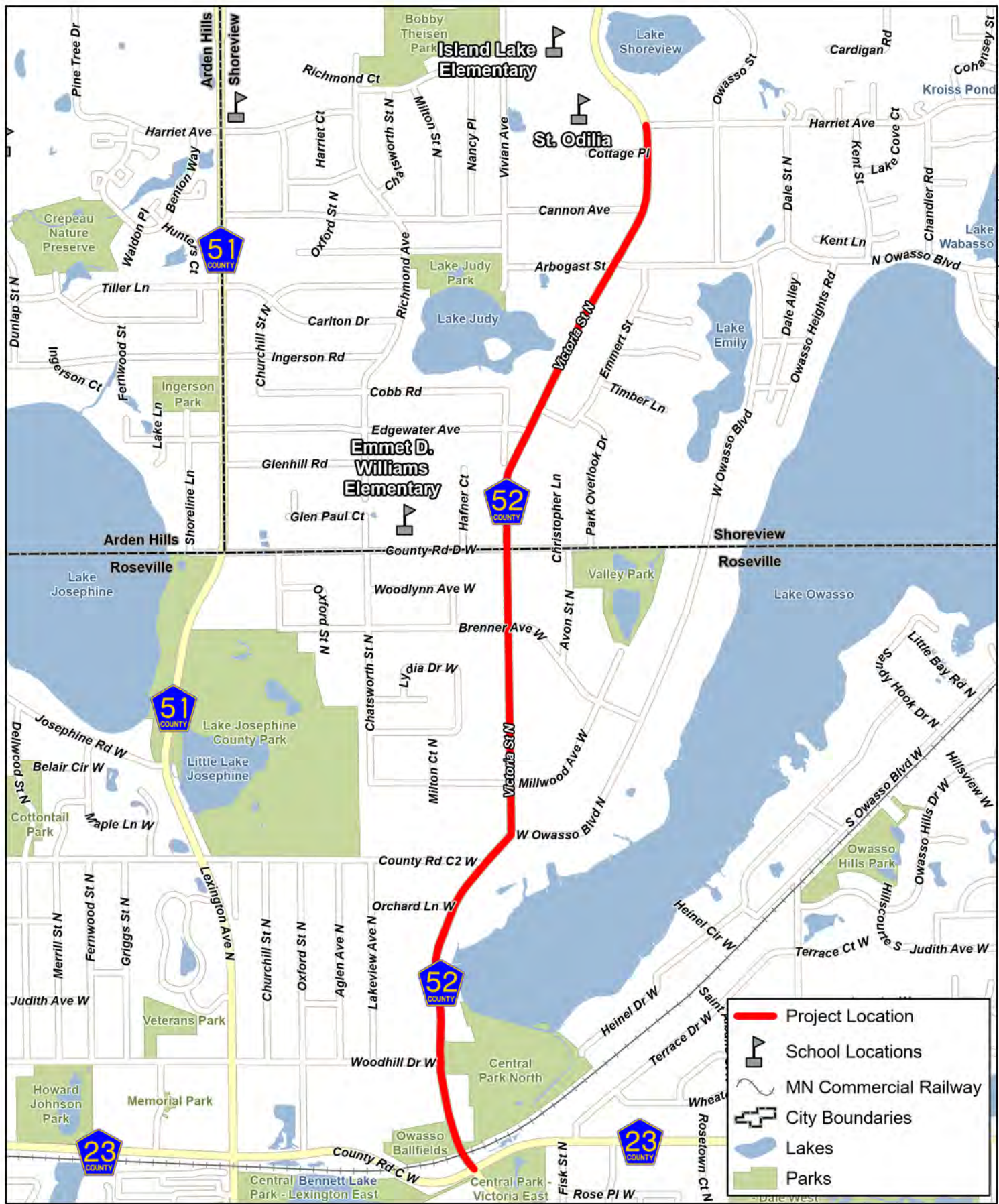
**Attachment A** provides additional details on other resources that were reviewed in the process of developing the project team's understanding of the corridor, including:

- Utilities.
- Above ground structures.
- Water resources, including wetlands and floodplains.
- Threatened and endangered species.
- Historic and cultural resources.
- Land use.

## Opportunities and Constraints

Based on the existing conditions analyses described above, a list of opportunities and constraints was identified to inform the creation of concepts for the corridor. Key opportunities include:

- Improve overall pedestrian and bicycle safety, connectivity and access for the corridor and surrounding residential neighborhoods.
- Improve safety, convenience and access to three elementary and middle schools: Island Lake Elementary, Emmet D. Williams Elementary and St. Odilia (K-8).
- Opportunity to seek funding for project construction through Safe Routes to School grants, Metropolitan Council Regional Solicitation grants or other grant funding opportunities.
- Building of an "All Ages and Abilities" link as consistent with the Ramsey County Pedestrian & Bicycle Plan.
- Opportunity to increase corridor aesthetics and residential real estate value through development of a boulevard-separated trail on one side of Victoria Street.
- Opportunity to link to the existing trail near the project's northern terminus to provide a seamless and "All Ages and Abilities" walk/bike connection for area neighborhoods to Island Lake County Park and to the employment and residential district near County Road E and Victoria Street.
- Opportunity to provide a safe environment for bicycle riders and pedestrians while also facilitating the mobility and safety needs of vehicle traffic.
- Opportunity to tie into existing trails and planned roadway safety improvements at County Road C.
- Provide safe crossings of Victoria Street for the surrounding neighborhood - potential for installation of Rectangular Rapid Flashing Beacons (RRFB), median crossing refuges and/or other measures as needed.



	Project Location
	School Locations
	MN Commercial Railway
	City Boundaries
	Lakes
	Parks



**Figure 6 - Community Resources**

Victoria Street Roadway and Trail Conceptual Design Study  
Ramsey County, MN

N

0 1,200 Feet  
1 inch = 1,200 Ft



In addition to the need to avoid, minimize and mitigate impacts to environmental resources, several constraints in the corridor were considered and should inform future designs:

- Limited right of way.
- Many driveways/access locations.
- Utility poles near the roadway as well as underground utilities.
- Existing above ground structures (e.g., mailboxes, road signs).
- Variation in elevation between adjacent homes/yards and the roadway.
- Horizontal curves.
- Variation in ditches and slopes along the corridor.
- Existing rural (ditch) section on corridor uses more space than an urban (curb and gutter) section.
- Environmental features including trees.
- Railroad crossing near County Road C.
- Consistency with existing Victoria Street trail north of Cannon Avenue.

### III. Concept Development & Evaluation

#### Design Standards, Considerations and Best Practices

In the process of developing the recommended concepts, the project team reviewed and considered a range of local, state and national standards and sources of design guidance. These are discussed briefly in the sections that follow.

#### Ramsey County All Abilities Transportation Network Policy

The Ramsey County Board of Commissioners approved the All-Abilities Transportation Network in December 2016 to advance the county's vision of "A vibrant community in which all are valued and thrive." This policy commits the County to "creating and maintaining a transportation system that provides equitable access for all people regardless of race, ethnicity, age, gender, sexual preference, health, education, abilities and economics." The policy includes a hierarchy of transportation system users that should be considered during transportation planning and implementation, with more vulnerable users to be considered first (**Figure 7**).

**Figure 7: Ramsey County All Abilities Transportation Network Policy – Modal Hierarchy**

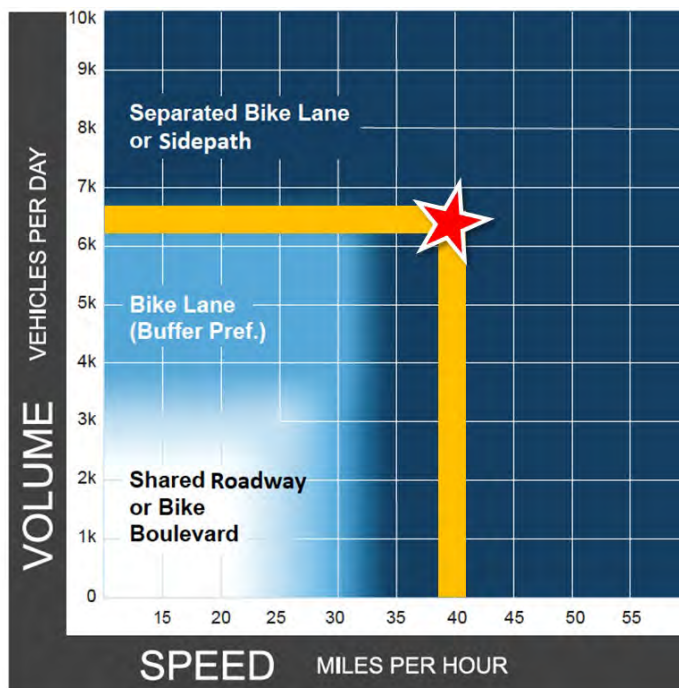


Source: Ramsey County All Abilities Transportation Network Policy

**Federal Highway Administration and MnDOT**

The Federal Highway Administration (FHWA) and MnDOT publish guidance to assist agencies with the process of selecting bicycle facilities that enhance safety and mobility for users in different roadway contexts. **Figure 8** depicts a tool that can be used to inform the selection of a bikeway facility based on the amount of traffic and the speed of vehicles on a roadway. This tool is found in the FHWA Bikeway Selection Guide as well as the MnDOT Bicycle Facility Design Manual. This guidance assumes that the facility is being designed for someone who is interested in biking, but who experiences the same level of stress and discomfort related to riding in proximity to motor vehicle traffic as the majority of the adult population. Based on the traffic volumes and vehicle speeds present on Victoria Street in the study area, a separated bike lane or sidepath is recommended.

**Figure 8: FHWA Bikeway Selection Guide – Victoria Street**



Source: Adapted from FHWA Bikeway Selection Guide

The MnDOT Bicycle Facility Design Manual discusses the types of bicyclists who are likely to use roadways with different levels of traffic stress (LTS), a system that categorizes roadways based on their suitability and comfort level for biking. To create an all ages and abilities network link along Victoria Street, an LTS 1 facility is most appropriate (**Figure 9**). LTS 1 is the lowest level of traffic stress and means that a facility is suitable for adults of all ages and levels of bicycle-riding experience as well as unsupervised children.

**State Aid Standards**

As a County State Aid Highway (CSAH), Victoria Street falls under the jurisdiction of Ramsey County and is subject to State Aid Standards for roadway and adjacent trail design. MnDOT State Aid design standards that would be applicable the preliminary cross sections under consideration for Victoria Street include:

- 8820.9995 Minimum Off-Road and Shared Use Path Standards.
- 8820.9936 Minimum Design Standards, Urban; New or Reconstruction Projects.
- 8820.9920 Minimum Design Standards; Rural and Suburban Undivided; New Or Reconstruction Projects.

## Americans With Disabilities Act (ADA) Requirements

While the purpose of this study was not to develop detailed roadway designs for Victoria Street, the transportation needs of people with disabilities were considered in the development of concepts. All future project designs along with the final constructed project will comply with all applicable ADA standards.

**Figure 9: Level of Traffic Stress**

LTS LEVEL	DESCRIPTION	HIGHLY CONFIDENT BICYCLISTS WILL RIDE	SOMEWHAT CONFIDENT BICYCLISTS WILL RIDE	INTERESTED BUT CONCERNED BICYCLISTS WILL RIDE
LTS 1	Presents the lowest level of traffic stress; demands less attention from people riding bicycles, and attractive enough for a relaxing bicycle ride. Suitable for almost all people riding bicycles, including children trained to ride in the street and to safely cross intersections.	YES	YES	YES
LTS 2	Presents little traffic stress and therefore suitable to most adults riding bicycles, but demands more attention than might be expected from children.	YES	YES	SOMETIMES
LTS 3	More traffic stress than LTS 2, yet significantly less than the stress of integrating with multilane motor vehicle traffic.	YES	SOMETIMES	NO
LTS 4	Includes roadways that have no dedicated bicycle facilities and moderate to higher motor vehicle speeds and volumes OR high speed and high volume roadways WITH an exclusive bike lane where there is a significant speed differential between motor vehicles and bicyclists.	YES	NO	NO

Source: MnDOT Bicycle Facility Design Manual

## New Facility – Desired Characteristics

Based on the project goals, applicable guidance and design standards, the project team determined that a new bicycle and pedestrian facility for Victoria Street should be consistent with the Ramsey County All Abilities Transportation Network Policy and reflect LTS 1. A typical LTS 1 facility in a suburban context is a fully separated trail, sometimes called a shared use path or sidepath. Based on applicable MnDOT State Aid standards, a ten-foot trail width is recommended, with an acceptable eight-foot minimum.

## **Phased Implementation**

While this study developed a complete corridor vision, full reconstruction of Victoria Street is not planned for the near term. Ramsey County does not have funding identified for a full reconstruct of Victoria Street.

The goal of this study is to establish a vision for Victoria Street that can effectively accommodate bicycle and pedestrian activity now and into the future.

As a result, the study included a discussion of phasing the implementation of the identified corridor vision. Phasing will allow the County to improve safety and mobility for bicycle and pedestrian users in the corridor before funding is available for a full reconstruction of Victoria Street.

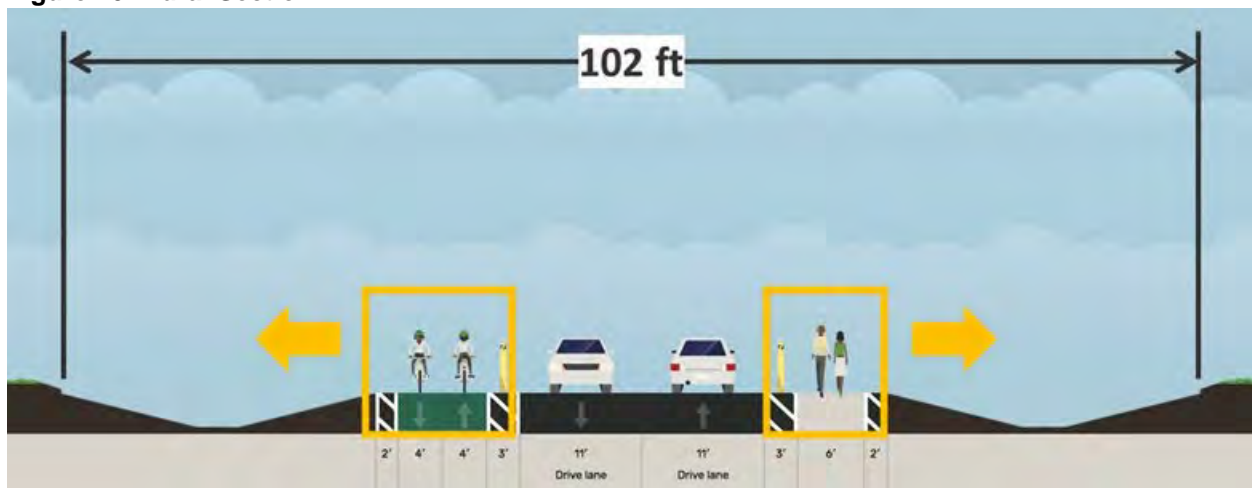
**Phase 1** would likely include the construction of an urban section (curb and gutter) and a trail on one side of Victoria Street. The side of Victoria Street without the trail would remain in place. **Phase 2** would likely include full reconstruction of Victoria Street, including the existing roadway. During planning efforts for Phase 2, the County would evaluate the need and desire for the addition of a trail or sidewalk on the opposite side of the Phase 1 trail.

## Preliminary Cross Section Concepts

Based on the project goals, public input and design considerations, the project team developed several preliminary cross section concepts for evaluation. These cross sections are shown as “full build” visions that would reflect full implementation of Phases 1 and 2, discussed above. Each cross section shows the applicable minimum and/or range of dimensions for motor vehicle travel lanes, pedestrian and bicycle facilities, boulevard and clear zones. Total required right of way is also shown. All cross sections show motor vehicle lanes narrowed to 10 or 11 feet from the existing 12 feet. It is important to note that although the public right of way available along this stretch of Victoria Street varies widely, at its narrowest dimension it is approximately 60 feet wide. To reduce the likelihood of needing to acquire public property for development of the new facilities, a total width of 60 ft was used as the maximum acceptable dimension for the concepts developed by the study.

**Figure 10** depicts a roadway with the required dimensions if Victoria Street were to be reconstructed as a “rural” section roadway, or a roadway with ditches for drainage rather than curb and gutter (also known as an “urban” roadway). The majority of the study corridor now has a rural section; however, the design is not consistent with MnDOT State Aid’s current design standards. Designing a rural roadway that is consistent with MnDOT State Aid Design Standards would require a footprint of over 100 ft. This width greatly exceeds the available right of way which ranges from 62 to 84 ft.

**Figure 10: Rural Section**

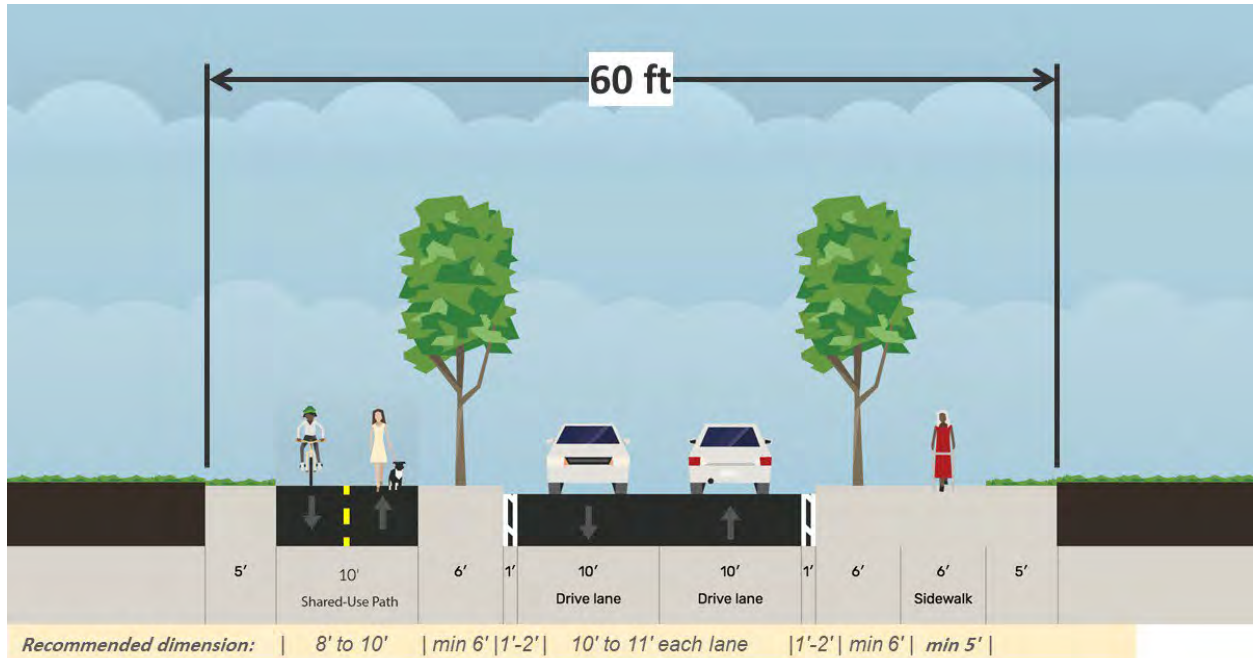


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**Figure 11** and **Figure 12** show two options for a roadway with a trail and sidewalk on opposite sides, while **Figure 13** shows a trail on both sides. **Figure 14** depicts one-way separated bike lanes separated from the roadway by a boulevard with adjacent sidewalks, and **Figure 15** shows the same elements with

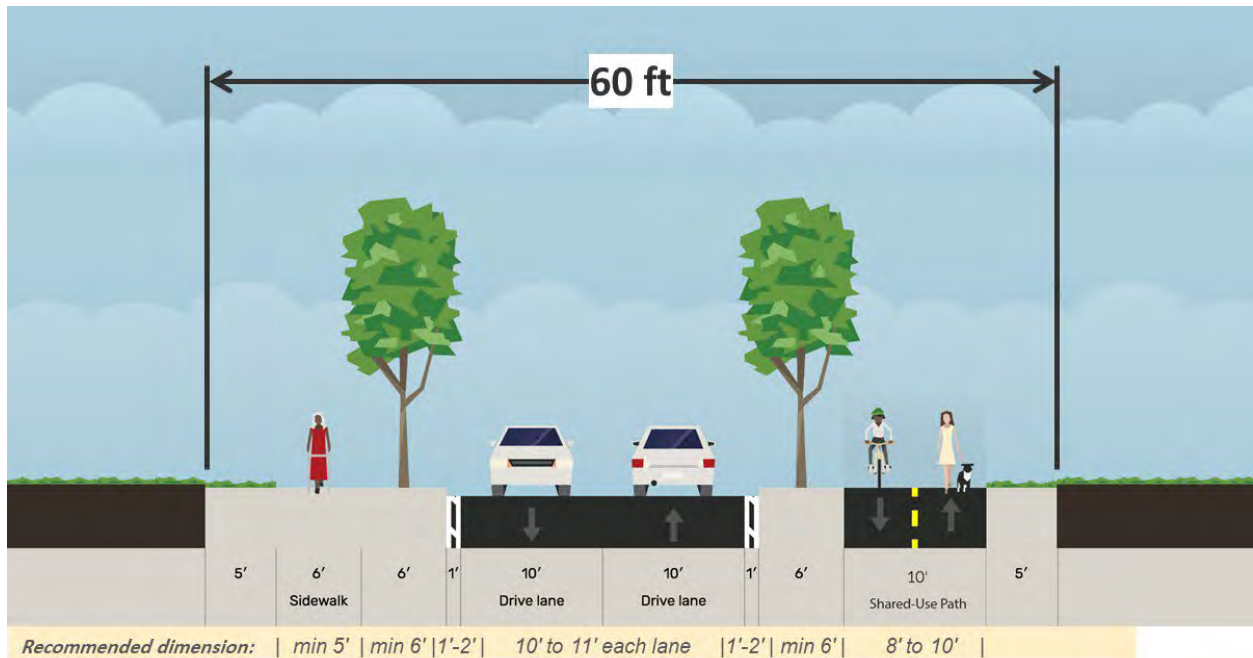
the boulevard instead between the bikeway and sidewalk. All of these options fit within the 60 ft limit intended to avoid or reduce impacts beyond the currently existing right of way.

**Figure 11: Trail on West Side; Sidewalk on East Side**



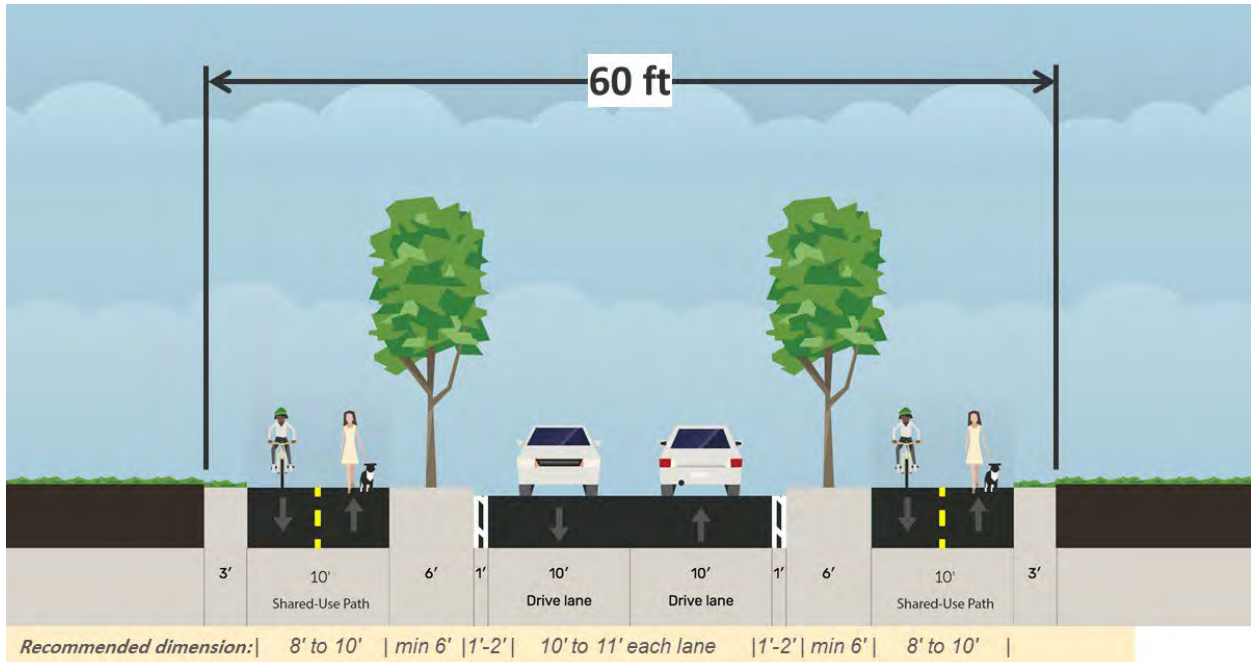
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**Figure 12: Trail on East Side; Sidewalk on West Side**



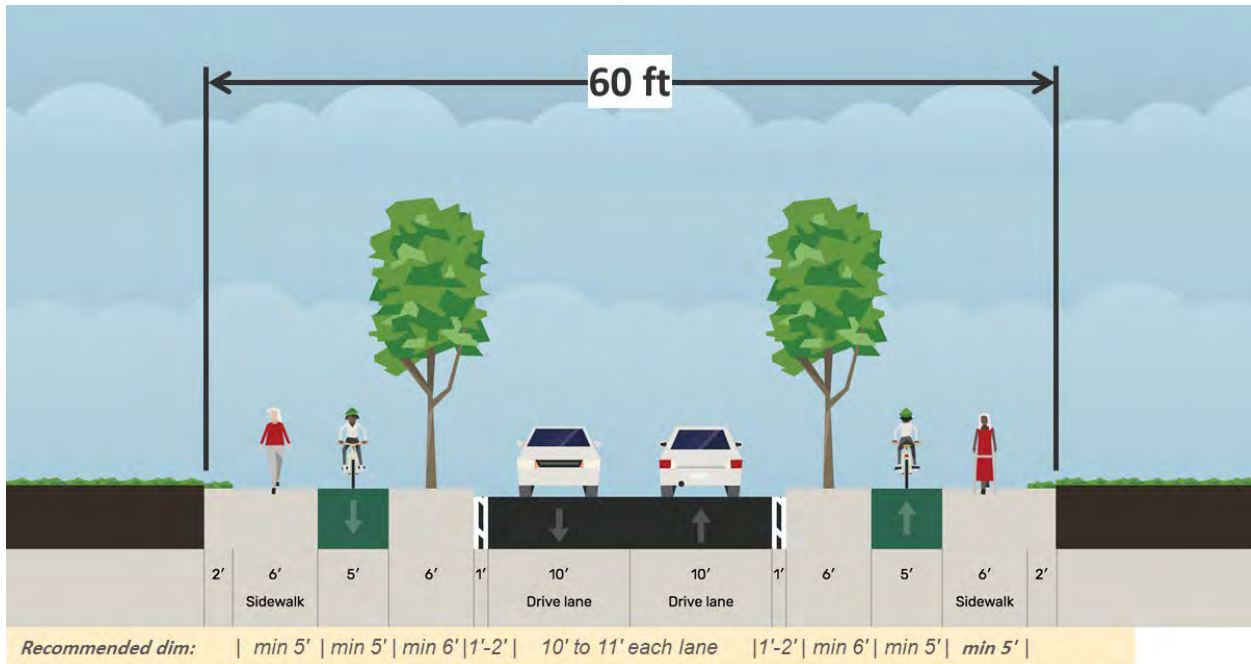
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**Figure 13: Trail on Both Sides**



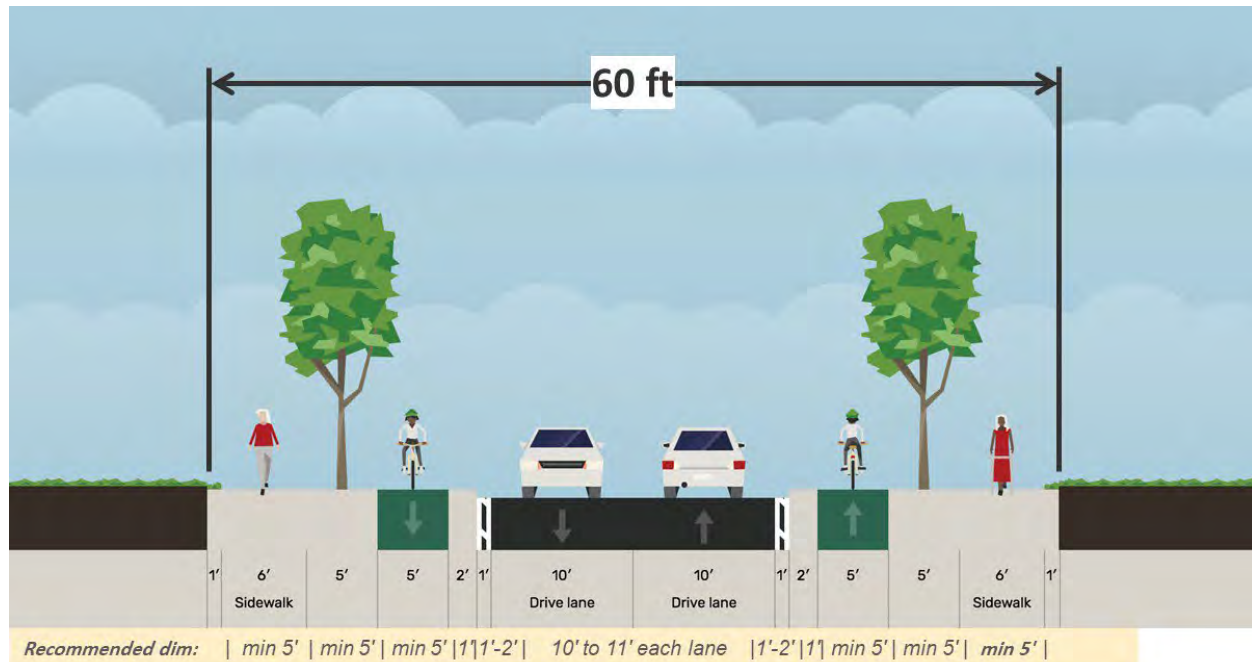
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**Figure 14: Separated Bike Lanes (Option 1)**



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**Figure 15: Separated Bike Lanes (Option 2)**



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## Evaluation Process Overview

An evaluation process was developed to screen the preliminary cross section concepts and the full study area concepts. The evaluation of cross sections included both a “fatal flaw” analysis as well as a more in-depth screening. Following the cross section screening, full concepts were evaluated based on their ability to meet project needs and minimize social, economic and environmental impacts.

## Cross Section Screening

The preliminary cross sections were first analyzed at a high level based on “fatal flaws,” or characteristics that would cause them to not move forward in the process based on a high-level understanding of potential benefits and impacts. All of the preliminary cross section concepts:

- Would improve safety for people walking and biking along Victoria Street.
- Would meet State Aid design Standards (required due to Victoria Street’s status as a CSAH).
- Would not result in social, environmental or economic impacts that could not be avoided, minimized or mitigated.

Next, the preliminary cross section concepts were evaluated based on the following criteria:

- The design avoids major permanent right of way impacts.
- The design is consistent with the context of the corridor.
- The design meets the needs of people of all abilities, consistent with County policy.
- Implementation of the design could be phased.
- If the implementation was phased, connections to the key destinations identified on the west side of the corridor would be improved.

The results of the cross section screening are shown in **Table 2**.

**Table 2: Cross Section Screening Results**

Type	Concepts (Long-Term Vision)	Avoids Major Permanent ROW Impacts <sup>1</sup>	Consistent With Context	Meets Needs of All Abilities	Phasing Possible	If Phased, Trail Would Directly Connect to Key Destinations West of Victoria <sup>2</sup>
Rural	Trail on one side, sidewalk on other side	No – Ditches result in 100'+ cross section and higher right of way costs	Yes	Yes	Yes	Maybe – Depends on trail construction phasing
Urban	Trail on west side, sidewalk on east side	Yes	Yes	Yes	Yes	Yes
	Trail on east side, sidewalk on west side	Yes	Yes	Yes	Yes	No
	Trail on both sides	Yes	Yes	Yes	Yes	Maybe – Depends on trail construction phasing
	Separated bike lanes adjacent to sidewalk	Yes	No – More common in urban context	No – Separated bike lanes are directional	No	
	Separated bike lanes adjacent to road	Yes	No – More common in urban context	No – Separated bike lanes are directional. Less comfort for some users next to road.	No	
<b>Legend:</b>						
	Yes					
	No					
	Maybe					

(1) All concepts are likely to require temporary construction easements and/or minor permanent right of way acquisition.

(2) With phased approach, trail would be constructed on one side along with curb & gutter, improving connectivity to some destinations in the short term.

As noted in **Table 2**, the rural section would result in much greater right of way impacts due to the dimensions required by State Aid standards. The two separated bike lane concepts are not consistent with the surrounding nonmotorized network and are less intuitive for users of all abilities. The two bike lanes also could not be built in phases because only one direction of travel is provided on each side of the road.

The remaining cross sections, after being considered from a phased approach where a nonmotorized facility is only constructed on one side of Victoria St, were consolidated into two concepts that moved forward for further development and evaluation:

- Trail on the west side.
- Trail on the east side.

## Full Concepts

Based on the outcomes of the cross section screening, two concepts were developed for the full study area. Based on public input and additional analysis, the study area was revised during concept development to extend north to Harriet Avenue rather than Cannon Avenue. This allowed the full corridor concepts to consider connectivity to the existing trails along Victoria Street north of Cannon Avenue.

### Concept 1: Trail on West Side

Concept 1 (Phase 1) would construct a 10-foot bituminous multiuse trail along the west side of Victoria Street from County Road C to Harriet Avenue, where it would connect to the existing trail along the west side of Victoria Street that begins at Harriet Avenue. The existing sidewalk along the west side of Victoria Street between County Road C and Woodhill Drive would be replaced by the new trail. The existing trail along the east side of Victoria Street between Arbogast Street and Harriet Avenue would remain in place. Retaining walls would be required in some locations along the corridor.

A concrete curb and gutter would be constructed along the west side of the road. The width of the shoulder on the west side would also be reduced, and motor vehicle travel lanes would be restriped to reduce widths from 12 feet to 11 feet.

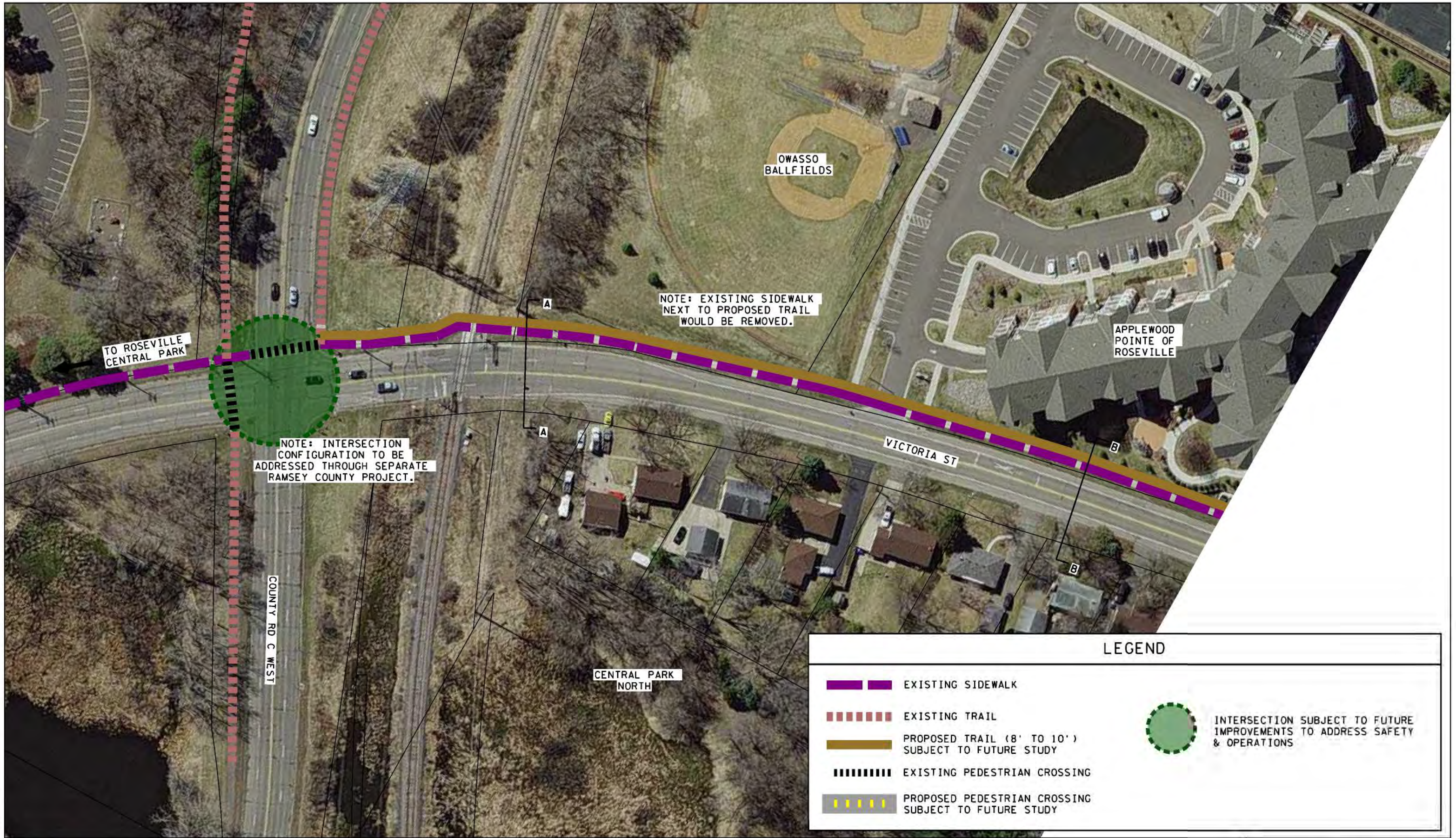
A plan view of Concept 1 is shown in **Figure 16**, with additional details shown in **Attachment B**. Typical sections that correspond to the markers in the plan view concept are shown in **Figure 17** (A-A through E-E).

### Concept 2: Trail on East Side

Concept 2 (Phase 1) would construct a 10-foot bituminous multiuse trail along the east side of Victoria Street from County Road C to Cannon Avenue, where it would connect to the existing trail along the east side of Victoria Street between Arbogast Street and Harriet Avenue. The existing sidewalk along the west side of Victoria Street between County Road C and Woodhill Drive would remain in place. Retaining walls would be required in some locations along the corridor.

A concrete curb and gutter would be constructed along the east side of the road. The width of the shoulder on the east side would also be reduced, and motor vehicle travel lanes would be restriped to reduce widths from 12 feet to 11 feet.







A plan view of Concept 2 is shown in **Figure 18**, with additional details shown in **Attachment C**. Typical sections that correspond to the markers in the plan view concept are shown in **Figure 19** (A-A through E-E).



NOTE: EXISTING SIDEWALK NEXT TO PROPOSED TRAIL WOULD BE REMOVED.

NOTE: INTERSECTION CONFIGURATION TO BE ADDRESSED THROUGH SEPARATE RAMSEY COUNTY PROJECT.

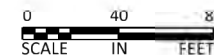
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-  EXISTING TRAIL
-  PROPOSED TRAIL (8' TO 10') SUBJECT TO FUTURE STUDY
-  EXISTING PEDESTRIAN CROSSING
-  PROPOSED PEDESTRIAN CROSSING SUBJECT TO FUTURE STUDY
-  INTERSECTION SUBJECT TO FUTURE IMPROVEMENTS TO ADDRESS SAFETY & OPERATIONS

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CONCEPT 1 - WEST TRAIL ALIGNMENT  
Victoria Street Road Study



Concept 1  
Sheet 1 of 9  
West Trail



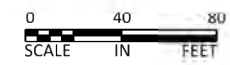
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## CONCEPT 1 - WEST TRAIL ALIGNMENT







Victoria Street Road Study



Concept 1  
Sheet 2 of 9  
West Trail



**LEGEND**

-  EXISTING SIDEWALK
-  EXISTING TRAIL
-  PROPOSED TRAIL (8' TO 10')  
SUBJECT TO FUTURE STUDY
-  EXISTING PEDESTRIAN CROSSING
-  PROPOSED PEDESTRIAN CROSSING  
SUBJECT TO FUTURE STUDY
-  INTERSECTION SUBJECT TO FUTURE  
IMPROVEMENTS TO ADDRESS SAFETY  
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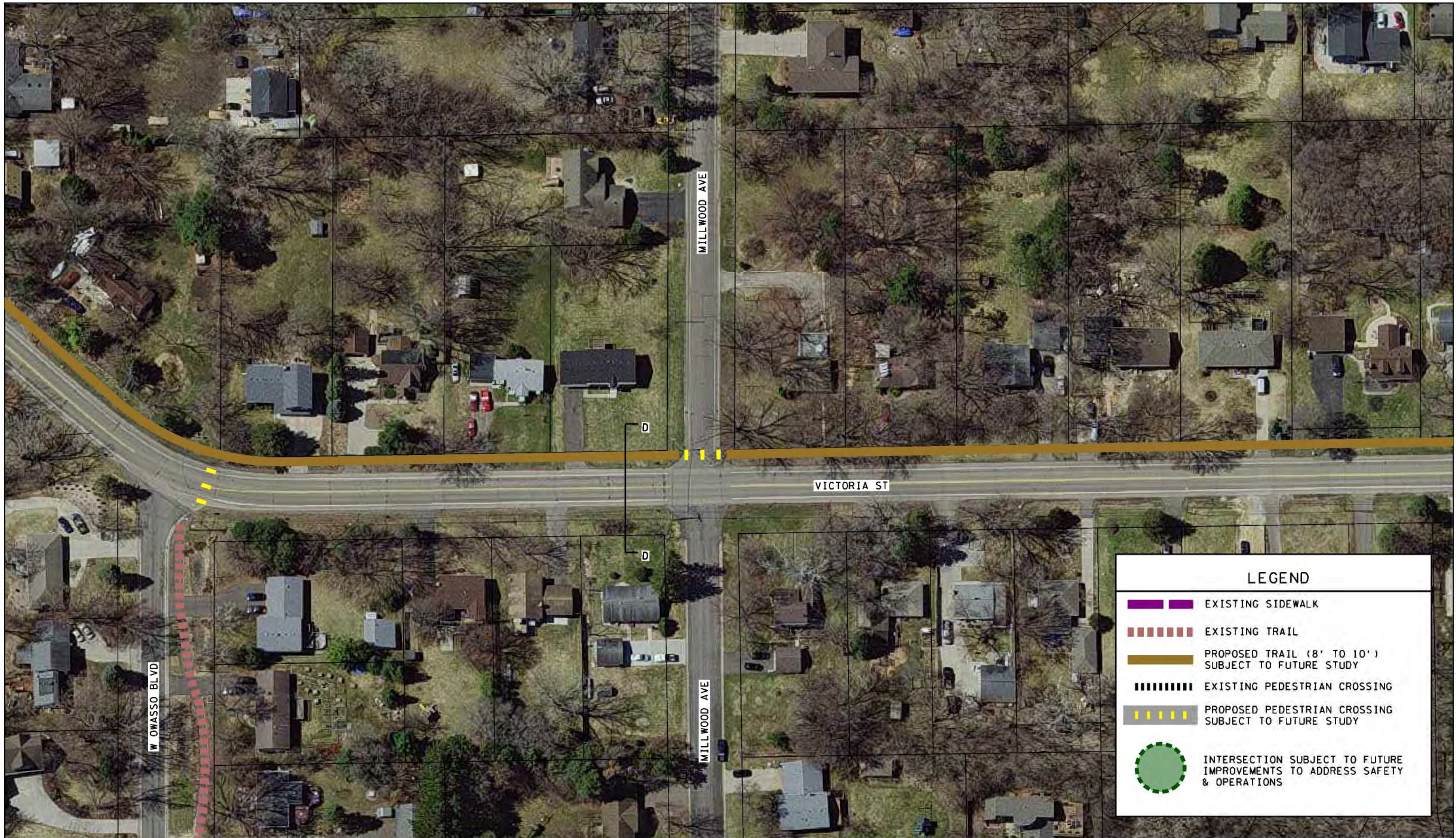
**CONCEPT 1 - WEST TRAIL ALIGNMENT**  
Victoria Street Road Study








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SCALE IN FEET

Concept 1  
Sheet 3 of 9  
West Trail

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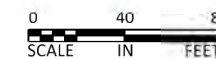
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-  PROPOSED PEDESTRIAN CROSSING  
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IMPROVEMENTS TO ADDRESS SAFETY  
& OPERATIONS

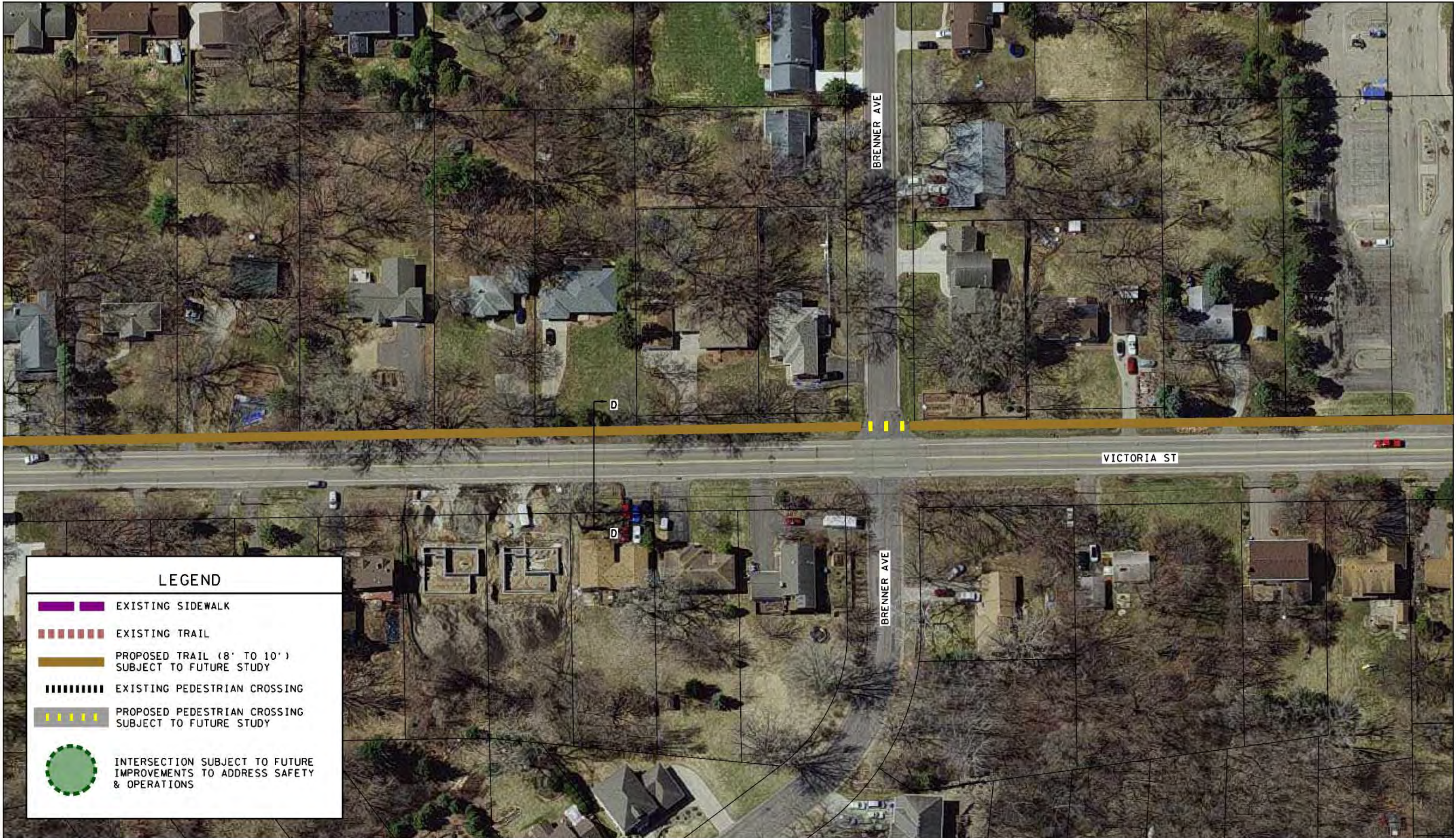


# CONCEPT 1 - WEST TRAIL ALIGNMENT







Victoria Street Road Study



Concept 1  
Sheet 4 of 9  
West Trail



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-  PROPOSED PEDESTRIAN CROSSING  
SUBJECT TO FUTURE STUDY
-  INTERSECTION SUBJECT TO FUTURE  
IMPROVEMENTS TO ADDRESS SAFETY  
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- EXISTING TRAIL
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- PROPOSED PEDESTRIAN CROSSING SUBJECT TO FUTURE STUDY
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**CONCEPT 1 - WEST TRAIL ALIGNMENT**  
Victoria Street Road Study



Concept 1  
Sheet 7 of 9  
West Trail



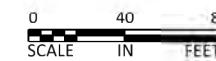
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-  PROPOSED PEDESTRIAN CROSSING  
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& OPERATIONS

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**CONCEPT 1 - WEST TRAIL ALIGNMENT**  
Victoria Street Road Study



Concept 1  
Sheet 8 of 9  
West Trail



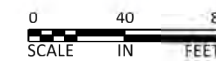
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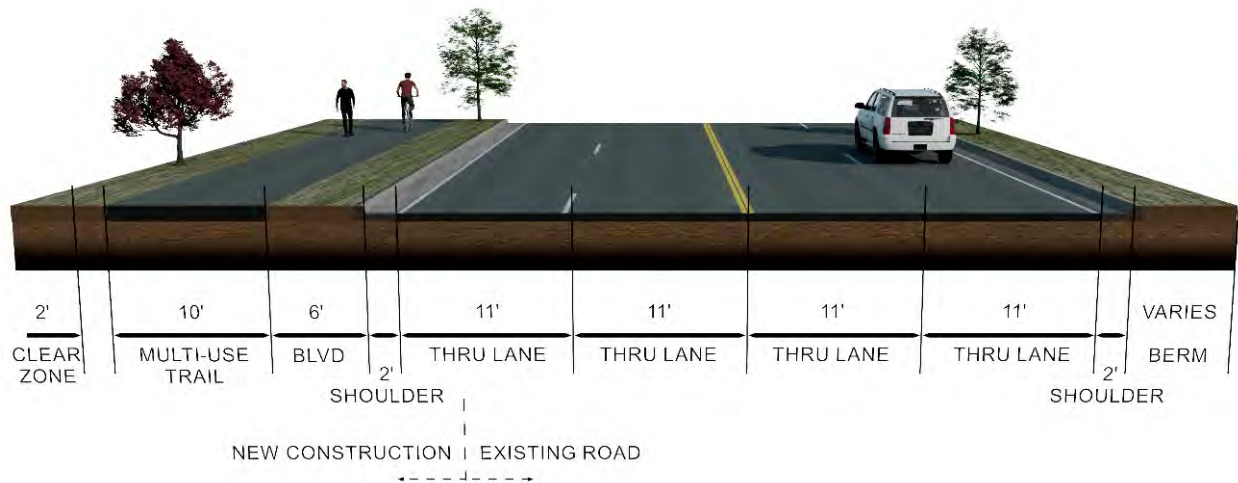


**CONCEPT 1 - WEST TRAIL ALIGNMENT**  
Victoria Street Road Study

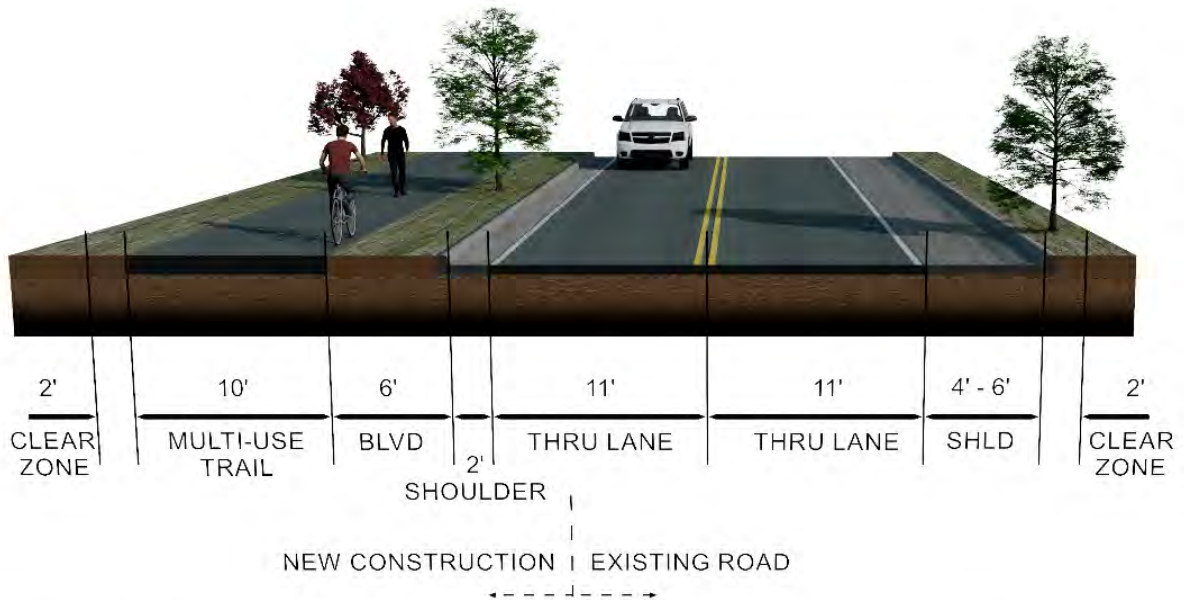


Concept 1  
Sheet 9 of 9  
West Trail

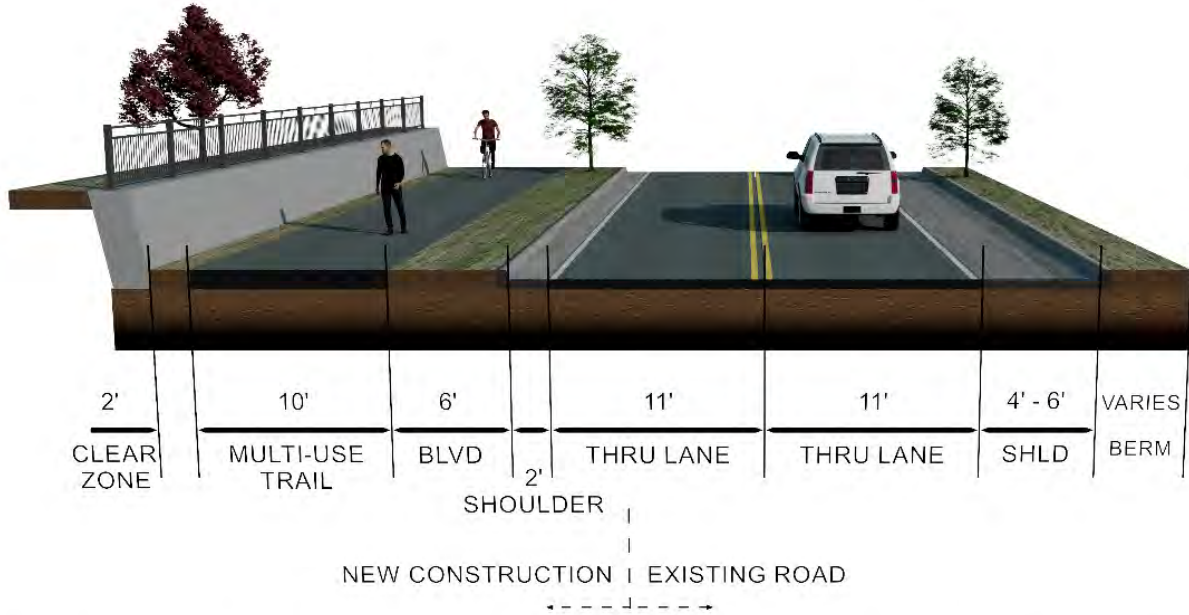
**Figure 17: Concept 1 - West Side Trail Typical Sections**



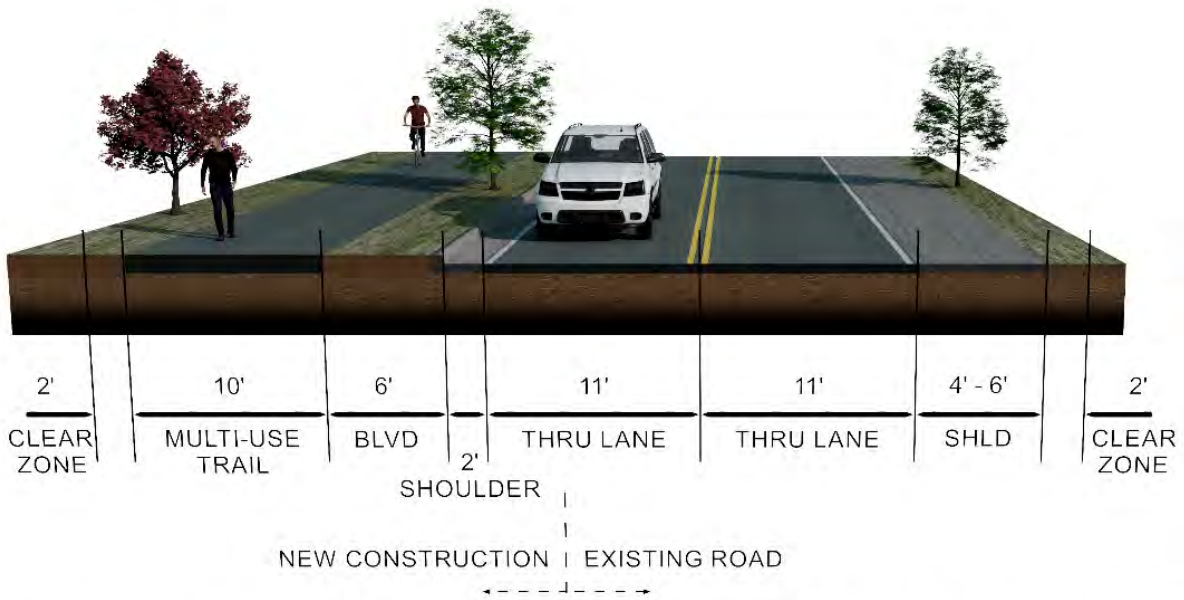
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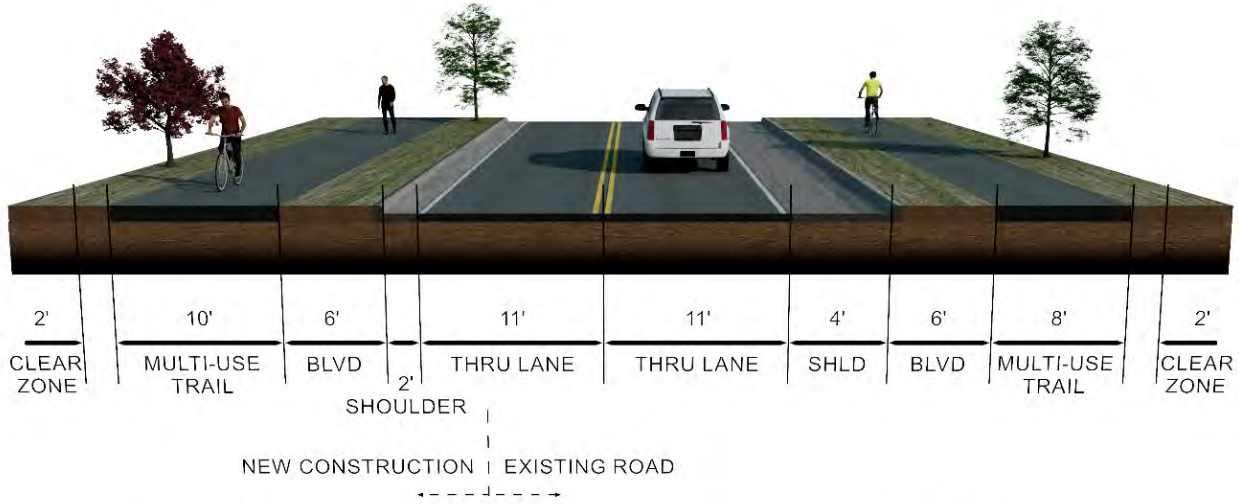
**VICTORIA STREET WEST SIDE CONCEPT, TYPICAL SECTION B - B**



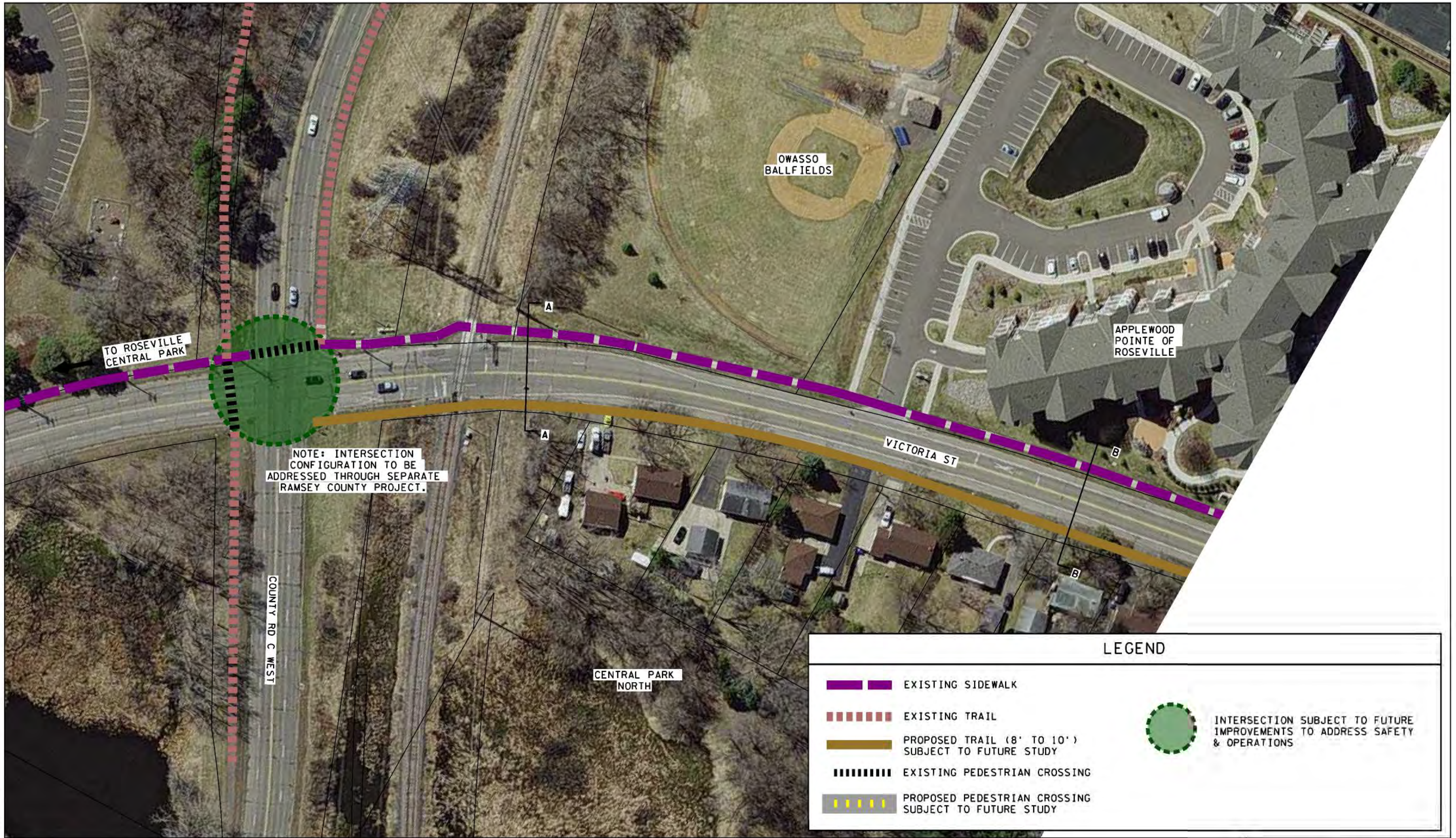
**VICTORIA STREET WEST SIDE CONCEPT, TYPICAL SECTION C - C**









**VICTORIA STREET WEST SIDE CONCEPT, TYPICAL SECTION D - D**



**VICTORIA STREET WEST SIDE CONCEPT, TYPICAL SECTION E - E**



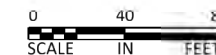
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	EXISTING PEDESTRIAN CROSSING		
	PROPOSED PEDESTRIAN CROSSING SUBJECT TO FUTURE STUDY		

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**CONCEPT 2 - EAST TRAIL ALIGNMENT**  
Victoria Street Road Study



Concept 2  
Sheet 1 of 9  
East Trail



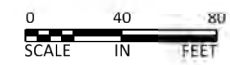
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-  EXISTING TRAIL
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-  EXISTING PEDESTRIAN CROSSING
-  PROPOSED PEDESTRIAN CROSSING  
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-  INTERSECTION SUBJECT TO FUTURE  
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& OPERATIONS

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**CONCEPT 2 - EAST TRAIL ALIGNMENT**  
Victoria Street Road Study



Concept 2  
Sheet 2 of 9  
East Trail



**LEGEND**

-  EXISTING SIDEWALK
-  EXISTING TRAIL
-  PROPOSED TRAIL (8' TO 10')  
SUBJECT TO FUTURE STUDY
-  EXISTING PEDESTRIAN CROSSING
-  PROPOSED PEDESTRIAN CROSSING  
SUBJECT TO FUTURE STUDY
-  INTERSECTION SUBJECT TO FUTURE  
IMPROVEMENTS TO ADDRESS SAFETY  
& OPERATIONS

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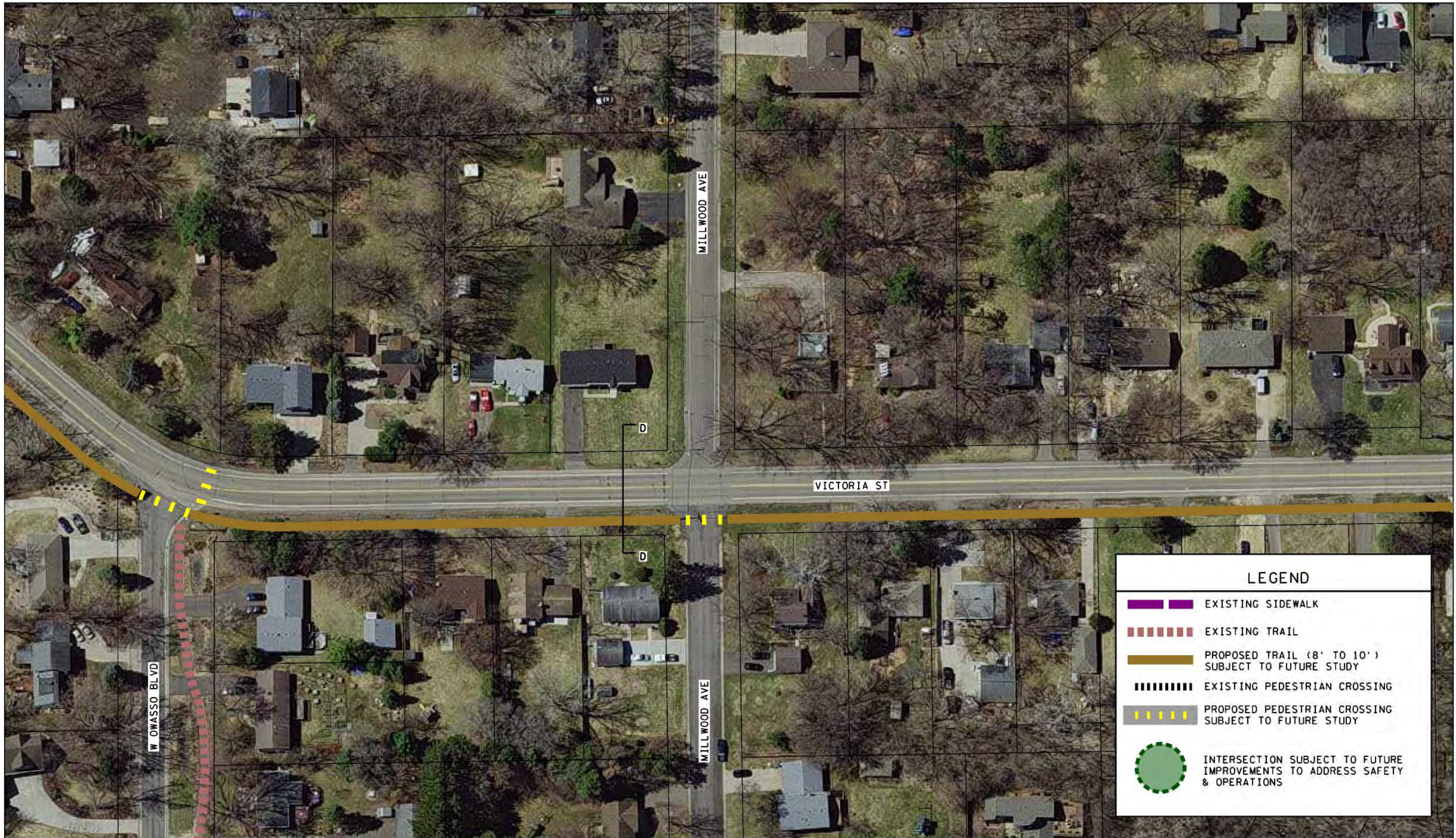
**CONCEPT 2 - EAST TRAIL ALIGNMENT**  
Victoria Street Road Study









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SCALE IN FEET

Concept 2  
Sheet 3 of 9  
East Trail

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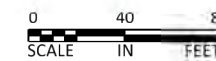
**LEGEND**

-  EXISTING SIDEWALK
-  EXISTING TRAIL
-  PROPOSED TRAIL (8' TO 10')  
SUBJECT TO FUTURE STUDY
-  EXISTING PEDESTRIAN CROSSING
-  PROPOSED PEDESTRIAN CROSSING  
SUBJECT TO FUTURE STUDY
-  INTERSECTION SUBJECT TO FUTURE  
IMPROVEMENTS TO ADDRESS SAFETY  
& OPERATIONS



# CONCEPT 2 - EAST TRAIL ALIGNMENT

Victoria Street Road Study









Concept 2  
Sheet 4 of 9  
East Trail

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**LEGEND**

-  EXISTING SIDEWALK
-  EXISTING TRAIL
-  PROPOSED TRAIL (8' TO 10')  
SUBJECT TO FUTURE STUDY
-  EXISTING PEDESTRIAN CROSSING
-  PROPOSED PEDESTRIAN CROSSING  
SUBJECT TO FUTURE STUDY
-  INTERSECTION SUBJECT TO FUTURE  
IMPROVEMENTS TO ADDRESS SAFETY  
& OPERATIONS









### CONCEPT 2 - EAST TRAIL ALIGNMENT

Victoria Street Road Study



Concept 2  
Sheet 5 of 9  
East Trail



LEGEND	
	EXISTING SIDEWALK
	EXISTING TRAIL
	PROPOSED TRAIL (8' TO 10') SUBJECT TO FUTURE STUDY
	EXISTING PEDESTRIAN CROSSING
	PROPOSED PEDESTRIAN CROSSING SUBJECT TO FUTURE STUDY
	INTERSECTION SUBJECT TO FUTURE IMPROVEMENTS TO ADDRESS SAFETY & OPERATIONS

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**CONCEPT 2 - EAST TRAIL ALIGNMENT**  
Victoria Street Road Study



Concept 2  
Sheet 7 of 9  
East Trail



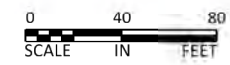
**LEGEND**

-  EXISTING SIDEWALK
-  EXISTING TRAIL
-  PROPOSED TRAIL (8' TO 10')  
SUBJECT TO FUTURE STUDY
-  EXISTING PEDESTRIAN CROSSING
-  PROPOSED PEDESTRIAN CROSSING  
SUBJECT TO FUTURE STUDY
-  INTERSECTION SUBJECT TO FUTURE  
IMPROVEMENTS TO ADDRESS SAFETY  
& OPERATIONS

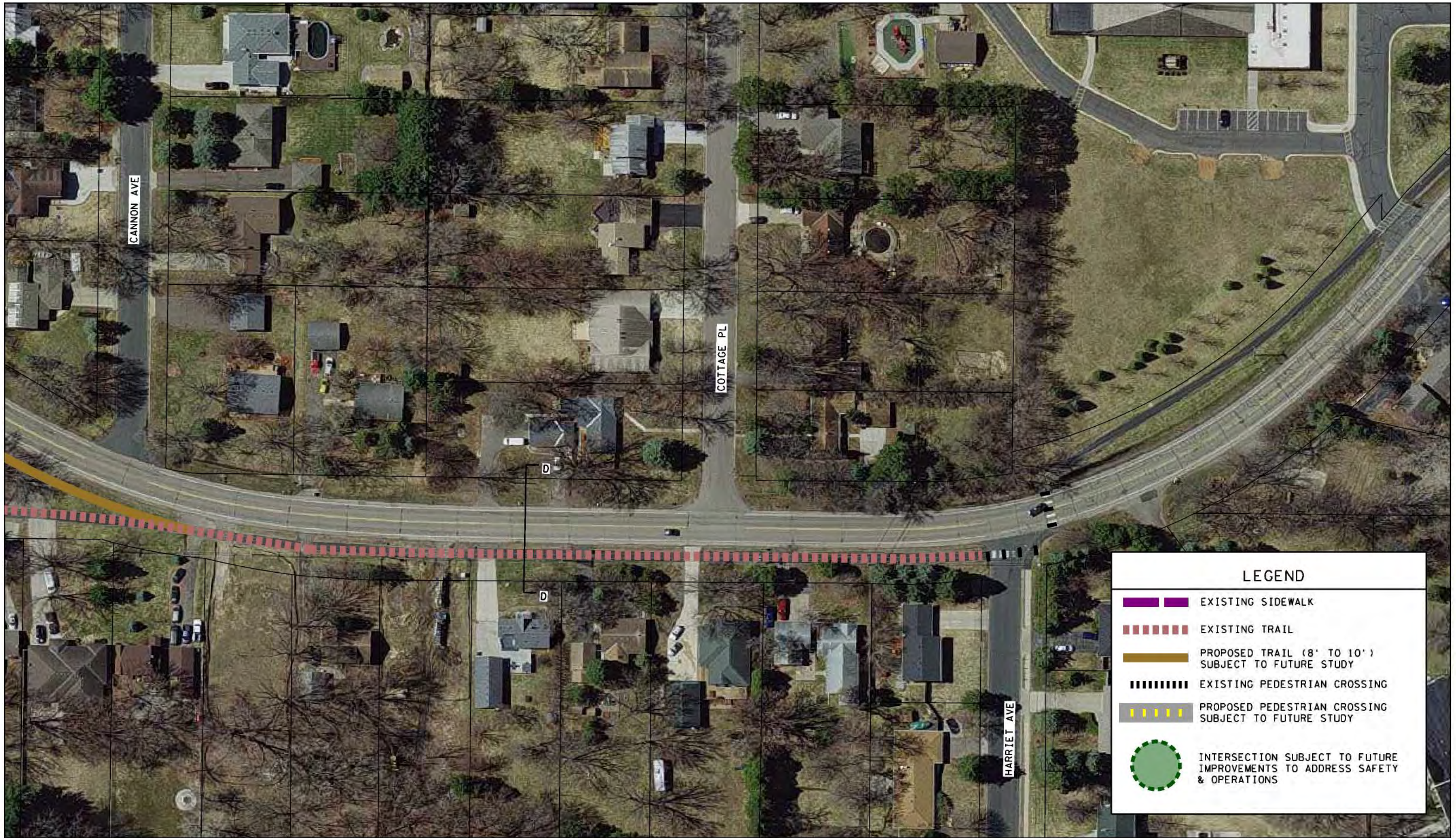
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**CONCEPT 2 - EAST TRAIL ALIGNMENT**  
Victoria Street Road Study



Concept 2  
Sheet 8 of 9  
East Trail



**LEGEND**

- EXISTING SIDEWALK
- EXISTING TRAIL
- PROPOSED TRAIL (8' TO 10')  
SUBJECT TO FUTURE STUDY
- EXISTING PEDESTRIAN CROSSING
- PROPOSED PEDESTRIAN CROSSING  
SUBJECT TO FUTURE STUDY
- INTERSECTION SUBJECT TO FUTURE  
IMPROVEMENTS TO ADDRESS SAFETY  
& OPERATIONS

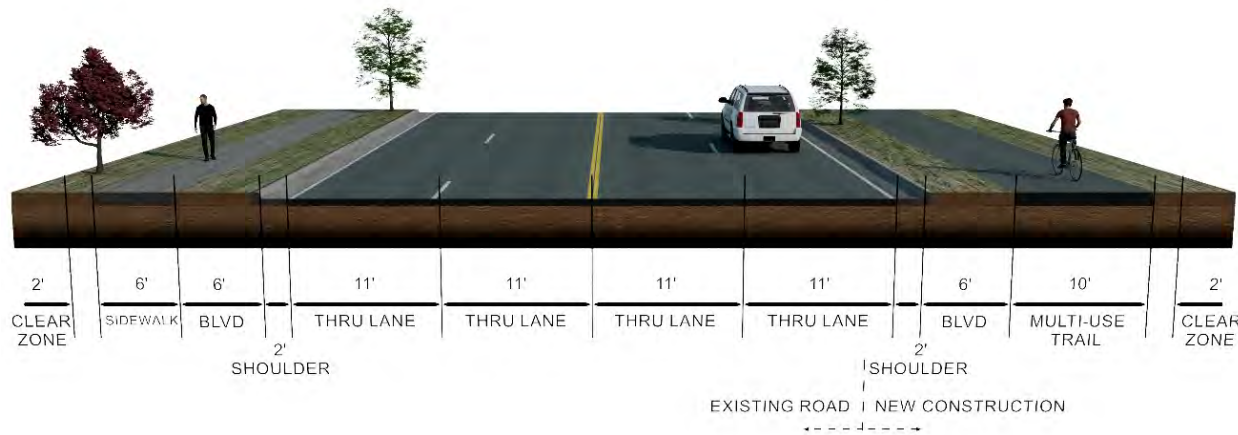
**CONCEPT 2 - EAST TRAIL ALIGNMENT**  
Victoria Street Road Study



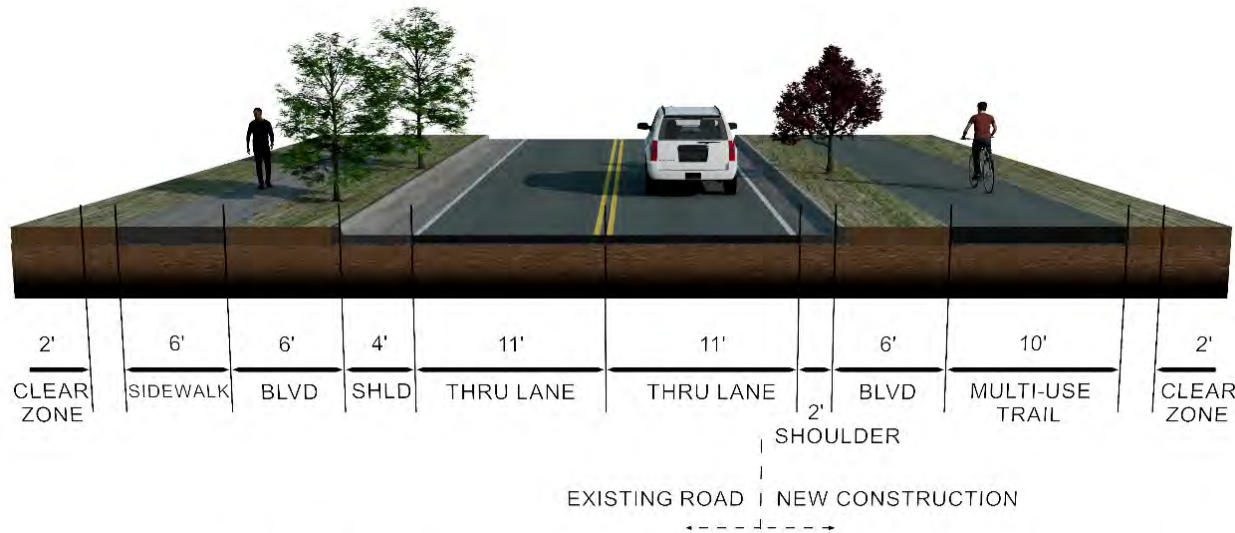
Concept 2  
Sheet 9 of 9  
East Trail

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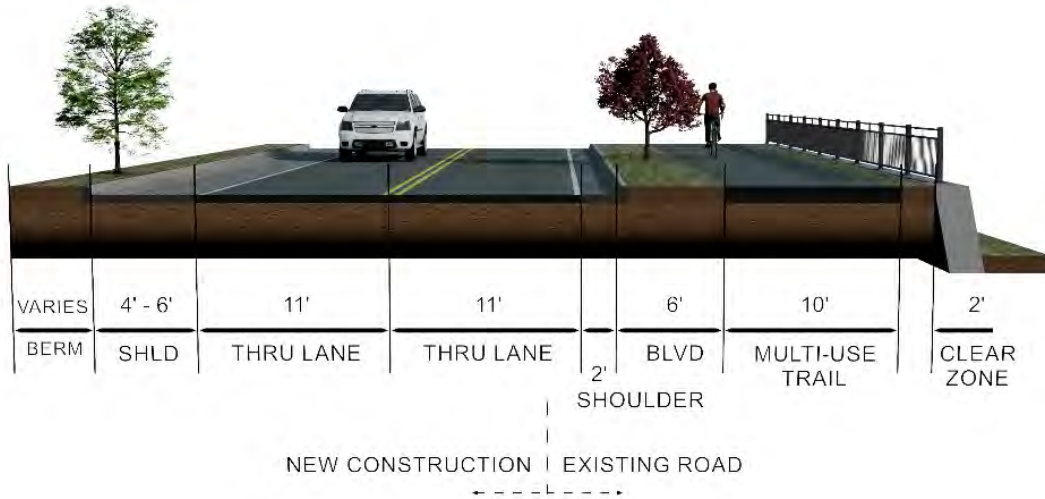
**Figure 19: Concept 2 - East Side Trail Typical Sections**



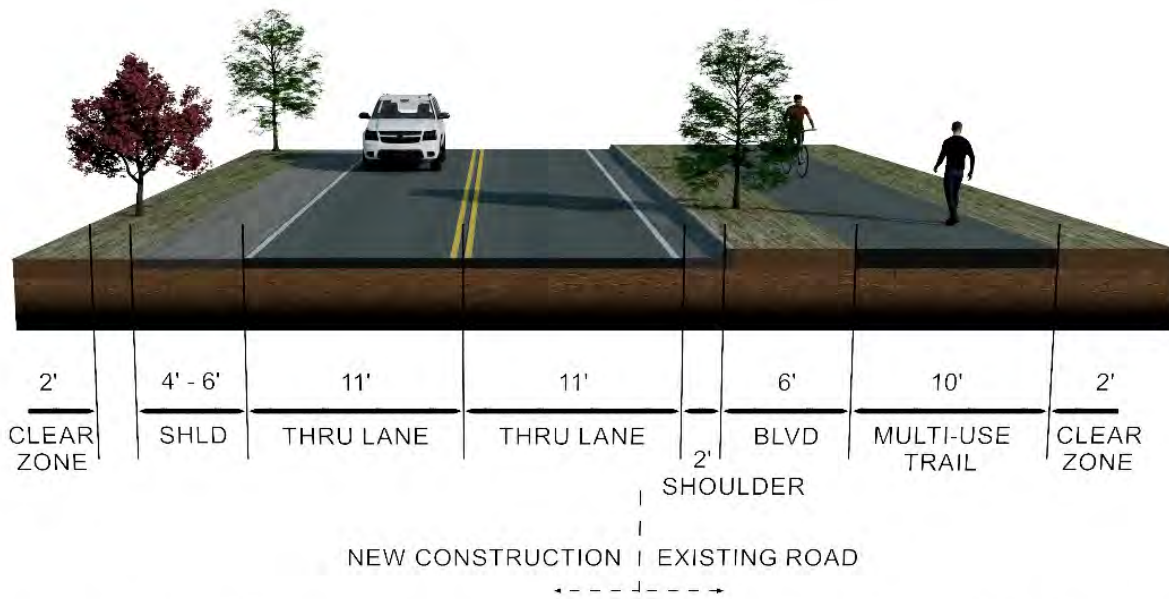
**VICTORIA STREET EAST SIDE CONCEPT, TYPICAL SECTION A - A**



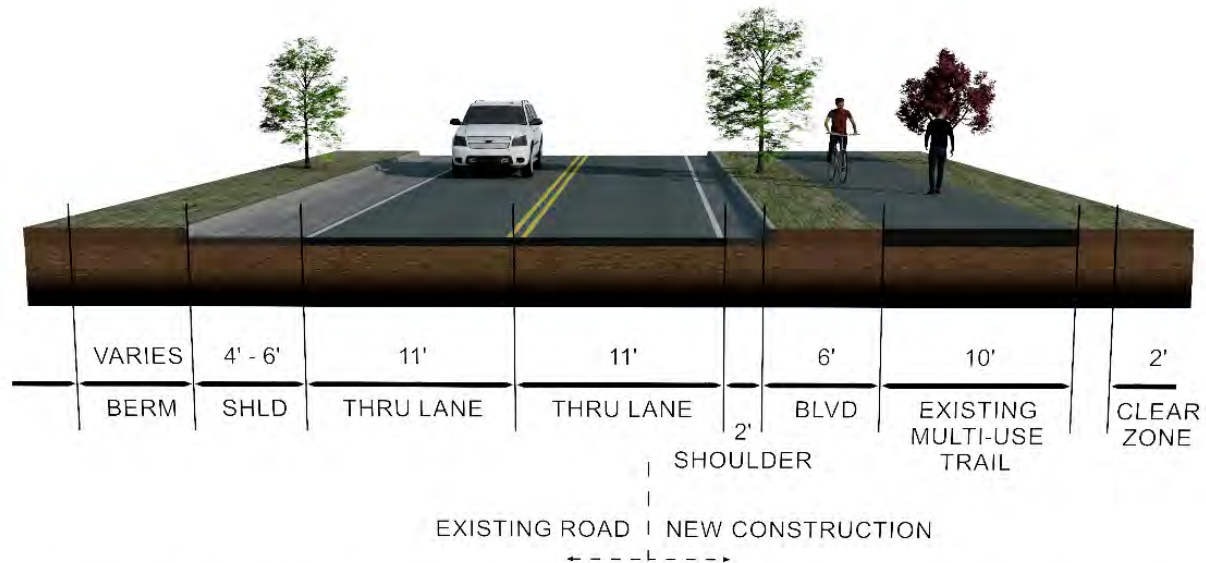
**VICTORIA STREET EAST SIDE CONCEPT, TYPICAL SECTION B - B**



**VICTORIA STREET EAST SIDE CONCEPT, TYPICAL SECTION C - C**



**VICTORIA STREET EAST SIDE CONCEPT, TYPICAL SECTION D - D**



## VICTORIA STREET EAST SIDE CONCEPT, TYPICAL SECTION E - E

### Full Concept Evaluation

Following development, the two full corridor concepts were evaluated based on three categories of evaluation criteria:

- Ability to address the identified project needs and goals.
- Ability to minimize potential impacts to social, economic and environmental resources.
- Cost.

The project team developed specific criteria and measures based on the project purpose, goals, County priorities and public engagement. The completed evaluation matrices are provided as **Table 4** and **Table 5**. A “no build” alternative has also been included in the evaluation. This allows the two concepts to be compared to current conditions with no additional improvements. This evaluation is based on an understanding of potential project benefits and impacts that reflects the high level of design detail completed for this study. Further design and engineering analysis will be required to fully evaluate the impact of any potential concept.

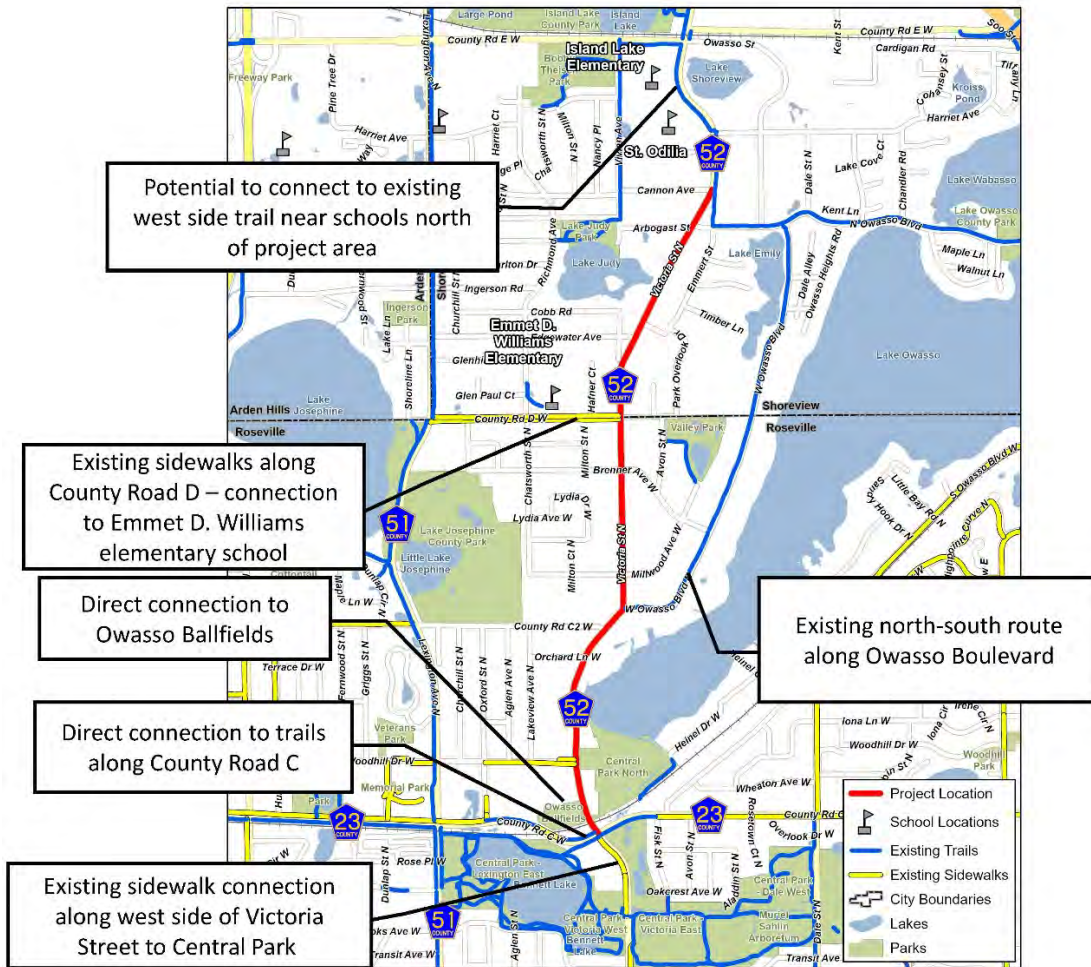
Based on the results of the evaluation, both alternatives:

- Are appropriate for users of all ages and abilities.
- Improve nonmotorized access.
- Increase local and regional nonmotorized connections.
- Maintain vehicle mobility.
- Have the potential to improve bicycle and pedestrian safety.
- Have the potential to improve motor vehicle safety.

However, there are two areas where a trail on the west side would better address the project needs. First, there are several key destinations in the corridor that are trip generators for users of all ages, including Owasso Ballfields, Island Lake County Park, Emmet D. Williams Elementary, Kinderhaus Montessori School, St. Odilia School, and Island Lake Elementary (**Figure 20**). All of these destinations are located on the west side of the corridor. A trail on the west side of Victoria Street would provide connectivity to these destinations without requiring users to complete an additional crossing of Victoria Street. Second, a

trail on the west side would be more consistent with the location of the existing trails on the west side of Victoria Street north of Harriet Avenue and south of County Road C West.

Figure 20: Connections to West Side Trail



It is anticipated that no major social, economic and environmental impacts differences would be identified between the two concepts at this high-level evaluation. Elements consistent between both concepts include:

- Traffic: Restriping and shoulder reduction.
- Wetlands: No impacts anticipated.
- Floodplain: No impacts anticipated.
- Parking: Some impacts due to shoulder reduction.
- Maintenance and Operations: Additional maintenance required for new trail.

The construction cost of the two concepts is also anticipated to be similar based on planning-level cost estimates (see Section VI for more details).

Based on a high-level evaluation, a trail on the west side is likely to result in permanent right of way impacts to roughly 18 parcels, compared to six parcels for a trail on the east side.

While both trails would impact existing roadway signage, a trail on the west side would also impact mailboxes. A trail on the east side has the potential to impact roughly 7,400 linear feet of overhead power

lines compared to 1,600 linear feet for a trail on the west side. It is also estimated to increase impervious surface in the corridor by 1.77 acres compared to 1.21 acres for a trail on the west side. Approximately 62 parcels would require temporary construction easements for an east side trail, compared to 58 for a west side trail. Finally, a trail on the east side is estimated to require construction of an estimated 343 feet of retaining wall, compared to an estimated 171 feet for a trail on the west side.

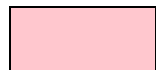
## Evaluation Results


**Table 3** summarizes the key differences between the ability of each of the concepts to address project needs and minimize impacts. Further evaluation will be required to refine estimates of potential impacts from the two concepts. Several additional potential impacts that were not evaluated at this early stage of design will also require investigation. For example, impacts to trees would occur by constructing a trail on either the west side or on the east side of Victoria Street. . These extent of these impacts will be quantified in the future.

The study does not formally identify a preferred roadway and trail concept. The results of the technical analysis suggest that a trail on the west side of Victoria Street is more favorable than a trail on the east side. As shown in **Table 3**, the roadway concept with a trail on the east side would not fully address two measures of bicycle and pedestrian mobility and connectivity. It is also anticipated that a trail on the east side would result in in more impacts than a trail on the west side across several key social, economic and environmental resources.

**Table 3: Full Concept Evaluation – Summary of Key Differences**

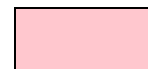
	Criteria	Measure	West (1)	East (2)	Notes
Needs	Bicycle and Pedestrian Mobility and Connectivity	Direct connection to key destinations west of Victoria Street?	✓	✗	East side trail would require additional crossings.
		Connectivity with existing trail/sidewalk facilities?	✓	✗	East side trail not consistent with Victoria St. trails north and south of study area.
Impacts	Utilities	Likely to impact overhead power lines?	Fewer Impacts	More Impacts	East side: impacts to more linear feet of overhead power lines are likely.
	Above Ground Structures	Likely to require relocation of mailboxes and/or roadway signage?	More Impacts	Fewer Impacts	West side will impact mailboxes. Both concepts would impact road signs.
	Drainage	Increases amount of impervious surface in corridor?	Fewer Impacts	More Impacts	East side: larger increase in acres of impervious surface is likely.
	Right of Way Impacts	Permanent right of way or easement impacts likely?	More Impacts	Fewer Impacts	West side: permanent impacts to more parcels are likely.
	Temporary Property Impacts	Temporary construction impacts likely?	Fewer Impacts	More Impacts	East side: temporary impacts to more parcels are likely.
	Retaining Walls	Likely to require construction of retaining walls?	Fewer Impacts	More Impacts	East side: more linear feet of retaining walls are likely.

 More Impacts OR Does Not Meet Need

 Fewer Impacts OR Meets Need

**Table 4: Concept Evaluation Matrix – Project Needs**

Criteria		Measure	No Build Alternative	Build Concept 1: Trail on West Side	Build Concept 2: Trail on East Side
Project Needs	Bicycle and Pedestrian Mobility and Connectivity	Will the alternative meet the needs of users of all ages and abilities? (Yes/No)	No separated facility for walking and biking would be provided along Victoria Street.	The trail would be an LTS-1 facility, suitable for users of all ages and abilities.	The trail would be an LTS-1 facility, suitable for users of all ages and abilities.
		Will the alternative improve nonmotorized access to schools, parks and other pedestrian and bicycle trip generators? (Yes/No)	No new bicycle or pedestrian facilities would be constructed.	Access would be improved to Central Park, Owasso Ballfields, Emmet D. Williams Elementary, Kinderhaus Montessori School, St. Odilia School and other destinations.	Access would be improved to Central Park, Owasso Ballfields, Emmet D. Williams Elementary, Kinderhaus Montessori School, St. Odilia School and other destinations, however crossing Victoria Street would be required.
		Will the alternative provide a direct nonmotorized connection to key destinations west of Victoria Street without requiring additional crossings of Victoria Street? (Yes/No)	No new bicycle or pedestrian facilities would be constructed.	Users west of Victoria Street could access Owasso Ballfields, Emmet D. Williams Elementary, Kinderhaus Montessori School and St. Odilia School using the trail without crossing Victoria Street.	Users west of Victoria Street would need to cross Victoria Street, travel north or south along the trail, then cross again to access Owasso Ballfields, Emmet D. Williams Elementary, Kinderhaus Montessori School or St. Odilia School using the trail.
		Will the alternative be consistent with the configuration of existing trail facilities? (Yes/No)	No new bicycle or pedestrian facilities would be constructed.	The trail would be consistent with trails on the west side of Victoria Street north of Harriet Ave and south of County Road C West.	The trail would be consistent with the trail on the east side of Victoria Street between Cannon Ave and Harriet Ave, but would not be consistent with areas north and south of the study corridor.
		Will the alternative result in an increase in local and regional nonmotorized connections consistent with the Connected Ramsey Communities Network? (Yes/No)	No new nonmotorized connections would be created.	Local connectivity to destinations in the corridor would be improved. Regional connectivity would be improved through connections to existing facilities along Victoria Street north and south of the study area.	Local connectivity to destinations in the corridor would be improved. Regional connectivity would be improved through connections to existing facilities along Victoria Street north and south of the study area.
	Vehicle Mobility	Will the alternative maintain vehicle mobility in the corridor? (Yes/No)	There would be no changes to the current roadway geometry.	The alternative would maintain the same number of lanes for motor vehicles.	The alternative would maintain the same number of lanes for motor vehicles.
	Safety	Does the alternative have the potential to reduce the number and severity of bicycle and pedestrian crashes? (Yes/No)	With no corridor improvements, changes in existing safety conditions are unlikely.	A separated facility would be provided for people walking and biking along Victoria Street.	A separated facility would be provided for people walking and biking along Victoria Street.
		Does the alternative have the potential to reduce the number and severity of motor vehicle crashes? (Yes/No)	With no corridor improvements, changes in existing safety conditions are unlikely.	The roadway would be restriped to narrow lane widths from 12' to 11', which has the potential to improve safety by slowing vehicle speeds. The alternative would not preclude additional geometric changes to improve safety in future phases.	The roadway would be restriped to narrow lane widths from 12' to 11', which has the potential to improve safety by slowing vehicle speeds. The alternative would not preclude additional geometric changes to improve safety in future phases.

 More Impacts OR Does Not Meet Need


 Fewer or no Impacts OR Meets Need

Table 5: Concept Evaluation Matrix – Social, Economic and Environmental Impacts and Cost

Criteria	Measure	No Build Alternative	Build Concept 1: Trail on West Side	Build Concept 2: Trail on East Side	
Social, Economic and Environmental Impacts	<b>Traffic</b>	Will the alternative impact motor vehicle traffic on Victoria St and intersecting roadways?	No new impacts.	The alternative would maintain the same number of lanes for motor vehicles; however, lanes would be restriped to 11' and the shoulder on the west side of the roadway would be reduced. This may result in reduced traffic speeds.	The alternative would maintain the same number of lanes for motor vehicles; however, lanes would be restriped to 11' and the shoulder on the east side of the roadway would be reduced. This may result in reduced traffic speeds.
	<b>Wetlands</b>	How many wetlands areas does the alternative have the potential to impact? (Number of resources impacted based on National Wetland Inventory)	No new impacts.	There are no wetlands mapped directly adjacent to the roadway on the west side.	There are no wetlands mapped directly adjacent to the roadway on the east side.
	<b>Floodplain</b>	Is the alternative likely to require construction in a floodplain? (Yes/No)	No new impacts.	Construction within a floodplain is unlikely based on known locations mapped within the corridor.	Construction within a floodplain is unlikely based on known locations mapped within the corridor.
	<b>Utilities</b>	How many linear feet of overhead power lines are likely to be impacted by the alternative? (Linear feet of power lines potentially impacted)	No new impacts.	Roughly 1,600 linear feet of overhead power lines have the potential to be impacted by construction on the west side of the roadway.	Roughly 7,400 linear feet of overhead power lines have the potential to be impacted by construction on the east side of the roadway.
	<b>Above Ground Structures</b>	Is the alternative likely to require the relocation of existing mailboxes and/or roadway signage? (Yes/No)	No new impacts.	Trail construction adjacent to the west side of the roadway will require temporary relocation of mailboxes during construction. Following construction, mailboxes will be closer to the roadway due to removal of shoulder. Roadway signage along the west side will need to be relocated as part of construction.	Roadway signage along the east side will need to be relocated as part of construction.
	<b>Parking</b>	Will the alternative impact parking along Victoria St? (Yes/No)	No new impacts.	Removal of shoulder on west side will eliminate physical space for parking along one side of the roadway. <i>Note: Final parking rules/restrictions to be determined by Cities of Roseville and Shoreview.</i>	Removal of shoulder on east side will eliminate physical space for parking along one side of the roadway. <i>Note: Final parking rules/restrictions to be determined by Cities of Roseville and Shoreview.</i>
	<b>Drainage</b>	How will the alternative impact the amount of impervious surface in the corridor? (Acres of additional impervious surface created)	No new impacts.	A trail on the west side of the roadway would increase impervious surface by 1.21 acres.	A trail on the east side of the roadway would increase impervious surface by 1.77 acres.
	<b>Right of Way Impacts<sup>1</sup></b>	How many parcels are likely to have permanent right of way impacts or require permanent easements? (Number of parcels impacted)	No new impacts.	Approximately 18 parcels would require permanent easements for construction of a trail on the west side.	Approximately 6 parcels would require permanent easements for construction of a trail on the east side.
	<b>Temporary Property Impacts/ Easements<sup>1</sup></b>	How many parcels are likely to have temporary impacts during construction? (Number of parcels impacted)	No new impacts.	Approximately 58 parcels would require temporary easements for construction of a trail on the west side.	Approximately 62 parcels would require temporary easements for construction of a trail on the east side.
	<b>Retaining Walls</b>	How many linear feet of retaining wall is the alternative likely to require? (Linear feet of retaining walls)	No new impacts.	Construction of a trail on the west side may require roughly 171 linear feet of retaining walls to be constructed.	Construction of a trail on the east side may require roughly 343 linear feet of retaining walls to be constructed.
<b>Maintenance and Operations</b>	Will the alternative impact maintenance and operations practices compared to the existing roadway? (Yes/No)	No new impacts.	Additional maintenance activities will be required to ensure the trail remains safe and clear of debris and snow/ice.	Additional maintenance activities will be required to ensure the trail remains safe and clear of debris and snow/ice.	
<b>Cost</b>	<b>Planning-Level Construction Cost</b>	High-level construction cost	There would be no construction project in the study area, therefore there would be no new construction costs.	The planning-level cost estimate to construct a trail and add curb and gutter to the west side of Victoria Street is approximately \$2.93M	The planning-level cost estimate to construct a trail and add curb and gutter to the east side of Victoria Street is approximately \$2.95M

(1) Note: Estimate of potential permanent and temporary right of way impacts was not based on survey data.

More Impacts OR Does Not Meet Need
  Fewer or no Impacts OR Meets Need

## IV. Public and Stakeholder Engagement

A variety of methods were used to engage interested stakeholders and the public in the study process. The primary method of engaging agency stakeholders was through a Technical Advisory Committee (TAC) that included representatives from multiple departments within Ramsey County as well as representatives from the Cities of Roseville and Shoreview.

Members of the general public shared input on the issues present in the corridor as well as the roadway and trail concepts through a series of in-person and virtual open house meetings supplemented by online surveys and mapping activities. The sections that follow provide a high-level summary of the information shared and input received through these engagement activities. Additional details are available in **Attachments D, E and F**.

### Technical Advisory Committee

The purpose of the technical advisory committee was to provide high-level direction to the project team by reviewing project approaches and deliverables from the perspective of each agency or department represented. The TAC met four times over the course of the project:

- September 1, 2021.
- September 30, 2021.
- February 3, 2022.
- May 10, 2022.

At the first meeting on September 1, 2021, the consultant team introduced the study area, purpose, project schedule and walked through the major tasks. The group discussed corridor needs and opportunities, current and future developments, safety concerns and efficient use of space for people of all ages and abilities to walk and bike. At the second meeting on September 30, 2021, the consultant team reviewed results of data gathering, conceptual design considerations and shared draft cross sections based on the discussion. The TAC discussed the type of multimodal facility needed, school connections, roadway lane and trail dimensions and corridor speeds.

During the February 2022 meeting, the consultant team gave an overview of engagement activities conducted so far and a high-level summary of results. An overview of applicable design standards was presented, followed by a discussion of the preliminary cross section screening. The group discussed a phased implementation for future projects and discussed potential areas for crossing improvements. At the final meeting in May 2022, the group discussed the concepts in greater detail, phased implementation and remaining study tasks. The northern study area limit was reviewed further based on public comments, and it was determined that the concepts should extend to Harriet Avenue rather than Cannon Avenue. The members of the TAC are listed in **Table 6**.

**Table 6: Technical Advisory Committee Members**

Technical Advisory Committee Members	Affiliation
Connie Bernardy	Ramsey County Active Living
Scott Mareck	Ramsey County Public Works
Scott Yonke	Ramsey County Parks & Rec
Rich Straumann	Ramsey County Active Living Committee
Gene Gjerdigen	Ramsey County Active Living Committee
Marc Culver	City of Roseville
Ted Wesolowski	City of Shoreview

## Public Engagement Activities

Public engagement was conducted in three phases, each corresponding to a specific phase of the development and evaluation of concepts. **Table 7** lists the key dates of major public engagement activities. A total of two in-person and two virtual open houses were held. Three online surveys and two interactive mapping activities were conducted. The sub-sections that follow highlight important outcomes from each round.

Online surveys were hosted on the study website ([ramseycounty.us/victoriastreettrail](https://ramseycounty.us/victoriastreettrail)) and online mapping activities were hosted on an ArcGIS Hub site.

**Table 7: Public Engagement Timeline**

Activity	Location	Timeframe
<b>Phase 1</b>		
In-person Open House	Emmet D. Williams Elementary School (Roseville)	October 28, 2021; 5–7 pm
Interactive Online Map #1	Study Website	October 28–November 28, 2021
Online Survey #1	Study Website	October 28–November 28, 2021
On-line Open House	Virtual (Zoom)	November 4, 2021; 7–8 pm
<b>Phase 2</b>		
On-line Open House #3	Virtual (Zoom)	April 7, 2022; 7–8:30 pm
Interactive Online Map #2	Study Website	April 11–May 13, 2022
Online Survey #2	Study Website	April 11–May 13, 2022
<b>Phase 3</b>		
In-person Open House	Shoreview Community Center	July 14, 2022; 5–7 pm
Online Survey #3	Study Website	July 15–August 15, 2022

### Phase 1: Existing Conditions and Priorities

Phase 1 included an in-person open house with 24 attendees signing in (some attendees did not sign in) and an online open house with 29 attendees. A presentation sharing existing conditions and design considerations was shared during the meetings. Roseville and Shoreview residents present at the in-person meeting were generally supportive of a separated trail on Victoria Street. The level of support was higher among those who live directly on Victoria Street. Residents described Victoria Street as dangerous to cross due to drivers exceeding the speed limit and expressed hope that a trail would improve safety. Residents noted changing elevations and sharp curves as dangerous, as drivers are unable to see people along those segments due to a lack of clear sight lines. Feedback from the online open house was largely the same, except for one attendee who did not support a trail.

Phase 1 also included two online engagement tools: an interactive map and an online survey. All comments left on the map were supportive of a trail along Victoria Street and were hopeful that it will make the corridor and intersections safer for people who walk and bike, including safe connections to schools, parks and homes. Survey themes were similar based on 57 responses, with respondents rating safety for all users, a safe and comfortable walking and biking environment and connections to nearby destinations as top priorities. Email comments received during this period were also supportive and mentioned high vehicle speeds and connections to Emmet D. Williams Elementary School.

## Phase 2: Preliminary Cross Sections

Phase 2 focused on presenting and gathering feedback from community members on the preliminary cross sections drawings that showed how a trail could fit on Victoria Street. There were 26 attendees at the April 2022 virtual open house, which included a presentation on activities since the first open house, design considerations for various facility types, project phasing, cross section concepts, cross section screening and initial plan view concepts. Questions and comments about safety were most common, including concern for high vehicle speeds, a desire for narrowing lanes and other traffic calming options and safe connections to destinations, especially to Central Park, Central Park North and nearby schools.

Phase 2 also included an online survey and interactive online map. Twelve people responded to the survey. Most respondents support the trail on the west side of Victoria Street. Multiple respondents mentioned that they would like to see the trail extended up to Harriet Avenue if it were to be on the west side, which would ensure that it connects to the existing trail near St. Odilia Church. Most respondents would prefer a single shared used path instead of separate walking and biking paths and would like traffic calming to reduce vehicle speeds. Feedback from the mapping activity focused on consistency with existing trails, minimizing the need to cross the road and connections to Emmet D. Williams Elementary.

## Phase 3: Full Concept Review

Phase 3 included an in-person open house on July 14, 2022. This round included a presentation of work done since the last open house and a comparison of two conceptual alternatives for the corridor. The plan for a phased approach was further discussed, with information on what would be included in each phase. Roseville and Shoreview residents were generally supportive of a separated trail on Victoria Street, with a minority of open house attendees expressing concerns over a variety of topics including impacts to their properties, concerns over potential tree removal during project construction, project costs, high vehicle speeds along the roadway, and questions about there being a demand by pedestrians.

Phase 3 included an online survey following the third open house, which was still live at the time of writing this report.

## **Public Engagement Key Takeaways**

Key public and stakeholder feedback that should be considered as potential projects on Victoria Street move forward include:

- Both the east and west side trail concepts are better than the status quo.
- A trail on the west side connects to more places that people walk and bike to.
- Support for a design that improves safety along the corridor, especially at intersections.
- High vehicle speeds should be addressed through traffic calming measures.
- If the west side concept moves forward, it should connect to the existing trail by St. Odilia and Island Lake Elementary.
- There is more support for one shared use path/trail rather than separate walking and biking trails.
- There is concern about potential property impacts, including potential tree removals.
- There are various opinions about whether trails are needed on both sides in the future.

## V. Additional Recommendations

### Future Crossing Improvements

While a detailed evaluation of crossing improvements was outside the scope of this study, the project team conducted a high-level screening of the 12 intersections in the original study area that should be evaluated for nonmotorized crossing improvements as part of a future Victoria Street project. The screening was based on the following criteria:

- Roadway crossing distance.
- Intersections with above average crash rates.
- Intersections with existing pedestrian and/or bicycle facilities.
- Intersections with existing pedestrian safety countermeasures.
- Intersections with a nearby transit stop.
- Intersections that provide direct access to key destinations identified in the corridor.

As shown in **Table 8** and **Figure 21**, several intersections exhibit a number of these characteristics that indicate a more in-depth evaluation of nonmotorized crossing improvements should be conducted in future phases of project development.



Victoria St at County Road D

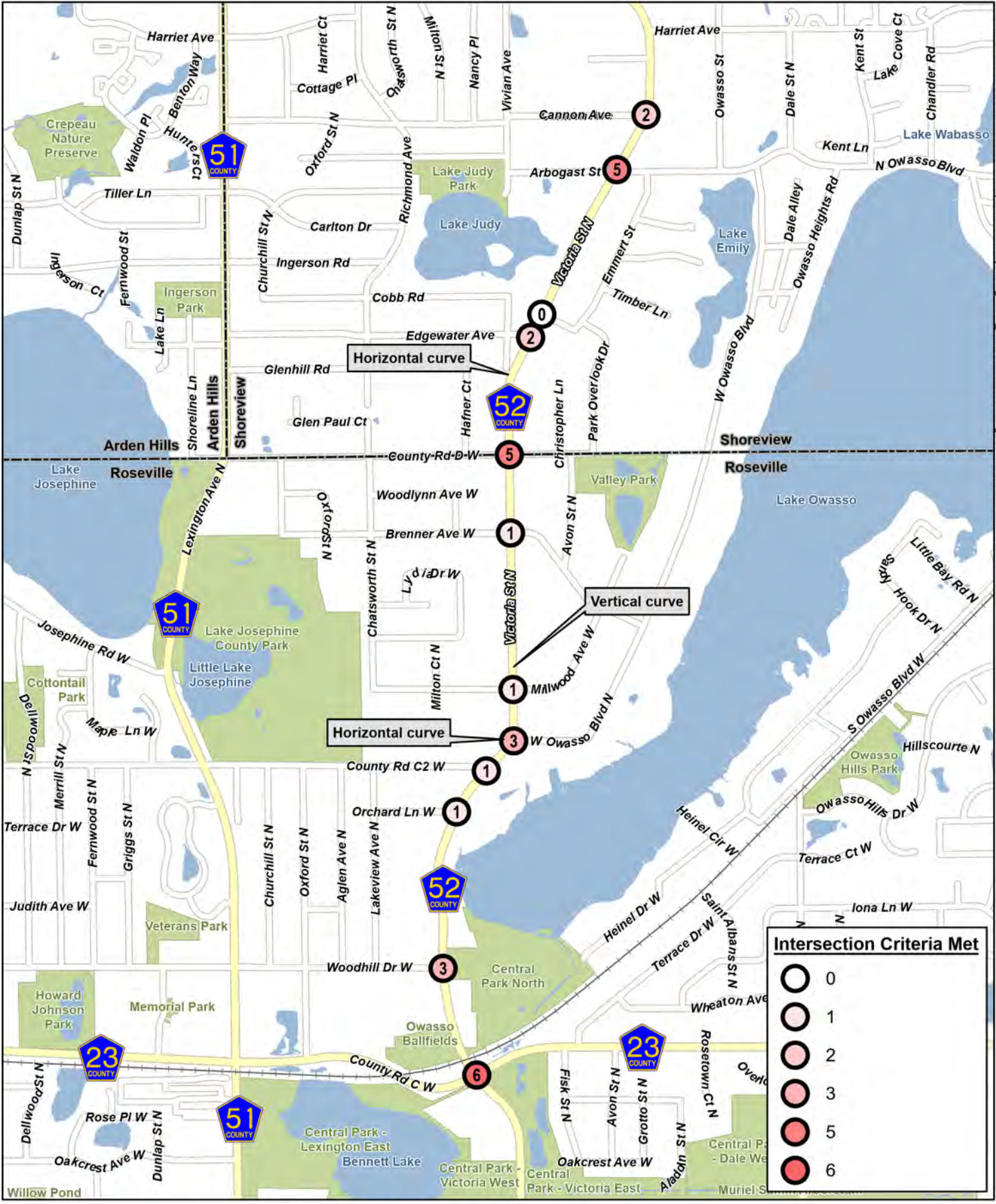
**Table 8: Intersection Screening Results**

	Crossing Distance (Number of Lanes)	Safety (Crash Rate Above Average)	Intersecting Ped Facilities	Intersecting Bike Facilities	Existing Pedestrian Safety Counter-measures	Transit Access	Access to Destinations	Total Criteria Met
Cannon Ave			X	X				2
Arbogast St		X	X	X		X	X	5
Emmert St								0
Edgewater Ave						X	X	2
W County Rd D		X	X		X	X	X	5
Brenner Ave						X		1
Millwood Ave*						X		1
W Owasso Blvd*			X	X		X		3
County Rd C2 W		X						1
Orchard Ln						X		1
Woodhill Dr			X			X	X	3
County Rd C W	X	X	X	X		X	X	6

Based on this screening, it is recommended that Victoria Street intersections with above average crash rate and/or that meet three or more criteria met in **Table 8** should be considered for improvements. These include Woodhill Drive; County Road C2; W Owasso Boulevard; County Road D; and Arbogast Street. It should be noted that the County Road C intersection has been studied separately as part of Ramsey County’s 4-to-3 Lane Conversion Study. Any improvements to the Victoria Street and County Road C intersection would occur as part of a separate project.

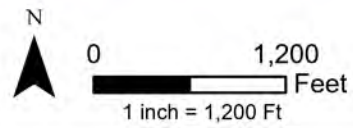


Victoria St at West Owasso Blvd



**Figure 21 - Intersection Screening Results and Geometric Issues**

Victoria Street Roadway and Trail Conceptual Design Study  
Ramsey County, MN



## Future Geometric Improvements

In the process of documenting existing conditions and developing the preliminary concepts, the project team identified several areas of the corridor where the existing roadway geometry may warrant additional investigation and modification as part of a future corridor reconstruction project. These areas are shown in **Figure 21** and include:

- **W Owasso Boulevard Intersection:** Horizontal curve.
- **Just north of Millwood Avenue:** Vertical curve.
- **Between W County Road D and Edgewater Avenue:** Horizontal curve.

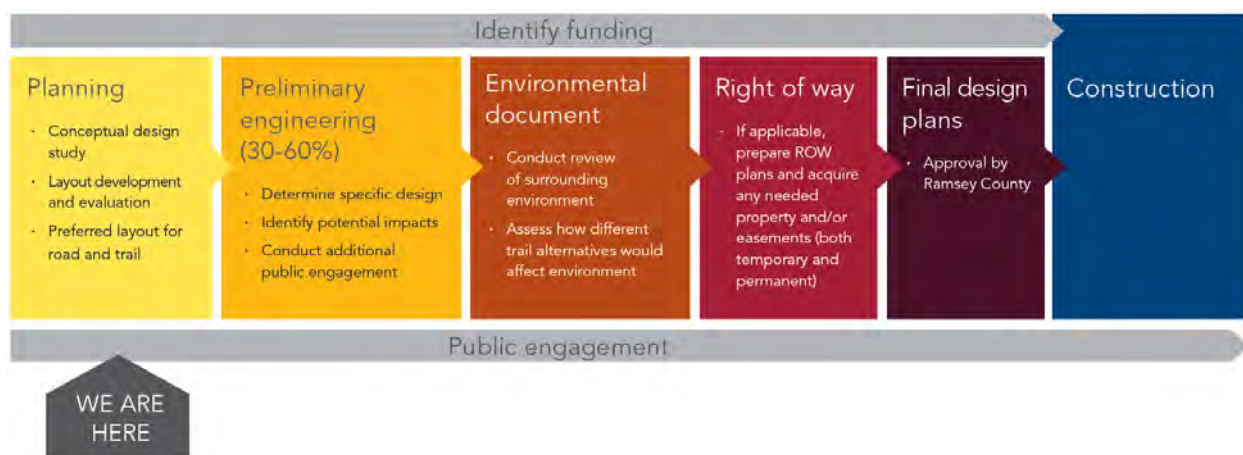
## VI. Planning Level Cost Estimates

Planning level cost estimates were developed for both of the ‘full concepts’ presented in Section III of the report – one with a trail on the west side, and one with a trail on the east side. The estimates for the two concepts are very similar. The planning level cost estimate for constructing either a trail on the west side of Victoria Street or the east side of Victoria Street is approximately \$3M in current dollars. For more detailed information on the planning level cost estimates, including line-item costs for various items, see **Attachment G**.

### Next Steps

The study described in this report was completed in July 2022. Based on the concepts that emerged from the study process, Ramsey County, in cooperation with the City of Shoreview and the City of Roseville, intend to seek funding opportunities for the engineering and construction of a Phase 1 project that would consist of constructing a trail along with curb and gutter on one side of Victoria Street. As shown in **Figure 22**, numerous steps must be completed between planning and construction, including preliminary engineering and environmental analysis, right of way acquisition (if needed) and refinement of the final design. Ramsey County and both cities will continue to seek input from stakeholders as the process for a future trail project on Victoria Street moves forward.

**Figure 22: Anticipated Project Development Process**



**EXTRACT OF MINUTES OF MEETING OF THE  
CITY COUNCIL OF SHOREVIEW, MINNESOTA  
HELD JUNE 5, 2023**

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 June 5, 2023 at 7 pm. The following members were present:

And the following members were absent:

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

\* \* \* \* \*

**RESOLUTION NO. 23-30**

**A RESOLUTION REQUESTING RAMSEY COUNTY TO SUBMIT FOR  
FEDERAL REGIONAL SOLICITATION FUNDS FOR THE VICTORIA  
STREET TRAIL AND COMMITTING THE CITY OF SHOREVIEW TO ITS  
LOCAL COST SHARE**

**WHEREAS**, Ramsey County, in cooperation with the City of Shoreview and the City of Roseville, studied a trail connection on Victoria Street between Harriett Avenue and County Road C; and

**WHEREAS**, the Victoria Street Roadway and Trail Concept Design Study was completed in 2022; and

**WHEREAS**, the completion of the trail segment is recommended in the City of Shoreview’s current comprehensive plan and supported by the city’s Bikeways and Trails Committee; and

**WHEREAS**, Ramsey County intends to apply for Federal Regional Solicitation funds for funding years 2028 and 2029; and

**WHEREAS**, the project would be funded by a combination of grant funds and Shoreview, Roseville, and Ramsey County funds per Ramsey County’s cost share policy; and

**WHEREAS**, the City of Shoreview’s local cost share would be funded from the Community Investment Fund

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

1. The City of Shoreview supports Ramsey County submitting for Federal Regional Solicitation Funds to help fund the Victoria Street Trail project.

2. The City of Shoreview commits to the local funding match required as part of the Federal Regional Solicitation funding and Ramsey County's cost-share policy.

\* \* \* \* \*

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

And the following voted against the same:

**WHEREUPON,** said resolution was declared duly passed and adopted the 5<sup>th</sup> day of June, 2023.

\_\_\_\_\_  
Sue Denkinger, Mayor

**STATE OF MINNESOTA)  
COUNTY OF RAMSEY)  
CITY OF SHOREVIEW)**

I, the undersigned, being the duly qualified city manager of the City of Shoreview of Ramsey County, Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of said city council on the 5<sup>th</sup> day of June, 2023, with the original thereof on file in my office and the same is full, true and complete transcript therefrom insofar as the same relates to requesting Ramsey County to submit for federal regional solicitation funds for the Victoria Street Trail and committing the City of Shoreview to its local cost share.

**WITNESS MY HAND** officially as such city manager and the corporate seal of the City of Shoreview, Minnesota this 6<sup>th</sup> day of June, 2023.

\_\_\_\_\_  
Brad Martens, City Manager

SEAL

# Memorandum

**TO:** City Council  
**FROM:** Steve Benoit  
**DATE:** June 5, 2023  
**SUBJECT:** Community Center Rates Adjustment  
**ITEM NUMBER:** 10.b  
**SECTION:** GENERAL BUSINESS

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## **REQUESTED MOTION**

Approve the community center rate adjustments as presented effective August 1, 2023.

## **INTRODUCTION**

The city council is being asked to approve recommended increases to the community center rates.

## **DISCUSSION**

The City Council approves the daily admission and membership rates for the Community Center and Tropical Adventure Indoor Playground. The Council also approves rates for the banquet rooms (Shoreview Room and Richard Weddell Community Room) and Haffeman Pavilion.

The community center has several membership categories including regular and resident pre-paid annual, seasonal, and monthly billing memberships for adults, youth/seniors, dual (two people living at the same address), and families. Membership to the community center includes the use of two water parks, an indoor playground, a state of the art fitness center, a gymnasium and track. The Shoreview community center is one of the only facilities in the area that has this variety of amenities. Membership rates have consistently been increased annually except during expansion project construction and the Covid 19 pandemic. These rates are critical to the community center's revenue stream since prior to the pandemic they brought in more than one million dollars per year. Due to the increase in staffing costs, heating, electric and supplies, staff feels it is especially imperative to increase rates. Staff proposes a 3% to 5% increase in regular memberships depending on the category. Resident memberships would not increase this year but will likely need to be in the future due to increased costs. 60% of our membership categories are residents.

Daily admission rates for the community center and the Tropical Adventure Indoor Playground are also important since prior to the pandemic they brought in more than one million in annual revenue. Staff is proposing a larger increase to daily passes. This is due to the

fact that the past two winters there have been extremely long lines on the weekends with many daily guests wanting to visit the water park and indoor playground. This can be frustrating for members who have to wait in line until capacity in the pool is lifted. Although we offer members-only times, members are still inconvenienced by the amount of foot traffic. In an attempt to keep the integrity of our memberships, it is important to have a more significant increase in daily passes. In comparison to other facilities that do not offer as the same level of amenities as the community center, we are still an affordable option. Resident daily admission rates would not increase this year but will likely need to be in the future due to increased costs. There is an increase for non-residents who make up 90% of our daily walk in traffic. Staff proposes an average of a 9% to 13% increase for regular daily passes.

Banquet and meeting room rentals are the third largest revenue source for the community center. Rental revenue in 2019 exceeded \$500,000.00. Both banquet rooms are extremely affordable due to the fact that renters are able to use any licensed caterer. Many comparable facilities require exclusive catering with a minimum purchase. Our banquet rooms are currently booked all summer for weddings. Staff proposes between a 4% to 7% increase for Shoreview residents and a 6% to 10% increase for non-residents.

Staff is proposing increases for all non-resident membership and daily pass rates, and resident and non-resident rental rates. Typically, we increase all rates nominally. With the continuous increase of staff wages, utilities and supplies staff are proposing to offset these expenses by raising rates. These rates will still keep the community center very competitive with surrounding facilities. The attached chart shows current 2022 rates and proposed 2023 rates. The proposed rate adjustment will go into effect August 1, 2023.

The parks and recreation commission originally discussed the community center rates at the April 24 meeting. The staff proposal at that time recommended raising both resident and non-resident rates in all categories. Members of the commission has a variety of opinions with some stating that the increase was acceptable, others stating that the resident rates should either remain the same or be decreased. The item was tabled to the May 22 meeting where staff recommended the above modified rate proposal which was recommended for approval 9-0.

## **RECOMMENDATION**

Based on the foregoing information, it is recommended that the city council approve the attached community center rate adjustment effective August 1, 2023.

## **ATTACHMENTS**

[Exhibit D Community Center Rate Change Proposal.pdf](#)  
[Facility Rental Rate Comparison.pdf](#)  
[Membership Rate Comparison.pdf](#)  
[Daily Pass Rate Comparison.pdf](#)

## EXHIBIT D: Community Center Rate Change Proposal 2023

<b>Resident Daily Passes**</b>	<b>Current Rate</b>	<b>New Rate</b>	<b>Military</b>
Adult	10.25	10.25	
Youth	9.00	9.00	
Family	37.00		
Senior	9.00	9.00	
<b>Regular Daily Passes**</b>	<b>Current Rate</b>	<b>New Rate</b>	
Adult	12.00	13.50	13%
Youth	11.00	12.00	9%
Family	45.00		
Senior	11.00	12.00	9%
<b>Resident Coupon Books**</b>	<b>Current Rate</b>	<b>New Rate</b>	
Adult	92.25	92.25	
Youth	81.00	81.00	
Playground	56.25	56.25	
<b>Regular Coupon Books</b>			
Adult	108.00	121.50	13%
Youth	99.00	108.00	9%
Playground	60.75	60.75	
<b>Res SR Track Discount**</b>			
Per Visit	5.00		
Punch Card	45.00	45.00	
<b>Reg SR Track Discount**</b>			
Per Visit	6.00		
Punch Card	54.00	54.00	
<b>Indoor Playground</b>			
Shoreview resident	6.25	6.25	

\* \* Rates Include tax for Daily Passes.

<b>Membership Fees**</b>	<b>Current Rate</b>	<b>New Rate</b>	<b>Military</b>	
<b>Resident Annual Memberships</b>				
Family	725.00	725.00	700.00	
Dual	645.00	645.00	620.00	
Adult	425.00	425.00	415.00	
Youth/Senior	360.00	360.00	350.00	
<b>Regular Annual Memberships</b>				
Family	925.00	971.00	930.00	5%
Dual	795.00	825.00	790.00	4%
Adult	555.00	572.00	545.00	3%
Youth/Senior	450.00	464.00	445.00	3%
<b>Resident Annual Memberships Billed Monthly</b>				
Family	70.00	70.00	67.00	
Dual	62.00	62.00	59.00	
Adult	41.50	41.50	40.00	
Youth/Senior	35.00	35.00	33.00	
<b>Regular Annual Memberships Billed Monthly</b>				
Family	84.00	88.00	83.50	5%
Dual	72.00	74.75	71.00	4%
Adult	51.00	52.50	50.00	3%
Youth/Senior	45.00	46.25	44.25	3%
<b>Resident Seasonal Membership</b>				
Family	277.00	277.00		
Dual	255.00	255.00		
Adult	180.00	180.00		
Youth/Senior	150.00	150.00		
<b>Regular Seasonal Membership</b>				
Family	345.00	362.25		5%
Dual	330.00	343.25		4%
Adult	235.00	242.00		3%
Youth/Senior	182.00	187.50		3%

\* \* Rates Include tax for Membership fees.

<b>Room Rental Fees *</b>	<b>Current Rate</b>	<b>New Rate</b>	
<b>Resident Shoreview Room</b>			
Sunday - Thursday	825.00	855.00	4%
Friday	1240.00	1300.00	5%
Saturday	1500.00	1600.00	7%
<b>Regular Shoreview Room</b>			
Sunday - Thursday	950.00	1000.00	6%
Friday	1360.00	1465.00	8%
Saturday	1650.00	1820.00	10%
<b>Resident Wedell Community Room</b>			
<b>Full Room</b>			
Sunday - Thursday	570.00	590.00	4%
Friday	900.00	950.00	5%
Saturday	1125.00	1205.00	7%
<b>Half Room</b>			
Sunday - Thursday	370.00	390.00	5.5%
Friday - Saturday	N/A	N/A	
<b>Regular Wedell Community Room</b>			
<b>Full Room</b>			
Sunday - Thursday	675.00	715.00	6%
Friday	1025.00	1105.00	8%
Saturday	1250.00	1375.00	10%
<b>Half Room</b>			
Sunday - Thursday	400.00	425.00	6%
Friday - Saturday	N/A	N/A	
<b>Haffeman Pavilion Off season</b>			
Resident	370.00	400.00	8%
Regular	400.00	440.00	10%

\*Rates do not include sales tax.

Facility Rental Rate Comparison							
		New Brighton	Maplewood	Maple Grove	Eagan	Plymouth Creek	Shoreview CC
Days and Rooms		Additional	Additional	Preferred	Exclusive	Additional	Any licensed
		Kitchen fee	AV fee	Caterers	Catering	AV Fee	Caterer
			Exclusive Catering	AV fee		Exclusive Catering	No extra charges
Sunday thru Thur Reg		\$600.00	\$1,150.00	\$510.00	\$1,100.00	\$975.00	\$675.00-\$950.00
Sunday thru Thurs Res		\$510.00		\$460.00		\$800.00	\$570.00-\$825.00
Friday Reg		\$900.00	\$1,600.00	\$600.00	\$1,650.00	\$1,125.00	\$1025.00-\$1360.00
Friday Res		\$765.00		\$550.00		\$1,000.00	\$900.00-\$1240.00
Saturday Reg		\$13,000	\$1,600.00	\$990.00	\$1,950.00	\$1,700.00	\$1250.00-\$1650.00
Saturday Res		\$1,275.00		\$890.00		\$1,350.00	\$1125.00-\$1500.00
Half Room Reg					\$600.00	\$95.00 per HR	\$400.00
Half Room Res					\$525.00	\$75.00 per HR	\$375.00
Meeting Room Reg		\$260.00		\$45.00	\$35.00	\$65.00	70.00 for 2 hours
Meeting Room Res		\$220.00		\$35.00	\$30.00	\$50.00	\$55.00 for 2 hours
Meeting Room Haf Reg		\$200.00					
Meeting Room Half Res		\$170.00					

Membership Rate Comparison								
	Shoreview YMCA	Inver Grove CC	LifeTime	Eden Prarie CC	Eagan CC	Lino Lakes CC	Shoreview CC	
Type of Membership	Pool, F.C, Gym	Pool, F.C, Gym	Pool	Pool, F.C, Gym	Pool, F.C, Gym	Pool, F.C, Gym	Pool, F.C, Gym	F.C, Gym,Track
	Track, Basic	Track, Basic	F.C	Track, Basic	Track, Basic	Track, Basic	Track, Basic	Indoor play area
	fitness classes	fitness classes	fitness classes	fitness classes	fitness classes	fitness classes	fitness classes	2 waterparks
Adult regular prepaid		\$643.00	NA	\$655.73	\$490.00	\$715.00	\$555.00	
Adult regular monthly	\$73.00	\$63.00	\$129.00	\$54.64	\$45.00	\$65.00	\$51.00	
Adult resident prepaid				\$562.05	\$435.00	\$605.00	\$425.00	
monthly				\$46.84	\$40.00	\$55.00	\$41.50	
Dual regular prepaid		\$847.00		\$1,124.11	\$882.00	\$1,067.00	\$795.00	
monthly	\$124.00	\$83.00		\$93.68	\$81.00	\$97.00	\$72.00	
Dual resident prepaid				\$960.11	\$774.00	\$902.00	\$645.00	
monthly				\$80.01	\$71.00	\$82.00	\$62.00	
Senior regular prepaid		\$510.00			\$403.00	\$517.00	\$450.00	
monthly		\$50.00			\$37.00	\$47.00	\$45.00	
Senior resident prepaid					\$360.00	\$440.00	\$360.00	
monthly					\$33.00	\$40.00	\$35.00	
Youth regular prepaid				\$644.12			\$450.00	
monthly	\$40.00			\$53.15			\$45.00	
Youth resident prepaid				\$456.77			\$360.00	
monthly				\$38.06			\$35.00	
Family regular prepaid		\$969.00		\$1,534.04	\$1,103.00	\$1,320.00	\$925.00	
monthly	\$124.00	\$95.00		\$127.84	\$101.00	\$120.00	\$84.00	
Family resident prepaid				\$1,288.11	\$973.00	\$1,100.00	\$725.00	
monthly				\$107.34	\$89.00	\$100.00	\$70.00	

<b>Daily Pass Rate Comparison</b>							
	Maple Grove CC	Inver Grove CC	LifeTime	Eden Prarie CC	Eagan CC	Lino Lakes CC	Shoreview CC
Types of Daily passes	Pool, F.C, Gym	Pool, F.C, Gym	Pool	Pool, F.C, Gym	Pool, F.C, Gym	Pool, F.C, Gym	F.C, Gym,Track
	Track, Basic	Track, Basic	F.C	Track, Basic	Track, Basic	Track, Basic	Indoor play area
	fitness classes	fitness classes	fitness classes	fitness classes	fitness classes	fitness classes	2 waterparks
Adult regular	\$8.00	\$9.00	\$40.00	\$10.00-\$20.00	\$10.00	\$12.00	\$12.00
Adult resident						\$10.00	\$10.25
Youth regular							\$11.00
Youth resident							\$9.00
Senior regular							\$11.00
Senior resident							\$9.00
Military adult regular							
Military adult regular							
Military Senior regular							
Military Senior regular							
<b>Indoor Palyground Rate Comparison</b>							
	Maple Grove CC	New Brighton	Edinborough	Woodbury			Shoreview CC
Regular	\$6.00	\$8.00	\$9.00	\$5.50+tax			\$6.75
Resident							\$6.25