CITY OF SHOREVIEW
AGENDA
CITY COUNCIL
Tuesday January 16, 2024
7:00 PM

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

4. **APPROVAL OF AGENDA**

5. **PROCLAMATIONS AND RECOGNITIONS**

6. **CITIZENS COMMENTS**
   -

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

7. **COUNCIL COMMENTS**

8. **CONSENT AGENDA**
   -

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

   8.a December 18, 2023 city council workshop minutes
   8.b January 2, 2024 city council meeting minutes

8.c Receipt of committee/commission minutes
8.d Monthly Reports
8.e Claims and purchases
8.f 3382 Lexington Avenue North - Minor Subdivision - Presbyterian Church of the Way
8.g 0 Christopher Lane - Minor Subdivision, Preliminary Plat Amendment- TJB Homes, Inc.
8.h Resolution to support Yards in Bloom
8.i Approve change order no. 1 for the Kerry Ponds Sediment Removal - Phase 2, city project 24-02
8.j Tree Trimmers Licenses
8.k Authorize execution of the contract for recycling collection with Republic Services
8.l Accept the human rights commission's 2023 annual report
8.m City Manager Salary Adjustment
8.n Authorization to purchase a replacement for unit 211-11

9. **PUBLIC HEARINGS**

10. **GENERAL BUSINESS**
10.a 4858 Hanson Road - Appeal of Variance and Minor Subdivision Denials
10.b 3204 W. Owasso Blvd - Appeal of Variance Request Denials
10.c Appointment to the planning commission
10.d 2024 planning commission chair and vice chair appointments

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: January 16, 2024

SUBJECT: December 18, 2023 city council workshop minutes

ITEM NUMBER: 8.a

SECTION: CONSENT AGENDA

REQUESTED MOTION
Approve December 18, 2023 city council workshop minutes

INTRODUCTION
City council is being asked to approve the December 18, 2023 city council workshop minutes.

DISCUSSION

RECOMMENDATION
It is recommended that the city council approve the minutes of the December 18, 2023 city council workshop as presented.

ATTACHMENTS
December 18, 2023 city council workshop minutes

CITY OF SHOREVIEW
MINUTES
CITY COUNCIL WORKSHOP MEETING
December 18, 2023

CALL TO ORDER

Acting Mayor Springhorn called the workshop meeting of the Shoreview City Council to order at 5 pm on December 18, 2023.

ROLL CALL

The following attended the meeting:

City Council:	Acting Mayor Springhorn; Councilmembers Doan, Johnson, and Myrland Mayor Denkinger was absent.
Staff:	Brad Martens, City Manager Renee Eisenbeisz, Assistant City Manager

GENERAL BUSINESS

CITY COUNCIL OPERATING PROCEDURES

Presentation by Assistant City Manager Renee Eisenbeisz

Council operating procedures have been in place since 1978 with no revisions. They cover meetings, agendas, ordinances and resolutions, behavior and how to address the council. Staff has drafted an update according to best practices in the state statutes and plain language standards.

Major changes include:

- Meetings shall not last longer than 11 pm. If a meeting is to last longer, there must be a motion.
- Language was added for emergency meetings, workshops and closed meetings according to state statutes.
- The general rules highlight Robert's Rules of Order.
- Voting: Per the city attorney, a tie vote does not result in a negative vote. If all five councilmembers are present, the mayor is the deciding vote. Martens added that if a councilmember is absent, a 2/2 vote does not pass. The matter does not move forward.
- The emergency section has been removed, as local emergencies are covered under the city's local emergency plan.
- A proclamation process was added.
- In the future, changes to the operating procedures will not need to be published in the newspaper but can be achieved with a simple vote.

However, since these are changes to the original rules, a summary will need to be published.

Councilmember Johnson asked about protection for the city and councilmembers from what is posted on social media, whether by another councilmember or a member of the public. People are not as kind with their words as in 1978. She suggested a signed document of understanding for councilmembers, especially future councilmembers. Martens stated that a vote to approve the updated procedures would be similar to a signed document of understanding. There is no signed code of ethics required from councilmembers. It is his role to inform new councilmembers of these operating procedures. If a councilmember were elected who refuses to follow them, then findings of violation of rules could mean censure.

Councilmember Myrland asked if anyone can post on the city's Facebook and how to deal with email communications to the council some of which are not pleasant. She asked about special meetings. Eisenbeisz responded that public comments can be made on Facebook and are reviewed by staff after they are posted. The city does have a social media policy that addresses comments and staff will work with the city attorney if they feel a comment violates the policy and needs to be removed. Martens stated that a special meeting may be called by the mayor or any two councilmembers with three days' notice.

Councilmember Doan noted that Monday meetings often fall on holidays and then meetings are pushed to Tuesday. Monday meetings give councilmembers less time to follow up with Martens on any issue. Also, taking a long weekend means rushing back for a council meeting.

It was the consensus of the council to continue with Monday meetings.

Councilmember Doan asked why a motion to reconsider must be made by a councilmember on the prevailing side. Martens explained that is meant to protect the action as taken. If a dissenting member provides information that could change the vote, then the prevailing side could move to reconsider, but a situation where a dissenting member can continually request a motion to reconsider is not allowed.

Councilmember Doan asked if more can be done to let residents know about proclamations made by the council. Eisenbeisz responded that once these procedures are adopted, she would like to make a space on the website for proclamation requests.

2024 CITY OF SHOREVIEW LEGISLATIVE PRIORITIES

Presentation by City Manager Brad Martens
A draft has been prepared of legislative priorities to discuss when staff meets with legislators in February:

Lake Johanna Fire Department headquarters station
There is still a significant funding gap. A meeting has been scheduled with Senator Klobuchar regarding the earmark process.

Housing and homeownership
The city supports increased funding for affordable housing, but it is important to preserve local autonomy. Minnesota Legislators are looking at Washington state's recent laws on up zoning that by right would allow duplexes and triplexes in single-family neighborhoods. The Washington law requires up zoning in communities with a population of 25,000 or more. Such a law here would put tremendous pressure on Shoreview as neighboring cities—Arden Hills, North Oaks, Little Canada, Vadnais Heights, New Brighton—would not have to implement such a law. The city on its own needs to be able to determine what neighborhoods look like. When there was pushback at the Municipal Legislative Commission on such a law, cities were asked what they would do. Martens stated that he would point to the city's new affordable housing policy and all the multifamily construction already going on in Shoreview.

Councilmember Doan asked about tiny houses for affordable housing. Martens stated they are allowed by law. Roseville has updated their ordinances. That will be part of the city's code updates. Safety issues, such as water, sewer and security have to be worked out.

Public safety aid
Martens noted the $1.1 million in aid Shoreview received was crucial and helped lower the tax levy. There is a need to advocate ongoing increases in public safety not just a one-time contribution.

Councilmember Johnson noted the line item cost of public safety to the city's budget. This is a priority and the city needs help.

Tax policy and local issues
Martens stated that although the Homestead Inclusion Program was raised to $518,000, that does not reduce taxes. It shifts the tax burden to those with properties valued at higher than $518,000. There is a need for direct property tax relief to lower taxes.

Councilmember Doan stated that the tax policy and local issues should be on the first page of the list as one of the highest priorities. His concern is with the moratorium on the local option to raise the sales tax. That should be an option. Martens responded that there is an understanding of the unfairness with some communities having that option while others do not.

Martens noted that townships and school districts are exempt from sales tax on building materials for construction, but cities are not. On a $22 million fire station, the sales tax could be $500,000.

Because Shoreview does not receive LGA, Martens is urging a review of the formula and practice of that program.

Infrastructure and transportation
Councilmember Doan stated that a public transportation option that could benefit Shoreview would be an extension of the A Line and BRT to serve Rice Creek Commons and Shoreview as well. Instead of coming on Snelling and Hamline, he would like to see it on Lexington to serve that corridor. Councilmember Myrland responded that the traffic on Lexington is so heavy she could not imagine a bus route being added. Councilmember Doan explained it is not a park and ride option. If someone got on the bus at the Loden, there would be the opportunity for stops and shopping on Lexington. Councilmember Myrland stated she would like to see smaller buses, such as Metro Mobility, from different developments. Everyone contributes to transit on property taxes, but it is not available for Shoreview residents. Councilmember Doan stated it would be more cost efficient for one service that everyone contributes to, rather than available transit from individual sites.

Martens agreed to include these ideas in his summary of support.

Cannabinoid and adult use marijuana regulation
There will be a focus on rule making for the legalization of cannabis and adult use of marijuana in the next year. It is important there be strong regulations and a clear process for licensing, inspection, enforcement, reporting. An ordinance will be presented to the council at the next meeting outlining where cannabis can be used in the city.

There is lack of clarity on the number of dispensaries. As staff understands it, there are two for Shoreview based on one for every 12,500 in population. Shoreview is 27,000. However, other interpretations are saying we would need three.

School resource officer clarification
Law enforcement believes there needs to be clarification on this requirement because there have been multiple Attorney General opinions. This affects Shoreview school districts and Lionsgate Academy.

It was the consensus of the council to list the top three priorities as housing, tax policy and public safety before the other categories.

CITY MANAGER PERFORMANCE EVALUATION

The council received a performance evaluation report for City Manager Martens from Mayor Denkinger. Martens expressed his appreciation for the support from the council and the honest comments. He stressed that he does want to hear any and all comments. As a result of the evaluation, he will be focusing on the following in the next year:

- Meet individually with each councilmember.
- Work with Finance Director Espe on a monthly basis to deep-dive into individual funds with department heads.
- Align council expectations with the Sheriff's Office. The day-to-day service from the Sheriff's Office works well, but communication needs to be improved. He is hopeful that by the end of 2024, there will be a monthly report.
- Recruiting and keeping employees is a big item. This includes work on culture and engagement. Another survey will be done in 2024. Councilmember Johnson stated that in today's labor market employees do not stay as long and to keep them will be a good work culture. One example is a woman who after having a baby was allowed for two years to work part time and keep her job. There is something to recognizing the need for flexibility to keep employees. Martens agreed and he plans to bring an enhanced flexible work policy to the council for approval. He noted that good applicants pull out of the application pool because of the lack of flexibility. He reported 20 hires in 2023, which is one-fifth of the regular employees in Shoreview. He believes the work force is better than last year. One benefit is that Shoreview has recognition as being good local government. That comes from the city council.

Councilmember Doan expressed his concern about the cost of the Lake Johanna Fire Department. Shoreview bears the brunt of the cost; the other cities are getting a great deal and have the control. Martens responded that Shoreview has two votes on a seven-member board and pays 62% of the contract, but the response time is incredible. Response time saved two lives in Shoreview last year. If the city would be happy with an 8-minute response time, the cost could be less. Councilmember Doan stated he would like to see a larger regional fire department that would reduce the cost to the city and

not sacrifice service. It is difficult with the current governance. The other two cities in the contract are getting a great deal.

Councilmember Johnson stated that recruiting emergency service employees is a huge issue that goes beyond Shoreview. It may be COVID driven. Councilmember Doan responded that larger regional fire departments are needed to reduce cost to the city rather than sacrifice service. It is difficult with this governance. Until there is a consequence to the other two cities, there will not be a change.

OTHER ISSUES

Planning commission interviews
Martens noted the five planning commission interviews Monday, January 8, 2024, beginning at 5:30 pm.

Service award luncheon
The service award luncheon is Wednesday, December 20, 2023, at noon.

2024 council assignments
Acting Mayor Springhorn stated that he will termed out from the Northeast Youth and Family Services at eight years. Meetings are bi-monthly, 8:30 to 10 am on the fourth Thursday. There is also a board expectation to work on a committee which is another monthly meeting. He would like to see another councilmember take his appointment.

Councilmember Doan stated he is now treasurer of the Ramsey County League of Local Governments and would like to continue to serve as the city's representative.

The meeting adjourned at 6:35 pm.

Memorandum

TO: City Council

FROM: Renee Eisenbeisz , Assistant City Manager

DATE: January 16, 2024

SUBJECT: January 2, 2024 city council meeting minutes

ITEM NUMBER: 8.b

SECTION: CONSENT AGENDA

REQUESTED MOTION
Approve January 2, 2024 city council meeting minutes.

INTRODUCTION
City council is being asked to approve the January 2, 2024 city council meeting minutes.

DISCUSSION

RECOMMENDATION
It is recommended that the city council approve the minutes of the January 2, 2024 city council meeting as presented.

ATTACHMENTS
January 2, 2024 city council minutes

CITY OF SHOREVIEW
MINUTES
REGULAR CITY COUNCIL MEETING
January 2, 2024

CALL TO ORDER
Mayor Denkinger called the regular meeting of the Shoreview City Council to order at 7 pm on January 2, 2024

PLEDGE OF ALLEGIANCE
The meeting opened with the Pledge of Allegiance.

ROLL CALL
The following members were present: Mayor Denkinger; Councilmembers Doan, Johnson, Myrland and Springhorn

Also in attendance: City Manager Brad Martens
Asst. City Manager Renee Eisenbeisz
Public Works Director Tom Wesolowski
City Attorney Joe Kelly

APPROVAL OF AGENDA

MOTION: by Councilmember Myrland, seconded by Councilmember Johnson to approve the January 2, 2024 meeting agenda as presented.

VOTE: AYES - 5 NAYS - 0

PROCLAMATIONS AND RECOGNITIONS
There were none

CITIZEN COMMENTS
Carter Johnson, Publisher of *Shoreview Community Press,* expressed his thanks for the designation as the legal newspaper for the city in 2023. The newspaper is free and is available throughout the community. Residents can check out the newspaper online or subscribe by calling 651-407-1234. He noted that in 2023 the newspaper audience was over 40,000.

COUNCIL COMMENTS
Councilmember Myrland:
Wished everyone a prosperous and enjoyable 2024.

Councilmember Johnson:
Commended staff who worked over the holidays to provide a good experience at the community center for the region.

Councilmember Springhorn:
Congratulations to the Edward and Florence Lumberg/Hall family, the Shoreview Historical Society Family of the Year. A write-up of the family is in the SHS Newsletter, available at city hall.

As of today the kids care center at the community center has started a punch card system at a rate of $2/hour, ages six months to 12 years. During January, there is a 25% discount on the punch cards. Anyone may purchase a 50-hour punch card for $75.

Councilmember Doan:
Happy 2024 to everyone.

There is still open water on many lakes. He cautioned residents to use good common sense. There is information about lake conditions on the city and DNR websites.

Mayor Denkinger:
Noted two vacancies on the planning commission. Interviews of four applicants will be held Monday, January 8, 2024. Interviews with the council are conducted for planning commission candidates because of the responsibility of that commission.

CONSENT AGENDA
Mayor Denkinger recused herself from voting on the December 18, 2023 meeting minutes, as she did not attend that meeting.

Item 8.f, Designate legal newspaper for 2024, was removed for further discussion.

MOTION: by Councilmember Springhorn, seconded by Councilmember Myrland to approve the December 18, 2023 city council meeting minutes as presented.

VOTE: AYES - 4 NAYS - 0 ABSTAIN -1 (Denkinger)

MOTION: by Councilmember Doan, seconded by Councilmember Johnson to approve the items 8.b through 8.e and 8.g through 8.k listed below on the Consent Agenda for January 2, 2024:

8.b Receipt of committee/commission minutes:

- Parks and recreation commission - July 24, 2023
- Parks and recreation commission - September 25, 2023

8.c Claims and purchases
8.d Authorization to purchase a replacement for unit 105-11
8.e Authorization to purchase a new vehicle for community development
8.g 2024 Legislative priorities
8.h City council operating procedures
8.i Authorization to purchase a new vehicle for forestry
8.j Tree Trimmers Licenses
8.k Slice of Shoreview - Event Coordinator Independent Contractor Agreement 2024

VOTE: AYES - 5 NAYS - 0

Discussion Item 8.f - Legal Newspaper
Martens explained that to alleviate staff concerns, Mr. Johnson has provided further information about flexibility for publishing legal notices. Staff is recommending continuing with the *Shoreview Community Press* for 2024.

Councilmember Springhorn noted that while the *Pioneer Press* would save the city approximately $800, residents would have to purchase the paper to receive the legal notices. The cost to the city for using the *Pioneer Press* would not make it a better newspaper but makes a big difference to a smaller newspaper. More community news is covered in the *Shoreview Press* than the *Pioneer Press*.

Councilmember Doan stated that having an independent newspaper to cover the community is a huge asset. Commitment to and investment in local press coverage is important.

Councilmember Johnson commended Martens for listening to residents and providing additional information to the Council that is helpful.

Councilmember Myrland expressed her appreciation for what small community newspapers do for the community by covering community sports events, local schools and other events.

Mayor Denkinger stated that residents write letters to the *Shoreview Community Press* and look for city information and notices in that newspaper. There are so few local community papers that it is important to support them.

MOTION: by Councilmember Johnson, seconded by Councilmember Springhorn to designate the *Shoreview Community Press* as the city's legal newspaper for 2024

VOTE: AYES - 5 NAYS - 0

PUBLIC HEARINGS
There were none.

GENERAL BUSINESS

ORDINANCE 1026 - AMENDING CHAPTER 400, PUBLIC PROPERTY AND IMPROVEMENTS

Presentation by Assistant City Manager Renee Eisenbeisz
Last year, the Minnesota legislature approved Chapter 63, which legalizes the use and possession of cannabis as follows:

- Legalizes possession, use, manufacturing and sale of certain cannabis products;
- Creates Office of Cannabis Management (OCM);
- Establishes labor standards for employees using cannabis and hemp products and testing employees; and
- Establishes expungement procedures for individuals previously convicted of a cannabis-related crime.

As of August 1, 2023, adults 21 and older can possess, use, and grow cannabis up to certain amounts. OCM is responsible for licensing cannabis businesses. Rulemaking for the OCM is expected in 2024, and licenses will be available in early 2025.

The new legislation allows cities to create local regulations regarding cannabis that include:

- Defining public places where cannabis is allowed to be used;
- Capping the number of registrations of licensed cannabis businesses; and
- Identifying where cannabis businesses can be located.

The council is asked to adopt Ordinance 1026, which establishes city regulations, codifies the city's tobacco-free park policy from 2004, and adds penalties to section 401, recreational areas.

Section 407 would define public places and streets where cannabis cannot be used:

- Public places: recreational area parks, beaches, parking lots, roadways; or any other indoor or outdoor area owned or managed by the city. This includes bike paths, trailways, and sidewalks.

Exceptions to public places include:

- Private residences, including the yard;
- Private properties not generally accessible by the public, unless the property owner explicitly prohibits consumption onsite.
- Premises of establishment or event licensed with a permit.

Under this ordinance, cannabis cannot be used in public places or streets. This includes smoking, vaporizing and edibles, such as gummies. Smoking and vaporizing are also prohibited where a minor could inhale the smoke.

The ordinance creates a tiered penalty system for violations within a 12-month period:

- First written warning = a removal and seven-day trespass from public facilities
- Second written warning = includes items from first written warning plus a citation and maximum fine of $300
- Third written warning = includes above items in first and second warnings plus a citation and maximum fine of $1000 and up to 90 days in jail.

The Ramsey County Sheriff's Office will be handling any warnings and citations. They typically issue a verbal warning first and a written warning if they have to come back a second time in the same day.

The ordinance also updates Section 401 to codify the city's 2004 tobacco-free policy for recreational areas. The same tiered penalty system is established for tobacco as for cannabis violations within a 12-month period. Currently, a violation would be a misdemeanor.

Staff recommends adoption of the ordinance to update Section 401 and add Section 407.

Mayor Denkinger noted the council has been discussing this issue over the last year.

MOTION: by Councilmember Doan, seconded by Councilmember Myrland to adopt ordinance no. 1026, amending chapter 400, public property and improvements, by amending section 401, recreational areas, and adding section 407, cannabis use.

VOTE: **AYES - 5** **NAYS – 0**

COMMISSITTEE/COMMISSION REAPPOINTMENTS

Every year, the city council reappoints members to their respective advisory boards. The city council is being asked to reappoint 15 members across seven committees/commissions. Councilmember Johnson suggested a note to members not meeting the attendance policy. Per this policy, members should try to attend at least 67% of regular meetings.

MOTION: by Councilmember Doan, seconded by Councilmember Johnson to reappoint the following individuals to their committees or commissions through January 31, 2027:

Bikeways and trails committee	Bob Johnson
Economic development commission	Dean Howard Mike Schoonover Exhilda Siame Tony Rammer
Environmental quality committee	Tim Pratt Susan Rengstorf Hong Wang
Human rights commission	Richard Bokovoy Gene Nichols
Parks and recreation commission	Carol Jauch Chris Droske Faye Murphy
Planning commission	Craig John
Public safety committee	Colleen Norell

VOTE: AYES - 5 NAYS - 0

COUNCIL ASSIGNMENTS FOR 2024

The council discussed and decided on the following assignments for 2024.

Fire Department Board of Directors	
Shoreview board members:	Mayor Denkinger City Manager Brad Martens
Alternate:	Councilmember Springhorn

Fire Department Benefit Association

Delegate:	Councilmember Springhorn
Alternate:	City Manager Brad Martens

League of Minnesota Cities

Delegate:	Councilmember Doan
Alternate:	Councilmember Johnson

Municipal Legislative Commission

Delegate:	Mayor Denkinger
Alternate:	City Manager Brad Martens

Northeast Youth and Family Services

Delegate:	Councilmember Springhorn until June 30, 2024, when term expires
Alternate:	Councilmember Myrland, to become delegate when Councilmember Springhorn's term expires, July 1, 2024

Ramsey County League of Local Governments

Delegate:	Councilmember Doan
Alternate:	Councilmember Myrland

Suburban Rate Authority

Delegate:	Tom Wesolowski
Alternate:	City Engineer

Metro Cities (Association of Metropolitan Municipalities)

Delegate:	Councilmember Doan
Alternate:	Councilmember Johnson

Acting Mayor

Delegate:	Councilmember Johnson

MOTION: by Councilmember Johnson, seconded by Councilmember Springhorn to designate the city council assignments for 2024 as discussed.

VOTE: AYES - 5 NAYS - 0

APPOINTMENTS TO BIKEWAYS AND TRAILS COMMITTEE

The bikeways and trails committee currently has three openings and received applications for two of them. The committee reviewed the applications at their December meeting and are recommending Gina Lloyd and Kelli Damlo.

Wesolowski stated that Gina Lloyd is an avid biker and walker with lots of experience serving the community and Kelli Damlo will bring a unique sustainability and environmental perspective. Martens stated that Kelli Damlo is an excellent candidate who attended the citizen's academy.

MOTION: by Councilmember Myrland, seconded by Councilmember Doan to appoint Gina Lloyd and Kelli Damlo to the bikeways and trails committee through January 31, 2027.

VOTE: AYES - 5 NAYS - 0

SPECIAL ORDER OF BUSINESS
There was none.

ADJOURNMENT:

MOTION: by Councilmember Johnson, seconded by Councilmember Doan to adjourn the meeting at 7:40 pm.

Mayor Denkinger declared the meeting adjourned at 7:40 pm.

These minutes were approved on the 16th day of January, 2024.

_____

Brad Martens
City Manager

Memorandum

TO:	City Council
FROM:	Renee Eisenbeisz , Assistant City Manager
DATE:	January 16, 2024
SUBJECT:	Receipt of committee/commission minutes
ITEM NUMBER:	8.c
SECTION:	CONSENT AGENDA

REQUESTED MOTION

To accept the following committee/commission minutes:

- Human rights commission, October 11, 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

HRC minutes, 10-11-23

Human Rights Commission
Meeting Minutes
October 11, 2023

Call to Order

Co-chair Johnson called the meeting to order at 7:05 pm. The following members were present:

Present:	Excused:
Richard Bokovoy	Kelsey Fuglsby
Mary Johnson	Tressa Hunting
Angie Petruk	Dennis Meyer-Razon
Reesa Venterea	Gene Nichols
Julie B. Williams	
Allison Yu	

Renee Eisenbeisz, assistant city manager was also present.

Approval of minutes

Commissioner Williams MOVED that the minutes of September 21, 2023, be approved as presented. Commissioner Petruk seconded the motion. The motion was approved unanimously.

Caring youth award review

The commission received six caring youth award applications. The commission agreed that all students do admirable volunteer work and it was a tough decision to narrow it down to one. However, one student stood out more, Ellen Guo. Ellen has had a long-term impact on community members by creating both a coding club and coding camp for students. She also has a community-centric mindset with all of her volunteer activities.

Commissioner Petruk MOVED to select Ellen Guo as the 2023 caring youth award winner. Commissioner Venterea seconded the motion. The motion was approved unanimously.

Other business

Land acknowledgement statement discussion

Assistant City Manager Eisenbeisz noted that she was recently contacted by a resident who had concerns regarding the below sentence in the proposed land acknowledgement statement:

The City of Shoreview acknowledges that our community stands on the ancestral, traditional, and current homelands of the Dakota and the Ojibwe.

The resident does not feel that it's ancestral to the Ojibwe and that we should not include them in the sentence with the Dakota. He also hasn't seen other organizations in Ramsey County include Ojibwe.

Given this, Eisenbeisz recommended the following changes:

The City of Shoreview acknowledges that our community stands on the ancestral, traditional, and current homelands of the Dakota ~~and the Ojibwe~~. We also want to acknowledge the Ojibwe and other nations of people who called this place home.

The commission discussed this and noted that we are still acknowledging the Ojibwe with the added sentence. The revised statement is below.

The identity of any community is forged by the generations who have lived there in the past and present, bringing with them their cultures, beliefs, energy, and dreams. Many travel to new places in the hope of a better life, others arrive against their will, and some have been there for thousands of years.

The City of Shoreview acknowledges that our community stands on the ancestral, traditional, and current homelands of the Dakota ~~and the Ojibwe~~. We also want to acknowledge the Ojibwe and other nations of people who called this place home. The U.S. government seized Dakota and Ojibwe land in Minnesota, allowing pioneers to settle in what is now Shoreview. This land was acquired unfairly through land cession treaties. The city acknowledges the history of violence, displacement, migration, and forced re-settlement of Indigenous peoples.

The city is aware that this land has a complex and layered history, and offers this statement as a step toward healing. Our goal is to better understand the history of the land on which Shoreview is built and the convergence of legacies that bring us to where we are today.

Commissioner Bokovoy MOVED to approve the revised statement for recommendation to the city council. Commissioner Williams seconded the motion. The motion was approved unanimously.

Vacancy

Commissioner Carnahan submitted a letter of resignation from the commission earlier this week due to personal matters. Eisenbeisz noted that the city will recognize her with a plaque and letter from Mayor Denkinger. She also asked if the commission would like to advertise for a regular or student member. The commission agreed to advertise for a student member.

Adjournment

Commissioner Williams MOVED that the meeting be adjourned. Commissioner Venterea seconded the motion. The motion was approved unanimously. The meeting adjourned at 8:02 pm.

Respectfully submitted,

Renee Eisenbeisz

Staff Liaison

Memorandum

TO: City Council

FROM: Renee Eisenbeisz , Assistant City Manager

DATE: January 16, 2024

SUBJECT: Monthly Reports

ITEM NUMBER: 8.d

SECTION: CONSENT AGENDA

REQUESTED MOTION

INTRODUCTION

The city council is being asked to accept the below department reports.

- Administration
- Community development
- Finance
- Human resources
- Parks and recreation
- Public works

DISCUSSION

RECOMMENDATION

It is recommended that the city council accept the attached monthly reports.

ATTACHMENTS

Administration
Community development
Finance
Human resources
Parks and recreation
Public works

Monthly administration report

To: Mayor and City Councilmembers

From: Renee Eisenbeisz, Assistant City Manager

Date: January 16, 2024

Recodification update

Last year, the city hired Municode to complete a recodification of our city code. The recodification allows the city to:

- Identify conflicting ordinances and inconsistencies between chapters and State statutes
- Update outdated ordinances
- Organize the code

Through the project, Municode conducts a thorough review of the code, organizes and indexes the code, recommends updates of outdated ordinances or inconsistencies, and provides the city with an ordinance to adopt the new code. Once the new code is adopted, it will then be placed in an online system for easier access and review.

Late last month, Municode provided the first draft of the legal review for staff's review. Each department is reviewing different chapters/sections and providing comments to send back to Municode at the end of the month. The first draft is over 600 pages and includes 29 chapters.

Communications update

The communications division has been busy this last month with several items. Below are some highlights.

Community center & parks communications

- Launched a new marketing request spreadsheet last month for parks and rec content.
  - Many of the projects have been completed well ahead of the delivery due date

ShoreViews

- Hannah launched the spring ShoreViews with parks and recreation. This will be her first issue of ShoreViews to manage from start to finish.

Summer camp guide

- The summer camp guide is done and was sent to the printer. It should hit mailboxes in the next few weeks.

- Summer camp registration opens February 6 for residents.

Media events

- Josie and Alisha took video and photos at an aqua fit family class. As a whole, we have few photos and videos of our aquatics classes. Staff are hoping to increase that in 2024.

Social media

- Parks and recreation's Facebook page reached 10,000 followers in December. Communications staff worked with parks and recreation to give away 10 free individual day passes.

IT update

IT continues to work on patching, security (hardening), and updates or upgrades on servers, firewalls, and the city's virtual infrastructure. Below are some updates on other projects.

Network switch upgrade

Work continues on the network switch project. Staff are in the data collection and configuration stages, as well as continuing to rack, label, and re-cable switches and switch ports. Work on this project is expected to continue into February due to other projects, helpdesk tickets, and unexpected needs popping up.

Public works plotter

A new plotter for public works was delivered last month. Plotters are large format printers typically used in computer aided drafting and graphic industries. The new plotter will allow public works staff to print/plot drawings used for various construction projects in the city. IT also hopes that this can be used by communications staff as well. Staff need to assemble and configure the plotter before it can be used.

Security upgrades

The heavier rains last month, combined with improper installation, caused some security cameras to fail. IT staff are working to replace them. Once a security camera's enclosure has been compromised by moisture, the electronics inside the device become corroded and the camera eventually fails, which then requires replacement.

Card printers

Card printer issues have been reported to IT more recently. These are used to print employee badges and membership cards. They are specialized printers used to print images or text onto a credit card sized PVC card. They are fairly expensive and require routine maintenance to keep them running properly.

Elevators

The city has two elevators, one in the community center and one in the maintenance center. Both elevators require a phone to contact a monitoring agency in case of an emergency. These phones used older analog phone lines in the past for communication but have since been replaced with IP or cellular dialers, which either communicate over the city's network or by using wireless cellular service. IT recently had to work on some issues with both phones to get them back up and running.

Closed captioning

Last year, staff received quotes for providing closed captioning services on our city council and planning commission meetings. This is a requirement under the Americans with Disability Act. Communications and IT staff worked with a company to install equipment and upgrade our Cablecast software for channel 16. These tasks were completed last month and captioning is now available on channel 16 and online for both live meetings and playbacks. The captioning is provided through AI. Josie and Renee will have training with Cablecast later this month on the new system.

Human rights commission update

The human rights commission met on January 3 to discuss the land acknowledgement action plan, hear a status update on the 2023 – 2024 action plan, and review the 2023 annual report. Staff will present the land acknowledgement action plan to the city council at their January 16 workshop.

Staff dropped off over 500 posters at five elementary schools for the commission's annual poster contest. The commission will meet on January 25 to judge and identify 20 winners. The city council will recognize the winners at their February 5 meeting.

SHOREVIEW
COMMUNITY DEVELOPMENT

Memorandum

To: Mayor and City Council
City Manager

From: Tom Simonson
Community Development Director and Assistant City Manager

Date: January 11, 2023

Re: Community Development Monthly Report

Planning Commission

The planning commission meeting scheduled for January 23 is expected to include the following items on the agenda:

- Variance request for front yard setback maximum at 3514 Ernal Drive
- Minor subdivision at 3330 Victoria Street North
- Code amendment to Section 205 clarifying accessory building and structure standards
- Code amendment to Section 211 regarding natural landscaping
- Code amendment requiring the parking of RVs on hard surfaces in both front and side yards
- Code amendment revising/clarifying the definition of refuse

Economic Development Authority

- The EDA board met on January 2, with the following agenda items discussed:
    - Election of officers – in accordance with their governing by-laws at the annual business meeting the EDA board reelected Kaori Kenmotsu as president, Cory Springhorn as vice president, and Sue Denkinger as treasurer for this year
    - Received an update from a representative of Scannell Properties on the Seven Lakes project, including their plans for the phase two area of the master plan. Scannell has submitted development plans for phase two and an application for tax increment financing assistance.
    - Reviewed and updated EDA goals and priorities for the 2024-2025 work plan. A joint strategic planning meeting of the EDA, EDC, and city council is planned for March or April.
    - Received an update on the Rice Street Crossing redevelopment project by Enclave Companies

Economic Development Commission

The economic development commission did not meet in December, but will meet next week on January 16. At the upcoming meeting, the EDC will review the design and implementation plans for a new monthly e-newsletter that will be sent to subscribers from the local business community on news and information regarding business and economic development. Each month, the newsletter will include features on local businesses, business resources and programs, upcoming events, and general city news. Once approved by the EDC, the goal is to announce the launch of the e-newsletter and solicit subscribers next month.

The EDC will also complete the update of their 2024-2025 work plan goals and priorities at the January meeting.

The EDC met on November 28, to discuss the following agenda items:

- Continued review and discussion of the results of the business survey that was sent to the local business community. A total of 31 businesses completed the survey. The review included a look at trends from past surveys the City has undertaken with the business community.
- Utilizing feedback from the survey, the commission is continuing discussion of establishing an updated top work plan priorities and revising their mission statement.
- Staff also updated the commission on several exciting economic development projects that could bring significant jobs to the community.

Code Enforcement

- There were 15 new code enforcement cases opened in December, 2023. Of those, 11 of the cases are now compliant and closed, with 4 cases still open enforcement.
- Below is a table summarizing code enforcement activity through December, 2023:

CODE ENFORCEMENT December 2023			
Total cases for year	New cases in December	Citations issued in December	New hoarding cases in Dec
451	15	1	1

December, 2023: Enforcement Cases by Categories

- Building without a permit - 1
- Hoarding Cases - 2 (on-going)
- Outside storage - 1

- Parking and storage of vehicles - 12
- Refuse - 1

Rental Licensing

- The following table shows the number of issued rental licenses through December, 2023:

Rental Licenses (General Dwellings)				
Year	2023	2022	2021	2020
Issued	530	509	513	523

- There were a total of 530 General Dwelling Unit licenses issued in 2023, up slightly from recent years
- A total of 238 General Dwelling Units (GDUs) were inspected in 2023
- All 12 existing Multi-Family Units (MFUs) apartment complexes have been inspected. Of the current approximately 2,132 multi-family units, per policy 1/3 of these units were inspected in 2023
- The Rental Program renewal process was completed in December and 2024 licenses will be certified in January.

Building Permit Activity

- A total of 2,822 building related permits were issued in 2023
- Below is the building permit activity for all of 2023, with valuation totaling just over $97 million, surpassing last year's total of $91 million

SHOREVIEW COMMUNITY DEVELOPMENT

Monthly Building Permit Activity
Current Year To Previous Year

December 2023

	December Permits	2023 Valuation	To Date Permits	2023 Valuation	2022 December Permits	2022 Valuation	2022 To date	2022 Valuation
Dwellings			4	$4,021,625	0	$0	6	$3,866,228
Townhomes			0	$0			0	$0
Additions			11	$1,474,930	0	$0	8	$573,499
Garages			3	$140,937			2	$26,660
Miscellaneous	56	$733,029	1499	$25,075,175	56	$1,326,734	910	$16,640,674
Apartments			1	$44,102,096			0	$0
Offices			0	$0			1	$1,530,000
Retail			0	$0			1	$2,686,500
Industrial/Warehouse			0	$0			0	$0
Public buildings			0	$0			0	$0
Commercial Additions			0	$0	1	$3,500,000	4	$53,884,135
Comercial Alter	3	$1,084,513	30	$22,264,023	3	$4,826,734	104	$11,667,365
HVAC	43		695	$0	0		656	$0
Plumbing	41		579	$0	0		594	$0
TOTAL	143	$1,817,542	2822	$97,078,786	60	$9,653,468	2286	$90,875,061

- We want to acknowledge and thank our tremendous building inspection division team, which is led by Brent Marshall as building official, Frank Cupery as building inspector, Dave Scherbel as part-time/retired building official, and Bonnie Garfield serving as the building/permit tech.

Building Inspection Team


Brent Marshall


Frank Cupery


Dave Scherbel


Bonnie Garfield

Department News

- We are excited to report that two full-time positions were recently posted and we are currently reviewing applications to schedule interviews for the following jobs:
  - Property Maintenance Specialist (previously referred to as a code enforcement officer position)
  - Office Support Specialist
- Additionally, we are working with the Human Resources director on completing a job description for posting of a new full-time position approved by the city council and EDA – Housing Program Specialist. This position will manage the rental licensing program, housing maintenance enforcement including hoarding cases, and assist with other housing programs.
- We are thrilled to report that Dave Scherbel has agreed to continue on in his phased retirement for the coming year. After a long and distinguished career, Dave Scherbel retired as Shoreview's full-time building official on June 30. We expect a very busy construction year ahead with a number of large apartment and commercial development projects on the horizon. We are fortunate to continue to benefit from Dave's knowledge and experience.

TO: Brad Martens, City Manager

FROM: Fred Espe, Finance Director

DATE: January 10, 2024

RE: Monthly Finance Report

Utility revenue

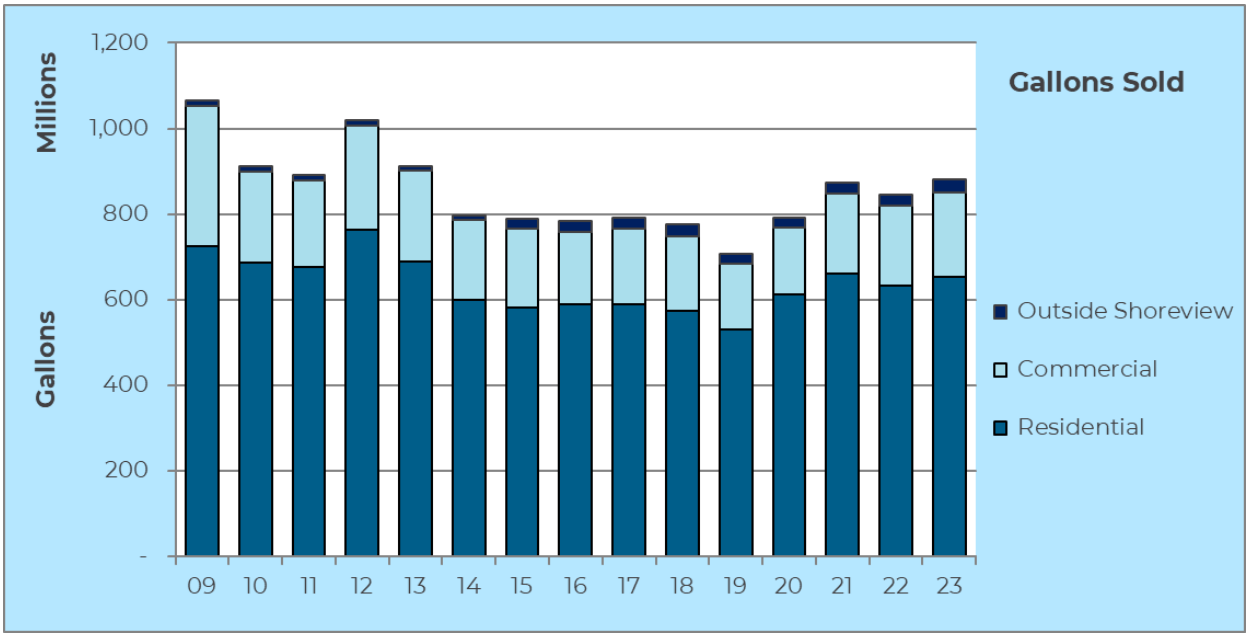
The table below provides a two-year comparison of utility revenue and gallons of water sold, and shows the variance to the adopted budget (the last two lines of the table). Water revenue for 2023 is 9.8% above budget ($441,334 above). The variance is due to gallons sold being above projected levels (800 million gallons).

		Utility revenues				
Month	Gallons	Water	Sewer	Surf Wtr	St Light	Total
Jan-22	52,142,245	$ 291,500	$ 399,178	$ 175,613	$ 68,757	$ 935,048
Feb-22	42,209,565	$ 235,007	$ 340,561	$ 141,838	$ 56,295	$ 773,701
Mar-22	52,557,702	$ 305,093	$ 475,223	$ 223,199	$ 86,070	$ 1,089,585
Apr-22	43,376,183	$ 256,153	$ 388,378	$ 175,718	$ 66,620	$ 886,869
May-22	39,999,313	$ 220,984	$ 333,716	$ 141,921	$ 56,186	$ 752,807
Jun-22	57,600,597	$ 326,184	$ 487,877	$ 223,892	$ 86,706	$ 1,124,659
Jul-22	74,403,734	$ 389,335	$ 393,820	$ 176,405	$ 67,037	$ 1,026,597
Aug-22	90,928,454	$ 485,593	$ 348,060	$ 143,060	$ 56,565	$ 1,033,278
Sep-22	123,400,300	$ 642,295	$ 533,396	$ 224,605	$ 87,688	$ 1,487,984
Oct-22	115,661,658	$ 612,027	$ 425,815	$ 179,500	$ 69,827	$ 1,287,169
Nov-22	75,875,164	$ 403,465	$ 341,789	$ 142,372	$ 56,222	$ 943,848
Dec-22	77,062,113	$ 428,529	$ 525,357	$ 232,980	$ 87,460	$ 1,274,326
Total 2022	845,217,028	$ 4,596,165	$ 4,993,170	$ 2,181,103	$ 845,433	$ 12,615,871
Jan-23	53,734,679	$ 309,278	$ 430,229	$ 183,748	$ 72,262	$ 995,517
Feb-23	39,655,936	$ 228,169	$ 338,849	$ 148,481	$ 59,055	$ 774,554
Mar-23	49,960,220	$ 287,124	$ 493,599	$ 234,358	$ 92,415	$ 1,107,496
Apr-23	42,760,315	$ 268,283	$ 412,416	$ 184,413	$ 72,620	$ 937,732
May-23	39,364,288	$ 230,273	$ 340,944	$ 147,864	$ 58,896	$ 777,977
Jun-23	65,885,456	$ 372,573	$ 501,897	$ 234,342	$ 92,190	$ 1,201,002
Jul-23	92,280,768	$ 490,990	$ 419,382	$ 184,656	$ 72,717	$ 1,167,745
Aug-23	106,503,678	$ 596,071	$ 360,236	$ 149,053	$ 59,324	$ 1,164,684
Sep-23	127,065,153	$ 685,991	$ 541,465	$ 234,010	$ 92,102	$ 1,553,568
Oct-23	120,932,597	$ 653,549	$ 423,104	$ 185,508	$ 72,918	$ 1,335,079
Nov-23	78,272,107	$ 428,812	$ 355,208	$ 148,194	$ 59,221	$ 991,435
Dec-23	65,299,839	$ 372,221	$ 503,944	$ 233,683	$ 91,757	$ 1,201,605
Total 2023	881,715,036	$ 4,923,334	$ 5,121,273	$ 2,268,310	$ 895,477	$ 13,208,394
Change	4.3%	7.1%	2.6%	4.0%	5.9%	4.7%
2023 rate increase		3.0%	3.0%	4.0%	5.0%	3.3%
Budget (2023)		$ 4,482,000	$ 5,115,000	$ 2,277,000	$ 886,000	$ 12,760,000
Variance to budget in $		$ 441,334	$ 6,273	$ (8,690)	$ 9,477	$ 448,394
Variance to budget in %		9.8%	0.1%	-0.4%	1.1%	3.5%

The utility revenue shown on the previous page includes revenue from late fees. To illustrate the impact of late fees on total revenue, the table below provides a 5-year history of these fees, as well as the percent of total utility revenue. For 2023, late fees account for 1.6% of utility revenue.

Year	Water	Sewer	Surface Water	Street Lighting	Total	Percent of Revenue
2019	$49,102	$71,684	$28,251	$ 11,407	$160,444	1.6%
2020	48,670	63,329	24,638	10,255	146,892	1.3%
2021	55,117	60,126	25,805	10,345	151,393	1.3%
2022	64,978	71,775	31,405	12,340	180,498	1.4%
2023	75,475	84,122	35,302	14,446	209,345	1.6%

The graph that follows shows the gallons billed over a 15-year period. The year 2019 is lowest, followed by 2018 at second lowest. The year 2009 had the highest consumption, followed by 2012.

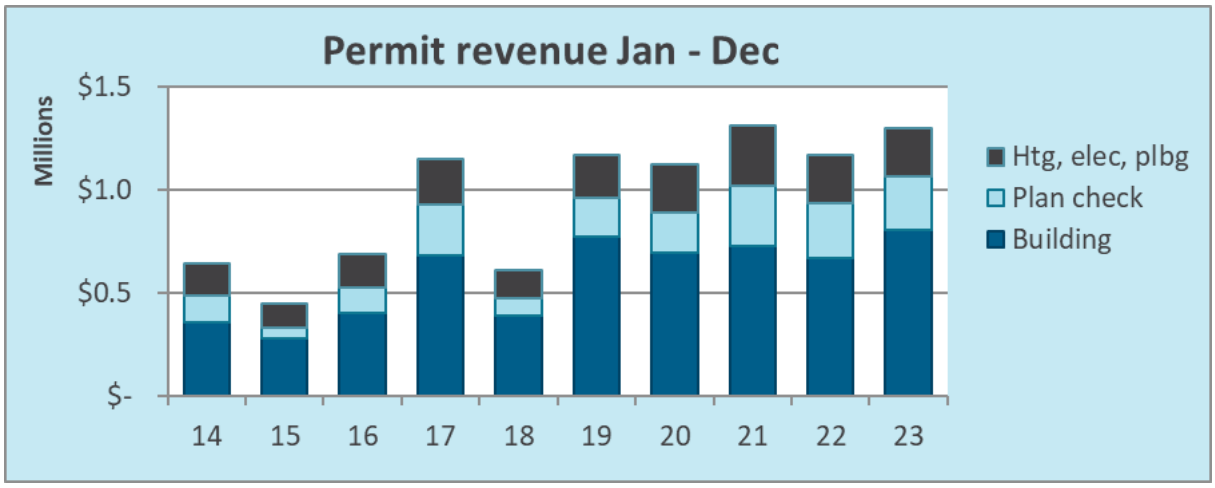


In order to meet water revenue projections, water revenues are extremely reliant on achieving the base gallons of sales that are projected. Base gallons used for determining the 2023 water rate was 800 million gallons. The flat rate portion of the utility charge (water availability) was increased at a higher rate than the consumption charge for the years 2020 through 2022 in order to provide more stability to the revenue stream. Actual gallons billed in 2023 were 882 million gallons or 82 million gallons above base gallons (10.2% above). The 2023 increase in gallons sold was due to summer irrigation as a result of drought conditions. This is the third time since 2013 that actual gallons have exceeded the budgeted base gallons.

Permit revenue

The table below provides a 5-year comparison of permit revenue to annual budget allowances, followed by a graph of permit revenue over the last 10 years. Total permit revenue in 2023 is significantly higher than the budget allowance due to the city's policy of conservatively budgeting permit revenue ($616,235 higher). This will be one of the contributing factors in the year-end fund balance transfer out of the general fund.

	2019	2020	2021	2022	2023
Revenue Received					
Building permits	$ 770,399	$ 697,392	$ 726,166	$ 667,360	$ 804,360
Plan check	189,698	194,102	295,641	265,649	262,454
Heating/electric/plumbing	206,124	228,647	286,186	237,186	232,421
Total Revenue	$1,166,221	$1,120,141	$1,307,993	$1,170,195	$1,299,235
Percent of budget allowance	362.2%	299.5%	327.8%	281.3%	190.2%
Budget allowance:					
Building permits	$ 200,000	$ 228,000	$ 235,000	$ 240,000	$ 400,000
Plan check	50,000	60,000	75,000	80,000	155,000
Heating/electric/plumbing	72,000	86,000	89,000	96,000	128,000
Total Budget	$ 322,000	$ 374,000	$ 399,000	$ 416,000	$ 683,000



Monthly report

Attached is the monthly report for December of 2023. The balances in this report are preliminary, and do not include year-end adjustments, accruals, or the allocation of interest income for the year and property taxes for the second half October tax settlement from Ramsey County.

COUNCIL FOR CITY OF SHOREVIEW

Balance As Of 12/31/2023
% Fiscal Year Completed: 100.00

GL Number	Description	2023 Amended Budget	YTD Balance 12/31/2023 Norm (Abnorm)	Activity For 12/31/2023 Incr (Decr)	Available Balance 12/31/2023 Norm (Abnorm)	% Bdgt Used	2022 % Bdgt Used
Fund: 101 GENERAL FUND							
Account Category: Revenues							
3110	Current taxes	10,703,345.00	5,511,338.60		5,192,006.40	51.49	99.70
3120	Delinquent taxes	0.00	26,049.28		(26,049.28)	100.00	100.00
3140	Other taxes	0.00	1,040.21		(1,040.21)	100.00	100.00
3310	Bus. License & Perm	47,650.00	57,193.00	3,220.00	(9,543.00)	120.03	102.93
3320	Non-Bus Lic & Permit	587,300.00	1,140,983.24	109,891.34	(553,683.24)	194.28	243.41
3420	State	584,000.00	1,856,246.49	1,180,084.00	(1,272,246.49)	317.85	117.53
3430	Other	41,600.00	40,574.61		1,025.39	97.54	101.41
3510	General Government	800.00	867.87	109.50	(67.87)	108.48	104.09
3520	Public Works	378,500.00	283,812.27		94,687.73	74.98	96.55
3530	Parks and Recreation	32,000.00	44,497.17	500.00	(12,497.17)	139.05	165.92
3540	Community Develop.	168,450.00	288,850.63	8,225.45	(120,400.63)	171.48	297.13
3550	Admin Charges	1,123,950.00	1,023,950.00		100,000.00	91.10	103.70
3600	Fines & Forfeits	55,000.00	28,639.17	1,431.75	26,360.83	52.07	79.01
3800	Interest Earnings	80,000.00			80,000.00	0.00	211.55
3910	Miscellaneous	11,900.00	35,290.22	673.30	(23,390.22)	296.56	231.64
3930	Transfers In	945,000.00	945,000.00	12,500.00	0.00	100.00	100.00
Revenues		14,759,495.00	11,284,332.76	1,316,635.34	3,475,162.24	76.45	104.93
Account Category: Expenditures							
4010	COUNCIL & COMMISS	186,257.00	182,931.65	13,223.19	3,325.35	98.21	94.48
4020	ADMINISTRATION	586,734.00	575,523.08	66,620.48	11,210.92	98.09	94.00
4021	HUMAN RESOURCES	334,019.00	313,416.52	34,278.14	20,602.48	93.83	84.66
4030	ELECTIONS	14,000.00	78,695.00		(64,695.00)	562.11	97.24
4040	COMMUNICATIONS	355,679.00	342,673.79	30,292.75	13,005.21	96.34	101.70
4050	FINANCE/ACCOUNTING	771,292.00	732,230.35	74,443.93	39,061.65	94.94	99.16
4055	INFORMATION SYSTEMS	710,266.00	577,735.44	25,045.72	132,530.56	81.34	83.26
4060	LEGAL	132,000.00	116,734.71		15,265.29	88.44	80.74
4080	MUNICIPAL BUILDINGS	143,488.00	133,353.38	2,241.00	10,134.62	92.94	110.65
4110	POLICE	3,103,997.00	3,156,030.29	258,316.20	(52,033.29)	101.68	99.48
4120	FIRE	2,114,517.00	2,220,395.49		(105,878.49)	105.01	103.88
4205	PUB WORKS ADM/ENGIN	534,465.00	448,510.75	38,430.36	85,954.25	83.92	94.06
4220	STREETS	1,027,516.00	1,015,587.35	65,795.95	11,928.65	98.84	90.08
4240	TRAFFIC CONTROL	0.00	15,574.44		(15,574.44)	100.00	0.00
4340	PARK/RECREATION ADM	670,066.00	626,008.67	75,707.58	44,057.33	93.42	95.68
4345	TRAIL MGMT	221,500.00	187,238.99	10,242.94	34,261.01	84.53	83.95
4371	PARK MAINTENANCE	1,912,273.00	1,791,284.33	140,330.29	120,988.67	93.67	95.22
4390	FORESTRY/NURSERY	428,054.00	315,329.78	4,554.33	112,724.22	73.67	80.04
4410	PLANNING/ZONING ADM	489,878.00	369,344.39	39,449.03	120,533.61	75.40	82.19
4430	BUILDING INSPECTION	393,494.00	351,565.80	40,798.49	41,928.20	89.34	111.60
4990	TRANSFERS OUT	630,000.00	629,999.92	25,416.66	0.08	100.00	195.57
Expenditures		14,759,495.00	14,180,164.12	945,187.04	579,330.88	96.07	100.62
Fund 101 - GENERAL FUND:							
TOTAL REVENUES		14,759,495.00	11,284,332.76	1,316,635.34	3,475,162.24		
TOTAL EXPENDITURES		14,759,495.00	14,180,164.12	945,187.04	579,330.88		
NET OF REVENUES & EXPENDITURES:		0.00	(2,895,831.36)	371,448.30	2,895,831.36		

GL Number	Description	2023 Amended Budget	YTD Balance 12/31/2023 Norm (Abnorm)	Activity For 12/31/2023 Incr (Decr)	Available Balance 12/31/2023 Norm (Abnorm)	% Bdgt Used	2022 % Bdgt Used
Fund: 210 RECYCLING							
Account Category: Revenues							
3430	Other	65,000.00	70,784.49		(5,784.49)	108.90	106.22
3520	Public Works	885,260.00	457,482.53		427,777.47	51.68	111.52
3800	Interest Earnings	0.00			0.00	0.00	100.00
Revenues		950,260.00	528,267.02	0.00	421,992.98	55.59	106.42
Account Category: Expenditures							
4275	RECYCLING	819,993.00	694,405.94	51,770.25	125,587.06	84.68	96.69
Expenditures		819,993.00	694,405.94	51,770.25	125,587.06	84.68	96.69
Fund 210 - RECYCLING:							
TOTAL REVENUES		950,260.00	528,267.02	0.00	421,992.98		
TOTAL EXPENDITURES		819,993.00	694,405.94	51,770.25	125,587.06		
NET OF REVENUES & EXPENDITURES:		130,267.00	(166,138.92)	(51,770.25)	296,405.92		

GL Number	Description	2023 Amended Budget	YTD Balance 12/31/2023 Norm (Abnorm)	Activity For 12/31/2023 Incr (Decr)	Available Balance 12/31/2023 Norm (Abnorm)	% Bdgt Used	2022 % Bdgt Used
Fund: 220 COMMUNITY CENTER							
Account Category: Revenues							
3510	General Government	500.00	(696.92)	52.75	1,196.92	139.38	121.23
3530	Parks and Recreation	3,396,913.00	3,839,096.68	370,963.20	(442,183.68)	113.02	102.57
3800	Interest Earnings	10,000.00	133.04		9,866.96	1.33	841.86
3910	Miscellaneous	12,500.00			12,500.00	0.00	101.51
3930	Transfers In	305,000.00	304,999.92	25,416.66	0.08	100.00	100.00
Revenues		3,724,913.00	4,143,532.72	396,432.61	(418,619.72)	111.24	99.71
Account Category: Expenditures							
4380	COMMUNITY CENTER	3,868,636.00	3,774,430.32	360,441.75	94,205.68	97.56	102.69
Expenditures		3,868,636.00	3,774,430.32	360,441.75	94,205.68	97.56	102.69
Fund 220 - COMMUNITY CENTER:							
TOTAL REVENUES		3,724,913.00	4,143,532.72	396,432.61	(418,619.72)		
TOTAL EXPENDITURES		3,868,636.00	3,774,430.32	360,441.75	94,205.68		
NET OF REVENUES & EXPENDITURES:		(143,723.00)	369,102.40	35,990.86	(512,825.40)		

GL Number	Description	2023 Amended Budget	YTD Balance 12/31/2023 Norm (Abnorm)	Activity For 12/31/2023 Incr (Decr)	Available Balance 12/31/2023 Norm (Abnorm)	% Bdgt Used	2022 % Bdgt Used
Fund: 225 RECREATION PROGRAMS							
Account Category: Revenues							
3530	Parks and Recreation	1,731,010.00	1,739,265.46	98,632.60	(8,255.46)	100.48	101.69
3800	Interest Earnings	2,000.00			2,000.00	0.00	2,214.42
3910	Miscellaneous	0.00			0.00	0.00	100.00
3930	Transfers In	300,000.00	300,000.00		0.00	100.00	100.00
Revenues		2,033,010.00	2,039,265.46	98,632.60	(6,255.46)	100.31	98.92
Account Category: Expenditures							
4340	PARK/RECREATION ADM	695,729.00	633,296.66	75,425.72	62,432.34	91.03	96.82
4351	ADULT & YOUTH SPORTS	121,589.00	131,658.68	5,121.89	(10,069.68)	108.28	102.29
4352	AQUATICS	120,445.00	119,291.95	13,889.74	1,153.05	99.04	103.15
4353	FITNESS PROGRAMS	183,528.00	128,016.57	17,996.83	55,511.43	69.75	85.55
4354	SUMMER DISCOVERY	372,186.00	343,061.64	87.50	29,124.36	92.17	98.75
4355	PRESCHOOL PROGRAMS	271,054.00	255,458.17	35,513.56	15,595.83	94.25	93.95
4356	DROP-IN CHILD CARE	67,299.00	69,805.21	9,211.68	(2,506.21)	103.72	96.18
4357	SPECIAL EVENTS	0.00	3,386.00		(3,386.00)	100.00	0.00
4358	YOUTH/TEEN	79,226.00	82,932.35	17,723.28	(3,706.35)	104.68	124.91
4359	COMMUNITY PROGRAMS	174,154.00	125,822.39	1,669.36	48,331.61	72.25	80.58
Expenditures		2,085,210.00	1,892,729.62	176,639.56	192,480.38	90.77	96.44
Fund 225 - RECREATION PROGRAMS:							
TOTAL REVENUES		2,033,010.00	2,039,265.46	98,632.60	(6,255.46)		
TOTAL EXPENDITURES		2,085,210.00	1,892,729.62	176,639.56	192,480.38		
NET OF REVENUES & EXPENDITURES:		(52,200.00)	146,535.84	(78,006.96)	(198,735.84)		

GL Number	Description	2023 Amended Budget	YTD Balance 12/31/2023 Norm (Abnorm)	Activity For 12/31/2023 Incr (Decr)	Available Balance 12/31/2023 Norm (Abnorm)	% Bdgt Used	2022 % Bdgt Used
Fund: 230 CABLE TELEVISION							
Account Category: Revenues							
3510	General Government	349,250.00	275,284.60		73,965.40	78.82	105.40
3800	Interest Earnings	2,000.00			2,000.00	0.00	451.81
3910	Miscellaneous	1,200.00	2,900.00	200.00	(1,700.00)	241.67	50.00
Revenues		352,450.00	278,184.60	200.00	74,265.40	78.93	102.16
Account Category: Expenditures							
4090	CABLE TELEVISION	193,991.00	110,185.50	4,474.01	83,805.50	56.80	104.21
4990	TRANSFERS OUT	150,000.00	150,000.00	12,500.00	0.00	100.00	100.00
Expenditures		343,991.00	260,185.50	16,974.01	83,805.50	75.64	102.86
Fund 230 - CABLE TELEVISION:							
TOTAL REVENUES		352,450.00	278,184.60	200.00	74,265.40		
TOTAL EXPENDITURES		343,991.00	260,185.50	16,974.01	83,805.50		
NET OF REVENUES & EXPENDITURES:		8,459.00	17,999.10	(16,774.01)	(9,540.10)		

GL Number	Description	2023 Amended Budget	YTD Balance 12/31/2023 Norm (Abnorm)	Activity For 12/31/2023 Incr (Decr)	Available Balance 12/31/2023 Norm (Abnorm)	% Bdgt Used	2022 % Bdgt Used
Fund: 240 ECON DEVEL AUTH/EDA							
Account Category: Revenues							
3110	Current taxes	215,000.00	110,707.24		104,292.76	51.49	99.59
3120	Delinquent taxes	0.00	483.81		(483.81)	100.00	100.00
3140	Other taxes	0.00	19.32		(19.32)	100.00	100.00
3800	Interest Earnings	0.00			0.00	0.00	100.00
3930	Transfers In	0.00	165,777.50		(165,777.50)	100.00	0.00
Revenues		215,000.00	276,987.87	0.00	(61,987.87)	128.83	98.74
Account Category: Expenditures							
4440	ECON DEVELOPMENT-EDA	217,752.00	251,159.39	17,403.20	(33,407.39)	115.34	98.65
Expenditures		217,752.00	251,159.39	17,403.20	(33,407.39)	115.34	98.65
Fund 240 - ECON DEVEL AUTH/EDA:							
TOTAL REVENUES		215,000.00	276,987.87	0.00	(61,987.87)		
TOTAL EXPENDITURES		217,752.00	251,159.39	17,403.20	(33,407.39)		
NET OF REVENUES & EXPENDITURES:		(2,752.00)	25,828.48	(17,403.20)	(28,580.48)		

GL Number	Description	2023 Amended Budget	YTD Balance 12/31/2023 Norm (Abnorm)	Activity For 12/31/2023 Incr (Decr)	Available Balance 12/31/2023 Norm (Abnorm)	% Bdgt Used	2022 % Bdgt Used
Fund: 241 HRA PROGRAMS OF EDA							
Account Category: Revenues							
3110	Current taxes	295,000.00	288,558.58	136,663.11	6,441.42	97.82	99.59
3120	Delinquent taxes	0.00	(15.11)	(732.30)	15.11	100.00	100.00
3140	Other taxes	0.00	160.06	134.39	(160.06)	100.00	100.00
3320	Non-Bus Lic & Permit	0.00	10,297.50		(10,297.50)	100.00	0.00
3410	Federal	0.00			0.00	0.00	100.00
3800	Interest Earnings	0.00			0.00	0.00	100.00
Revenues		295,000.00	299,001.03	136,065.20	(4,001.03)	101.36	133.67
Account Category: Expenditures							
4450	HOUSING PROGRAMS-HRA	287,768.00	322,258.11	12,879.63	(34,490.11)	111.99	89.84
Expenditures		287,768.00	322,258.11	12,879.63	(34,490.11)	111.99	89.84
Fund 241 - HRA PROGRAMS OF EDA:							
TOTAL REVENUES		295,000.00	299,001.03	136,065.20	(4,001.03)		
TOTAL EXPENDITURES		287,768.00	322,258.11	12,879.63	(34,490.11)		
NET OF REVENUES & EXPENDITURES:		7,232.00	(23,257.08)	123,185.57	30,489.08		

GL Number	Description	2023 Amended Budget	YTD Balance 12/31/2023 Norm (Abnorm)	Activity For 12/31/2023 Incr (Decr)	Available Balance 12/31/2023 Norm (Abnorm)	% Bdgt Used	2022 % Bdgt Used
Fund: 270 SLICE SV EVENT							
Account Category: Revenues							
3510	General Government	25,000.00	30,302.60		(5,302.60)	121.21	105.10
3800	Interest Earnings	0.00			0.00	0.00	100.00
3910	Miscellaneous	25,000.00	37,962.00		(12,962.00)	151.85	204.45
3930	Transfers In	25,000.00	25,000.00		0.00	100.00	100.00
Revenues		75,000.00	93,264.60	0.00	(18,264.60)	124.35	133.41
Account Category: Expenditures							
4025	SLICE OF SHOREVIEW	85,380.00	78,983.49		6,396.51	92.51	100.90
Expenditures		85,380.00	78,983.49	0.00	6,396.51	92.51	100.90
Fund 270 - SLICE SV EVENT:							
TOTAL REVENUES		75,000.00	93,264.60	0.00	(18,264.60)		
TOTAL EXPENDITURES		85,380.00	78,983.49	0.00	6,396.51		
NET OF REVENUES & EXPENDITURES:		(10,380.00)	14,281.11	0.00	(24,661.11)		

GL Number	Description	2023 Amended Budget	YTD Balance 12/31/2023 Norm (Abnorm)	Activity For 12/31/2023 Incr (Decr)	Available Balance 12/31/2023 Norm (Abnorm)	% Bdgt Used	2022 % Bdgt Used
Fund: 601 WATER FUND							
Account Category: Revenues							
3210	Spec assmt coll.	0.00	1,068.48		(1,068.48)	100.00	100.00
3710	Utility Charges	4,492,500.00	4,907,129.21	364,128.62	(414,629.21)	109.23	105.56
3720	Late fees	0.00	75,474.55	8,152.48	(75,474.55)	100.00	100.00
3760	Water meters	7,000.00	7,894.00		(894.00)	112.77	149.57
3790	Other prop charges	20,000.00	1,987.64	282.00	18,012.36	9.94	13.84
3800	Interest Earnings	30,000.00	17,343.12		12,656.88	57.81	341.05
3910	Miscellaneous	0.00			0.00	0.00	100.00
3920	Sale of Asset	0.00			0.00	0.00	100.00
3960	Contributed Assets	0.00	2,725.79		(2,725.79)	100.00	100.00
Revenues		4,549,500.00	5,013,622.79	372,563.10	(464,122.79)	110.20	104.89
Account Category: Expenditures							
4505	WATER OPERATIONS	2,167,434.00	2,255,107.63	177,854.35	(87,673.63)	104.05	98.27
4830	GO REVENUE BONDS	389,444.00	431,088.81	123.60	(41,644.81)	110.69	106.48
4970	DEPRECIATION	990,000.00	990,000.00	82,500.00	0.00	100.00	98.77
4990	TRANSFERS OUT	443,000.00	443,000.00		0.00	100.00	97.74
Expenditures		3,989,878.00	4,119,196.44	260,477.95	(129,318.44)	103.24	99.09
Fund 601 - WATER FUND:							
TOTAL REVENUES		4,549,500.00	5,013,622.79	372,563.10	(464,122.79)		
TOTAL EXPENDITURES		3,989,878.00	4,119,196.44	260,477.95	(129,318.44)		
NET OF REVENUES & EXPENDITURES:		559,622.00	894,426.35	112,085.15	(334,804.35)		

GL Number	Description	2023 Amended Budget	YTD Balance 12/31/2023 Norm (Abnorm)	Activity For 12/31/2023 Incr (Decr)	Available Balance 12/31/2023 Norm (Abnorm)	% Bdgt Used	2022 % Bdgt Used
Fund: 602 SEWER FUND							
Account Category: Revenues							
3210	Spec assmt coll.	0.00	1,464.80		(1,464.80)	100.00	100.00
3420	State	0.00	133,846.00		(133,846.00)	100.00	0.00
3510	General Government	1,600.00	4,632.04		(3,032.04)	289.50	45.04
3710	Utility Charges	5,115,000.00	5,037,151.28	498,051.90	77,848.72	98.48	100.52
3720	Late fees	0.00	84,121.89	5,891.83	(84,121.89)	100.00	100.00
3730	Facility/area chgs	5,000.00	57,900.00	180.00	(52,900.00)	1,158.00	62.80
3790	Other prop charges	2,500.00			2,500.00	0.00	0.00
3800	Interest Earnings	35,000.00	9,875.56		25,124.44	28.22	336.39
3920	Sale of Asset	0.00			0.00	0.00	100.00
3960	Contributed Assets	0.00			0.00	0.00	100.00
Revenues		5,159,100.00	5,328,991.57	504,123.73	(169,891.57)	103.29	99.47
Account Category: Expenditures							
4555	SEWER OPERATIONS	4,010,770.00	3,964,252.29	279,747.62	46,517.71	98.84	97.74
4830	GO REVENUE BONDS	131,667.00	170,676.54	185.28	(39,009.54)	129.63	117.07
4970	DEPRECIATION	362,000.00	362,004.00	30,167.00	(4.00)	100.00	90.63
4990	TRANSFERS OUT	218,000.00	218,000.00		0.00	100.00	100.00
Expenditures		4,722,437.00	4,714,932.83	310,099.90	7,504.17	99.84	97.78
Fund 602 - SEWER FUND:							
TOTAL REVENUES		5,159,100.00	5,328,991.57	504,123.73	(169,891.57)		
TOTAL EXPENDITURES		4,722,437.00	4,714,932.83	310,099.90	7,504.17		
NET OF REVENUES & EXPENDITURES:		436,663.00	614,058.74	194,023.83	(177,395.74)		

GL Number	Description	2023 Amended Budget	YTD Balance 12/31/2023 Norm (Abnorm)	Activity For 12/31/2023 Incr (Decr)	Available Balance 12/31/2023 Norm (Abnorm)	% Bdgt Used	2022 % Bdgt Used
Fund: 603 SURFACE WATER MGMT							
Account Category: Revenues							
3210	Spec assmt coll.	0.00	526.77		(526.77)	100.00	100.00
3430	Other	0.00	15,000.00		(15,000.00)	100.00	0.00
3540	Community Develop.	10,000.00	12,520.00	690.00	(2,520.00)	125.20	100.00
3710	Utility Charges	2,277,000.00	2,233,008.50	231,249.84	43,991.50	98.07	99.94
3720	Late fees	0.00	35,301.74	2,432.80	(35,301.74)	100.00	100.00
3740	Lake Impr Dist chgs	38,000.00	11,943.36	1,202.63	26,056.64	31.43	40.28
3790	Other prop charges	8,000.00	17,414.03		(9,414.03)	217.68	0.00
3800	Interest Earnings	15,000.00	12,770.90		2,229.10	85.14	389.62
3920	Sale of Asset	0.00			0.00	0.00	100.00
3960	Contributed Assets	0.00			0.00	0.00	100.00
Revenues		2,348,000.00	2,338,485.30	235,575.27	9,514.70	99.59	104.32
Account Category: Expenditures							
4585	SURFACE WATER OPER	1,374,057.00	1,433,109.96	60,285.89	(59,052.96)	104.30	89.06
4590	SNAIL LAKE AUG.	50,764.00	43,159.27	1,555.52	7,604.73	85.02	76.90
4830	GO REVENUE BONDS	112,575.00	135,427.41	139.80	(22,852.41)	120.30	117.69
4970	DEPRECIATION	415,000.00	414,996.00	34,583.00	4.00	100.00	95.97
4990	TRANSFERS OUT	201,000.00	201,000.00		0.00	100.00	100.00
Expenditures		2,153,396.00	2,227,692.64	96,564.21	(74,296.64)	103.45	92.68
Fund 603 - SURFACE WATER MGMT:							
TOTAL REVENUES		2,348,000.00	2,338,485.30	235,575.27	9,514.70		
TOTAL EXPENDITURES		2,153,396.00	2,227,692.64	96,564.21	(74,296.64)		
NET OF REVENUES & EXPENDITURES:		194,604.00	110,792.66	139,011.06	83,811.34		

GL Number	Description	2023 Amended Budget	YTD Balance 12/31/2023 Norm (Abnorm)	Activity For 12/31/2023 Incr (Decr)	Available Balance 12/31/2023 Norm (Abnorm)	% Bdgt Used	2022 % Bdgt Used
Fund: 604 STREET LIGHT UTILITY							
Account Category: Revenues							
3210	Spec assmt coll.	0.00	226.79		(226.79)	100.00	100.00
3710	Utility Charges	886,000.00	881,031.03	90,740.57	4,968.97	99.44	100.13
3720	Late fees	0.00	14,445.94	1,016.88	(14,445.94)	100.00	100.00
3800	Interest Earnings	10,000.00			10,000.00	0.00	549.84
3910	Miscellaneous	0.00	2,170.37	1,077.73	(2,170.37)	100.00	0.00
3920	Sale of Asset	0.00			0.00	0.00	100.00
3960	Contributed Assets	0.00			0.00	0.00	100.00
Revenues		896,000.00	897,874.13	92,835.18	(1,874.13)	100.21	95.45
Account Category: Expenditures							
4260	STREET LIGHTING	302,994.00	994,065.46	23,230.57	(691,071.46)	328.08	101.05
4700	CAPITAL PROJECTS	0.00	12,939.40		(12,939.40)	100.00	0.00
4970	DEPRECIATION	162,000.00	162,000.00	13,500.00	0.00	100.00	87.77
4990	TRANSFERS OUT	52,400.00	52,400.00		0.00	100.00	100.00
Expenditures		517,394.00	1,221,404.86	36,730.57	(704,010.86)	236.07	97.16
Fund 604 - STREET LIGHT UTILITY:							
TOTAL REVENUES		896,000.00	897,874.13	92,835.18	(1,874.13)		
TOTAL EXPENDITURES		517,394.00	1,221,404.86	36,730.57	(704,010.86)		
NET OF REVENUES & EXPENDITURES:		378,606.00	(323,530.73)	56,104.61	702,136.73		

GL Number	Description	2023 Amended Budget	YTD Balance 12/31/2023 Norm (Abnorm)	Activity For 12/31/2023 Incr (Decr)	Available Balance 12/31/2023 Norm (Abnorm)	% Bdgt Used	2022 % Bdgt Used
Fund: 701 CENTRAL GARAGE FUND							
Account Category: Revenues							
3110	Current taxes	184,000.00	94,744.81		89,255.19	51.49	99.59
3120	Delinquent taxes	0.00	509.17		(509.17)	100.00	100.00
3140	Other taxes	0.00	20.33		(20.33)	100.00	100.00
3770	Cent Garage chgs	1,449,000.00	1,448,005.48	660.80	994.52	99.93	98.78
3800	Interest Earnings	20,000.00			20,000.00	0.00	575.64
3910	Miscellaneous	0.00			0.00	0.00	100.00
3920	Sale of Asset	32,000.00			32,000.00	0.00	100.00
3930	Transfers In	119,400.00	119,400.00		0.00	100.00	100.00
3960	Contributed Assets	0.00			0.00	0.00	100.00
Revenues		1,804,400.00	1,662,679.79	660.80	141,720.21	92.15	96.79
Account Category: Expenditures							
4650	CENTRAL GARAGE OPER	789,028.00	1,214,622.04	177,268.25	(425,594.04)	153.94	104.28
4813	GO CIP BONDS	57,770.00	72,709.66		(14,939.66)	125.86	100.03
4970	DEPRECIATION	817,000.00	816,996.00	68,083.00	4.00	100.00	94.18
4980	OTHER EXPENSES	0.00			0.00	0.00	0.00
4990	TRANSFERS OUT	0.00			0.00	0.00	0.00
Expenditures		1,663,798.00	2,104,327.70	245,351.25	(440,529.70)	126.48	96.83
Fund 701 - CENTRAL GARAGE FUND:							
TOTAL REVENUES		1,804,400.00	1,662,679.79	660.80	141,720.21		
TOTAL EXPENDITURES		1,663,798.00	2,104,327.70	245,351.25	(440,529.70)		
NET OF REVENUES & EXPENDITURES:		140,602.00	(441,647.91)	(244,690.45)	582,249.91		

GL Number	Description	2023 Amended Budget	YTD Balance 12/31/2023 Norm (Abnorm)	Activity For 12/31/2023 Incr (Decr)	Available Balance 12/31/2023 Norm (Abnorm)	% Bdgt Used	2022 % Bdgt Used
Fund: 702 STD SELF INSURANCE							
Account Category: Revenues							
3510	General Government	7,900.00	8,696.00	728.00	(796.00)	110.08	111.75
3800	Interest Earnings	600.00			600.00	0.00	297.49
Revenues		8,500.00	8,696.00	728.00	(196.00)	102.31	82.86
Account Category: Expenditures							
4755	SHORT-TERM DISAB	10,000.00	27,517.89		(17,517.89)	275.18	305.75
Expenditures		10,000.00	27,517.89	0.00	(17,517.89)	275.18	305.75
Fund 702 - STD SELF INSURANCE:							
TOTAL REVENUES		8,500.00	8,696.00	728.00	(196.00)		
TOTAL EXPENDITURES		10,000.00	27,517.89	0.00	(17,517.89)		
NET OF REVENUES & EXPENDITURES:		(1,500.00)	(18,821.89)	728.00	17,321.89		

GL Number	Description	2023 Amended Budget	YTD Balance 12/31/2023 Norm (Abnorm)	Activity For 12/31/2023 Incr (Decr)	Available Balance 12/31/2023 Norm (Abnorm)	% Bdgt Used	2022 % Bdgt Used
Fund: 703 LIABILITY CLAIMS							
Account Category: Revenues							
3800	Interest Earnings	2,500.00			2,500.00	0.00	278.34
3910	Miscellaneous	15,000.00	12,687.57	8,515.00	2,312.43	84.58	188.43
Revenues		17,500.00	12,687.57	8,515.00	4,812.43	72.50	121.75
Account Category: Expenditures							
4740	INSURANCE CLAIMS	32,000.00	23,647.51	3,113.41	8,352.49	73.90	100.00
Expenditures		32,000.00	23,647.51	3,113.41	8,352.49	73.90	100.00
Fund 703 - LIABILITY CLAIMS:							
TOTAL REVENUES		17,500.00	12,687.57	8,515.00	4,812.43		
TOTAL EXPENDITURES		32,000.00	23,647.51	3,113.41	8,352.49		
NET OF REVENUES & EXPENDITURES:		(14,500.00)	(10,959.94)	5,401.59	(3,540.06)		
Report Totals:							
TOTAL REVENUES - ALL FUNDS		37,188,128.00	34,205,873.21	3,162,966.83	2,982,254.79		
TOTAL EXPENDITURES - ALL FUNDS		35,557,128.00	35,893,036.36	2,533,632.73	(335,908.36)		
NET OF REVENUES & EXPENDITURES:		1,631,000.00	(1,687,163.15)	629,334.10	3,318,163.15		

City of Shoreview
Portfolio Management
Portfolio Details - Investments
December 31, 2023

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM 360	YTM 365	Days to Maturity	Maturity Date
Negotiable CDs Monthly												
32022RSG3	1439	1st Financial Bank USA		08/01/2022	249,000.00	230,592.92	249,000.00	3.300	3.209	3.254	1,309	08/02/2027
020080CB1	1384	Alma Bank		01/19/2021	185,000.00	163,742.95	184,741.00	0.450	0.472	0.479	722	12/23/2025
099703GP9	1418	Border State Bank		12/30/2021	249,000.00	224,845.01	244,846.68	0.550	1.006	1.020	588	08/11/2025
15118RWN3	1404	Celtic Bank		09/30/2021	249,000.00	209,067.12	249,000.00	1.050	1.036	1.050	1,368	09/30/2027
15964EAB7	1389	Charis Bank		02/24/2021	249,000.00	210,712.52	249,000.00	0.700	0.691	0.700	1,150	02/24/2027
211163KQ2	1419	Continental Bank UT		12/30/2021	249,000.00	224,954.82	244,622.58	0.500	0.986	1.000	575	07/29/2025
23344RAE7	1441	Dr.Bank/DarienRowayton Bridgpr		09/09/2022	249,000.00	236,031.83	249,000.00	3.600	3.551	3.601	890	06/09/2026
335857CM8	1407	First Oklahoma Bank		11/17/2021	200,000.00	169,057.00	193,986.00	0.550	1.135	1.151	1,110	01/15/2027
37149CAZ0	1440	Generations Bank		08/03/2022	249,000.00	239,088.56	249,000.00	3.400	3.273	3.319	581	08/04/2025
38149MWC3	1398	Goldman Sachs Bank		05/19/2021	249,000.00	237,948.88	249,000.00	0.300	0.288	0.292	140	05/20/2024
52603NAA9	1425	LendingClub Bank		01/28/2022	249,000.00	242,504.34	249,000.00	0.700	0.690	0.700	25	01/26/2024
538036NR1	1390	Live Oak Banking Co		02/26/2021	245,000.00	201,760.69	245,000.00	1.000	0.987	1.001	1,516	02/25/2028
619165JN4	1426	Morton Community Bank		01/31/2022	249,000.00	242,520.02	249,000.00	0.800	0.789	0.800	30	01/31/2024
66736ABW8	1415	Northwest Bank		12/20/2021	240,000.00	203,027.04	234,264.00	0.850	1.283	1.300	1,267	06/21/2027
84338CQ1	1455	SOUTHERN BK POPLAR BLUFF MO		05/17/2023	249,000.00	249,000.00	249,000.00	4.350	4.294	4.354	1,232	05/17/2027
88241THU7	1360	Texas Exchange Bank SSB		06/23/2020	249,000.00	228,480.91	248,880.48	1.000	0.997	1.010	535	06/19/2025
90348JM72	1399	UBS Bank USA		07/19/2021	249,000.00	218,057.02	248,626.50	0.850	0.870	0.882	897	06/16/2026
		Subtotal and Average	**4,085,967.24**		**4,107,000.00**	**3,731,391.63**	**4,085,967.24**		**1.527**	**1.548**	**816**	
Negotiable CDs SA												
02007GNK5	1427	Ally Bank		02/03/2022	248,000.00	231,936.54	248,000.00	1.150	1.135	1.151	399	02/03/2025
02589ABP6	1431	Amer Expr Nat		03/09/2022	247,000.00	232,582.36	247,000.00	1.800	1.530	1.552	434	03/10/2025
05961SNS9	1433	Banc of California NA		06/29/2022	246,000.00	240,548.15	246,000.00	3.200	3.161	3.204	182	07/01/2024
066519RV3	1413	Bankunited Nat'l Assoc		12/09/2021	249,000.00	233,493.03	249,000.00	0.950	0.938	0.951	343	12/09/2024
06251A2Q2	1382	Bank Hapoalim BM NY Branch		12/24/2020	245,000.00	217,562.21	244,510.00	0.500	0.440	0.447	714	12/15/2025
05600XAY6	1372	BMO Harris Bank		10/05/2020	245,000.00	224,942.34	245,000.00	0.500	0.493	0.500	452	03/28/2025
14042RWD9	1460	CAPITAL ONE NATL ASSN VA		06/07/2023	244,000.00	244,000.00	244,000.00	4.450	4.394	4.455	1,619	06/07/2028
856285A27	1416	State Bank of India		12/30/2021	248,000.00	216,484.90	248,000.00	1.350	1.332	1.351	1,094	12/30/2026
549104VM6	1386	Luana Savings Bank		01/22/2021	245,000.00	216,014.54	245,000.00	0.400	0.395	0.400	752	01/22/2026
61690U2N9	1451	Morgan Stanley Bk NA		03/09/2023	244,000.00	240,011.33	244,000.00	4.750	4.690	4.755	798	03/09/2026
61768U3M7	1421	Morgan Stanley Private Bank		01/25/2022	246,000.00	213,074.38	241,355.52	1.100	1.481	1.501	1,086	12/22/2026
69506YZZ5	1459	PACIFIC WESTERN BANK		06/09/2023	243,000.00	243,000.00	243,000.00	5.150	5.085	5.156	1,621	06/09/2028
800364FA4	1456	Sandy Spring Bank		05/05/2023	243,000.00	243,000.00	243,000.00	4.750	3.793	3.845	490	05/05/2025
795451AB9	1400	Sallie Mae Bank, Salt Lake Cit		07/23/2021	248,000.00	217,640.83	247,752.00	1.000	1.007	1.021	932	07/21/2026
89235MLF6	1401	Toyota Finl Svgs Bk		08/05/2021	249,000.00	236,073.41	249,000.00	0.550	0.543	0.551	217	08/05/2024
947547MX0	1397	WebBank		05/17/2021	249,000.00	237,691.91	249,000.00	0.400	0.395	0.400	137	05/17/2024
		Subtotal and Average	**3,933,617.52**		**3,939,000.00**	**3,688,055.93**	**3,933,617.52**		**1.917**	**1.943**	**702**	

City of Shoreview
Portfolio Management
Portfolio Details - Investments
December 31, 2023

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM 360	YTM 365	Days to Maturity	Maturity Date
Federal Farm Credit Bank												
3133EL6E9	1368	Federal Farm Credit Bank		09/09/2020	500,000.00	470,841.50	500,000.00	0.420	0.414	0.420	252	09/09/2024
3133EMNK4	1385	Federal Farm Credit Bank		01/22/2021	400,000.00	378,705.20	400,000.00	0.310	0.306	0.310	203	07/22/2024
3133ENKG4	1420	Federal Farm Credit Bank		01/11/2022	500,000.00	446,076.00	500,000.00	1.470	1.450	1.470	1,106	01/11/2027
		Subtotal and Average	**1,400,000.00**		**1,400,000.00**	**1,295,622.70**	**1,400,000.00**		**0.753**	**0.764**	**543**	
Federal Home Loan Bank												
3130AKKG0	1381	Federal Home Loan Bank		12/30/2020	400,000.00	360,041.20	400,000.00	0.520	0.513	0.520	729	12/30/2025
3130APN43	1405	Federal Home Loan Bank		11/05/2021	250,000.00	231,230.50	251,000.00	2.250	1.485	1.506	1,030	10/27/2026
3130AQ5Y5	1417	Federal Home Loan Bank		12/30/2021	500,000.00	461,959.00	500,000.00	1.300	1.282	1.300	638	09/30/2025
3130AQGS6	1422	Federal Home Loan Bank		01/28/2022	400,000.00	377,546.80	398,900.00	1.500	2.176	2.206	744	01/14/2026
3130AQMW0	1423	Federal Home Loan Bank		01/28/2022	400,000.00	371,867.60	398,436.00	1.375	1.470	1.490	574	07/28/2025
3130AQY49	1429	Federal Home Loan Bank		02/28/2022	500,000.00	474,126.50	500,000.00	2.000	1.973	2.000	423	02/27/2025
3130ASDY2	1434	Federal Home Loan Bank		06/30/2022	360,000.00	348,709.32	360,000.00	3.500	4.179	4.237	1,276	06/30/2027
		Subtotal and Average	**2,808,336.00**		**2,810,000.00**	**2,625,480.92**	**2,808,336.00**		**1.839**	**1.864**	**735**	
Tax Exempt Municipal Bonds												
13063C4N7	1349	California St for PGP		03/25/2020	500,000.00	531,698.00	572,955.00	5.000	2.466	2.500	943	08/01/2026
690564QU6	1248	Owatonna MN Indpt Sch Dist		03/01/2016	500,000.00	500,326.00	518,805.00	3.000	2.633	2.669	1,858	02/01/2029
721858CQ9	1197	Pima County AZ		04/01/2013	200,000.00	199,898.00	232,528.00	5.623	3.777	3.829	182	07/01/2024
851039KT3	1383	Springfield Mo Spl Oblig		01/07/2021	225,000.00	225,940.73	251,709.75	4.000	0.728	0.738	244	09/01/2024
		Subtotal and Average	**1,575,997.75**		**1,425,000.00**	**1,457,862.73**	**1,575,997.75**		**2.437**	**2.471**	**1,020**	
Taxable Municipal Bonds												
037028VH7	1392	Antietam PA Sch Dist		03/30/2021	385,000.00	334,019.84	389,812.50	1.750	1.539	1.561	1,552	04/01/2028
082869NV6	1371	Benton Cnty Wash Pub Util		09/29/2020	395,000.00	358,434.85	395,000.00	0.960	0.947	0.960	670	11/01/2025
111746JA2	1472	Brockton Mass Txble		11/21/2023	110,000.00	99,256.30	99,256.30	1.618	5.168	5.240	1,035	11/01/2026
122632FJ6	1463	BURR RIDGE IL PARK DIST		10/13/2023	140,000.00	119,574.00	119,574.00	1.250	5.227	5.300	1,400	11/01/2027
13063DMB1	1474	California St for PGP		11/21/2023	250,000.00	228,415.00	228,415.00	3.050	4.833	4.900	1,917	04/01/2029
13063DGC6	1494	California St for PGP		12/22/2023	130,000.00	126,366.50	126,366.50	3.500	4.162	4.220	1,552	04/01/2028
13281NZB1	1365	Camden Cnty N J Impt Auth Rev		09/10/2020	215,000.00	191,292.38	217,666.00	1.219	0.987	1.000	926	07/15/2026
13281NZA3	1366	Camden Cnty N J Impt Auth Rev		09/10/2020	210,000.00	192,067.89	211,740.90	1.025	0.838	0.850	561	07/15/2025
170016E21	1495	Chippewa Valley MI Sch Dist		12/22/2023	160,000.00	148,041.60	148,041.60	2.290	4.123	4.180	1,582	05/01/2028
20775HGG2	1461	Connecticut ST HSG FIN		06/26/2023	240,000.00	211,226.40	211,226.40	1.551	4.537	4.600	1,414	11/15/2027
21969AAF9	1486	Corona Rev Txbl		11/30/2023	140,000.00	126,180.60	126,180.60	1.683	4.716	4.782	1,216	05/01/2027
216057FF1	1380	Cook Cnty Ill Cmnty College		12/30/2020	500,000.00	441,070.50	510,910.00	1.450	1.082	1.097	1,247	06/01/2027
222367FS8	1388	Countryside Ill Taxable GO Ref		02/10/2021	400,000.00	350,763.20	405,280.00	1.171	0.927	0.940	1,096	01/01/2027
222367FR0	1493	Countryside Ill Taxable GO Ref		12/22/2023	105,000.00	97,189.05	97,189.05	0.949	4.784	4.850	731	01/01/2026
264471LS0	1410	Duluth MN Indep Sch Dist #709		11/23/2021	400,000.00	367,640.80	413,860.00	2.000	1.134	1.150	762	02/01/2026

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM 360	YTM 365	Days to Maturity	Maturity Date
Taxable Municipal Bonds												
264471LQ4	1432	Duluth MN Indep Sch Dist #709		03/30/2022	365,000.00	357,081.33	362,386.60	2.000	2.366	2.399	31	02/01/2024
377136QV1	1391	Glassboro NJ Ref Taxable GO		03/11/2021	460,000.00	408,506.22	469,503.60	1.375	0.996	1.010	1,110	01/15/2027
377298S96	1406	Glastonbury Conn Taxable GO		11/16/2021	250,000.00	229,878.00	251,132.50	1.210	1.075	1.090	639	10/01/2025
384540LR9	1473	Grafton WI Sch Dist		11/21/2023	1,000,000.00	920,250.00	920,250.00	1.320	4.412	4.474	821	04/01/2026
400524KQ6	1402	Guadalupe-Blanco River Auth TX		08/03/2021	500,000.00	455,426.00	506,255.00	0.995	0.671	0.680	592	08/15/2025
4095586T5	1491	Hampton VA		12/21/2023	205,000.00	203,122.20	203,122.20	4.000	4.379	4.440	790	03/01/2026
428061EG6	1436	Hesperia CA Unif		07/18/2022	150,000.00	130,990.80	135,519.00	2.039	3.945	4.000	1,492	02/01/2028
44372REA2	1375	Hudson Cnty NJ Impt Auth Rev		09/17/2020	450,000.00	392,487.30	453,109.50	1.116	0.986	1.000	1,049	11/15/2026
45528UP88	1442	Indianapolis IN Local Public		09/08/2022	300,000.00	280,154.10	281,241.00	0.760	3.551	3.600	366	01/01/2025
513804KQ6	1403	Lancaster CA Sch Dist		08/31/2021	240,000.00	210,168.72	244,039.20	1.425	1.115	1.130	1,308	08/01/2027
516228RW5	1496	L'Anse Cruese MI		12/22/2023	110,000.00	98,982.40	98,982.40	1.640	4.123	4.180	1,582	05/01/2028
525876WQ7	1393	Lenape NJ Regl High Sch Dist		03/08/2021	315,000.00	285,616.49	321,259.05	1.407	0.986	1.000	804	03/15/2026
558770DX8	1475	Madras Txble		11/21/2023	300,000.00	267,831.00	267,831.00	1.507	5.218	5.291	1,155	03/01/2027
56781RKV8	1465	MARIN CA CMNTY CLG DIST		10/13/2023	375,000.00	322,702.50	322,702.50	1.173	5.199	5.271	1,308	08/01/2027
57582RK96	1414	Massachusetts St		12/17/2021	300,000.00	264,344.10	295,563.00	0.986	1.282	1.300	1,035	11/01/2026
57582RL38	1478	Massachusetts St		11/24/2023	250,000.00	212,705.00	212,705.00	1.370	4.734	4.800	1,766	11/01/2028
576000KW2	1488	Massachusetts St		12/20/2023	250,000.00	258,540.00	258,540.00	5.468	4.340	4.400	1,261	06/15/2027
562784AJ7	1485	Manhattan Beach Txble		11/30/2023	155,000.00	134,484.20	134,484.20	2.021	4.932	5.000	1,827	01/01/2029
607802CB9	1487	Modesto CA Wstwtr Rev		12/20/2023	175,000.00	159,209.75	159,209.75	1.202	4.578	4.642	1,035	11/01/2026
658034PU1	1444	NORTH BRUNSWICK TWP NJ		09/27/2022	150,000.00	146,335.20	143,749.50	0.874	4.143	4.200	14	01/15/2024
650818EH6	1363	Newburgh City NY Taxable Ref		08/07/2020	370,000.00	343,253.81	393,791.00	2.496	1.332	1.350	896	06/15/2026
643154FY8	1443	New Caney Tex Indpt Sch Dist		09/23/2022	200,000.00	203,100.40	206,920.00	5.000	4.216	4.274	1,506	02/15/2028
64966QSE1	1447	New York, NY Taxable GO Bds		10/28/2022	280,000.00	239,692.32	230,434.40	1.623	5.150	5.222	1,674	08/01/2028
64971WJ68	1261	New York NY Transitional		07/28/2016	500,000.00	472,542.00	500,000.00	2.150	2.121	2.150	486	05/01/2025
64971WTB6	1378	New York NY Transitional		11/20/2020	250,000.00	237,195.00	273,195.00	3.000	1.140	1.155	762	02/01/2026
69511AAU8	1483	Pacifica CA Pension Obl		11/22/2023	205,000.00	189,727.50	189,727.50	2.860	5.820	5.901	1,247	06/01/2027
713567HJ7	1471	Pequot Lakes Minn Indpt Sch Di		11/21/2023	175,000.00	160,706.00	160,706.00	1.070	5.050	5.120	762	02/01/2026
763612CP1	1476	Richland Pub SD		11/21/2023	155,000.00	144,401.10	144,401.10	1.000	5.778	5.858	578	08/01/2025
778017QR7	1477	Roseville Comnty Schs		11/21/2023	185,000.00	150,841.60	150,841.60	1.747	4.936	5.005	2,312	05/01/2030
769059A48	1492	Riverside CA Sch Dist		12/21/2023	480,000.00	460,377.60	460,377.60	2.372	4.360	4.420	762	02/01/2026
797683HJ1	1464	SAN FRANCISCO CA CMNTY CLG DIS		10/13/2023	400,000.00	361,180.00	361,180.00	1.330	5.198	5.270	896	06/15/2026
797055DM9	1484	San Buenaventura Ref		11/22/2023	145,000.00	129,614.05	129,614.05	1.319	4.981	5.050	1,096	01/01/2027
840058UZ2	1490	South San Fran Sch Dist		12/21/2023	270,000.00	247,201.20	247,201.20	1.852	4.176	4.234	1,339	09/01/2027
792897MZ0	1437	St. Paul MN Indep Sch Dist 625		07/19/2022	125,000.00	115,106.50	120,381.25	2.514	3.354	3.400	1,127	02/01/2027
886640HY0	1489	Tift Cnty GA Hosp Auth		12/20/2023	250,000.00	233,650.00	233,650.00	1.051	4.537	4.600	700	12/01/2025
928346PW9	1394	Vista CA Unif		03/18/2021	335,000.00	305,627.53	335,000.00	0.824	0.813	0.824	578	08/01/2025
957569ZM1	1409	Westerly RI Taxable GO Bds		11/23/2021	250,000.00	238,894.75	250,872.50	0.916	0.770	0.780	182	07/01/2024
962727NZ2	1466	WHEATON IL		10/13/2023	80,000.00	70,868.00	70,868.00	1.310	5.237	5.310	1,065	12/01/2026

City of Shoreview
Portfolio Management
Portfolio Details - Investments
December 31, 2023

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM 360	YTM 365	Days to Maturity	Maturity Date
Taxable Municipal Bonds												
98840BBB8	1428	Yucaipa VY Calif Wtr Dist		02/16/2022	500,000.00	466,019.00	500,000.00	2.040	2.012	2.040	609	09/01/2025
	Subtotal and Average		**13,395,691.31**		**15,235,000.00**	**13,900,352.58**	**14,701,265.05**		**2.851**	**2.891**	**965**	
Taxable Municipal Bonds disc cost												
018106UW2	1396	Allen Tex Indpt Sch Dist		05/27/2021	500,000.00	422,828.00	466,945.00	1.139	1.199	1.216	1,141	02/15/2027
086851DE9	1361	Bethel Ohio Loc Sch Dist		07/28/2020	250,000.00	220,976.50	236,232.50	1.031	1.080	1.095	670	11/01/2025
20772GG28	1408	State of Connecticut Tax GO TR		11/18/2021	440,000.00	401,144.48	425,260.00	0.994	1.028	1.042	439	03/15/2025
235218L51	1395	Dallas Tex GO Pension Bds		04/16/2021	300,000.00	273,516.00	292,074.00	0.679	0.700	0.709	411	02/15/2025
774286AT5	1379	Rockwall TX Indep Sch		12/04/2020	250,000.00	218,808.25	241,082.50	0.676	0.700	0.710	776	02/15/2026
888514JY3	1364	Titus Cnty Tex TX BAM		08/19/2020	200,000.00	192,804.20	194,436.00	0.776	0.800	0.811	60	03/01/2024
	Subtotal and Average		**1,856,030.00**		**1,940,000.00**	**1,730,077.43**	**1,856,030.00**		**0.959**	**0.973**	**645**	
Certificates of Deposit - Bank												
32026U3M6	1480	First Foundation Bank		11/29/2023	243,000.00	243,000.00	243,000.00	5.250	5.178	5.250	514	05/29/2025
06428FR82	1479	Bank of China		11/29/2023	243,000.00	243,000.00	243,000.00	5.400	5.326	5.400	149	05/29/2024
062119BU5	1454	BANK FIVE NINE OCONOMOWOC WIS		05/12/2023	249,000.00	240,917.71	249,000.00	4.400	4.340	4.400	1,227	05/12/2027
06051V3Y0	1469	BANK OF AMERICA CHARLOTTE NC		10/18/2023	243,000.00	243,000.00	243,000.00	5.400	5.326	5.400	108	04/18/2024
06063HQL0	1457	Bank of Baroda		05/15/2023	243,000.00	241,674.68	243,000.00	5.050	4.981	5.050	319	11/15/2024
05580AY32	1453	BMW		04/14/2023	244,000.00	238,641.27	244,000.00	4.550	4.488	4.550	834	04/14/2026
15987UAT5	1452	Charles Schwab Bank SSB		03/10/2023	241,000.00	240,225.91	241,000.00	5.200	5.129	5.200	259	09/16/2024
12547CBG2	1458	CIBC Bank USA		05/16/2023	244,000.00	241,272.32	244,000.00	4.800	4.734	4.800	501	05/16/2025
254673Z74	1448	Discover Bank		11/15/2022	243,000.00	240,154.47	243,000.00	5.000	4.932	5.000	1,414	11/15/2027
30002CAW8	1450	EVERETT C0-OPERATIVE BK MASS		02/08/2023	244,000.00	239,915.93	244,000.00	4.350	4.290	4.350	406	02/10/2025
46656MRW3	1470	JP MORGAN CHASE BANK NA		10/17/2023	243,000.00	243,000.00	243,000.00	5.600	5.523	5.600	151	05/31/2024
534732BU5	1468	LINCOLN SAVINGS BANK CEDARS FA		10/19/2023	248,000.00	248,000.00	248,000.00	5.400	5.326	5.400	18	01/19/2024
60685BRE3	1482	Mizrahi Tefahot Bank		11/30/2023	243,000.00	243,000.00	243,000.00	5.400	5.326	5.400	150	05/30/2024
654062LC0	1445	NICOLET NATL BK GREEN BAY WI		09/30/2022	249,000.00	249,000.00	249,000.00	4.200	4.142	4.200	638	09/30/2025
70323MAF1	1467	PATHWARD NATL ASSN SIOUX		10/25/2023	243,000.00	243,000.00	243,000.00	5.400	5.326	5.400	58	02/28/2024
75472RBD2	1449	Ramond James Bank NA		02/08/2023	244,000.00	240,659.88	244,000.00	4.550	4.488	4.550	406	02/10/2025
84287PJA1	1462	SOUTHERN FIRST BK NA GREENVILL		10/17/2023	243,000.00	243,000.00	243,000.00	4.900	4.833	4.900	1,568	04/17/2028
84464PBV8	1481	Southpoint Bank		11/29/2023	248,000.00	248,000.00	248,000.00	5.300	5.227	5.300	514	05/29/2025
	Subtotal and Average		**4,398,000.00**		**4,398,000.00**	**4,369,462.17**	**4,398,000.00**		**4.938**	**5.007**	**514**	
Money Market Account												
85473003	WF Reserve	Allspring 100% Treasury MMKT		06/30/2022	446,999.73	446,999.73	446,999.73		0.000	0.000	1	
85473001	WF Rntl Pymt	Allspring 100% Treasury MMKT		06/30/2022	23,361.89	23,361.89	23,361.89		0.000	0.000	1	
608919718	Oppenheimer	Federated Hermes Government Ob		07/01/2022	-1,819,547.02	-1,819,547.02	-1,819,547.02		0.000	0.000	1	
31846V336	Moreton	First American Government Obli		07/01/2022	-5,231,937.58	-5,231,937.58	-5,231,937.58	1.870	1.844	1.870	1	

City of Shoreview
Portfolio Management
Portfolio Details - Investments
December 31, 2023

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM 360	YTM 365	Days to Maturity	Maturity Date
	Subtotal and Average		**-4,973,854.25**		**-6,581,122.98**	**-6,581,122.98**	**-6,581,122.98**		**1.466**	**1.487**	**1**	
4M/RBC												
RBC316	RBC MMKT	IntraFi Network Deposits		07/01/2022	-419,503.15	-419,503.15	-419,503.15		0.000	0.000	1	
4M 2020 IMP BDS	4M 2020 Imp	Minnesota Municipal Money Mkt		07/01/2022	0.00	0.00	0.00		0.000	0.000	1	
4M 2022A GO BDS	4M 2022A GO	Minnesota Municipal Money Mkt		07/19/2022	572,709.29	572,709.29	572,709.29		0.000	0.000	1	
4M ATM	4M ATM	Minnesota Municipal Money Mkt		07/01/2022	2,788.42	2,788.42	2,788.42		0.000	0.000	1	
4M GENERAL	4M General	Minnesota Municipal Money Mkt		07/01/2022	18,671,381.69	18,671,381.69	18,671,381.69		0.000	0.000	1	
4M HOCKEY ASSN	4M Hockey As	Minnesota Municipal Money Mkt		07/01/2022	360,557.73	360,557.73	360,557.73		0.000	0.000	1	
4M TIF #1	4M TIF #1	Minnesota Municipal Money Mkt		07/01/2022	318,567.72	318,567.72	318,567.72		0.000	0.000	1	
4M TIF #4	4M TIF #4	Minnesota Municipal Money Mkt		07/01/2022	101,932.11	101,932.11	101,932.11		0.000	0.000	1	
	Subtotal and Average		**18,513,115.11**		**19,608,433.81**	**19,608,433.81**	**19,608,433.81**		**0.000**	**0.000**	**1**	
	Total and Average		**46,992,900.69**		**48,281,310.83**	**45,825,616.92**	**47,786,524.39**		**1.666**	**1.689**	**590**	

City of Shoreview
Portfolio Management
Portfolio Details - Cash
December 31, 2023

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM 360	YTM 365	Days to Maturity
		Average Balance	**0.00**	Accrued Interest at Purchase		35,602.04	35,602.04				**0**
				Subtotal		35,602.04	35,602.04				
		Total Cash and Investments	**46,992,900.69**		**48,281,310.83**	**45,861,218.96**	**47,822,126.43**		**1.666**	**1.689**	**590**

City of Shoreview
Portfolio Management
Portfolio Summary
December 31, 2023

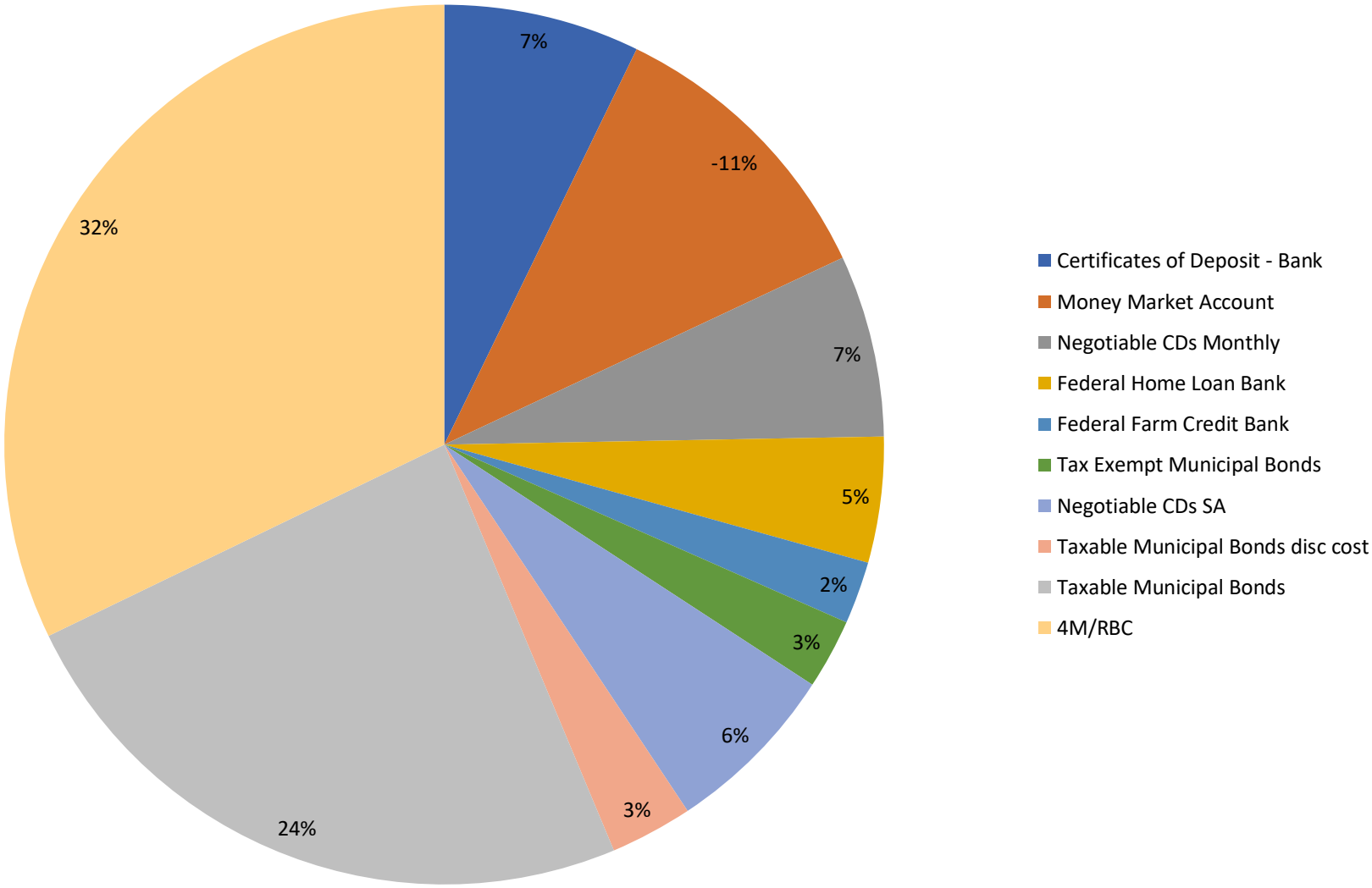
Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM 360 Equiv.	YTM 365 Equiv.
Negotiable CDs Monthly	4,107,000.00	3,731,391.63	4,085,967.24	8.55	1,590	816	1.527	1.548
Negotiable CDs SA	3,939,000.00	3,688,055.93	3,933,617.52	8.23	1,400	702	1.917	1.943
Federal Farm Credit Bank	1,400,000.00	1,295,622.70	1,400,000.00	2.93	1,539	543	0.753	0.764
Federal Home Loan Bank	2,810,000.00	2,625,480.92	2,808,336.00	5.88	1,482	735	1.839	1.864
Tax Exempt Municipal Bonds	1,425,000.00	1,457,862.73	1,575,997.75	3.30	3,216	1,020	2.437	2.471
Taxable Municipal Bonds	15,235,000.00	13,900,352.58	14,701,265.05	30.76	1,587	965	2.851	2.891
Taxable Municipal Bonds disc cost	1,940,000.00	1,730,077.43	1,856,030.00	3.88	1,651	645	0.959	0.973
Certificates of Deposit - Bank	4,398,000.00	4,369,462.17	4,398,000.00	9.20	696	514	4.938	5.007
Money Market Account	-6,581,122.98	-6,581,122.98	-6,581,122.98	-13.77	1	1	1.466	1.487
4M/RBC	19,608,433.81	19,608,433.81	19,608,433.81	41.03	1	1	0.000	0.000
Investments	**48,281,310.83**	**45,825,616.92**	**47,786,524.39**	**100.00%**	**1,106**	**590**	**1.666**	**1.689**
Cash and Accrued Interest								
Accrued Interest at Purchase		35,602.04	35,602.04					
Subtotal		35,602.04	35,602.04					
Total Cash and Investments	**48,281,310.83**	**45,861,218.96**	**47,822,126.43**		**1,106**	**590**	**1.666**	**1.689**

Total Earnings	December 31 Month Ending	Fiscal Year To Date	Fiscal Year Ending
Current Year	140,209.41	1,271,401.61	1,271,401.61
Average Daily Balance	**46,992,900.69**		
Effective Rate of Return	**3.51%**		

Travis Byrne, Assistant Finance Director

City of Shoreview
Portfolio Management
Portfolio Summary

Book Value by Investment Type



Monthly HR report

To: Mayor and City Councilmembers

From: Charnelle Dengnoue, Human Resources Director

Date: January 16, 2024

Jobs at Shoreview

In the month of December, the department posted three regular vacant positions:

1. Part-time HR Technician
2. Deputy Clerk
3. City Engineer

HR Policy

The new Earned Sick and Safe Time (ESST) policy was implemented with all staff. An email was sent to all staff which included the policy, the notice and acknowledgment for all employees.

This policy provides Earned Sick and Safe Time (ESST) to all the City of Shoreview employees working 80 hours or more annually. ESST applies to all employees (including temporary, seasonal, and associates) performing work for at least 80 hours in a year for the city. The State of Minnesota created the ESST law requiring employers to provide paid leave to all employees in the State of Minnesota.

For the City of Shoreview, a year is the calendar year, January 1 – December 31.

Action item: educational meetings about the policy are scheduled to happen in the Park and Rec department before the end of January. Both the HR Dept and the Park and Rec Dept are collecting questions related to the policy and will be meeting with employees in small groups to answer these questions and provide any additional information employees might need.

NeoGov

The department continues to work on processes to improve our new hires and rehires employees onboarding experience with the new Onboarding program through NeoGov. We are currently finalizing the process for our new hires and status changes (for current employees moving from one job to another). Following these will be the creation and implementation of a termination process in the new program as we are completely moving away from using KEA.

Employee Handbook Updates

The annual employee handbook updates have started. Updates this year will mostly affect section 8 (Time Off) of the Handbook.

SHOREVIEW
PARKS + RECREATION

Parks & Recreation

January Monthly Report

Department Activity

Community Center Finances

- With 2023 closing out, the trend of positive balances on the community center financial report continue. Through the end of the year, the community center shows a positive balance of $315,756 as compared to 2022 which showed a negative balance of ($177,323). The last time there was a positive balance of this size was in the banner year of 2019 at $251,702. It's very encouraging that 2023 will become the new banner year.

Park Building Project

- Staff continue to work with LHB, the firm the city has contracted with to design the new park buildings that are planned to be constructed at Shoreview Commons next to the destination playground and at Bobby Theisen Park. LHB has been working with staff to refine the designs in order develop more accurate cost estimates. These designs will be presented to the city council at an upcoming February meeting.

Staffing Changes

- Jen Colbeck accepted the Administrative Services Manager role and will begin this new position the week of January 8. Jen has worked for the city for several years, beginning as an aquatics specialist and most recently serving in the admin tech role. In this new position, Jen will oversee the administrative team and operations within the parks and recreation department.

- Michelle Majkozak has decided to retire from her position with the city. She worked in the parks and recreation department for 25 years starting out as a fitness instructor and working her way to up the

community center general manager. She was instrumental in many aspects of the community centers growth including two expansions and the indoor playground project. A retirement celebration will be scheduled sometime in the next several weeks.

Community Center

Memberships/Daily users

- The community center was extremely busy during the month of December. A total 40,361 visits occurred with over 25,000 member visits and nearly 15,000 daily passes were sold. Winter break (December 22 – 31), was extremely busy with 16,297 facility visits. Almost half of the check-in's and passes sold for the month occurred during this week. The waterparks hit capacity several days during winter break.

- The membership special was quite popular in December which were sold from November 27 – December 31. A total of 220 memberships were sold. Many college students home for winter break and people that wanted to try out the facility before committing to a year membership took advantage of this special.

- Seasonal and annual family memberships brought in a lot of sales this month. Over 100 seasonal and 76 annual family memberships were sold.

- Nearly 9,000 nonresident youth and adult daily passes were sold throughout December. This is an increase from last December since we no longer sell the family pass and every user is counted in daily sales. Nonresident playground passes were also popular with 2,278 passes sold.

- There were 3,527 Silver Sneakers check-in's in December. Between all three free senior memberships there were 5,386 check-ins during the month.

Rentals

- The community center saw 10,918 rental visitors throughout the month of December.

- Summer 2024 banquet rentals continue to be one of the highest requested rentals. The summer Saturday package has already been booked for every weekend from May – September. This rental option includes use of the Shoreview Room, Haffeman Pavilion, deck, and garden space.

Aquatics

- Another custom private instructor recently started, allowing us the opportunity to add more customers interested in these private lessons. For the fall session the two custom private instructors had the majority of their timeslots filled, preventing us from adding new lessons.

- The dive-in movie returned in December for the first time since prior to the pandemic. The program was restructured to be a register-only event. The pool was closed to the public during the movie and all attendees had to pre-register to attend. This change was made to prevent turning away customers when the pool reached capacity. The next dive-in movie will be Minions the Rise of Gru on February 2.

- In January, we are offering several new year's resolution classes that allow people of all ages to try new activities. Classes being offered include meradventures for teens, family aqua fit, aqua bubbles water discovery, get your family rolling (key log rolling), and family snorkeling.

- December pool rentals included one field trip, ten cabana rentals, 11 poolside party room reservations, and five bamboo bay exclusive rentals. January rental reservations has already surpassed December in all categories except Bamboo Bay exclusive parties.

- Over winter break, the waterpark was open for additional hours. Pool capacity was reached several times during the break. This was the first time we have reached capacity since last spring.

- The waterpark will be open for extended hours on January 15 for Martin Luther King day:

    - Bamboo Bay: 9 am – noon
    - Tropics & Bamboo Bay: noon – 4 pm
    - Tropics: 4 – 7 pm

Fitness

- December was a busy month for fitness. With the increase in memberships and daily passes, there was higher traffic and usage in the fitness center. Beginning in January, the fitness center will have staff present additional hours during the week to assist with member and guest questions, provide fitness orientations, enforce safety policies, and keep the facility clean.

- Both SeniorFIT classes and group fitness classes held strong participation in December, even during the holiday season. A couple of SeniorFit classes hit capacity in December, which hasn't occurred since prior to the pandemic.

Marketing

- Staff continue to meet with the marketing firm Evolve. Our current google ads are trending very well and staff will be evaluating other

options for ads to run over the next couple of months. Evolve has created new templates for various flyers and program information.

- Parks and recreation staff have been working with the communications team to streamline the marketing request processes and implement new marketing strategies.

Recreation Programs

- 919 program registrations were processed in December
  - Adult Programs: 173
  - Aquatics: 57
  - Fitness: 7
  - Youth Programs: 89
  - Special Events: 504
  - Kids Corner Preschool: 3
  - Youth Sports: 86

Adult Programs

- The department received a grant from the Shoreview Community Foundation to continue to fund the dementia caregiver support program and a series of classes called Powerful Tools for Caregivers in 2024.

- Registration for the AARP Foundation Tax-Aide program began in December. In 2023, the program served 25% more people than the previous year, 70% of those people received a refund, and 1,047 returns to transmitted to the IRS from our site. Over 600 people entered the program, and 402 were served directly. People were turned away if they have a K1 (business partnership or investment, trust and estate distributions), or are self-employed and file a 1099. Most of the people turned away this year was due to holdings of crypto currency (crypto in any amount is unable to be processed by AARP at this time).

Youth Programs

- It was a busy month for Kids Corner Preschool. The annual Bamboo Bay holiday party was held with over 200 participants enjoying time swimming, cookies, hot chocolate and crafts. In the classroom, teachers planned different holiday crafts and activities including gingerbread houses, holiday ornament decorating, elf on the shelf activities, and holiday portraits done by the Christmas tree. One class practiced Christmas carols all month and spent a morning caroling around the community center and city hall to various groups.

- The preschool open house will take place on Saturday, January 20 from 9:30-11:30 am. This event is a great time for families to visit the classrooms, meet teachers, and learn more about the program before enrolling for the 2024-25 school year. Registration for the upcoming school year begins on January 24.

- Kids Care will be increasing the hourly rate to $2/hour beginning in January. Additionally, payment transactions will no longer occur in the Kids Care room. Participants will be encouraged to purchase a punch card where punches will be removed for each one-hour visit to the program. A 25% sale will be held in January to offset the increase in prices. The park and rec admin team is assisting with the sale in January by spending time selling punch cards in the Kids Care room to make the transition easier for customers.

- Summer planning has begun and recreation staff are busy preparing for employee recruitment and program registration.

Youth and Adult Sports

- Fall ice skating lessons wrapped up in December. Over 40 kids were enrolled in traditional lessons and almost 90 kids participated in the

new Mini Mavs partnership program. Skating Santa even made an appearance on the last day of the Mini Mavs session.

- Indoor pickleball continues to have consistent attendance each morning at the community center. The Wednesday evening play at Island Lake Elementary has exploded with up to 90 people attending the drop-in sessions. Staff are currently researching other locations or options to offer additional evening sessions, as well as ways to manage the increased demand on Wednesday nights.

Special Events

- The December indoor farmer's market was held on Saturday, December 16 in conjunction with the Holiday Shopping Spree and Santa's Workshop. The variety of events were hugely popular with many vendors and the shopping spree selling out of products.

- On December 4, the park and rec department held their fourth annual Santa Cruise event in partnership with Lake Johanna Fire Department. Hundreds of people came out to see Santa as he rode atop a fire truck along six routes throughout the city. Santa's elves, also known as parks and recreation staff, collected 1,371 pounds of food for Ralph Reeder Food Shelf and hundreds of donations for Toys for Tots along the route.

- The annual New Year's Eve party was held on Sunday, December 31 from 5-8pm. The community center closed to the public during the event which included access to the waterparks, indoor playground, inflatables in the gym, face painting, crafts, bingo, a magician, and the final countdown leading to a balloon drop. The program transitioned to a pre-registration to ensure guests had access to all areas of the event. This year 650 people attended the event.

- Planning for summer concerts, Kidz concerts, and the farmers market is underway. We will begin accepting applications for the market soon and staff are researching entertainment options for the concerts.

Community Center Maintenance

- In preparation for the busy upcoming winter season, the custodial staff worked on carpet extraction throughout the entire building, including the office areas.

- The annual inspection of the elevator was completed. A few minor repairs were performed.

- New exterior lights were installed on the north side of the city hall building and in the service alley. This was done to improve the lighting of a dark areas in those areas to improved safety.

- Preventative maintenance was completed on HVAC units throughout building.

- The annual inspection of the fire extinguishers was completed. A handful of fire extinguishers were replaced throughout the building.

- The maintenance staff completed 239 work orders in December.

Park Maintenance

- Several projects that involved technology improvements were completed in December. Smart irrigation controllers were installed throughout the park system to support more efficient water usage. In addition, smart thermostats were installed at Wilson and Shamrock Park which will produce energy savings. Finally, card readers were installed at the Shamrock and Wilson Park buildings as well as the Larson House.

- In order to make a safer walking path between the Shoreview Commons Mound Avenue playground and the destination

playground, a culvert was installed along the path along with wood chips.

- Staff worked to prepare the parks for the winter outdoor ice skating season. This work includes conducting any need repairs on the rink boards, cleaning the warming houses, and installing the rubber exterior mats at all warming house locations. With the removal of the old park building at Bobby Theisen Park, in preparation for the upcoming construction of the new building, a temporary warming house was installed for this season. Despite the unfavorable weather conditions for rink flooding that we have experienced, staff are still hoping to be able to providing outdoor skating opportunities to the community this season.

- With the warmer weather making it difficult to flood rinks the parks crew reallocated some of their time to perform some needed tree trimming along with the removal of dead trees

- Several lighting projects were completed throughout the park system in December. Security lights were added to the service alley of the community center and to the north side of City Hall. Also, the lights on the monument signs located at the Maintenance Center, Victoria St and Hwy 96, Hodgson Rd and Hwy 96, and at Rice St and Hwy 96 were replaced.

TO: **MAYOR, CITY COUNCIL AND CITY MANAGER**

FROM: TOM WESOLOWSKI, PUBLIC WORKS DIRECTOR

DATE: JANUARY 10, 2024

SUBJ: PUBLIC WORKS MONTHLY REPORT

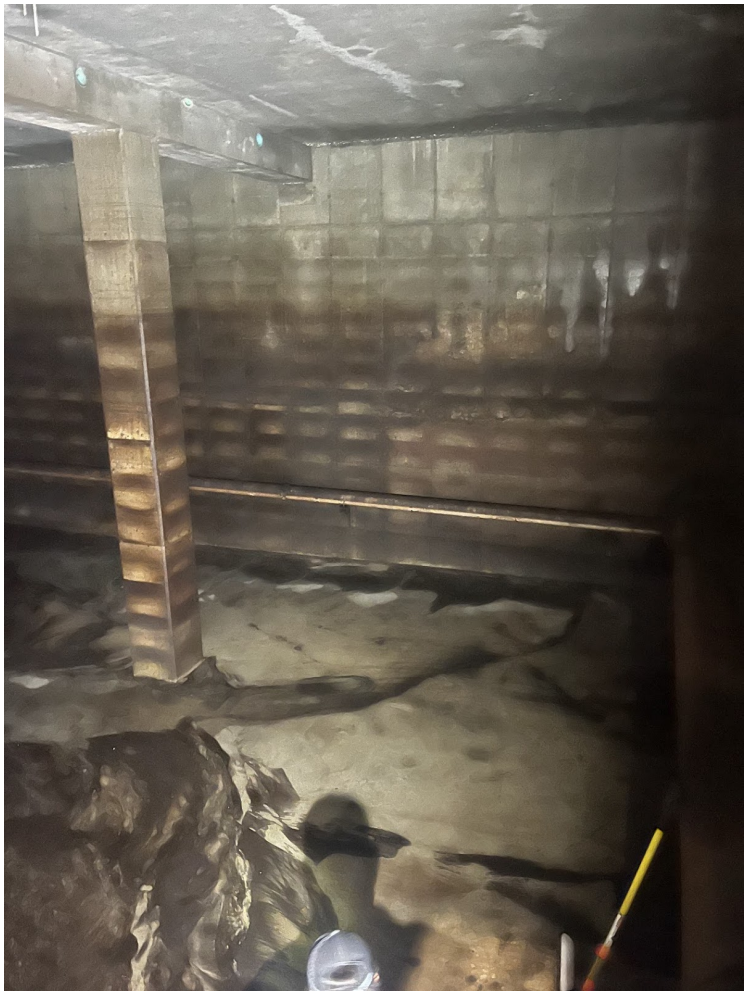
WATER TREATMENT PLANT ANNUAL MAINTENANCE

Due to the environment inside and amount of exposed piping, pumps and equipment in the water treatment plant, the city's utility division has completed annual maintenance since the plant went on line in 2016. Some of the maintenance such as painting and cleaning can be completed anytime during the year, but maintenance projects that require the plant to be offline for a period of time are completed during the colder months when water usage is low.



As part of the treatment process iron and manganese particles that are removed in the filters build up and the filters are backwashed at regular intervals to remove the particles. The backwash water is directed to one of two, 215,000-gallon backwash reclaim tanks that are located below the filters. The iron and manganese settle to the bottom of the tanks allowing the water to be reclaimed and returned to the beginning of the plant for treatment. Over 95% of the backwash water can be reclaimed, significantly reducing the amount of waste discharge to the sanitary sewer.

At least once a year the iron and manganese that has settled to the bottom of the tank needs to be removed and it takes approximately one day to clean each tank. The tank is drained completely and high pressure water from spray bars located on the outside walls at the base of the tank push a majority of the material to a sump located on one side of the tank. The remaining material is moved by utility division staff using shovels and a pressure washer. The iron and manganese slurry is then pumped to the sanitary sewer system. The city meters the amount of slurry that is pumped and provides an annual report to the Metropolitan Council Environmental Services Industrial Waste & Pollution Prevention Section.



ENVIRONMENTAL SERVICES

Environmental Quality Committee (EQC)

The EQC canceled the December meeting due to it falling on the Christmas holiday. The committee is planning for the 2024 Environmental Speaker Series. All speakers will be held at 7pm in the council chambers. The topics and dates will be the following:

- January 22 – Managing Carp in Urban Waters
- February 26 – Solving Recycling Mysteries,
- March 25 – Weather: Past, Present, and Future, and
- April 22 – Bring Nature Home by Losing Some Lawn

The first talk, on January 22, will be about managing invasive carp. Common carp and goldfish are non-native invasive species that can have significant negative impacts on water quality of lakes and wetlands, and can also be very difficult to manage. The talk will discuss the history of their introduction, their behavior, and what's been learned over the past 10+ years of research and management.

Forestry

Staff received quotes for the removal of trees on city property in 2024, the majority of which are ash trees. There are approximately 100 trees in a base quote and 50 trees in an alternate quote.

The boulevard tree inventory is being transferred to the system that is used for other city mapping. Staff will continue to update the inventory, a process which began over the summer. The original inventory was completed in 2019.

A map is now available on the website that shows the locations of boulevard ash trees throughout the city.

Diseased tree removals are taking place on public and private properties over the winter.

Staff met with the contractor that will be doing boulevard ash removals this year and work will be starting soon. The first two areas they will be working will be in the northern part of the city and the medians of Highway 96.

Staff are continuing to update the boulevard tree inventory in GIS. Ash trees were the first priority to update in the inventory and now other species are being checked with right of way widths.

Plans are being made for the spring tree sale. The tree sale will be open for orders March through mid-April.

Other

The next Partners in Energy workshop will take place on January 17th. In the first two workshops, participants learned about energy usage in Shoreview, Xcel's programs for residential and business customers, and discussed areas to focus on for the energy action plan. The next workshop will work on goals for the energy action plan and community resources for target audiences.

This spring, the city will be promoting a broader array of lawncare practices to benefit pollinators, wildlife, and water as opposed to the narrow focus of the recent no mow May initiative. The lawn height ordinance will remain in effect during the month of May. Lawns can be mowed less frequently and at higher heights while still remaining below the height limit of nine inches. Additional practices that increase native plants in yards will be encouraged.

MAINTENANCE ACTIVITIES

The Utilities division work program for the last month included:

- Regular/daily inspection of all the wells, lift stations, water towers, the booster station and the water treatment plant.
    - Routine maintenance is performed and any necessary repairs are completed as scheduled.
    - Cleaning in and around all well houses and lift stations.
- Utility crews continue to respond to location requests by marking underground City utilities in proposed excavation areas.
    - As owners of buried infrastructure, the City is required by law to locate these facilities within a certain time period of a Gopher State One-Call request.
- Drinking water samples are collected and analyzed as required by the Minnesota Department of Health
- Approximately 10,000 water meters are read every month.
    - It normally takes one person about one week to drive the streets to collect all the water meter readings through radio transmission. That data is used for water billing statements as well as the WaterSmart customer portal.
    - Antennas at the North Water Tower continue to be relocated back to the tower.
- Water Treatment Plant
    - Utility Staff is in the process of completing yearly PM's in both backwash tanks to clean the manganese that accumulates on the floors.
    - The crew is also changing oil and checking pump conditions.
- Water Maintenance Activities
    - Two watermain break repairs. Both completed by Perkins.
    - One of the Weston Woods Booster pumps was repaired after it was found to have a short in the wiring.
- Sanitary Sewer Maintenance
    - Regular flushing/cleaning of segments of the sanitary sewer system continues
    - Continuing with Manhole Inspections as one of our winter maintenance programs.
    - Correcting GIS data on manholes.
    - Flushed and jetted sanitary hot spots that need extra attention.
    - Continuing televising sewer mains as one of our winter maintenance programs.
    - Perkins completed the directional drilling of a new force main for Chatsworth Lift Station after a leak in the old line was discovered.

The street division work program for the last month included:

- Storm Sewer Maintenance
    - Updating assets in the GIS system
    - Routine checks of the storm lift stations
- Street maintenance

    - Asphalt watermain break on Carlton
    - Asphalt watermain break on Kent
- Sign maintenance
    - Repair and replace damaged signs and poles
    - Replacing old street signs in the NW corner of the city
- Tree trimming
    - Trimming of trees along the boulevards
    - Chainsaw training
- Street lights
    - Updating street light GIS
    - 16 street lights were reported as out or failing this month
    - 2 lights were repaired in house
    - 7 were referred to a contractor, 4 have been fixed
    - Xcel has repaired 5 of 6 reported to them
- Plowing
    - 4 salting events
    - 2 days cleaning trails and sidewalks

PROJECT UPDATES

Hodgson Road Reconstruction – Project 23-02 – Work on the project has been suspended for the winter and the reconstruction of the remaining portion of Hodgson Road from Snail Lake Road to the Hodgson Road/Rice Street/Gramsie Road intersection and County Road F from Hodgson Road to Rice Street will be completed in 2024.

2023 Storm Sewer Rehabilitation – Project 23-03 – The restoration of the disturbed areas was completed later in the fall and the project will remain open until the Spring of 2024 to make sure vegetation is established before sending a recommendation to the city council to approve final payment and close out the project.

North Water Tower Exterior Painting – Project 23-06 – All work for the rehabilitation of the coating on the tower is complete. The installation of the telecommunication antennas that were removed from the tower to complete the coating rehabilitation work has started and is expected to be completed in January 2024.

2024 Street Rehabilitation - Project 24-01 - The city's 2024 capital improvement plan includes funding for pavement rehabilitation in various locations throughout the city. Staff is currently working on the plans and specifications for the project and it is expected a request to approve the plans and specifications and schedule a bid date will be presented to the city council for approval in February.

Kerry Ponds Sediment Removal - Phase 2 - Project 24-02 - Work on the project including tree removal and construction of dams to isolate areas where sediment will be removed has begun. Water will be pumped out of the areas to allow the sediment to freeze before it is removed. It is expected the sediment removal work will be completed by the end of February.

REGULAR COUNCIL MEETING

JANUARY 10, 2024

Memorandum

TO: City Council

FROM: Rob Falk , Accountant

DATE: January 16, 2024

SUBJECT: Claims and purchases

ITEM NUMBER: 8.e

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		
12/28/23	Accounts payable	574897-574953		$	588,260.27
12/29/23	Accounts payable		5699-5704	$	150,896.54
01/04/24	Accounts payable		5705	$	2,499.14
01/05/24	Accounts payable	574954-574997		$	146,783.87
07/24/23	Accounts payable		5681-5698	$	13,366.98
	Sub-total Accounts Payable			$	901,806.80
12/29/23	Payroll	134787-134818		$	250,564.36
	Sub-total Payroll			$	250,564.36
	Total			$	1,152,371.16

RECOMMENDATION

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

ATTACHMENTS

574897-574997.pdf
5681-5705.pdf
Neighborworks home improvement.pdf
Neighborwoks Loan capital .pdf
KLM Engineering.pdf
North Country Chevrolet.pdf

Mounds View Irondale Hockey.pdf
Atir Electric .pdf

CHECK REGISTER FOR CITY OF SHOREVIEW

CHECK NUMBER 574897 - 574997

Check Date	Check	Vendor Name	Amount
Bank USBNK US BANK CHECKING\4M			
12/28/2023	574897	A-1 HYDRAULICS SALES & SERVIC	347.93
12/28/2023	574898	AARP C/O RICHARD MURRAY	310.00
12/28/2023	574899	ABM EQUIPMENT & SUPPLY INC	10,773.74
12/28/2023	574900	AE2S CONSTRUCTION LLC	1,373.75
12/28/2023	574901	AMAZON CAPITAL SERVICES	142.15
12/28/2023	574902	ARAMARK REFRESHMENT SERVICES	137.17
12/28/2023	574903	ATIR ELECTRIC CORPORATION	49,475.00
12/28/2023	574904	BENOIT, STEVE	1,324.21
12/28/2023	574905	BILLERBECK, KRISTA D	39.36
12/28/2023	574906	BORIKEN CULTURAL CENTER	1,000.00
12/28/2023	574907	CINTAS CORPORATION #470	759.75
12/28/2023	574908	CITY OF SHOREVIEW	5.00
12/28/2023	574909	CITYWIDE BLAINE LOCK & SAFE	922.00
12/28/2023	574910	CRYSTEEL TRUCK EQUIPMENT	8,131.54
12/28/2023	574911	CUB FOODS	133.00
12/28/2023	574912	DAVEY RESOURCE GROUP, INC	6,676.00
12/28/2023	574913	ELECTRO WATCHMAN INC.	125.85
12/28/2023	574914	FERGUSON WATERWORKS #2518	196.08
12/28/2023	574915	HACH COMPANY	1,695.16
12/28/2023	574916	HOMEDEPOT PRO	195.94
12/28/2023	574917	HOMEDEPOT PRO	2,873.64
12/28/2023	574918	HORIZON COMMERCIAL POOL SUPPL	334.36
12/28/2023	574919	INNOVATIVE OFFICE SOLUTIONS L	63.96
12/28/2023	574920	J. BECHER & ASSOC	2,274.00
12/28/2023	574921	JEFF ELLIS & ASSOCIATES, INC	620.00
12/28/2023	574922	JOHN BINA	516.00
12/28/2023	574923	JOHNSON CONTROLS	1,106.56
12/28/2023	574924	KAUFMAN SIGN COMPANY	3,000.00
12/28/2023	574925	L T G POWER EQUIPMENT	239.60
12/28/2023	574926	M-K GRAPHICS	249.10
12/28/2023	574927	MANSFIELD OIL COMPANY	9,118.92
12/28/2023	574928	MATHESON TRI-GAS INC	685.74
12/28/2023	574929	MENARDS - BLAINE	81.85
12/28/2023	574930	MIDWEST LOCK & SAFE INC	390.00
12/28/2023	574931	MIKE MCPHILLIPS, INC	7,507.50
12/28/2023	574932	MINNESOTA RECREATION & PARK A	414.00
12/28/2023	574933	MOUNDS VIEW IRONDALE YOUTH HO	368,505.06
12/28/2023	574934	NEIGHBORWORKS HOME PARTNERS	50,545.00
12/28/2023	574935	NEW BRIGHTON PARKS & RECREATI	190.00
12/28/2023	574936	ODP BUSINESS SOLUTIONS LLC	238.63
12/28/2023	574937	ON SITE SANITATION INC	1,228.00
12/28/2023	574938	ORKIN, LLC	428.98
12/28/2023	574939	REPUBLIC SERVICES #923	4,722.06
12/28/2023	574940	RYBAKOV, IGOR	1,262.52
12/28/2023	574941	SHI INTERNATIONAL GROUP	11,607.00
12/28/2023	574942	SHORT ELLIOTT HENDRICKSON, IN	1,927.30
12/28/2023	574943	SIGNATURE LIGHTING INC	225.00
12/28/2023	574944	ST. PAUL, CITY OF	5,506.66
12/28/2023	574945	T.A. SCHIFSKY & SONS, INCORPO	4,079.52
12/28/2023	574946	TAFT STETTINIUS & HOLLISTER	6,800.00
12/28/2023	574947	TRITON RECOVERY, LLC.	103.87
12/28/2023	574948	TWIN CITIES FOUNTAIN SERVICES	980.00
12/28/2023	574949	VAN PAPER COMPANY	240.71
12/28/2023	574950	VISU-SEWER CLEAN & SEAL INC	15,884.80
12/28/2023	574951	W.D.LARSON COMPANIES LTD, INC	74.02
12/28/2023	574952	WESOLOWSKI, TOM	305.95
12/28/2023	574953	XCEL ENERGY	166.33
01/05/2024	574954	ALL SEASONS RENTAL	304.81
01/05/2024	574955	ANCHOR SOLAR INVESTMENTS	2,837.05
01/05/2024	574956	APPLIED MAINTENANCE SUPPLIES	787.74
01/05/2024	574957	ARAMARK UNIFORM SERVICES	73.38
01/05/2024	574958	ASSOCIATION MAINTENANCE, LLC	275.00
01/05/2024	574959	BAUER BUILT TIRE AND BATTERY	455.90
01/05/2024	574960	BOHLMAN, JACK A	19.00
01/05/2024	574961	CAPRA'S UTILITIES INC	5,975.00
01/05/2024	574962	CHESS	1,550.00
01/05/2024	574963	CUMMINS NPOWER LLC	307.17
01/05/2024	574964	DAVE PERKINS CONTRACTING	4,172.00
01/05/2024	574965	EISENBEISZ, RENEE	130.15
01/05/2024	574966	FACTORY MOTOR PARTS COMPANY	346.68
01/05/2024	574967	FLEETPRIDE INC	15.62

Check Date	Check	Vendor Name	Amount
Bank USBNK US BANK CHECKING\4M			
01/05/2024	574968	FLEXIBLE PIPE TOOL COMPANY	3,171.25
01/05/2024	574969	FRA-DOR INC	549.66
01/05/2024	574970	GARY CARLSON EQUIPMENT CO	445.48
01/05/2024	574971	HAWKINS, INC.	4,282.19
01/05/2024	574972	J. BECHER & ASSOC	3,156.28
01/05/2024	574973	KEYS WELL DRILLING COMPANY	1,987.50
01/05/2024	574974	KLM ENGINEERING, INC	24,658.00
01/05/2024	574975	LEAGUE OF MINNESOTA CITIES	50.00
01/05/2024	574976	LHB INC.	4,532.10
01/05/2024	574977	LUBE-TECH & PARTNERS, LLC	686.85
01/05/2024	574978	MINGER CONSTRUCTION, INC	2,564.69
01/05/2024	574979	MINNESOTA METRO NORTH TOURISM	12,507.66
01/05/2024	574980	MINNESOTA POLLUTION CONTROL A	55.00
01/05/2024	574981	MINNESOTA POLLUTION CONTROL A	705.00
01/05/2024	574982	MRJ SECURITY LLC	240.00
01/05/2024	574983	NORTH COUNTRY CHEVROLET	41,341.80
01/05/2024	574984	NORTH RISK PARTNERS - BEARENC	11,000.00
01/05/2024	574985	NORTHERN TOOL/CAPITAL ONE	1,744.12
01/05/2024	574986	PREMIER LIGHTING, INC	572.85
01/05/2024	574987	QUADIENT LEASING USA, INC	542.64
01/05/2024	574988	RAMSEY COUNTY	2,703.98
01/05/2024	574989	SAM'S CLUB DIRECT	244.42
01/05/2024	574990	THE LEADERSHIP GROWTH GROUP	731.95
01/05/2024	574991	TOKLE INSPECTIONS INC	3,808.80
01/05/2024	574992	TRITON RECOVERY, LLC.	1,160.21
01/05/2024	574993	TURGERSON, MIKE	19.00
01/05/2024	574994	TWIN CITY SAW & SERVICE CO	3,549.90
01/05/2024	574995	U.S. BANK	2,200.00
01/05/2024	574996	W.D.LARSON COMPANIES LTD, INC	114.32
01/05/2024	574997	XCEL ENERGY	208.72
USBNK TOTALS:			
Total of 101 Checks:			735,044.14
Less 0 Void Checks:			0.00
Total of 101 Disbursements:			735,044.14

CHECK REGISTER FOR CITY OF SHOREVIEW

CHECK NUMBER 5681 - 5705

Check Date	Check	Vendor Name	Amount
Bank USBNK US BANK CHECKING\4M			
12/04/2023	5681(E)	TASC	904.26
11/27/2023	5682(E)	TASC	262.63
11/20/2023	5683(E)	TASC	51.17
11/13/2023	5684(E)	TASC	410.18
10/30/2023	5685(E)	TASC	253.33
10/23/2023	5686(E)	TASC	1,911.75
10/16/2023	5687(E)	TASC	779.89
10/02/2023	5688(E)	TASC	221.77
09/25/2023	5689(E)	TASC	246.00
09/18/2023	5690(E)	TASC	441.38
09/11/2023	5691(E)	TASC	1,849.08
09/05/2023	5692(E)	TASC	208.33
08/28/2023	5693(E)	TASC	720.78
08/21/2023	5694(E)	TASC	964.78
08/14/2023	5695(E)	TASC	662.89
08/07/2023	5696(E)	TASC	208.33
07/31/2023	5697(E)	TASC	3,014.57
07/24/2023	5698(E)	TASC	255.86
12/29/2023	5699(E)	TREASURY, DEPARTMENT OF	83,287.59
12/29/2023	5700(E)	ICMA/VANTAGEPOINT TRANSFER-30	8,183.64
12/29/2023	5701(E)	ICMA/VANTAGEPOINT TRANSFER-70	1,210.75
12/29/2023	5702(E)	COMMISSIONER OF REVENUE- WH T	14,355.98
12/29/2023	5703(E)	PERA COORDINATED	43,558.58
12/29/2023	5704(A)	MSRS 457 PLAN 98945-01	300.00
01/04/2024	5705(A)	MADISON NATIONAL LIFE	2,499.14
USBNK TOTALS:			
Total of 25 Checks:			166,762.66
Less 0 Void Checks:			0.00
Total of 25 Disbursements:			166,762.66

ACCOUNTS PAYABLE VOUCHER

VOUCHER NO. WARRANT NO. DATE ALLOWED 12 30 2023 (Mo. Day Yr.) IN THE SUM OF $ 27500.00

CITY OF SHOREVIEW

V #	W #

Payee NEIGHBORWOR

VENDOR # 100342
NEIGHBORWORKS HOME PARTNERS
533 DALE STREET NORTH
SAINT PAUL, MN 55103

Purchase Order No.
Terms
Due Date 12/30/2023

INVOICE DATE	INVOICE NUMBER	APPROP NUMBER	PROJECT	DESCRIPTION	AMOUNT
12/14/2023	4180 VICT HOME IMP	305-4410-44890.000		HOME IMP ASSISTANCE 4180 VICTORIA S	27,500.00

CITY OF SHOREVIEW

Favor Of

NEIGHBORWORKS HOME PARTNERS

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 theron 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 30 2023 (Mo. Day Yr.) IN THE SUM OF $ 23045.00

CITY OF SHOREVIEW

V #	W #

Payee NEIGHBORWOR

VENDOR # 100342
NEIGHBORWORKS HOME PARTNERS
533 DALE STREET NORTH
SAINT PAUL, MN 55103

Purchase Order No.
Terms
Due Date 12/30/2023

INVOICE DATE	INVOICE NUMBER	APPROP NUMBER	PROJECT	DESCRIPTION	AMOUNT
12/14/2023	4180 VICTORIA ST	307-4410-44890.000		HOME IMP ASSISTANCE 4180 VICTORIA S	23,045.00

CITY OF SHOREVIEW

Favor Of

NEIGHBORWORKS HOME PARTNERS

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 theron 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

APPROVED BY THE STATE BOARD OF ACCOUNTS FOR THE CITY OF SHOREVIEW-2001

City/Town Form 201/39 (Rev. 1995)

ACCOUNTS PAYABLE VOUCHER

VOUCHER NO. WARRANT NO. DATE ALLOWED 01 26 2024 (Mo. Day Yr.) IN THE SUM OF $ 24258.00

CITY OF SHOREVIEW

V #	W #

Payee KLM ENGINEERI

VENDOR # 00468 KLM ENGINEERING, INC 1976 WOODDALE DR SUITE 4 SAINT PAUL, MN 55125	Purchase Order No. Terms Due Date 01/26/2024

INVOICE DATE	INVOICE NUMBER	APPROP NUMBER	PROJECT	DESCRIPTION	AMOUNT
12/29/2023	10060	446-4700-45900.000		23-06/N TOWER REHAB-DEVELOP CONTR	24,258.00

CITY OF SHOREVIEW

Favor Of

KLM ENGINEERING, INC

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 theron 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 01 20 2024 (Mo. Day Yr.) IN THE SUM OF $ 41341.80

CITY OF SHOREVIEW

V #	W #

Payee NORTH COUNTR

VENDOR # 10147 NORTH COUNTRY CHEVROLET 1502 E HOWARD ST HIBBING, MN 55746	Purchase Order No. Terms Due Date 01/20/2024

INVOICE DATE	INVOICE NUMBER	APPROP NUMBER	PROJECT	DESCRIPTION	AMOUNT
12/20/2023	4003379	701-4650-45400.000		PURCHASE OF UNIT 107-23	41,341.80

CITY OF SHOREVIEW

Favor Of

NORTH COUNTRY CHEVROLET

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 theron 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

APPROVED BY THE STATE BOARD OF ACCOUNTS FOR THE CITY OF SHOREVIEW-2001

City/Town Form 201/39 (Rev. 1995)

ACCOUNTS PAYABLE VOUCHER

VOUCHER NO. WARRANT NO. DATE ALLOWED 12 30 2023 (Mo. Day Yr.) IN THE SUM OF $ 368505.06

CITY OF SHOREVIEW

V #	W #

Payee MOUNDS VIEW I

VENDOR # 00464
MOUNDS VIEW IRONDALE YOUTH HOCKEY
855 VILLAGE CENTER DR # 316
ATTN: TREVER MARSHALL, TREASURER
NORTH OAKS, MN 55127

Purchase Order No.

Terms

Due Date 12/30/2023

INVOICE DATE	INVOICE NUMBER	APPROP NUMBER	PROJECT	DESCRIPTION	AMOUNT
12/21/2023	DISSOLUTION PAYME	803-4051-43190.000		JOINT POWERS ENDING PAYMENT	368,505.06

CITY OF SHOREVIEW

Favor Of

MOUNDS VIEW IRONDALE YOUTH HOCKEY ASSOCIATION

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 theron 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

APPROVED BY THE STATE BOARD OF ACCOUNTS FOR THE CITY OF SHOREVIEW-2001

City/Town Form 201/39 (Rev. 1995)

ACCOUNTS PAYABLE VOUCHER

VOUCHER NO. WARRANT NO. DATE ALLOWED 01 19 2024 (Mo. Day Yr.) IN THE SUM OF $ 49475.00

CITY OF SHOREVIEW

V #	W #

Payee ATIR ELECTRIC

VENDOR # 01775 ATIR ELECTRIC CORPORATION 2501 4TH AVE ANOKA, MN 55303	Purchase Order No. Terms Due Date 01/19/2024

INVOICE DATE	INVOICE NUMBER	APPROP NUMBER	PROJECT	DESCRIPTION	AMOUNT
12/20/2023	17298	405-4371-45301.000-W		REPLACED, UPGRADED, ADDED LED LIGH	49,475.00

CITY OF SHOREVIEW

Favor Of

ATIR ELECTRIC CORPORATION

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 theron 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: Izaak Peterson , Associate Planner

DATE: January 16, 2024

SUBJECT: 3382 Lexington Avenue North - Minor Subdivision - Presbyterian Church of the Way

ITEM NUMBER: 8.f

SECTION: CONSENT AGENDA

REQUESTED MOTION

To approve the minor subdivision of the property located at 3382 Lexington Avenue North subject to the following conditions:

1. The approval is subject to variance application approval for the maximum lot coverage of Parcel B, as outlined by Resolution No. 23-108.
2. The minor subdivision shall be in accordance with the plans submitted, including the removal of 1,079 square feet of sidewalk on the property. Any significant changes to these plans, as determined by the Community Development Department, will require review and approval by the Planning Commission.
3. Public drainage and utility easements shall be dedicated to the city as required by the public works director. The applicant shall be responsible for providing legal descriptions for all required easements. Easements shall be conveyed before the city will endorse deeds for recording.
4. Overhead parking lights shall be wholly located within Parcel B, or addressed through an access and maintenance easement agreement benefitting Parcel B.
5. The applicants shall enter into a Subdivision Agreement with the city. This agreement shall be executed prior to the city's release of the deeds for recording.
6. This approval shall expire after one year if the subdivision has not been recorded with Ramsey County.

This approval is based on the following findings of fact:

1. The proposed subdivision supports the policies of the Comprehensive Plan by maintaining existing housing stock within the City.
2. Practical difficulty has been found as stated in Resolution 23-108
3. The proposed minor subdivision complies with Section 204.030 Subdivision Standards.

INTRODUCTION

Richard Allen, on behalf of Presbyterian Church of Way, has submitted a minor subdivision application to subdivide the church property located at 3382 Lexington Ave North into two parcels. The minor subdivision application proposes to split the property into two parcels noted as Parcel A (northeast) and Parcel B (southwest), approximately .29 and 5.03 acres in

size, respectively. The existing property contains the Presbyterian Church of the Way facilities that occupies the majority of the site and a detached single-family residential use that fronts along Cannon Avenue. The applicants propose to create a standalone property parcel to serve the existing single-family homesite, separate from the larger church portion of the property.

The subject property presently exceeds the required impervious lot coverage maximum of 40-percent of the total lot area. The site has received prior variance approvals both in 1998, and 2000 that permit the property to exceed the impervious surface maximum up to 45.4-percent of the total lot area. As a result of the proposed minor subdivisions alteration to the church sites total lot area, the Planning Commission considered and approved an associated lot coverage variance request at their December 19, 2023 meeting, necessary in order to consider the minor subdivision request.

DISCUSSION

Site Characteristics

The property is located east of Lexington Avenue North, south of Cannon Avenue, and is zoned R1 - Detached Residential. The site is adjacent to R1 - Detached Residential zoned properties to the north, south and east, as well as residential properties located within Arden Hills to the west.

The property is approximately 5.32 acres and has an average width of 480 feet and depth of 483 feet. A single-family home was built on the 1024 Cannon Avenue in 1967 which has been used historically as a residence or programming space for the church.

The site currently contains an impervious surface lot coverage of 45.1-percent of the total lot area. Facilities contributing to the sites impervious lot coverage include existing structures, parking lot, sidewalks, and a portion of the playground equipment located on site. In addition, approximately 2,818 square feet of lot coverage is a result of portions of city trail and a sanitary sewer lift station located along the western boundary of the site.

Subdivision Standards

Minor subdivisions require review by the planning commission and approval by the city council. Minor subdivisions must be reviewed in accordance with subdivision standards in the Development Code.

City subdivision standards require all new lots to front on a publicly dedicated right-of-way. Municipal sanitary sewer and water must be provided to every new lot. These standards also require minimum five-foot public drainage and 10 foot utility easements along property lines where necessary.

In the R1 - Detached Residential Zoning District, lot standards require a minimum lot area of 10,000 square feet. Additionally, required lot standards provide for minimum lot widths of 75 feet and lot depths of 125 feet.

In addition, instances where existing structures are to be retained through a minor subdivision, all structures retained must meet the required minimum setback and performance standards such as impervious lot coverage established by code. The maximum permitted impervious coverage permitted within the R1 - Detached Residential Zoning District is 40-percent of the total lot area. Variance resolution 00-83, approved on August 22, 2000,

permits the property to have an impervious lot coverage of 45.4 percent of the total lot area.

Applicant Statement
The applicant states that the purpose of the minor subdivision is to create two properties, from the 3382 Lexington Ave North site, in order to separate the single-family dwelling from the church property. The applicant intends in the near term to convey the single family home located along Cannon Avenue to Habitat for Humanity, so that they may perform needed maintenance and repairs to the home to serve as a future standalone residence, separate from the churches operations.

STAFF REVIEW

Minor Subdivision
The applicant is proposing to leave the existing home located on the property and divide the church site into two parcels. Parcel A is proposed to contain the existing single family homesite, and Parcel B to be retained for the church site. As shown in the table below, the proposed parcels meet and exceed the minimum lot area, width and depth requirements:

	R-1 Requirement	Parcel A (Homesite)	Parcel B (Church site)
Lot Size	10,000 square feet	12,875 square feet	203,125 square feet
Lot Width	75 feet	103 feet	483 feet
Lot Depth	125 feet	125 feet	480 feet

The homesite proposed through Parcel A meets and exceeds required dimensional standards to serve as an individual property. The home retained through the proposed subdivision meets minimum front (25'), side (10'), and rear (30') yard setback requirements.

Parcel B provides adequate lot area to serve the existing church facilities within the property. The nearest applicable required setback in proximity to the proposed property line is the church parking lot, which is proposed at a distance greater than 5-feet from the property line. Portions of sidewalk shown within the 5-foot setback along the northeast section of the church site (Parcel B), and within the homesite (Parcel A), are proposed to be removed.

One overhead parking lot light is shown through the proposed survey to be located within Parcel A. This may be permitted, however staff recommends that the parking lot light either be relocated wholly within Parcel B or addressed through an easement agreement prior to the subdivision taking place.

As proposed, Parcel A is shown to have an impervious surface coverage of 21-percent of the total lot area which complies with the Development Code impervious surface requirement. Due to the proposed change in total lot area, the impervious surface coverage of Parcel B is shown to be 46.9-percent of the total lot area with the sites hardcover as it exists today. The applicant is proposing to remove 868 square feet of sidewalk from Parcel B, which would reduce the impervious coverage of the parcel to 46.5-percent of the lot. However as the applicant wishes to reallocate the .04-percent of removed hardcover to allow for future flexibility in constructing an ADA accessible sidewalk entrance to the north portion of the building, variance approval to Development Code Section 205.082 (D)(4), permitting a maximum 46.9-percent lot coverage was necessary in order to consider approval of the requested minor subdivision. The applicants variance request to increase the permitted lot

coverage on the property to 46.9-percent of the total lot area was considered by the Planning Commissions review of the minor subdivision application.

Planning Commission Review
At their December 19, 2023 meeting, the Planning Commission reviewed the proposed minor subdivision application and the associated lot coverage variance request. The planning commission voted to approve the variance application, and unanimously recommended approval of the minor subdivision application with a 6-0 vote.

Public and Agency Comment
Property owners within 350-feet were notified of the applicant's minor subdivision request. At the time of this report, no public comments have been received.

The request was reviewed by the city engineer and public works department. Standard drainage and utility easements within Parcel A were requested, which is reflected within staffs recommended conditions of approval.

RECOMMENDATION
The minor subdivision and variance applications have been reviewed in accordance with the standards of the development regulations and found to be in compliance with these standards. Staff recommends that the city council approve the minor subdivision, subject to the following conditions:

1. The approval is subject to variance application approval for the maximum lot coverage of Parcel B, as outlined by Resolution No. 23-108.
2. The minor subdivision shall be in accordance with the plans submitted, including the removal of 1,079 square feet of sidewalk on the property. Any significant changes to these plans, as determined by the Community Development Department, will require review and approval by the Planning Commission.
3. Public drainage and utility easements shall be dedicated to the city as required by the public works director. The applicant shall be responsible for providing legal descriptions for all required easements. Easements shall be conveyed before the city will endorse deeds for recording.
4. Overhead parking lights shall be wholly located within Parcel B, or addressed through an access and maintenance easement agreement benefitting Parcel B.
5. The applicants shall enter into a Subdivision Agreement with the city. This agreement shall be executed prior to the city's release of the deeds for recording.
6. This approval shall expire after one year if the subdivision has not been recorded with Ramsey County.

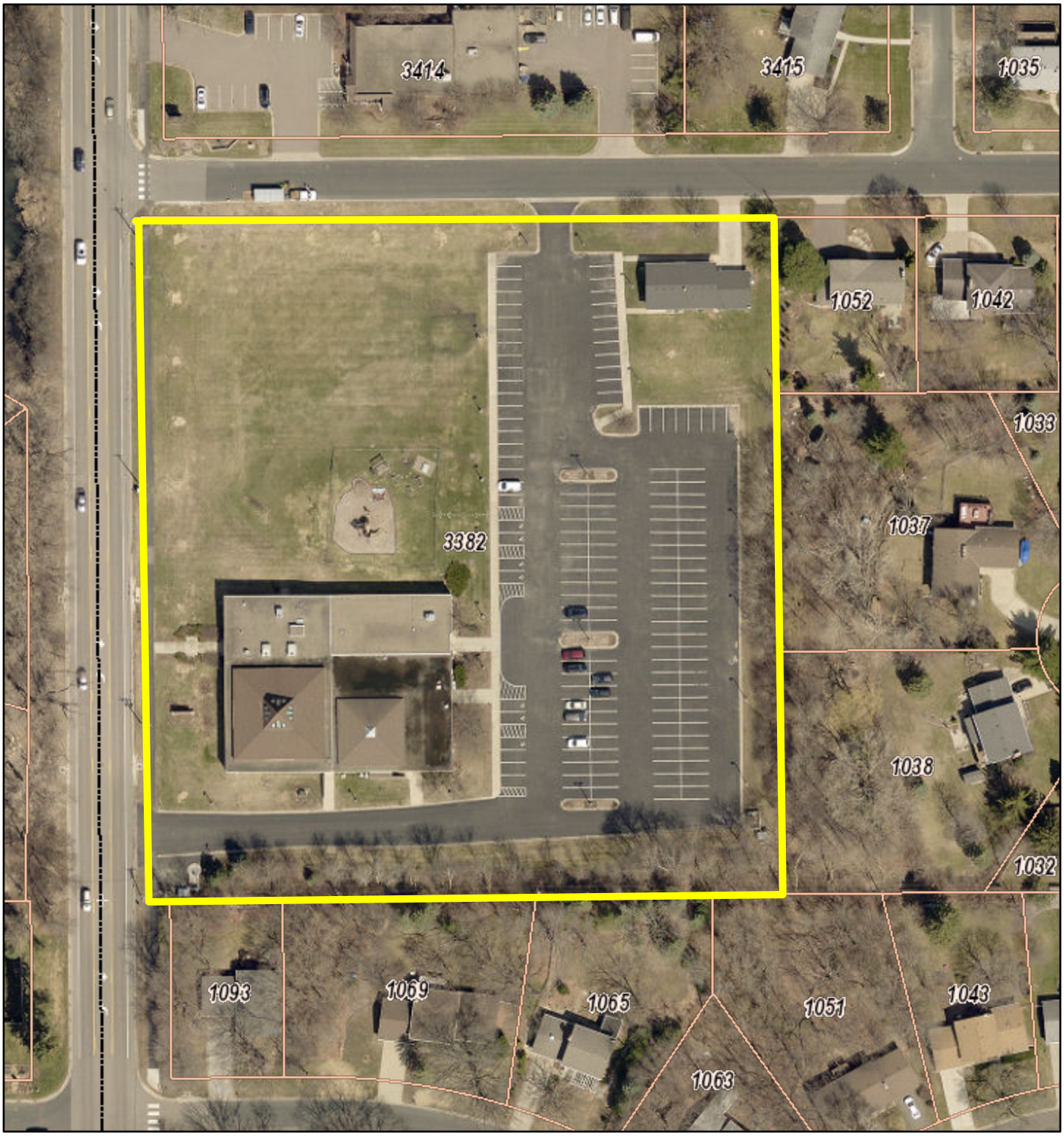
This approval is based on the following findings of fact:

1. The proposed subdivision supports the policies of the Comprehensive Plan by maintaining existing housing stock within the City.
2. Practical difficulty has been found as stated in Resolution 23-108
3. The proposed minor subdivision complies with Section 204.030 Subdivision Standards.

ATTACHMENTS
Location Map

Applicant Statement
Proposed Subdivision Survey

3382 Lexington Ave N- Property Location



11/21/2023, 10:44:10 AM

1:1,200

0 55 110 220 ft

0 15 30 60 m

Override 1

Personal Property

Tax Parcels

Cities

County Offices

2022 Aerial

Red: Band_1

Green: Band_2

Blue: Band_3

SHOREVIEW

Izaak Peterson <ipeterson@shoreviewmn.gov>

Parcel Id 353023230069 1064 Cannon Ave

Dick Allen <richardallen1954@gmail.com> Wed, Oct 25, 2023 at 1:31 PM
To: "ipeterson@shoreviewmn.gov" <ipeterson@shoreviewmn.gov>

Dear Izaak,

This note is for splitting a property at 1024 Cannon Ave. Presbyterian Church of The Way owns the house now as a part of the total parcel. The church is intent on selling the house to Habitat for Humanity. We built and have owned the house since the 1960's. It has been used for sunday school, as a parish house, a transitional house and a rental property.

Thank you for your help with this project.

Sincerely

Dick Allen
PCOTW

MINOR SUBDIVISION

~for~ PRESBYTERIAN CHURCH OF THE WAY
~of~ 3382 LEXINGTON AVENUE N.
SHOREVIEW, MN 55126

EXISTING PROPERTY DESCRIPTION

The south 480 feet of the west 483 feet of the South Half of the Northwest Quarter of Section 35, Township 30, Range 23, Ramsey County, Minnesota subject to the right of the State of Minnesota in the westerly 33 feet which is being used for State Trunk Highway 10-62.

PROPOSED PROPERTY DESCRIPTIONS

PARCEL A:
The north 125 feet of the south 480 feet of the east 103 feet of the west 483 feet of the South Half of the Northwest Quarter of Section 35, Township 30, Range 23, Ramsey County, Minnesota.

PARCEL B:
The south 480 feet of the west 483 feet of the South Half of the Northwest Quarter of Section 35, Township 30, Range 23, Ramsey County, Minnesota. EXCEPT the north 125 feet of the east 103 feet thereof. Subject to the right of the State of Minnesota in the westerly 33 feet which is being used for State Trunk Highway 10-62.

NOTES

- Field survey was completed by E.G. Rud and Sons, Inc. on 9/21/2023.
- Bearings shown are on Ramsey County datum.
- Parcel ID Number: 35-30-23-23-0069.
- Curb shots are taken at the top and back of curb.
- This survey was completed using Old Republic Title Policy No. LX-12650099, dated 8/6/2018.

IMPERVIOUS COVERAGE

PARCEL A
TOTAL PARCEL AREA = 12,875 SF

EXISTING HOUSE = 1,820 SF
EXISTING CONCRETE DRIVE/WALKS
AFTER REMOVING NOTED SECTIONS = 892 SF

TOTAL IMPERVIOUS AREA = 2,712 SF (21.0%)

PARCEL B
TOTAL PARCEL AREA LESS RIGHT OF WAY = 203,125 SF

EXISTING BUILDING = 19,946 SF
EXISTING BITUMINOUS PARKING/DRIVE = 70,708 SF
EXISTING CONCRETE WALKS/TRASH
ENCLOSURE AFTER REMOVING NOTED SECTIONS = 4,673 SF

TOTAL IMPERVIOUS AREA = 95,327 SF (46.9%)

LEGEND

- DENOTES IRON MONUMENT FOUND AS LABELED
- DENOTES IRON MONUMENT SET, MARKED RLS# 41578
- DENOTES RAMSEY COUNTY CAST IRON MONUMENT
- DENOTES AIR CONDITIONING UNIT
- DENOTES BOLLARD
- DENOTES CATCH BASIN
- DENOTES CURB STOP
- DENOTES ELECTRICAL BOX
- DENOTES GAS METER
- DENOTES GUY WIRE
- DENOTES HYDRANT
- DENOTES LIGHT POLE
- DENOTES POWER POLE AND OVERHEAD WIRES
- DENOTES SANITARY SEWER MANHOLE
- DENOTES SIGN
- DENOTES STORM SEWER MANHOLE
- DENOTES TELEPHONE PEDESTAL
- DENOTES WATER VALVE
- DENOTES FENCE
- DENOTES RETAINING WALL
- DENOTES TREE LINE
- DENOTES EXISTING WATER MAIN
- DENOTES UNDERGROUND GAS LINE
- DENOTES BITUMINOUS SURFACE
- DENOTES CONCRETE SURFACE
- DENOTES ADJACENT PARCEL OWNER INFORMATION (PER RAMSEY COUNTY TAX INFORMATION)

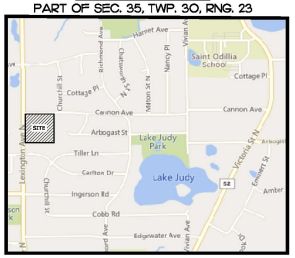
PIN No. 17 119 22 14 0008
Owner: City of X
Address: Unassigned

TREE DETAIL

DENOTES ELEVATION
DENOTES TREE QUANTITY
DENOTES TREE SIZE IN INCHES
DENOTES TREE TYPE

VICINITY MAP

PART OF SEC. 35, TWP. 30, RNG. 23



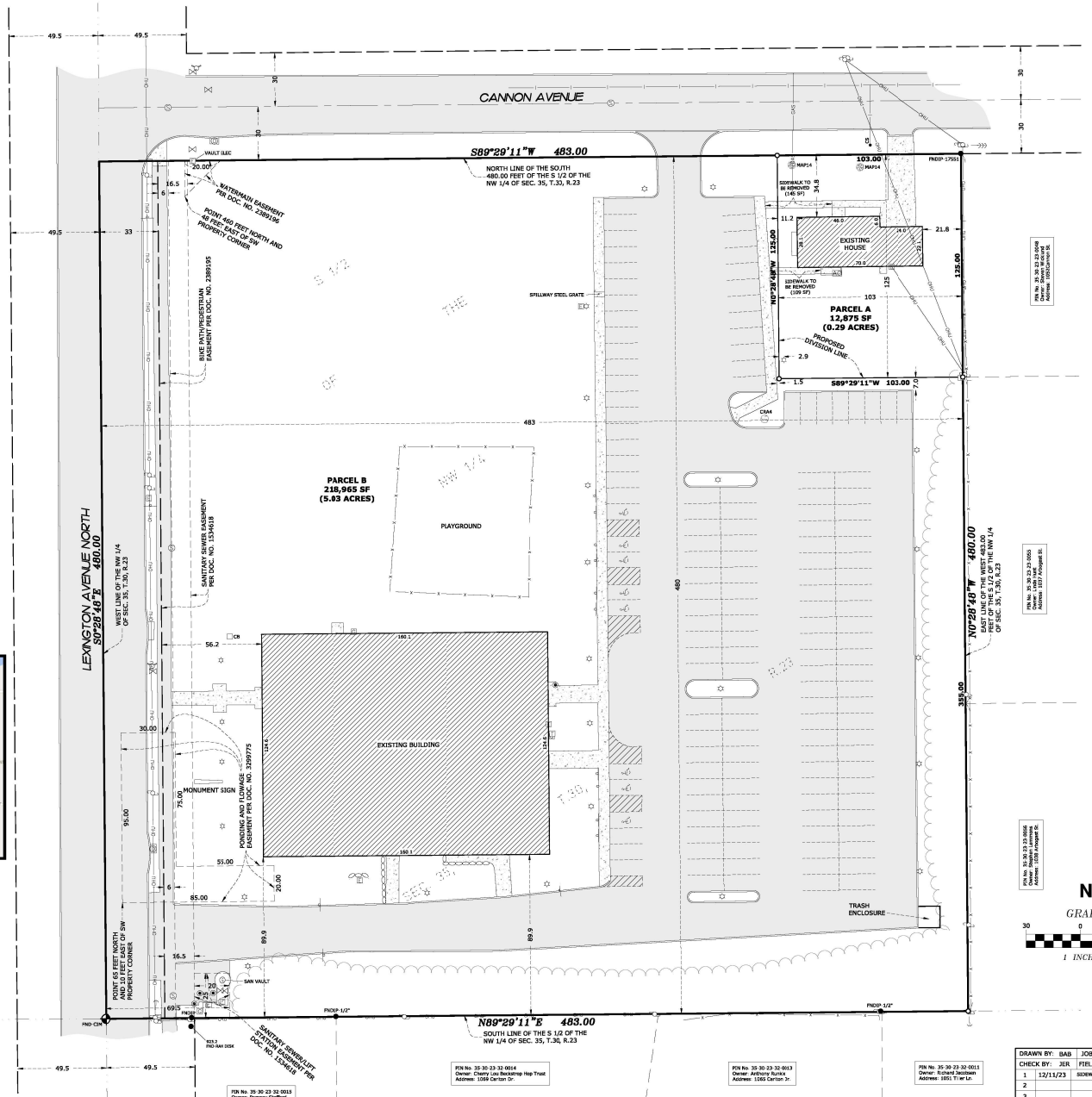
RAMSEY COUNTY, MINNESOTA
(NO SCALE)

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

JASON E. RUD

Date: 12/11/2023 License No. 41578

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



DRAWN BY: BAB	JOB NO: 230946BT	DATE: 9/29/2023	
CHECK BY: JER	FIELD CREW: RW/MR		
1	12/11/23	SIDEWALK REMOVAL/UPDATE IMPERVIOUS	BAB
2			
3			
NO.	DATE	DESCRIPTION	BY

C:\USERS\BBYER.EGRUD\DESKTOP\REMOTE JOBS\230946 PRESBYTERIAN\230946BT.DWG

23.0946BT

Memorandum

TO: City Council

FROM: Izaak Peterson , Associate Planner

DATE: January 16, 2024

SUBJECT: 0 Christopher Lane - Minor Subdivision, Preliminary Plat Amendment- TJB Homes, Inc.

ITEM NUMBER: 8.g

SECTION: CONSENT AGENDA

REQUESTED MOTION

To approve the amended minor subdivision, preliminary plat application for 0 Christopher Lane, subject to the following conditions:

1. A final plat in accordance with the preliminary plat shall be submitted for review and approval by the City Council prior to the subdivision taking effect.
2. A Public Recreation Use Dedication fee as required by Section 204.020, shall be paid before a building permit is issued for any new home on the properties. The fee will be a maximum of 4% of the fair market value of the property.
3. Public drainage and utility easements shall be dedicated to the city as required by the Director of Public Works. The final plat shall include drainage and utility easements along all property lines. Other drainage and utility easements shall be provided over any proposed stormwater areas, future public infrastructure and as required by the Public Works Director.
4. The applicant shall construct the Christopher Lane cul-de-sac extension as reflected within the preliminary plat. Right-of-way for the completion of the Christopher Lane cul-de-sac shall be dedicated to the city. The final street design is subject to review and approval of the Public Works Director.
5. Municipal water and sanitary sewer shall be extended to the end of the Christopher Lane cul-de-sac as required by the Director of Public Works. Final utility plans are subject to review and approval by the Public Works Director
6. A tree replacement plan shall be provided in accordance with the city's Tree Protection Ordinance. Trees on the property, which are to remain, shall be protected with construction fencing placed at the tree driplines prior to grading and excavating. Said plan shall be submitted for review and approval prior to submittal of the final plat application.
7. The applicant shall enter into a subdivision agreement with the city. The agreement shall be executed shall be executed and related securities submitted prior to any work commencing on the site.

INTRODUCTION

On June 27, 2023, the planning commission reviewed and recommended approval of a preliminary plat minor subdivision request for a single lot spilt at the property located at 0

Christopher Lane, submitted by the applicant TJB Homes. The request was subsequently approved by the city council on July 17, 2023. Following that approval, the applicant has requested amendment to the approved preliminary plat request, with a revised location for the interior lot line of the proposed subdivision. The applicant has indicated that the revision is requested in order to better balance the square footage of each lot. Due to the conditions issued through the July 2023 approval, reconsideration and review of the preliminary plat by the planning commission and approval by the city council is required in order to amend the lot layout as requested.

As a result, the applicant has resubmitted a minor subdivision application to divide the property located at 0 Christopher Lane into two lots with a revised lot layout. Similar to the prior approved layout, the application proposes to create two buildable lots for detached single family residential development, represented as Lot 1 (west) and Lot 2 (east) of the Randees Woods subdivision. In addition, the application proposes to extend the incomplete portion of the existing Christopher Lane cul-de-sac to serve the two properties. As a result of the minor subdivision incorporating the platting of right-of-way for the extension of the Christopher Lane cul-de-sac.

DISCUSSION

Site Characteristics

The property is located north of County Road D West, at the northern most extent of Christopher Lane. The subject property is zoned R1- Detached Residential, as are adjacent properties in the surrounding neighborhoods.

The existing property is 275 feet wide and 150 feet deep, and is approximately 41,982 square feet (.95 acres) in area. The existing lot is considered a key lot because the rear lot line abuts the side lot line of the property to the south. Key lots are defined as lots that have a rear lot line abutting a side lot line of another lot or a lot that has a side lot line abutting a rear lot line.

The site is undeveloped, and is heavily wooded with a mix of predominantly Green Ash, Black Walnut, Boxelder and Pine trees. The property's topography generally slopes from the northwest to the southeast corner of the property.

Subdivision Standards

Minor subdivisions require review by the planning commission and approval by the city council. Minor subdivisions must be reviewed in accordance with subdivision standards in the Development Code.

City subdivision standards require all lots to front on a publicly dedicated right-of-way. Municipal water and sanitary sewer must be provided to every new lot. These standards also require a five foot public drainage and a 10 foot utility easement along property lines where necessary. This determination is made by the Director of Public Works.

In the R1 - Detached Residential Zoning District, lot standards require a minimum lot area of 10,000 square feet. Additionally, required lot standards provide for minimum lot widths of 75 feet and lot depths of 125 feet. As the existing lot is considered a key lot, if subdivided, both Lot 1 and Lot 2 will be considered key lots. While key lots are discouraged, they can be permitted provided the lots have at least 15 more depth or width than required for the zoning district. Additional width or depth is required to ensure that there is enough buildable area on the lot to

allow for adequate building separation.

STAFF REVIEW

Minor Subdivision
The applicant proposes to subdivide the the existing property in order to create two buildable lots for single family residential development. As key lots, the proposed parcels contain at least 15 additional feet of lot width in order to comply with the requirements of the development code. Although the revised layout does impact the lot dimensions, as shown in the table below, the proposed parcels still meet and exceed the minimum lot area, width and depth requirements:

Performance Standard	R-1 Requirement	Lot 1 (Western Lot)	Lot 2 (Eastern Lot)
Lot Size	10,000 square feet	18,805 square feet	18,787 square feet
Lot Width	75 feet	132.4 feet	145.6 feet
Lot Depth	125 feet	129.61 feet	129.61 feet

For reference, the below table shows the previously approved lot area, width, and depth dimensions:

Performance Standard	R-1 Requirement	Lot 1 (Western Lot)	Lot 2 (Eastern Lot)
Lot Size	10,000 square feet	21,421 square feet	16,171 square feet
Lot Width	75 feet	155 feet	120 feet
Lot Depth	125 feet	127.5 feet	127.5 feet

The proposed extension of the Christopher Lane cul-de-sac features right-of-way that is reduced in radius from existing Christopher Lane right-of-way by approximately 4.5 feet. The reduced right-of-way radius allows for enhanced lot depth for the two proposed lots, while still maintaining an adequate turning radius for vehicles entering and exiting the cul-de-sac.

Municipal water and sanitary sewer services currently dead-end at the existing terminus of Christopher Lane. As a result, extension of both utilities to the end of the proposed cul-de-sac extension is required to service future homes on the building sites.

The applicant has provided a tree survey noting existing trees on the site, and those anticipated to be removed as a result of anticipated construction on the proposed lots. Landmark trees that are removed are subject to replacement requirement at 3:1 ratio. A tree removal, replacement and protection plan complying with city code will be required in tandem with Final Plat submittal for the proposed subdivision.

Standard drainage and utility easements have been noted within the proposed plat. Expansion of the existing stormwater pond located to the southeast of the subject property into Lot 2 may be necessary to comply with the city's surface water management requirements. Expanded drainage and utility easements are proposed, and shown to contain areas of proposed stormwater management improvements in the southeast portion of Lot 2.

Planning Commission Review
At their December 19, 2023 meeting, the planning commission reviewed and considered the proposed, revised, subdivision request. At the meeting, no public comment was submitted regarding the request at the time of the public hearing. Upon review, the planning commission unanimously voted to recommend city council approval of the proposed subdivision, subject to conditions as listed in this report.

Public and Agency Comment
Property owners within 350-feet were notified of the applicant's minor subdivision request, and notice was published within the Shoreview Press. At the time of this report, no public comments have been received.

The Public Work Director has noted that the proposed development would be required to comply with Ramsey-Washington Metro Watershed District permitting requirements, and the city's surface water management plan requirements. The Public Works Director has indicated that utility extensions would be required to the cul-de-sac with associated manholes and hydrants, and noted that a tree replacement plan would be needed.

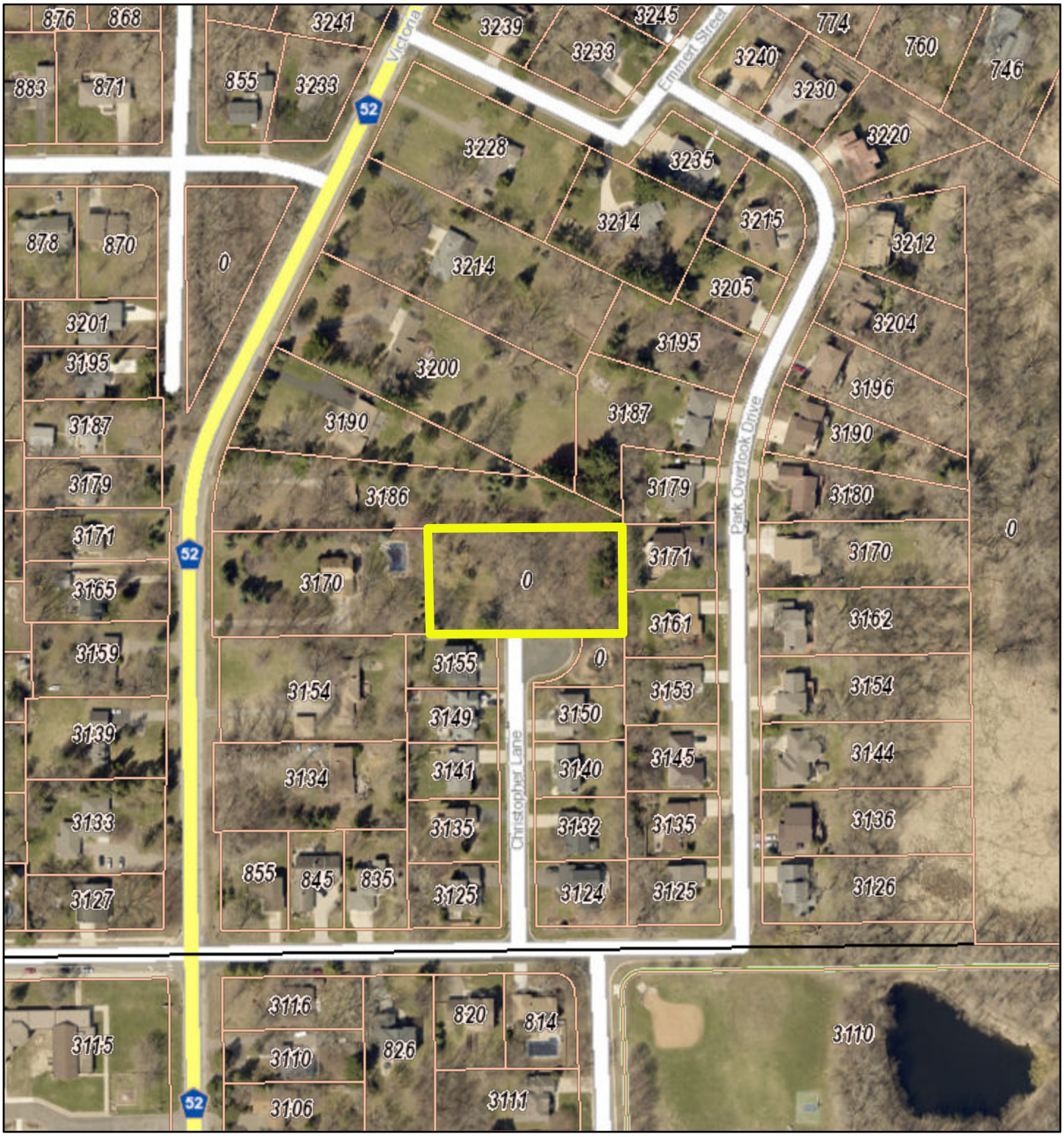
RECOMMENDATION
The revised minor subdivision application has been reviewed in accordance with the standards of the development regulations and found to be in compliance with these standards. Staff recommends that the city council approve the preliminary plat, subject to the following conditions:

1. A final plat in accordance with the preliminary plat shall be submitted for review and approval by the City Council prior to the subdivision taking effect.
2. A Public Recreation Use Dedication fee as required by Section 204.020, shall be paid before a building permit is issued for any new home on the properties. The fee will be a maximum of 4% of the fair market value of the property.
3. Public drainage and utility easements shall be dedicated to the city as required by the Director of Public Works. The final plat shall include drainage and utility easements along all property lines. Other drainage and utility easements shall be provided over any proposed stormwater areas, future public infrastructure and as required by the Public Works Director.
4. The applicant shall construct the Christopher Lane cul-de-sac extension as reflected within the preliminary plat. Right-of-way for the completion of the Christopher Lane cul-de-sac shall be dedicated to the city. The final street design is subject to review and approval of the Public Works Director.
5. Municipal water and sanitary sewer shall be extended to the end of the Christopher Lane cul-de-sac as required by the Director of Public Works. Final utility plans are subject to review and approval by the Public Works Director
6. A tree replacement plan shall be provided in accordance with the city's Tree Protection Ordinance. Trees on the property, which are to remain, shall be protected with construction fencing placed at the tree driplines prior to grading and excavating. Said plan shall be submitted for review and approval prior to submittal of the final plat application.
7. The applicant shall enter into a subdivision agreement with the city. The agreement shall be executed shall be executed and related securities submitted prior to any work commencing on the site.

ATTACHMENTS

Location Map
Preliminary Plat
Preliminary Plat & Existing Conditions

0 Christopher Lane- Site Location



6/1/2023, 11:54:30 AM

1:2,400

0 0.02 0.04 0.08 mi

0 0.03 0.07 0.13 km

Override 1

Cities

Personal Property

County Offices

Tax Parcels

RANDEES WOODS

KNOW ALL PERSONS BY THESE PRESENTS: That Robert L. Allen and Randee E Allen, husband and wife, owners of the following described property situated in the City of Shoreview, County of Ramsey, State of Minnesota:

The East 275 feet of Tract G, Registered Land Survey No. 34, Ramsey County, Minnesota, EXCEPT the South 150 feet thereof.
Torrens Cert 545870

Have caused the same to be surveyed and platted as RANDEES WOODS and do hereby dedicate to the public for public use the public way and the drainage and utility easements as shown on this plat.

In witness whereof said Robert L. Allen and Randee E. Allen, have hereunto set their hands this ____ day of _____, 20____.

_____
Robert L. Allen

_____
Randee E. Allen

STATE OF MINNESOTA
COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of_____, 20____ by Robert L. Allen and Randee E. Allen, husband and wife.

_____(Signature of person taking acknowledgement)

_____(Print Notary's name)

Notary Public, _____ County, Minnesota

My Commission expires_____

I, Joshua P. Schneider, Professional Land Surveyor, do hereby certify that I have surveyed or directly supervised the survey of the property described on this plat; prepared this plat or directly supervised the preparation of this plat; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been correctly set; that all monuments indicated on this plat will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of the surveyor's certification are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this _____ day of _____, 20____.

_____
Joshua P. Schneider, Licensed Land Surveyor
Minnesota License Number 44655

STATE OF MINNESOTA
COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of_____, 20____, by Joshua P. Schneider, a Professional Land Surveyor.

_____(Signature of person taking acknowledgement)

_____(Print Notary's name)

Notary Public, _____ County, Minnesota

My Commission expires _____

City of Shoreview

We do hereby certify that on the_____ day of_____, 20____, the City Council of the City of Shoreview, Minnesota, approved this plat. Also, the conditions of Minnesota Statutes, Section 505.03, Subd. 2, have been fulfilled.

_____, Mayor _____, City Clerk

Property Tax, Records and Election Services Department

Pursuant to Minnesota Statutes, Section 505.021, Subd. 9, taxes payable in the year_____ on the land hereinbefore described have been paid.
Also, pursuant to Minnesota Statutes, Section 272.12, there are no delinquent taxes and transfer entered this_____ day of_____, 20____.

Christopher A. Samuel, Ramsey County Auditor/Treasurer

By _____, Deputy

County Surveyor

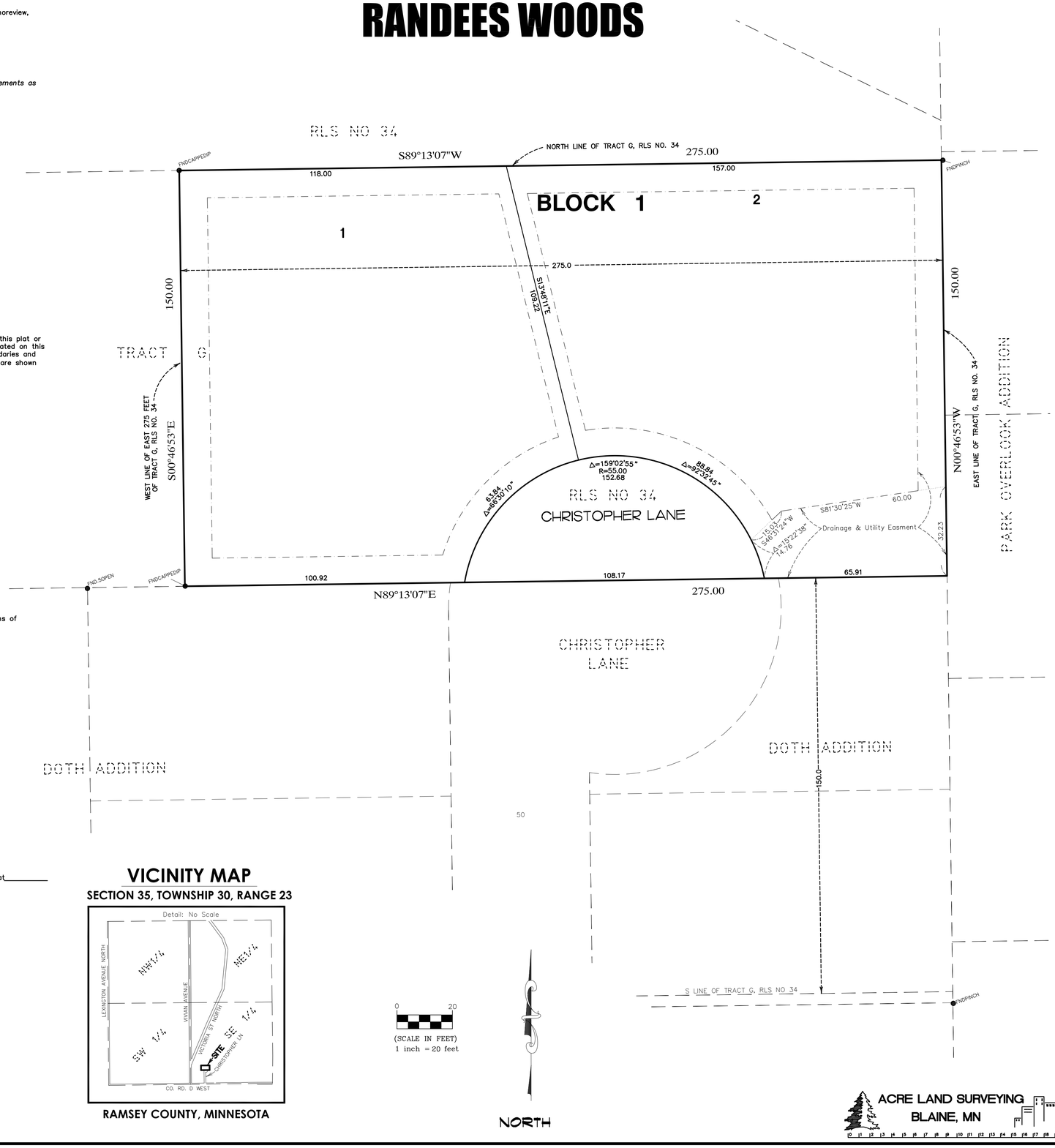
Pursuant to Minnesota Statutes, Section 383A.42, this plat is approved this_____ day of_____, 20____.

_____
Daniel D. Baar, L.S.
Ramsey County Surveyor

Registrar of Titles, County of Ramsey, State of Minnesota

I hereby certify that this plat of RANDEES WOODS was filed in the office of the County Recorder for public record on this_____ day of _____,20____, at_____ o'clock____M. and was duly filed in Book_____ of Plats, Page_____, as Document Number_____.

_____
Deputy Registrar of Titles

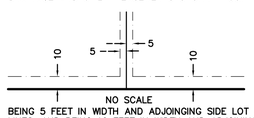


● Denotes found monument as specified

The orientation of this bearing system is based on the south line of Tract G, Registered Land Survey No. 34, which is assumed to bear North 89 degrees 13 minutes 07 seconds East.

Any block, lot, outlot and angle and/or curve point location on this plat, where no monument symbol is shown, indicates where a 1/2 inch by 14 inch iron pipe with cap marked by License No. 44655 will be set, and which shall be in place within one year after the recording of this plat.

DRAINAGE AND UTILITY EASEMENTS SHOWN THUS:



BEING 5 FEET IN WIDTH AND ADJOINGING SIDE LOT LINES, AND BEING 10 FEET IN WIDTH AND ADJOINING PUBLIC WAYS AND REAR LOT LINES, UNLESS OTHERWISE INDICATED ON THE PLAT.

VICINITY MAP

SECTION 35, TOWNSHIP 30, RANGE 23

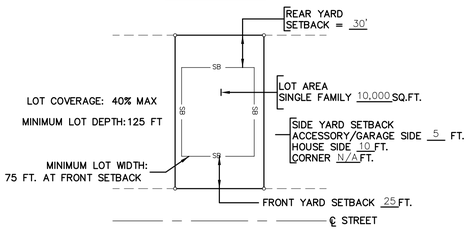
RAMSEY COUNTY, MINNESOTA

ACRE LAND SURVEYING
BLAINE, MN

PRELIMINARY PLAT & EXISTING CONDITIONS OF "RANDEES WOODS"

FOR: TJB HOMES
ADDRESS: 0 CHRISTOPHER LANE, SHOREVIEW, MN
PID # 353023430043

LOT DATA (R-1)



ZONING

EXISTING ZONING: R-1
PROPOSED ZONING: R-1

APPLICANT

TJB HOMES, INC.
9100 BALTIMORE STREET NE
BLAINE, MN 55449
(763) 286-6868
THOMAS J. BUDZYNSKI, DEVELOPER

SURVEYOR

ACRE LAND SURVEYING, INC.
9140 BALTIMORE STREET NE
SUITE 100
BLAINE, MN 55449
(763) 238-6278
JOSHUA P. SCHNEIDER, PLS

ENGINEER

CIVIL METHODS, INC.
1551 LIVINGSTON AVENUE
SUITE 104
WEST ST. PAUL, MN 55118
(763) 210-5713
DAVE POGGI, PE

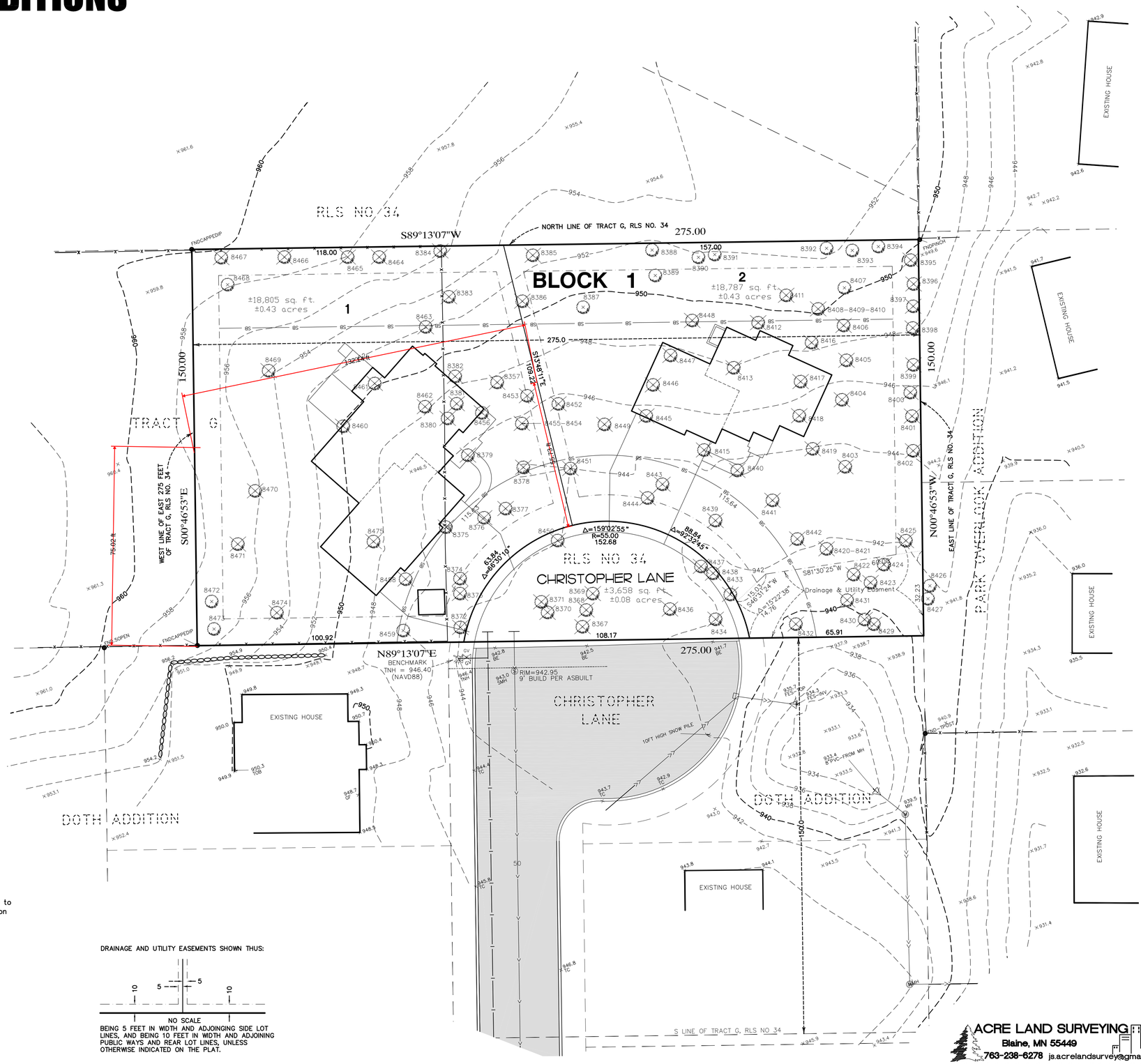
PROPERTY DESCRIPTION

The East 275 feet of Tract G, Registered Land Survey No. 34, Ramsey County, Minnesota, EXCEPT the South 150 feet thereof.
Torrens Cert 545870

LEGEND

- DENOTES WATER SHUT OFF
- DENOTES SET IRON MONUMENT #44655
- DENOTES IRON MONUMENT FOUND
- DENOTES EXISTING CONTOURS (2' INTERVAL)
- DENOTES UTILITY POLE
- DENOTES GATE VALVE
- DENOTES SANITARY SEWER MANHOLE
- DENOTES FIRE HYDRANT
- DENOTES OVERHEAD WIRE
- DENOTES EXISTING WATERMAIN
- DENOTES EXISTING SANITARY SEWER
- DENOTES EXISTING STORM SEWER
- DENOTES EXISTING RETAINING WALL
- DENOTES SANITARY SEWER MANHOLE
- ×1011.2 DENOTES EXISTING ELEVATION.
- DENOTES CABLE BOX
- DENOTES TELEPHONE BOX
- DENOTES CATCH BASIN
- DENOTES ELECTRIC METER/BOX
- DENOTES CONCRETE
- DENOTES BITUMINOUS
- ×3000 DENOTES TREE TAG (SEE TREE LIST FOR SPECIES/SIZE)
- SB DENOTES SETBACK LINE
- DENOTES TREE TO BE REMOVED

NORTH
0 20
(IN FEET)
1 inch = 20 ft.



GENERAL NOTES

1. Bearings shown hereon are based on NAD83-2011. Elevations shown are based on NAVD88.
2. Boundary area of the surveyed premises: ±41,250 sq. ft. (±0.95 acres).
3. The City of Shoreview has indicated that the surveyed premises shown on this survey is currently zoned R-1.
4. The surveyed premises has access to Christopher Lane, a public street.
5. Utilities shown hereon are observed and proposed (designed by others). Excavations were not made during the process of this survey to locate underground utilities and/or structures. The location of underground utilities and/or structures may vary from locations shown hereon and additional underground utilities and/or structures may be encountered. Contact Gopher State One Call Notification Center at (651) 454-0002 for verification of utility type and field location, prior to excavation.
6. Property is located in Zone X, per FEMA FIRM panel 27123C0020G, dated 06/04/2010.

DRAINAGE AND UTILITY EASEMENTS SHOWN THUS:

BEING 5 FEET IN WIDTH AND ADJOINGING SIDE LOT LINES, AND BEING 10 FEET IN WIDTH AND ADJOINING PUBLIC WAYS AND REAR LOT LINES, UNLESS OTHERWISE INDICATED ON THE PLAT.

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

JOSHUA P. SCHNEIDER

Revised: 10-25-23 (update pad/tree removals)
Revised: 10-18-23 (update layout)
Date: 5-1-23 Reg. No. 44655

JOB #23016

ACRE LAND SURVEYING
Blaine, MN 55449
763-238-6278 js.acrelandsurvey@gmail.com

Memorandum

TO: City Council

FROM: Krista Billerbeck , Natural resources manager

DATE: January 16, 2024

SUBJECT: Resolution to support Yards in Bloom

ITEM NUMBER: 8.h

SECTION: CONSENT AGENDA

REQUESTED MOTION

Adopt resolution 24-01 supporting the Yards in Bloom initiative.

INTRODUCTION

The council supported the No Mow May initiative during May 2023 and staff are now seeking to modify and improve upon this initiative going forward. The new initiative, Yards in Bloom, continues goals of No Mow May, while removing the temporary code suspension, and expands it to include a broader array of practices to benefit pollinators and water quality.

DISCUSSION

As discussed in the council report from December 5, 2022, one of the main goals of the No Mow May initiative was to raise awareness about the impact of traditional lawn care practices on pollinators and other wildlife. Traditional lawn care practices often tend to maintain grass at short heights, be water intensive, utilize chemicals and fertilizers, and not incorporate a variety of plants. These practices lead to few benefits for pollinators, other wildlife, and water quality. The other main goal of the initiative was to provide food and habitat for pollinators early in the season. While mowing less frequently is beneficial for lawns and the environment, not mowing for extended periods of time can be harmful to lawns and not achieve the intended benefits. Mowing less frequently and at higher heights is less stressful for lawns, allows some flowering plants to grow, and encourages more root growth which helps lawns be more drought tolerant.

In addition to mowing practices, there are many other ways to promote wildlife and water quality in yards. Planting native flowers, grasses, shrubs, and trees provide food and habitat throughout the year as well as providing other benefits such as absorbing and filtering stormwater. There are many options of native species that flower early in the season to provide food at that time. In addition to incorporating native species into landscaping, other types of lawns and practices can also provide benefits. Varieties of turfgrass, such as fine fescues, require less maintenance than the commonly planted Kentucky bluegrass. A bee lawn, or pollinator lawn, is a mix of turfgrass and low growing flowers.

The Yards in Bloom initiative encourages practices listed above and removes the temporary code suspension of the lawn height ordinance. City code 211.060(C) states that ‘grass plots and lawn areas, including any contiguously abutting street boulevard areas, shall not exceed nine

inches in height.' Lawns that are mowed less frequently and at higher heights should still not exceed nine inches. Managed natural landscapes are allowed and are exempt from the maximum height, provided they are maintained and do not interfere with traffic or pedestrian safety.

RECOMMENDATION

Staff recommend the council adopt resolution 24-01 supporting the Yards in Bloom initiative.

ATTACHMENTS

Resolution 24-01.pdf

EXTRACT OF MINUTES OF MEETING OF THE

CITY COUNCIL OF SHOREVIEW, MINNESOTA

HELD JANUARY 16, 2024

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 January 16, 2024 at 7 pm. The following members were present:

LIST THE COUNCILMEMBERS THAT WERE PRESENT

And the following members were absent:

Councilmember _____ introduced the following resolution and moved its adoption.

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

RESOLUTION NO. 24-01

A RESOLUTION SUPPORTING THE YARDS IN BLOOM INITIATIVE

WHEREAS, the City of Shoreview encourages the use of pollinator friendly lawn care practices; and

WHEREAS, the City of Shoreview promotes practices that benefit our water resources; and

WHEREAS, the Yards in Bloom initiative replaces the No Mow May initiative that took place in 2023

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

1. The City of Shoreview recognizes efforts to support pollinators and improve water quality by implementing the Yards in Bloom initiative.

2. Resolution 22-91 recognizing No Mow May and temporarily suspending enforcement of City Code 211.060(C) from May 1 to June 10 and approved by the city council on December 5, 2022 is hereby rescinded.

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

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 16 day of January, 2024.

_____

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 16 day of January, 2024, 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 supporting the Yards in Bloom initiative.

WITNESS MY HAND officially as such city manager and the corporate seal of the City of Shoreview, Minnesota this 17 day of January, 2024.

_____

Brad Martens, City Manager

SEAL

Memorandum

TO: City Council

FROM: Tom Wesolowski , Public Works Director

DATE: January 16, 2024

SUBJECT: Approve change order no. 1 for the Kerry Ponds Sediment Removal - Phase 2, city project 24-02

ITEM NUMBER: 8.i

SECTION: CONSENT AGENDA

REQUESTED MOTION

To adopt resolution no. 24-02 approving change order no. 1 for the Kerry Ponds Sediment Removal - Phase 2, city project 24-02.

INTRODUCTION

Additional items were identified for the project and must be approved by the city council to modify the contract.

DISCUSSION

On November 20, 2023, the city council awarded a construction contract to Rachel Contracting, LLC in the amount of $235,840.00 for the Kerry Ponds Sediment Removal - Phase 2, city project 24-02.

Change order no. 1 address additions to the original contract:

- Remove additional trees that are leaning over the channel areas and to allow construction equipment access to certain pond areas

The attached change order no. 1 results in an increase to the contract of $20,949.00 and increases the total contract amount to $256,789.00 and would be funded from the surface water fund.

RECOMMENDATION

It is recommended the city council adopt the attached resolution approving change order no. 1 for the Kerry Ponds Sediment Removal - Phase 2, city project 24-02.

ATTACHMENTS

Change Order No. 1
Resolution No. 24-02

RACHEL | COMMITTED TO SAFETY

CHANGE ORDER REQUEST

Change Order Request #: 23090.01
Date: June 22, 2022
Rachel Project #: 23090

TO:
David Yang
City of Shoreview
4600 Victoria Street North
Shoreview, MN 55126

PROJECT: Kerry Ponds Sediment Removal Phase 2

ITEM	DESCRIPTION	ADD/(DEDUCT)	AMOUNT
1	Remove Willow Near Pedestrian Bridge & Shed	ADD	$ 4,494.00
2	Remove Additional Trees Near 518 Bucher Ave	ADD	$ 16,455.00
	Notes:		

TOTAL CHANGE ORDER $ 20,949.00

CONTRACT SUMMARY

The Original Contract Sum was :	$	235,840.00
Net Change by previously authorized Change Orders :	$	-
The Contract Sum prior to this Change Order :	$	235,840.00
The Contract Sum will be increased by this Change Order :	$	20,949.00
The New Contract Sum. Including this Change Order, will be :	$	256,789.00

IN WITNESS WHEREOF the parties have executed this Contract Revision by proper officers of duly authorized agents.

Owner:		Company: Rachel Contracting, LLC	
By		By	Derek Rachel
Its		Its	Project Manager
Date		Date	12/28/2023

EXTRACT OF MINUTES OF MEETING OF THE

CITY COUNCIL OF SHOREVIEW, MINNESOTA

HELD JANUARY 16, 2024

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 January 16, 2024 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. 24-02

A RESOLUTION APPROVING CHANGE ORDER NO. 1 FOR THE KERRY PONDS SEDIMENT REMOVAL – PHASE 2, CITY PROJECT 24-02

WHEREAS, on November 20, 2023 the city council awarded a contract to Rachel Contracting, LLC in the amount of $235,840.00 for the Kerry Ponds Sediment Removal – Phase 2, city project 24-02; and

WHEREAS, the original contract amount is $235,840.00, and

WHEREAS, change order no. 1 in the amount of $20,949.00, has been prepared to address certain changes or modifications to the original contract, and

WHEREAS, said changes and modifications to the project will increase the contract amount to $256,780.00, and

WHEREAS, the public works director has recommended approval of the proposed change order no. 1.

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

1. Change order no. 1 in the amount of $20,949.00, resulting in a revised contract amount of $256,870.00 is hereby approved, and
2. Change order no. 1 will be funded from the surface water fund.

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

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 16th day of January, 2024.

_____

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 16th day of January, 2024, 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 approval of change order no. 1 for the Kerry Ponds Sediment Removal – Phase 2, city project 24-02.

WITNESS MY HAND officially as such city manager and the corporate seal of the City of Shoreview, Minnesota this 17th day of January, 2024.

_____

Brad Martens, City Manager

SEAL

Memorandum

TO: City Council

FROM: Janice Miller

DATE: January 16, 2024

SUBJECT: Tree Trimmers Licenses

ITEM NUMBER: 8.j

SECTION: CONSENT AGENDA

REQUESTED MOTION

To approve the license applications as listed below.

INTRODUCTION

DISCUSSION

Minnesota Tree Experts	7527 Oliver Ave N	Brooklyn Park	55444	763.242.5429	www.minnesotatreeexperts.com
Expert Tree	633 County Rd T	Hammond	54015	651.239.3672	experttree.com
Langer's Tree Service LLC	4186 Centerville Rd	Vadnais Heights	55127	651-426-1330	www.langerstree.com
A Tree Service, INC.	761 1st St S.W.	New Brighton	55112	651.633.6835	atreeservices.com
Andover Tree Care, LLC	1540 145th Ave NE	Andover	55304	612.242.5646	andovertreecare.com
Upper Cut Tree Service	8841 167The Ln	Forest Lake	55025	651.779.3729	uppercuttrees.com
Classy Landscape and Tree Service	10333 Yates Dr N	Brooklyn Park	55443	763.670.7986	NA
Precision Landscape & Tree	50 S Owasso Blvd E	Little Canada	55117	651-484-2726	www.precisiontreemn.com

RECOMMENDATION

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

ATTACHMENTS

Memorandum

TO: City Council

FROM: Krista Billerbeck , Natural resources manager

DATE: January 16, 2024

SUBJECT: Authorize execution of the contract for recycling collection with Republic Services

ITEM NUMBER: 8.k

SECTION: CONSENT AGENDA

REQUESTED MOTION

To adopt Resolution 24-03 authorizing execution of the contract for recycling collection with Republic Services, pending minor revisions to be approved by Staff and the City Attorney, and authorizing the Mayor to sign the contract.

INTRODUCTION

The city's current contract for recycling services will end on June 30, 2024. Staff requested proposals for a new recycling contract in June 2023. The council discussed the top proposals at the October 16, 2023 workshop and authorized staff to negotiate a contract with Republic Services at the November 6, 2023 meeting. Staff is now seeking authorization to execute the contract for recycling collection with Republic Services to begin on July 1, 2024.

DISCUSSION

City staff worked with Republic Services, the city attorney, and Foth Infrastructure and Environment to negotiate a contract for recycling services after the November 6, 2023 council meeting. Negotiations were successful and no major changes resulted. The contract was reviewed and approved by the city attorney and is attached to the report.

Primary services provided through this contract include curbside residential recycling collection from single family homes and multi-unit buildings, recycling collection from city buildings and parks, and cleanup day events. The initial price of the contract will be $8.25 per residential dwelling unit (RDU) per month and $3.00 per multi-unit dwelling (MUD) unit per month, with prices to increase by 4.5% annually.

City staff will work with the current hauler and Republic to ensure a smooth transition between companies and contracts. Recycling collection zones and days will remain the same. Residential recycling carts are owned by the city and will not need to be switched with the new contract. Republic will send out information to residents closer to the contract start.

RECOMMENDATION

To adopt Resolution 24-03 authorizing execution of the contract for recycling services between the City of Shoreview and Republic Services, pending minor revisions to be approved by staff and the city attorney, and authorizing the mayor to sign the contract.

ATTACHMENTS

Contract for recycling services 2024
Resolution 24-03

CONTRACT FOR RESIDENTIAL RECYCLING SERVICES

City of Shoreview, Minnesota

and

Allied Waste Services of North America, LLC dba Republic Services of the Twin-Cities-Blaine

Table of Contents

Contract Exhibits

1. Parties
2. Definitions
3. General Requirements for All Collections
   - 3.1 Contractor Licensing Requirements
   - 3.2 Collection Vehicle Equipment Requirements
   - 3.3 Personnel Requirements
   - 3.4 Recycling Cart Supply
   - 3.5 Collection Hours and Days
   - 3.6 Holidays
   - 3.7 Severe Weather
   - 3.8 Missed Collections
   - 3.9 Customer Complaints
   - 3.10 Publicity, Promotion, & Education
   - 3.11 Resident Education Tags
   - 3.12 Weighing of Loads
   - 3.13 Monthly and Annual Reports
   - 3.14 Annual Performance Review Meeting
   - 3.15 Scavenging Prohibited
   - 3.16 Ownership of Recyclable Materials
   - 3.17 Cleanup of Spillage or Blowing Litter
   - 3.18 Recycling Material Required to be Transported to Markets; Disposal of Recyclable Materials Prohibited
   - 3.18.1 Highest and Best Use Recycling Markets; Market Certification
   - 3.19 Processing Facilities Must be Specified
   - 3.20 Process Residuals
   - 3.21 Lack of Adequate Market Demand
   - 3.22 Addition of Recyclable Materials
   - 3.23 Performance Monitoring
4. Curbside Collection Requirements
   - 4.1 Point of Collection
   - 4.2 Curbside Collection Schedule Deadline
   - 4.3 Opt-In for Non-Profits
5. Multi-Unit Dwelling Collection Requirements
   - 5.1 MUD Recycling Stations
   - 5.2 MUD Container Locations
   - 5.3 MUD Service Standards
   - 5.4 MUD Recycling Container Requirements
   - 5.5 Responsibility for Providing and Maintaining Recycling Containers
   - 5.6 Public Education Information for MUD Tenants
   - 5.7 Annual Report to MUD Building Owners
6. Municipal Facilities Collection Requirements
   - 6.1 Commingled Recycling Carts at City Buildings and Parks
   - 6.2 Commingled Recycling at Additional City Parks
7. Spring Cleanup Day

8. Payment Terms
    8.1 Compensation for Services Based on a Fee per Household
    8.2 Cleanup Day Prices
    8.3 Annual Price Adjustment
9. Term of Contract
10. Document Conflicts
11. Incident Escalation
12. Liquidated Damages
13. Insurance and Other Legal Requirements
    13.1 Insurance
    13.2 Transfer of Interest
    13.3 Non-Assignability and Bankruptcy
    13.4 Dispute Resolution and Arbitration Procedures
    13.5 Performance Bond
    13.6 General Compliance
    13.7 Independent Contractor
    13.8 Hold Harmless
    13.9 Accounting Standards
    13.10 Retention of Records
    13.11 Data Practices
    13.12 Inspection of Records
    13.13 Applicable Law
    13.14 Force Majeure
    13.15 Contract Termination
    13.16 Employee Working Conditions and Contractor's Safety Procedures

Contract Exhibits

Exhibit A: The City's RFP
Exhibit B: Contractor's Proposal
Exhibit C: Map of Recycling Zones and Collection Days
Exhibit D: List of Recycling Dumpster Locations at MUDs and City Buildings & Parks

CONTRACT FOR RESIDENTIAL RECYCLING SERVICES

1 Parties

This Residential Recycling Services agreement ("Agreement") is dated the XX day of January, 2024, and is entered into by and between the City of Shoreview, a Minnesota statutory city ("City"); and Allied Waste Services of North America, LLC dba Republic Services of the Twin Cities-Blaine ("Contractor").

2 Definitions

2.1 Aluminum Cans
Disposable containers fabricated primarily of aluminum, commonly used for soda, beer, juice, water, or other beverages.

2.2 Boxboard
Boxes including cereal, cake, chip, cracker, pasta, shoe, and gift-type boxes. Does not included boxboard containers used for freezer food products.

2.3 Bulky Items
Bulky items are large materials such as furniture, appliances, and electronics that residents would normally self-haul to the City's Spring Cleanup Day.

2.4 City-Designated Recyclable Materials
The recyclable materials currently accepted in the City's recycling program: newspaper, magazines, catalogs, mixed mail, office, school papers, phone books, old corrugated cardboard boxboard, boxboard, pop and beer cartons (wet-strength), milk cartons and juice boxes, paper towel and toilet paper tubes, cardboard food cans (e.g. nut cans, biscuit tubes, etc.), hard and soft cover books, steel and aluminum cans (including aerosol cans if emptied), glass bottles and jars, and plastic bottles/jogs/rigid plastic containers made with plastic resin types coded as #1, #2, and #5. Materials may be added to this list by mutual written agreement between the City and Contractor.

2.5 City's Designated Contact Person
The City has designated Krista Billerbeck, Natural Resources Manager, as the City's primary point of contact for the Contractor. Tom Wesolowski, Public Works Director, is the City's secondary point of contact for the Contractor if Ms. Billerbeck is not available.

2.6 Collection
The aggregation and transportation of recyclable materials from the place at which it is generated and includes all activities up to the time when it is delivered to a recycling facility.

2.7 Commencement Date
The first day of Collection service operations under this new Contract (currently scheduled for July 1, 2024).

2.8 Contract
This Agreement together with the City's RFP (Exhibit A) and the Contractor's proposal in response to the City's RFP (Exhibit B), incorporated herein by reference.

2.9 Contractor
The City's recycling service contractor under the new Contract beginning operation on July 1, 2024.

2.10 Contractor's Annual Recycling Public Education Flyer
The Contractor's public education flyer containing the following recycling information:

A. Annual calendar and map of curbside recycling districts for RDUs;
B. List of materials to be included for recycling;
C. List of Non-Targeted Materials that cannot be recycled in the City's program; and
D. How to prepare materials.

2.11 Curbside Recycling Service
The recycling collection service for RDUs specified within the City's RFP utilizing Curbside Recycling Carts.

2.12 Glass Bottles and Jars
Unbroken bottles and jars, and containers (lids/caps and pumps removed) that are primarily used for packing and bottling of food and beverages.

2.13 Market Demand
The economic and technical capacity of Markets to use recyclable material to make new products.

2.14 Markets
Any person or company that buys (or charges) for recycling of specified materials and may include, but are not limited to: end-markets, intermediate processors, brokers and other recycling material reclaimers.

2.15 Materials Recovery Facility (MRF)
A recycling facility in which recyclable materials are processed. The facility will conform to all applicable rules, regulations and laws of state, local or other jurisdictions.

2.16 Milk Cartons & Juice Boxes
Gable top milk cartons, juice boxes and aseptic packaging used for soup, broth, soy milk, etc.

2.17 Multi-Unit Dwelling (MUD)
Generally, a building or a portion thereof containing seven or more dwelling units.

2.18 MUD Recycling Containers
Recycling containers used for multiple family dwellings (MUD) including any cart, dumpster, roll-off box or other receptacle for temporary storage or aggregation of recyclable materials from residents in MUDs prior to Collection. Such recycling containers must be separate, explicitly labeled as to recyclable materials accepted, and colored differently from other containers for mixed solid waste or trash.

2.19 MUD Recycling Service
Recycling Collection service, together with related public education and other customer services, provided to MUD residents that utilize MUD Recycling Containers (e.g., carts) and use MUD Recycling Stations.

2.20 MUD Recycling Stations
The location of MUD Recycling Containers designated by the recycling Contractor with agreement of the MUD building owner. MUD Recycling Stations will likely be a cluster of recycling carts and/or recycling dumpsters.

2.21 Non-Preferred Recyclable Items
Non-preferred items refers to items that may in some months be able to be marketed for recycling but are not compatible with a mechanically sorted curbside recycling program. For example: “scrap metal” (e.g., large metal pieces such as metal furniture, poles, etc.) and “bulky rigid plastic items” (e.g., lawn chairs, toys, buckets, etc.).

2.22 Old Corrugated Cardboard (OCC)
Cardboard material with double wall construction and corrugated separation between walls. Does not include plastic, wax or other coated cardboard.

2.23 Paper
Old Newspaper (ONP) with inserts, magazines and catalogs, mixed mail, office and school papers, phone books, old corrugated cardboard, boxboard, pop and beer cartons (wet strength containers), and milk cartons and juice boxes. Does not include boxboard containers used for food product storage in freezers.

2.24 Participation Rate
A record of which specific households on a recycling route set out recyclable materials at some point during a defined period of time (usually six weeks), as a percentage of the overall number of eligible households served on that route.

2.25 Plastic Bottles, Jugs and Rigid Plastic Containers
Plastic bottles shaped with a neck, rinsed and with lids &caps on, but pumps removed. Recyclable Plastic Bottles and other Rigid Plastic Containers (e.g., cups, bowls, clamshells) shall be identified on the bottom with the plastic codes #1 (PET), #2 (HDPE), and #5 (PP) including bottles containing liquor, milk, juice, soft drinks, water, certain foods, soap, and cosmetics.

2.26 Process Residuals
The material that cannot be recycled due to material characteristics such as size, shape, color, cross-material contamination, etc. and must be disposed as mixed municipal solid waste. Process Residuals may include, but are not limited to, bulky items, contaminants, Prohibited Materials, sorted tailings, floor sweepings and rejects from specific Processing equipment (e.g., materials cleaned from screens, etc.). Process residuals do not include clean, separated products that are processed and prepared for shipment to Markets as commodities.

2.27 Prohibited Materials
Materials that are not included in the City’s recycling program. Examples of typical prohibited materials include, but are not limited to pumps on plastic bottles, plastic bags or wrapping film, window glass, ceramics, mirrors, light bulbs, egg cartons, multi-layered envelopes (plastic and paper), black plastic containers, frozen pizza boxes, and waxed and frozen food cardboard.

2.28 Recyclable Materials
See “City Designated Recyclable Materials” above.

2.29 Processing
The sorting, volume reduction, baling, containment or other preparation of recyclable materials delivered to a MRF for transportation or marketing purposes.

2.30 Recycling Carts (for both curbside RDU and MUD collections)
Uniform recycling carts supplied by the City in which Recyclable Materials can be stored and later placed for curbside collection, as specified by the City. The Recycling Carts remain the property of the City.

2.31 Recycling Dumpsters
Uniform recycling dumpster supplied by the Contractor in which recyclable materials can be stored and later placed for collection, as specified by the City. The Recycling Dumpsters remain the property of the Contractor and must include readable instruction labels including a list and photos of the acceptable Recyclable Materials.

2.32 Residential Dwelling Unit (RDU)
A single-family home or a building containing up to six (6) dwelling units. Includes manufactured (mobile) homes and townhomes.

2.33 Rigid Containers
Includes: Aluminum Cans, Steel Cans; Glass Bottles and Jars; Milk Cartons and Juice Boxes; and Plastic Bottles and other rigid plastic or cardboard containers.

2.34 Steel Cans
Disposable containers fabricated primarily of steel or tin used for food and beverages.

2.35 Textiles
Textiles include unwanted but reusable linens such as towels, sheets, blankets, curtains, tablecloths, and clothes including: belts, coats, hats, gloves, shoes and boots that are clean and free of mold, mildew and excessive stains. Textiles must be dry.

2.36 Wet-Strength Packaging
Coated boxboard (known in the industry as "wet strength") used for beer, soft drinks, water or other beverages intended for cold storage.

2.37 Unacceptable Waste
Unacceptable waste means: hazardous waste; radioactive, volatile, corrosive, highly flammable, explosive, biomedical, infectious, biohazardous, or toxic waste as defined by applicable law; or any otherwise regulated waste.

3 General Requirements for All Collections

The following general requirements are pertinent to all recycling collections (curbside recycling services, MUD recycling service, city building & park recycling service). However, the City acknowledges that collection service frequencies and other factors will vary between RDU, MUD, and city buildings & parks collection programs.

3.1 Contractor Licensing Requirements

Haulers of recyclable materials must have a Collection license issued by the City, per City Code Section 703. The Contractor shall notify the City's Designated Contact Person thirty (30) days prior to the Commencement Date that a Collection license has been obtained by the Contractor.

3.2 Collection Vehicle Equipment Requirements

Vehicles shall be designated such to accommodate the Collection of commingled recyclable material. In addition, all Collection vehicles used in performance of the Contract shall:

1. Be duly licensed and inspected by the State of Minnesota;
2. Operate within the weight allowed by Minnesota Statutes and local. ordinances;
3. Be Minnesota Department of Transportation (DOT)-compliant at all times; and
4. Be kept clean and as free from offensive odors as possible.
5. Be leak-proof according to modern, industry design standards.
6. Comply with City noise ordinances (Shoreview Municipal Code 209.020).
7. Be equipped with the following:
    a. Two-way communications device
    b. First aid kit
    c. An approved fire extinguisher
    d. Warning flashers
    e. Warning alarms to indicate movement in reverse
    f. Sign on the rear of the vehicle which states 'This Vehicle Makes Frequent Stops'
    g. A broom and shovel for cleaning up spills

All of the required equipment must be in proper working order. All vehicles must be clearly identified on both sides with Contractor's name and website prominently displayed. The lettering must be at least three inches in height.

3.3 Personnel Requirements

Contractor shall retain sufficient personnel and equipment to fulfill the requirements and specifications of the services described in this Contract. The Contractor will provide a Route Supervisor to oversee the recycling route drivers servicing the City. The Route Supervisor and/or customer service staff will be available during normal business hours (Monday through Friday from 7:00 a.m. to 5:00 p.m.) to address customer complaints each day.

The Contractor shall have on duty Monday through Friday from 8:00am to 5:00pm customer service representatives to receive customer calls and route issues. The Contractor's customer service representatives shall be able to immediately respond to Shoreview resident questions with City-specific answers. There shall be no long hold times (long than five minutes) or automated phone menu systems beyond the first level of questions. The Contractor shall have a customized inbox to receive email communications after hours or if during business hours the resident self-selects to

email rather than talking to a live person. The Route Supervisor and all Collection vehicles must be equipped with 2-way communications devices. Contractor's personnel will be trained both in the specifics of Shoreview's program operations and in customer service and shall maintain a positive attitude with the public and in the workplace and shall:

1. Conduct themselves at all times in a courteous manner and use no abusive or foul language.
2. Perform their duties in accordance with all existing laws and ordinances and future amendments thereto of the Federal, State of Minnesota, and local governing boards.
3. Be clean and presentable in appearance, as so far as reasonably possible.
4. Wear a uniform.
5. Drive in a safe and considerate manner.
6. Manage the Recycling Carts in a careful and commercially reasonable manner so as to avoid spillage and littering or damage to the container. Recycling Carts shall be handled by the Contractor, and the truck's Cart lifting devices, in a manner to avoid and prevent damage to the Carts and other property (it being acknowledged that Recycling Carts will be subject to ordinary wear and tear).
7. Monitor for any spillage and be responsible for cleaning up any litter or breakage.
8. Avoid damage to property.
9. Never perform their duties or operate vehicles while consuming alcohol or illegally using controlled substances or while under the influence of alcohol and/or such substances.
10. Never operate the trucks or other vehicles while operating a phone or radio (e.g., no texting, talking, emailing, etc. while driving with the vehicle in motion or in cycling operation at a Collection stop).

3.4 Recycling Cart Supply

The City shall supply the Contractor with sufficient Recycling Cart inventory to meet supply and demand needs for the City's recycling program. The Contractor agrees, at the Contractor's expense, to service, repair, and maintain such Recycling Cart inventory with supplies (i.e. new wheels, replacement lids, axles, etc.) to be purchased by the City and delivered to the Contractor's site.

The Contractor must provide adequate documentation to the City of the inventory of the City's Recycling Carts in the Contractor's storage area (i.e., excess stock on hand) by cart size and serial number and provide a summary in each monthly report.

Residents in single-family and manufactured homes may request additional Recycling Carts without additional charge; this option for a second Recycling Cart will be promoted by the City.

The Contractor shall maintain good customer service when taking requests for cart replacements, and shall switch out Recycling Carts as directed by the City or its residents. The Contractor shall switch out the City-specified Recycling Carts by the following collection day after receiving the order from the City or a resident. The City agrees to provide any orders they received by noon on the day before the next collection day.

The Contractor shall maintain an inventory of new and replacement Recycling Carts and will be required to service and repair damaged carts. Annual reports to the City should include up to date cart inventories and replacement schedules.

Recycling Carts will be easily identifiable as a cart solely for Recyclables storage and Collection with a recycling symbol and City-approved instruction label imbedded or affixed on each lid, so as to be easily identified by the resident and the Contractor's drivers. This label will be updated by the City to current City and County standards (e.g., readable) at the beginning of the Contract term and may be updated at least once throughout the duration of the Contract.

The Contractor is also responsible for providing and maintaining Multi-Unit Dwelling (MUD) Recycling Containers Dumpsters as outlined in Section 5, " MUD Collection Requirements."

3.5 Collection Hours and Days

The Contractor shall begin recycling Collections no earlier than 7:00 a.m. and shall be completed by 6:00 p.m. All Collections must follow City Noise Ordinances under Shoreview Municipal Code 209.020. Residential Curbside Collection days shall be Monday through Friday as shown in Exhibit D and pre-selected Saturdays during holiday weeks. The Contractor may request City authorization of exceptions to these time restrictions (e.g., pursuant to the "Severe Weather" provision). The Contractor must request such exception from the City's Designated Contact Person, via telephone or email, prior to the requested Collection event and specify the date, time and reason for the exception. The Contractor shall notify residents that inquire about such exceptions.

3.6 Holidays

Holidays refers to any of the following: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. In no instance will there be more than one holiday during a Collection week. When the scheduled Collection day falls on a holiday, Collection for that day will be collected one day later. The Contractor shall publish the yearly calendar including alternate Collection days, with drafting assistance and final approval from the City. Should the holiday fall on a weekend, recycling collection will not be impacted and will happen on the normal schedule.

3.7 Severe Weather

The Contractor may postpone recycling Collections due to severe weather at the sole discretion of the Contractor. "Severe Weather" shall include, but shall not be limited to, those cases in which the absolute temperature (without wind chill) at 6:00 a.m. is minus twenty (-20) degrees Fahrenheit or colder. If Collections are so postponed, the Contractor shall notify the City's Designated Contact Person via telephone or email as soon as possible so the City can notify residents. Upon postponement, Collection will be made on a day agreed upon between the Contractor and the City.

3.8 Missed Collections

Missed recycling Collections occur when the Contractor fails to collect a Recycling Cart that a resident has property set out for Collection prior to 7:00 a.m. on the applicable Collection day. The Contractor shall have a duty to pick up missed recycling Collections. The Contractor agrees to pick up all missed Collections on the same day the Contractor receives notice of a missed Collection, provided notice is received by the Contractor before 11:00 a.m. on a business day.

With respect to all notices of a missed Collection received after 11:00 a.m. on a business day, the Contractor agrees to pick up that missed Collection before 6:00 p.m. on the following business day. Records shall be maintained and filed by the Contractor and ready for City review within three hours of notification by the City. The Contractor shall provide a summary of the missed Collections data by month to the City as part of the Annual report.

3.9 Customer Complaints

Contractor shall provide local staffing of a telephone-equipped office to receive missed Collection complaints between the hours of 8:00 a.m. and 5:00 p.m. on weekdays, except holidays, and Saturdays on holiday weeks. Contractor customer service staff must be able to promptly respond to Shoreview residents' questions in manner and substance consistent with the specifications of this Contract and other guidelines mutually agreed to between the City and the Contractor. The Contractor shall have a customized inbox activated to receive emails after hours. Contractor will respond to after hour emails by noon of the next business day.

Complaints on service will be taken and collected by the Contractor. The City will promptly notify the Contractor of all complaints it receives. The Contractor is responsible for corrective actions and shall answer all complaints courteously and promptly. Contractor will send confirmation of completion to City.

Contractor shall keep a log of all complaints, including the nature of the complaints; the names, addresses, and contact numbers (if the resident elected to provide it) of the complainants; the date and time received; the Contractor's response; and completion date of resolution. A summary of this information shall be provided to the City in a monthly report.

3.10 Publicity, Promotion, and Education

In an effort to increase participation and improve compliance with recycling preparation instructions, the Contractor shall produce, print and distribute the specified public education pieces for RDUs and MUDs as described in this Contract. The Contractor will also distribute via direct mail the Contractor's Annual Recycling Public Education Flyer to City residents. This Flyer shall include the Collection schedule and Recyclables sorting/preparation instructions.

The Contractor shall promote that its public education tools, with culturally relevant images and designs, are available from the Contractor in at least the following languages: Spanish, Somali, Hmong and Karen. The Contractor shall work with the City and County to develop public education plans to address these communities within Shoreview that use English as a second language as needed.

The Contractor shall submit a draft of any public education literature for approval by the City, at least one (1) month before printing.

At no additional cost to the City, the Contractor will offer two (2) MRF tours per year of the Contract for up to ten (10) residents at each tour. Additional tours can be added as part of the annual work-plan. Tour participants will be required to execute and deliver a customary release of liability in the Contractor's then-current form.

3.11 Resident Education Tags

The Contractor shall produce "resident education tags" to be left by curbside Collection crews if any Prohibited Material is rejected and left at the curb. These resident education tags may contain other messages necessary to correct other improper set-outs by residents (e.g., improper Cart location, Cart is overflowing, etc.) The Contractor shall submit a draft of the tags for approval by the City, at least one (1) month before printing. The Contractor shall mail corrective/educational postcards to residents (that is pre-approved by the City) when an education tag cannot be left behind.

The Contractor's trucks shall be equipped with cameras in the hopper that drivers will use to monitor what falls out of the Recycling Cart. Also, the Contractor's drivers will look for any Prohibited Materials sticking out of the top of the Recycling Carts (e.g., plastic bags or non-recyclable bulky items). If the driver sees Prohibited Materials that should not be in the Recycling Cart, they will take a photo of the Prohibited Material, send the photo to the Contractor's dispatch office and either leave a tag if it is an isolated occurrence or, if it is a chronic problem (occurring three times within approximately two months at a particular address), the driver will report it to the Dispatcher along with information identifying the Prohibited Materials. The Operations Clerk will then send a letter (in a form to be pre-approved by the City) to the resident informing them of the items that should not be in the Recycling Cart and the reason why they are not accepted in the program. This process shall be used at every stop. In addition, all Contractor's drivers' notes and photos will be reviewed by the Contractor's customer service staff when the Contractor receives a service-related call or email from a Shoreview resident.

The Contractor must conduct, at least once per quarter or as agreed upon by the City and Contractor, curbside Recycling Cart checks. For each recycling zone (Exhibit D), the Contractor shall audit or check the cart contents of at least 25 households, leave education tags if any Prohibited Materials are found in the Recycling Carts, and send a post-card or letter (in a form to be pre-approved by the City) if a repeat violation. The Contractor shall have an additional person ride along on the truck or drive ahead of the truck to conduct this deeper analysis of all contaminants seen, recorded and reported A log shall be kept of all resident addresses where education tags were left or letters sent and the addresses shall be included in the monthly report to the City.

3.12 Weighing of Loads

Contractor will keep accurate records consisting of an approved weight slip with the date, time, Collection route, driver's name, vehicle number, tare weight, gross weight and net weight for each loaded vehicle that has collected recyclable material from RDUs, MUDs or City Buildings & Parks in Shoreview. Collection vehicles will be weighed after completion of a route or at the end of the day, whichever occurs first. A copy of each weight ticket shall be kept on file for a period of 5 years and made available for inspection upon request by the City.

3.13 Monthly and Annual Reports

The Contractor will submit to the City monthly reports and annual reports. At a minimum, the Contractor shall include the following information monthly:

1. Total quantities of Recyclable Materials collected, by material type (in tons).
2. Net quantities of Recyclable Materials marketed, by material type (in tons).
3. Estimated quantities of Process Residuals disposed (in tons) based on annual materials composition analysis results. If Prohibited Materials or Non-Preferred

Recyclable Items are disposed as Process Residuals, these items may also be reported as Process Residuals. (Otherwise, if recycled, these items shall be reported separately.)

4. Log of all complaints, including the nature of the complaints; the names, addresses, and contact numbers if provided by the resident of the complainants; the date and time received; the Contractor's confirmation of resolution.
5. Log of all resident addresses where "education tags" were left, or letters or post-cards mailed because of Prohibited Materials set out for recycling. This includes the results of the quarterly Curbside Recycling Cart checks.
6. At a minimum, the Contractor shall include the following information annually:
    a. Total quantities of Recyclable Materials collected in the City, by material type (in tons), by source type (RDUs vs MUDs vs City Building and Parks).
    b. Net quantities of the City's Recyclable Materials marketed, by material type (in tons).
    c. Quantities of estimated Process Residuals disposed (in tons). If Prohibited Materials or Non-Preferred Recyclable Items are disposed as Process Residuals, these items may also be reported as Process Residuals. (Otherwise, if recycled, these items shall be reported separately.)
    d. Disposal location of Process Residuals.
    e. Materials composition analysis of the City's Recyclable Materials.
    f. Average Participation Rates and Set-Out Rates and an explanation of how those rates were calculated.
    g. A list of households not participating in the curbside recycling program and how / when they targeted.
    h. Cart Inventory and replacement schedule.

Monthly reports shall be due to the City by the 15th day of each month. Annual reports shall be due by February 10. The Contractor shall include in its annual report recommendations for continuous improvement in the City's recycling program (e.g., public education, MUD recycling, etc.).

3.14 Annual Performance Review Meeting

Upon receipt of the Contractors Annual Report, the City's Designated Contact Person shall schedule an annual meeting with the Contractor. The objectives of this annual meeting will include, but not be limited to, the following:

1. Review Contractor's annual report, including trends in recovery rate and Participation Rate.
2. Review efforts the Contractor has made to expand Markets for Recyclable Materials.
3. Review Contractor's performance based on feedback from residents to City staff.
4. Review Contractor's recommendations for improvement to the City's recycling program, including enhanced public education and other opportunities.
5. Review City staff recommendations for Contractor's service improvements.
6. Discuss other opportunities for improvement during the remainder of the Contract.
7. Review Contractor’s recommendations for improvement of Recyclable Material quality as set-out by Residents and as marketed by the Contractor after processing.

3.15 Scavenging Prohibited

The Contractor's employees may not collect or scavenge through recycling in any manner that interferes with Recycling Services. The City shall take all necessary actions to enforce the Contractor's exclusive right to provide the services contemplated herein. The Contractor shall report to the City any instances of suspected scavenging or unauthorized removal of Recyclable Materials from any collection containers.

3.16 Ownership of Recyclable Materials

Per City Code, Section 606.030, ownership of recyclable materials set out for the purpose of participating in curbside recycling programs shall remain in the person or household from which the materials originated until collected by an authorized collector. Contractor shall not take ownership of or liability for any Unacceptable Waste prior to collection. If Unacceptable Waste is identified in curbside containers, prior to or during emptying the curbside container into the collection truck, the Contractor shall leave load, or if it can be achieved safely, remove the Unacceptable Waste from the collection truck into the curbside container and contact the customer to notify them of the Unacceptable Waste rejection incident. If the Contractor collects Unacceptable Waste into the collection truck and delivers to the Contractor selected Materials Recovery Facility, the Contractor shall follow the hauler policies and procedures of the Materials Recovery Facility for Unacceptable Waste.

3.17 Cleanup of Spillage or Blowing Litter

The Contractor shall clean up any material spilled or blown during the course of Collection and/or hauling operations. All Collection vehicles shall be equipped with at least one broom and one shovel for use in cleaning up material spillage. The Contractor is not responsible for cleaning up litter or spillage of recycling that is not associated with the act of collecting the cart. (I.e. wind or neighbors knock over a cart or it is taken out by a snow-plow, etc.)

Recyclable Materials shall be transported in a leak proof, covered vehicle so that the Recyclable Materials do not drop or blow onto any public street or private property during transport.

The Contractor shall immediately report to the City's Designated Contact Person any significant spillage or wind-blown litter. The Contractor shall suspend Collection operations if it determines, in its discretion, that wind conditions do not allow safe and clean Collection of Recyclables without generating wind-blown litter.

3.18 Recyclable Material Required to be Transported to Markets; Disposal of Recyclable Materials Prohibited

Upon Collection, the City's Contractor, the City's Contractor shall deliver the Recyclable Materials to a MRF, an end-market for sale or reuse, or to an intermediate Collection center for later delivery to a MRF or end-market. It is unlawful for any person to transport for disposal or to dispose of Recyclable Materials in a mixed municipal solid waste disposal facility.

As stated in Section 12.12, "Inspection of Records," at any time, the City or its designee may inspect the Contractor's records upon reasonable advance notice.

3.18.1 Highest and Best Use Recycling Markets; Market Certification

As a general guideline, the Contractor shall use its commercially reasonable efforts to select end markets and intermediate processors that result in the highest and best use of the Recyclable Materials. For example, the Contractor shall guarantee the City that glass will be recycled back into glass bottles or insulation. The City may request written recycling certification from the Contractor, intermediate processors, and the end markets utilizing the City's Recyclable Materials.

3.19 Processing Facilities Must be Specified

The Contractor shall assure the City that adequate Recyclable Material Processing capacity will be provided for material collected from within the City. The Contractor hereby specifies the MRF where material collected from the City will be delivered and/or processed: Republic Services Minneapolis Recycling Center, 725 N 44th Ave, Minneapolis, MN 55412

The Contractor shall provide written notice to the City at least 60 days in advance of any change in the specified MRF for receiving and Processing Recyclable Materials collected from the City. With appropriate notice, the Contractor shall make arrangements for City staff to inspect the designated MRF(s).

3.20 Process Residuals

The Contractor shall provide the City a written description of the means to estimate Process Residuals derived from the City's recyclable materials. This written description shall be reviewed and approved in writing by the City. This written description shall be updated by the Contractor immediately after any changes to the Processing facilities used by the Contractor. The City may audit the records of the Contractor to verify the agreed upon process. The quantities of Process Residuals must be reported to the City in the annual composition analysis as described. In addition, the Contractor must report to the City, on an annual basis, the disposal location of Process Residuals.

3.21 Lack of Adequate Market Demand

In the event that the market for a particular Recyclable Material ceases to exist, or if it becomes economically unfeasible to continue Collection, processing and marketing of that particular Recyclable Material, the City and the Contractor will both agree in writing (such agreement not to unreasonably be withheld or delayed) that it is no longer appropriate to collect such item before Collection ceases. The Contractor shall give the City as much notice as possible, in writing, about the indications of such market condition changes.

The City and Contractor shall agree on a date in a written Contract amendment to cease Collection of the Recyclable item in question. The Contractor shall at all times be under a duty to minimize the quantity of Recyclable Materials disposed in a landfill, incinerator or other facility receiving mixed municipal solid waste. If disposal of any Recyclable commodity becomes necessary, upon receiving written permission from the City, the Contractor shall dispose of the Recyclable Materials at a facility specified in writing by the City or an alternative agreed upon by the City and the Contractor. The City and the Contractor will negotiate a cost for the disposal of any item collected that is deemed not recyclable by the Contractor and the City due to lack of adequate Market Demand.

3.22 Addition of Recyclable Materials

In the event that the market for a particular Recyclable Material becomes economically feasible to add to the list of City-Designated Recyclable Materials during this Contract, and the Contractor is able to provide documentation that the material will be recycled and end-markets are sustainable, the City and the Contractor will both mutually agree on a date to begin Collection of the specified Recyclable Material and how the change will be promoted.

3.23 Performance Monitoring

The City will monitor the performance of the Contractor against goals and performance standards required within this RFP and in the Contract. Substandard performance as reasonably determined by the City will constitute non-compliance. If reasonable action to correct such substandard performance is not taken by the Contractor within 60 days after being notified by the City in writing, the City may initiate Contract termination procedures.

4 Curbside Collection Requirements

The following Collection requirements are for Curbside Recycling Services only (RDUs and MUD buildings with up to six units) and do not pertain to Collection services at large MUD buildings with seven (7) or more units.

4.1 Point of Collection

All recycling Collection service will occur at the curbside with the exception of one street that has alley Collection. Residents must place the Cart at the curb with the handle facing the house and will need to shovel out a spot in the snow for the cart in winter. In addition, the City has a limited number of “walk-up” service Collections for elderly residents or those with short- or long-term physical limitations. This walk-up service shall be provided by the Contractor at no additional charge to the City or to residents.

Extra material that is not placed in the Recycling Cart will not be collected with the exception of if collection was missed in a previous collection week.

4.2 Curbside Collection Schedule Deadline

If the Contractor determines that the Collection of recyclable materials will not be completed by 6:00 p.m. on the scheduled Collection day, the Contractor shall notify the City by 4:30 p.m. that same day and request an extension of the Collection hours. The Contractor shall inform the City of the areas not completed, the reason for non-completion and the expected time of completion. If the City's Designated Contact Person cannot be reached, the Contractor will request the secondary contact. The Contractor shall have primary responsibility to notify residents who were missed.

4.3 Opt-In for Non-Profits

The Contractor shall collect Recyclable Materials from non-profit establishments that the City determines are eligible for service. The City will be billed for this Collection at the same monthly price as Collections from RDUs, as outlined in Section 8.1.

5 Multi-Unit Dwelling Collection Requirements

The following Collection requirements are for MUD Recycling Service only and do not pertain to Curbside Recycling Service.

MUD building addresses are specified in Exhibit E

5.1 MUD Recycling Stations

MUD Recycling Stations will be specified with agreement of the MUD building owner on a case-by-case basis. MUD Recycling Stations can be a cluster of Recycling Carts and/or Recycling Dumpsters. The number and location of MUD Recycling Stations shall be adequate to be reasonably convenient and accessible to all MUD residents.

Prior to the Commencement Date on a schedule to be negotiated between the Contractor and the City, the Contractor will do an assessment of the current level of service, education and container placement at each MUD property. The Contractor will contact each MUD property owner and building manager to assure that the number and location of MUD Recycling Containers is adequate and balanced between the needs of Collection efficiency with the need to make sure the MUD Recycling Stations are convenient for the residents (e.g., closer to entrances or garages; inside of buildings; etc.).

5.2 MUD Containers Locations

MUD Recycling Containers shall be placed in a location(s) on the MUD premises which permits access for Collection purposes but which does not obstruct pedestrian or vehicular traffic and shall comply with the City's zoning and other ordinances. MUD Recycling Containers should be adequate in number and placed in locations that make them as easy to access as the trash containers.

5.3 MUD Service Standards

At a minimum, MUD Recyclable Materials Collection services shall be available on the premises and shall be provided on a regularly scheduled basis of at least once every other week. The Collection schedule and recycling containers' capacity shall provide for regular removal of the Recyclable Materials such that there is adequate storage capacity available in the recycling containers to avoid overflowing containers.

5.4 MUD Recycling Container Requirements

The Recycling Containers, whether City-provided Carts or Contractor-provided Dumpsters, shall be:

1. Sufficient in number and size to meet the demands for recycling services created by the occupants.
2. Equipped with hinged lids.
3. Equipped with standardized, readable labels approved by the City identifying the type of Recyclable Materials to be deposited in the dumpsters.
4. Be distinguishable with different colors from other containers used for garbage collection
5. Maintained in proper operating condition and reasonably clean and sanitary.
6. Repaired or replaced by the Contractor on a reasonable schedule due to normal wear and tear or if the Recycling Cart or Dumpster is damaged by the Contractor. The Contractor will use reasonable judgment if dumpsters are damaged, abused, broken, or are reported missing by the homeowner or property manager.

7. Proper inventory must be maintained by the Contractor and a summary submitted as a part of the annual report.

5.5 Responsibility for Providing and Maintaining Recycling Containers

MUD Recycling Carts shall be provided by the City but managed and maintained by the Contractor in the same manner as residential curbside Carts serving RDUs. MUD Recycling Dumpsters shall be provided and maintained by the Contractor.

5.6 Public Education Information for MUD Tenants

At least once per year, for each MUD building they service, the Contractor shall plan, draft for City approval, and then (upon City approval) print and distribute a sufficient number of recycling fact sheets/instructions for all units in all buildings. The information should specifically address MUD Recycling Service and should not be the same educational material distributed to RDUs.

The Contractor shall provide each MUD unit a recycling program instruction sheet in the resident's preferred language if it is one of the four most common non-English languages in Ramsey County (Spanish, Somali, Hmong, Karen).

The Contractor shall imbed or attach a recycling label to each Recycling Dumpster used for Recyclables Collections from MUDs. The label shall include the Contractor's phone number.

This label can be updated to current City and County standards at the beginning of the Contract term and updated at least once throughout the duration of the Contract upon mutual agreement of the Contractor. If at any time the label is not readable, it shall be replaced by the Contractor (at no added cost to the City).

The Contractor shall offer instructional signage including County resources to all MUD buildings/managers. This signage should be hung at all disposal stations. Contractor shall work with MUD building managers to determine signage needed.

5.7 Annual Report to MUD Building Owners

The Contractor shall provide an annual report by January 31 of each year to the MUD building owners served by the City's Contractor. A copy of each report to the MUD building owners shall also be submitted to the City. The report shall contain, at a minimum, the following information:

1. Name of owner and building manager and contact information (mailing address, phone numbers, e-mail address, etc.).
2. Street address of each MUD building served.
3. Number of dwelling units for each MUD building.
4. Description of Collection services made available to occupants, including number of MUD Recycling Stations, number of MUD Recycling Containers, location of stations and frequency of Collection.
5. Description of public education tools used to inform occupants of availability of services.
6. Total estimated quantities of Recyclable Materials collected.
7. Recommendations for future improvements to increase recovery rates (e.g., specific public education tools).

6 Municipal Facilities Collection Requirements

6.1 Commingled Recycling Carts at City Buildings & Parks

Recycling Carts at City Buildings & Parks shall be provided by the City but managed and maintained by the Contractor in the same manner as residential curbside Carts serving RDUs. Any Recycling Dumpsters at City Buildings & Parks shall be provided and maintained by the Contractor.

The Contractor shall provide, at no charge, Collection from Recycling Containers for commingled Recyclable Materials and Collection service once per week at the City Buildings & Parks Facilities as listed in Exhibit E. The exception to weekly Collection will be at the Parks Facilities from December to March.

The Contractor shall imbed or attach a recycling label to each Recycling Dumpster used for Recyclables Collections from City Buildings & Parks. This label can be updated to current City and County standards at the beginning of the Contract term and updated at least once throughout the duration of the Contract upon mutual agreement of the Contractor. If at any time the label is not readable, it shall be replaced by the Contractor (at no added cost to the City).

6.2 Commingled Recycling at Additional City Parks

During the term of the Contract, the City may consider providing single-stream recycling Collection in additional City parks beyond the list in Exhibit E. If this additional service is considered, the City may request a proposal from the recycling Contractor, and may amend the Contract to include the additional parks upon mutual agreement with the Contractor.

7 Spring Cleanup Days

The Contractor shall support Collections at the Spring Cleanup Day, a one-day event open to City residents for drop-off of special solid waste items from 7 a.m. to noon. Contract will work with City on scheduling date and planning prior to event. Items accepted from City residents shall include, but not be limited to, remodeling debris, appliances, tires, furniture, and electronics. The Contractor will support the Cleanup Days through Contractor staff attending the event to assist with resident customer service (e.g., answering questions and assisting with unloading of vehicles) and to manage the subcontractors.

Under direction of City staff, the Contractor will begin planning for the 2025 Spring Cleanup Day. The Contractor may sub-contract with a waste hauler (or multiple haulers) to provide packer trucks, roll-off boxes and/or dumpsters for selected material types as collected at the Cleanup Days. The Contractor will draft the request for bids or request for proposals and submit the draft to the City for approval. After receiving the bids or proposals, with advice and consent from the City, the Contractor will select the hauler(s) that provides the best value to the City and Shoreview residents.

The Contractor will also contact reuse organization(s) (e.g., Bridging, Goodwill, Cycles for Change, Arc Value Village, etc.) to determine if they can spot a truck, attend and support the Cleanup Day events.

The Contractor will prepare a report within thirty (30) after the completion of each Cleanup event. The report will include: an itemization of the quantity (e.g., unit count or tonnage) of each material type; a financial summary of costs to be paid by the City; and recommendations for improvement at the next event.

8 Payment Terms

8.1 Compensation for Services Based on a Fee per Household

The City agrees to pay the Contractor for recycling Collection services provided to the City based on the number of household units certified by the City and as detailed in Exhibit C – Contract Price Schedule. By November 1st of each year the City will review the number of certified RDU and MUD units and notify Contractor of any changes.

The City has determined that there are 9,613 Single family units and 214 Mobile home units (for a total of 9,827 RDU's) and 2,441 MUD's.

The Contractor shall submit itemized bills for recycling collection services to the City on a monthly basis. Bills submitted shall be paid in the same manner as other claims made to the City. The payment is due to the Contractor within 30 days of receipt of the invoice.

The monthly rates for July 1, 2024 through December 31, 2024 are $8.25/RDU/month and $3.00/MUD unit/month.

The Contractor may submit the monthly documentation and reports independently of the monthly bill. Payment to the Contractor will not be released unless the required information is received by the City. Contractor shall provide services to City Buildings & Parks without cost.

8.2 Cleanup Day Prices

Rates for a Cleanup Day in 2025 are as follows:

1. Price per hour for labor: $55/hour/HC
2. Price per hour for equipment/supplies: $60/hour/unit
3. Price per ton for recycling of C&D materials: $57/ton
4. Price per hour for recovery of recyclables: $55/hour
5. Price per ton for disposal of MSW: $108/ton

The Contractor shall dispose of all mixed municipal solid waste (MSW) at the Recycling & Energy (R&E) Center in Newport, MN pursuant to the Ramsey county Designation Ordinance. Therefore, the cost of the disposal of MSW should be a direct pass through at the net contracted rate (i.e., rate minus any discount or rebate) at the Ramsey County designated trash disposal facility.

8.3 Annual Price Adjustment

The price per household per month for the first six months will be set in accordance with the prices itemized above (Section 8.1). The annual per household fee payable for each successive Contract year starting January 1 of each year will increase by 4.5% and be applied to RDU and MUD pricing. Cleanup day pricing will also increase by 4.5% annually through the end of the Contract.

9 Term of Contract

The term of this Agreement shall be for a period of five and a half (5.5) years from July 1, 2024 through December 31, 2029. The City may consider up to two, 1-year extensions, at the City's sole discretion.

10 Document Conflicts

If there is a conflict between the terms of the City's RFP or the Contractor's proposal (Exhibit B) and any written modifications of this Agreement, the terms of the Agreement, or any written modification shall be controlling.

11 Incident Escalation

The City and Contractor shall communicate on a regular and as needed basis related to customer complaints, accidents, and other incidents. The use of liquidated damages is intended to be used only after regular communications to resolve complaints or performance issues. The following general incident escalation procedure provides a general guide for managing such communications as efficiently as possible.

1. Simple complaints and incidents may be handled with verbal communications only (e.g., phone calls).
2. Significant complaints and incidents must be recorded via at least email and logged. A proposed cure agreed upon by the City and Contractor and response timeline shall be discussed.
3. If a problem is not cured within the proposed timeline, a second email should be used to communicate a new timeline. Proposed alternative cures shall be agreed upon by both the City and the Contractor.
4. If a problem is still not cured within the new timeline of a second email, the City may send a letter indicating a new cure timeline and warning that liquidated damages may be imposed if the problem is not resolved.
5. If a problem is still not cured with the new timeline of the letter, the City will send a letter and email notifying the Contractor that liquidated damages will be imposed.
6. If a problem remains chronic and uncured, the City may elect to initiate Contract breach procedures to notify the Contractor of the Contract termination process.

12 Liquidated Damages

The City and the Contractor agree that the City may suffer damages as a result of the actions or inactions of the Contractor set forth below and in Section. Therefore, the parties agree that, in addition to other remedies available to the City, the City may withhold payment from the Contractor in the amounts specified below as liquidated damages for failure of the Contractor to fulfill the following obligations:

1. Failure to respond to legitimate service complaints that come in through the Contractor's customer service hotline within one business day in a reasonable and professional manner - $50 per incident.
2. Failure to collect properly notified missed Collections - $250 per incident.
3. Failure to provide adequate customer phone service as determined by spot checks and resident complaints (e.g., excessive hold times; questions not answered accurately to Shoreview's program specifications, etc.) - $100 per incident. Exceptions will be made for issues outside of the Contractor's control (for example: extreme weather events, phone system outages.

4. Failure to provide monthly and annual reports - $100 per incident.
5. Failure to complete the Collections within the specified timeframes without proper notice to the City - $100 per incident.
6. Failure to clean up from spills during Collection operations - $250 per incident.
7. Failure to report on changes in location of Recyclable Materials Processing operations - $250 per incident.
8. If the City owns the carts, failure to maintain proper documentation and monthly reports on inventory of carts by size and serial number - $100 per incident.
9. Any written communication with the residents (e.g., tags, annual calendars or guides, etc.) must be pre-approved by the City. If not pre-approved by the City, $500 per incident.
10. The annual calendar or guide must be submitted to the City by November 1 each year for City approval. If not submitted by November 1, $250 per incident.

These designated amounts for non-performance do not represent penalties. For the purposes of this Contract, the Contractor shall not be deemed to be liable for penalties where its inability to perform Curbside Recycling Services is the result of conditions beyond the control of the Contractor, including but not limited to civil disorder, acts of God, inclement weather severe enough that trucks cannot safely make Collections, provided however, that the Contractor shall obtain the approval for the delay from the City's contact person(s) or its designee(s) prior to 4:00 p.m. of the scheduled Collection day, which approval shall not be unreasonably withheld or delayed. In the event of a continuing failure beyond said period, the Contractor shall not be entitled to payment for any SUD and/or MUD not serviced.

The Contractor shall maintain a workforce needed to complete the scope of services described in this Contract for the duration of the Contract. The Contractor is expected to manage workforce shortages, labor disputes and maintain contingency plans to prevent disruption to City services.

13 Insurance and Other Legal Requirements

13.1 Insurance

Insurance secured by the Contractor shall be issued by the insurance companies rated A-VIII, or higher, by A.M. Best and approved in Minnesota. The insurance specified may be in a policy or policies of insurance, primary or excess. Such insurance shall be in force on the date of execution of the Contract and shall remain continuously in force for the duration of the Contract. The Contractor and its sub-contractors shall secure and maintain the following insurance:

13.1.1 Workers Compensation Insurance

Workers Compensation insurance shall meet the statutory obligations with Coverage B - Employers Liability limits of at least $100,000 each accident, $500,000 disease - policy limit and $100,000 disease each employee.

13.1.2 Commercial General Liability Insurance

Commercial General Liability insurance shall be at the limits of at least $1,500,000 general aggregate, $1,000,000 personal and advertising injury, $1,000,000 each occurrence, $50,000 fire damage. The policy shall be on an "occurrence" basis, shall include contractual liability coverage and the City shall be named an additional insured, via blanket-form endorsement.

This insurance shall include up to $10,000 expenses to extract pollutants from land or water at the "premises" if the discharge, dispersal, seepage, migration, release, escape or emission of the pollutants is caused by or results from a covered cause of loss, unless provided by a stand-alone occurrence based Contractor's Pollution Liability Policy.

13.1.3 Commercial Automobile Liability Insurance

Commercial Automobile Liability insurance covering all owned, non-owned and hired automobiles with limits of at least $1,000,000 per accident. This insurance shall include a cause of loss where there is a spill of fuels and lubricants used in the vehicle for its operation.

Acceptance of the insurance by the City shall not relieve, limit or decrease the liability of the Contractor. Any policy deductibles or retention shall be the responsibility of the Contractor. The Contractor shall control any special or unusual hazards and be responsible for any damages that result from those hazards. The City does not represent that the insurance requirements are sufficient to protect the Contractor's interest or provide adequate coverage. Evidence of coverage is to be provided on an ACORD 25 Insurance Certificate. Prior to cancellation, a thirty (30)-day written notice, via blanket-form endorsement, is required if the policy is canceled, not renewed or materially changed, except Workers Compensation/Employer's Liability. The Contractor shall require any of its subcontractors, if sub-contracting is allowable under this contact, to comply with these provisions.

13.1.5 Contractor's Pollution Liability Insurance

The Contractor agrees that they shall obtain and maintain environmental liability insurance in compliance with local, state and federal regulations for all matters related to in this recycling services agreement. Contractor shall add the City as an additional insured under said insurance policy(s), via blanket-form endorsement.

The Contractor further indemnifies the City, its employees, agents and licensees from all liability related to hazardous contamination/pollution resulting from the acts of the Contractor or its employees.

13.2 Transfer of Interest

The Contractor shall not assign any interest in the Contract, and shall not transfer any interest in the Contract, either by assignment or novation, without the prior written approval of the City provided that such approval shall not be unreasonably withheld, delayed or modified by the City. The Contractor shall not sub-contract any services under this Contract without prior written approval of the City. Failure to obtain such written approval by the City prior to any such assignment or sub-contract shall be grounds for immediate Contract termination.

13.3 Non-Assignability and Bankruptcy

The parties hereby agree that the Contractor shall have no right to assign or transfer its rights and obligations under said agreement without written approval from the City. In the event, the Contractor, its successors or assigns files for Bankruptcy as provided by federal law, this agreement shall be immediately deemed null and void relieving all parties of their Contract rights and obligations.

13.4 Dispute Resolution and Arbitration Procedures

The parties agree that any controversy or claim arising out of or relating to the agreement or the breach thereof, shall be settled, at the option of the City by arbitration in accordance with the Rules of the American Association of Arbitration and judgment upon the award by the Arbitrator(s) may be entered in any court with jurisdiction thereof.

13.5 Performance Bond

The Contract shall specify requirements for a performance bond in the case of the Contractor's failure to perform contracted services. The performance bond shall be for a minimum of $300,000.

13.6 General Compliance

The Contractor agrees to comply with all applicable Federal, State and local laws and regulations governing funds provided under this Contract.

13.7 Independent Contractor

Nothing contained in this agreement is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. The Contractor shall at all times remain an independent Contractor with respect to the services to be performed under this Contract. Any and all employees of Contractor or other persons engaged in the performance of any work or services required by Contractor under this Contract shall be considered employees or sub-contractors of the Contractor only and not of the City; and any and all claims that might arise, including Worker's Compensation claims under the Worker's Compensation Act of the State of Minnesota or any other state, on behalf of said employees or other persons while so engaged in any of the work or services provided to be rendered herein, - shall be the sole obligation and responsibility of Contractor.

13.8 Hold Harmless

The Contractor agrees to defend, indemnify and hold harmless the City, its officers and employees, from any liabilities, claims, damages, costs, judgements, and expenses, including attorney's fees, to the extent resulting directly or indirectly from an act or omission of the Contractor, its employees, its agents, or employees of subcontractors, in the performance of the services provided by this Contract or by reason of the failure of the Contractor to fully perform, in any respect, any of its obligations under this Contract. If a Contractor is a self-insured agency of the State of Minnesota, the terms and conditions of Minnesota Statute 3.732 et seq. shall apply with respect to liability bonding, insurance and liability limits. The provisions of Minnesota Statutes Chapter 466 shall apply to other political subdivisions of the State of Minnesota. Notwithstanding the foregoing, Contractor will not be responsible for any claims, liabilities, damages, costs, judgements, or expenses to the extent resulting from the acts or omission of the City or City personnel or the negligence of a third party.

13.9 Accounting Standards

The Contractor agrees to maintain the necessary source documentation and enforce sufficient internal controls as dictated by generally accepted accounting practices to properly account for expenses incurred under this Contract.

13.10 Retention of Records

The Contractor shall retain all records pertinent to expenditures incurred under this Contract for a period of three years after the resolution of all audit findings. Records for non-expendable property acquired with funds under this Contract shall be retained for three years after final disposition of such property.

13.11 Data Practices

The Contractor agrees to comply with the Minnesota Government Data Practices Act and all other applicable state and federal laws relating to data privacy or confidentiality. The Contractor must immediately report to the City any requests from third parties for information relating to this Agreement.

The City agrees to promptly respond to inquiries from the Contractor concerning data requests. The Contractor agrees to hold the City, its officers, and employees harmless from any claims resulting from the Contractor's unlawful disclosure or use of data protected under state and federal laws.

13.12 Inspection of Records

All Contractor records with respect to any matters covered by this agreement shall be made available to the City or its designees at any time during normal business hours and upon reasonable notice, as often as the City deems necessary, to audit, examine, and make excerpts or transcripts of all relevant data.

13.13 Applicable Law

The laws of the State of Minnesota shall govern all interpretations of this Contract without regard to conflicts of law principles, and the appropriate venue and jurisdiction for any litigation which may arise hereunder will be in those courts located within the County of Ramsey, State of Minnesota, regardless of the place of business, residence or incorporation of the Contractor.

13.14 Force Majeure

Neither party shall be held responsible for delay or failure to perform when such delay or failure is due to any of the following uncontrollable circumstances unless the act or occurrence could have been foreseen and reasonable action could have been taken to prevent the delay or failure: fire, flood, strikes (not related to Contractor operations), wars, acts of God, unusually severe weather, acts of public authorities, or delays or defaults caused by public carriers; provided the defaulting party gives notice as soon as possible to the other party of the inability to perform. In the event the Contractor fails to provide service to a City customer because of any of the identified conditions, the Contractor shall have 5 days (excluding Saturdays, Sundays, and Major Holidays) to provide such services. In the event of a continuing failure beyond said period, the Contractor shall not be entitled to payment for any City dwelling unit not serviced. Contractor labor-related issues are not force majeure events.

13.15 Damage to Pavement

Contractor shall not be responsible for any damages to City's pavement, curbing or other driving surfaces resulting from Contractor's providing service at City locations, except to the extent caused by Contractor's negligence.

13.16 Contract Termination

In addition to other legal or equitable remedies, the City may cancel the Contract if the Contractor fails to fulfill its obligations under the Contract in all material respects in a proper and timely manner, or otherwise violates the terms of the Contract in any material respects if the default has not been cured after 60 days written notice has been provided. The City shall pay Contractor all compensation earned prior to the date of termination minus any damages and costs incurred by the City as a result of the breach. If the Contract is canceled or terminated, all finished or unfinished documents, data, studies, surveys, maps, models, photographs, reports or other materials prepared by the Contractor under this agreement shall, at the option of the City, become the property of the City, and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents or materials prior to the termination.

The Contract similarly allows Contractor to terminate the Contract for cause or breach by the City. Contractor is allowed to terminate the Contract upon the City's breach in any material respect after City has the opportunity to cure that breach after 60 days written notice has been provided.

13.17 Employee Working Conditions and Contractor's Safety Procedures

The Contractor will ensure adequate working conditions and safety procedures are in place to comply with all applicable federal, state and local laws and regulations. The City reserves the right to inspect on a random basis all trucks, equipment, facilities, working conditions, training manuals, records of claims for Worker's Compensation or safety violations and standard operating procedures documents. The City also reserves the right to inspect and approve the Contractor's safety plans for protection of public and employee safety during route collections and other operations.

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

CITY OF SHOREVIEW

By: _____

Its: _____

STATE OF MINNESOTA)

)ss.

COUNTY OF RAMSEY)

On this ___ day of _____, 2024, before me personally appeared _____, the _____ of the City of Shoreview, and who executed the above Agreement and acknowledge that s/he executed the same as his/her own free act and deed.

_____

Notary Public

ALLIED WASTE SERVICES OF NORTH AMERICA, LLC
dba REPUBLIC SERVICES OF THE TWIN CITIES-BLAINE

By: _____

Its: _____

STATE OF MINNESOTA)

)ss.

COUNTY OF _____)

On this ___ day of _____, 2024, before me personally appeared _____, the _____ of Allied Waste Services of North American, LLC dba Republic Services of the Twin Cities-Blaine, and who executed the above Agreement and acknowledge that s/he executed the same as his/her own free act and deed.

_____

Notary Public

EXTRACT OF MINUTES OF MEETING OF THE

CITY COUNCIL OF SHOREVIEW, MINNESOTA

HELD JANUARY 16, 2024

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 January 16, 2024 at 7 pm. The following members were present:

LIST THE COUNCILMEMBERS THAT WERE PRESENT

And the following members were absent:

Councilmember _____ introduced the following resolution and moved its adoption.

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

RESOLUTION NO. 24-03

A RESOLUTION TO AUTHORIZE EXECUTION OF THE CONTRACT FOR RECYCLING COLLECTION WITH REPUBLIC SERVICES

WHEREAS, the City requested and evaluated proposals for recycling collection; and

WHEREAS, the City Council authorized staff to negotiate a contract with Republic Services; and

WHEREAS, a contract has been negotiated and will begin on July 1, 2024.

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Shoreview, County of Ramsey, State of Minnesota, hereby authorizes the Mayor to execute a contract with Republic Services, pending minor revisions to be approved by staff and the City Attorney, for recycling collection services as described in the contract.

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

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 16 day of January, 2024.

_____

Sue Denkinger, Mayor

1

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 16 day of January, 2024, 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 authorizing the execution of the recycling collection contract.

WITNESS MY HAND officially as such city manager and the corporate seal of the City of Shoreview, Minnesota this 17 day of January, 2024.

_____

Brad Martens, City Manager

SEAL

Memorandum

TO: City Council

FROM: Renee Eisenbeisz , Assistant City Manager

DATE: January 16, 2024

SUBJECT: Accept the human rights commission's 2023 annual report

ITEM NUMBER: 8.l

SECTION: CONSENT AGENDA

REQUESTED MOTION
To accept the human rights commission's 2023 annual report.

INTRODUCTION
The city council is being asked to accept the human rights commission's 2023 annual report.

DISCUSSION
Each year, the human rights commission drafts an annual report that highlights their various accomplishments, initiatives, and projects. The HRC approved the 2023 annual report at their January 3 meeting. Please find attached the annual report for your review and acceptance.

RECOMMENDATION
It is recommended that the city council accept the human rights commission's 2023 annual report.

ATTACHMENTS
2023 annual report

2023 Annual Report

Shoreview Human Rights Commission

January 1, 2024

Dear Mayor Denkinger and city councilmembers,

We have the pleasure to present the 2023 annual report for the Shoreview Human Rights Commission. This report provides highlights of the various accomplishments, initiatives and projects by the HRC throughout 2023.

The work the HRC undertook in 2023 promoted activities, education, and programs that support equal opportunity, human rights and respect within Shoreview. The commission members are proud of the work they accomplished and are excited to continue their work into 2024.

On behalf of the commission, we wish to extend our appreciation and gratitude for the continued support and encouragement of the city council.

Respectfully submitted,

Mary Johnson	Julie B. Williams
Co-chair	Co-chair

Mission

The Shoreview Human Rights Commission advises and aids the City of Shoreview by establishing and promoting a community standard of equal opportunity and freedom from discrimination. We envision a community where all people are welcomed, valued, and respected; where each person feels at home.

Purpose

The human rights commission serves in an advisory capacity to the city council. It promotes activities, education and programs that support equal opportunity, human rights and respect within Shoreview.

Duties and responsibilities include:

A. Adopting by-laws and/or rules of conduct for its affairs.

B. Developing, in cooperation with the State Department of Human Rights, programs of formal and informal education.

C. Formulating human rights programs for the city, subject to review and approval by the city council. These programs shall direct and encourage the work of all individuals and agencies involved in planning, policy making and educational programming in the area of civil and human rights and shall aid citizens in bridging cultural and other differences.

D. Coordinating efforts with the human rights commissions of neighboring cities.

E. Making recommendations to the city manager and city council in regard to the planning or operation of any city department on issues of civil and human rights, and making recommendations regarding the adoption of such specific policies or actions as are needed to provide for full equal opportunity in the city.

F. Advising and making recommendations to the city council in regard to human rights issues.

The commission is dedicated to ensuring Shoreview citizens have equal opportunities and rights as defined by the Minnesota Human Rights Act, Chapter 363A of the State Statutes. The act makes it illegal to discriminate in the areas of:

Housing	Public services
Education	Public accommodations
Employment	Credit

The act makes it illegal to discriminate against a person because of:

Age	Disability
Color	Sexual orientation
Race	Familial status
National origin	Marital status
Religion	Sex
Local commission status	Creed
Status with regard to public assistance	

Commission members

The commission recommended a change to their composition earlier this year to give student representatives voting privileges. With the update, the commission can have nine to 11 members, with two to three of them being student representatives. The members are appointed for 3-year terms by the city council.

Members as of December 1, 2023

Richard Bokovoy

Kelsey Fuglsby

Tressa Hunting

Mary Johnson

Dennis Meyer-Razon

Gene Nichols

Angie Petruk

Reesa Venterea, student representative

Julie B. Williams

Allison Yu, student representative

Staff liaison:

Renee Eisenbeisz, assistant city manager

Accomplishments

The commission had a busy 2023 with several activities and projects.

Goals and action plan

The commission uses four goals as guiding principles for their action plan:

1. To promote opportunities to build awareness and foster respect for social equity, civil and human rights in our community.
2. Encourage respect and understanding of all individuals and groups by engaging in outreach, education, listening and collaboration in the community.
3. Aid and advise the city council in regard to general human rights issues as they relate to city programs and services.
4. Strengthen and maintain effective relationships with key community groups and organizations in order to further the mission by creating a community where all people feel welcomed, valued and respected.

The 2023 - 2024 action plan was accepted by the city council on June 5, 2023 and is on the next two pages.

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

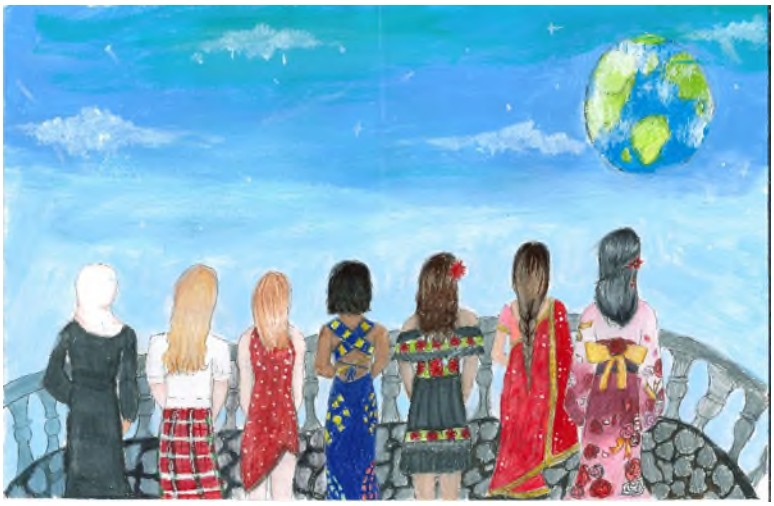
Action	Timeline	Goal			
		Build awareness and foster respect for social, equity, civil, and human rights in our community.	Engage in outreach, education, listening and collaboration in the community.	Aid and advise the city council in regard to general human rights issues.	Strengthen and maintain effective relationships with key community groups and organizations.
Coordinate and promote the caring youth award	Annually	X			X
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

Awareness

Poster contest

The commission held its 30th annual poster contest, “One Community of Many Colors” in 2023. This contest commemorates Martin Luther King Jr.’s birthday. The commission received 292 student entries from the following schools:

- Emmet D. Williams
- Island Lake
- Oak Hill Montessori
- St. Odilia
- Turtle Lake



2023 first place winner – Claire Walburg

The posters were judged on:

- Expression of the theme
- Clarity of the message
- Quality of the art
- Attractiveness
- Usage of the whole sheet of paper
- Correct spelling of any text

The commission conducted presentations with the schools to present prizes to the top 10 winners and 10 honorable mention students. The 20 students were also recognized by the city council at their March 6, 2023 meeting.

Land acknowledgement statement

The commission drafted and recommended a land acknowledgement statement for city council approval this year. The city council approved the statement at their October 16 meeting. By doing so, the city recognizes and honors the Indigenous Peoples as the traditional stewards of this land.

> *The identity of any community is forged by the generations who have lived there in the past and present, bringing with them their cultures, beliefs, energy, and dreams. Many travel to new places in the hope of a better life, others arrive against their will, and some have been there for thousands of years.*
>
> *The City of Shoreview acknowledges that our community stands on the ancestral, traditional, and current homelands of the Dakota. We also want to acknowledge the Ojibwe and other nations of people who called this place*

home. The U.S. government seized Dakota and Ojibwe land in Minnesota, allowing pioneers to settle in what is now Shoreview. This land was acquired unfairly through land cession treaties. The city acknowledges the history of violence, displacement, migration, and forced re-settlement of Indigenous Peoples.

The city is aware that this land has a complex and layered history, and offers this statement as a step toward healing. Our goal is to better understand the history of the land on which Shoreview is built and the convergence of legacies that bring us to where we are today.

The city council directed the human rights commission to create and implement an action plan to accompany the statement.

Recognition days and months

The commission has identified 11 days or months for the city to recognize throughout the year. A subcommittee is now working on recommendations for how to recognize these days or months. Some ways include social media posts, proclamations, book recommendations, or sharing events.

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

The commission also drafted a proclamation for the city council to recognize Juneteenth. The proclamation was read at the June 5 city council meeting.

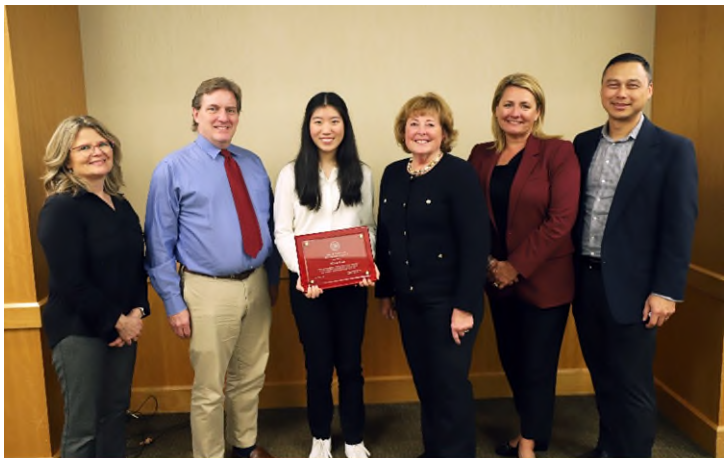
Outreach

Caring youth award

Based on discussions with high school students, the commission reviewed and revised the caring youth award process this year. Changes were made to make it less intimidating for students to nominate themselves or others. Thanks to the changes, the commission received six nominations, which is the most its received since creating this award in 2012.

Mayor Sue Denkinger presented the 2023 caring youth award winner, Ellen Guo, with a plaque at the November 16, 2023 volunteer appreciation dinner. Ellen used her passion for computer science and volunteering to create a high school coding club and a middle school coding camp, where she teaches coding languages to peers and younger students.





2023 winner, Ellen Guo, with human rights commission and city council at November 16 dinner

Memorandum

TO: City Council

FROM: Brad Martens , City Manager

DATE: January 16, 2024

SUBJECT: City Manager Salary Adjustment

ITEM NUMBER: 8.m

SECTION: CONSENT AGENDA

REQUESTED MOTION

Approve an adjustment to increase the city manager salary to $184,759 effective December 23, 2023.

INTRODUCTION

The city council recently completed a performance evaluation of the city manager and desires to make a salary adjustment.

DISCUSSION

The employment agreement with the city manager outlines that the city council may consider additional compensation and other benefits as the city council deems appropriate. Recently the city council completed a performance evaluation of the city council and has directed staff to draft an action to increase the city manager salary. The city manager position is the only staff position without regularly scheduled step increases so city council action is required for any increase to take place.

RECOMMENDATION

Adopt a motion to approve a salary adjustment to increase the city manager compensation to $184,759 effective December 23, 2023.

ATTACHMENTS

Memorandum

TO: City Council

FROM: Jason Ewell , Streets supervisor

DATE: January 16, 2024

SUBJECT: Authorization to purchase a replacement for unit 211-11

ITEM NUMBER: 8.n

SECTION: CONSENT AGENDA

REQUESTED MOTION

To authorize the purchase of a replacement for unit 211-11 for a total estimated cost of $75,000 pursuant to the adopted capital improvements program and approved 2024 annual budget.

INTRODUCTION

Shoreview's adopted capital improvement program for 2024 includes the scheduled replacement of unit 211-11. City council approval is necessary at this time for the authorization to purchase this replacement from an approved state or national joint purchasing agreement. The replaced unit should be sold at public auction sometime in 2024.

DISCUSSION

Unit 211-11 is now 13 years old and used by the streets department for tasks such as asphalting, hauling, trimming and is used as a plow truck for cul-de-sacs by the utilities department.

The 2024 capital improvement program includes an estimate of $70,000 for the replacement of this vehicle. Supply chain issues have driven prices higher than anticipated. Purchasing through state contract will cause an estimated $5,000 increase in cost over the original budgeted figure.

RECOMMENDATION

Staff recommends the city council authorize the purchase of a replacement for unit 211-11 from state contract for a total estimated cost of $75,000.

ATTACHMENTS

Memorandum

TO: City Council

FROM: Allison Eddins , Senior planner

DATE: January 16, 2024

SUBJECT: 4858 Hanson Road - Appeal of Variance and Minor Subdivision Denials

ITEM NUMBER: 10.a

SECTION: GENERAL BUSINESS

REQUESTED MOTION

Proposed Motion 1: To adopt Resolution No. 24-05, approving three variance requests to reduce the lot width requirements to permit a three-lot subdivision of 4858 Hanson Road. Resolution No. 24-05 would permit the lot width reduction from the required 75 feet to 74.56 feet for Parcel A, 74.56 feet for Parcel B, and 74.55 feet for Parcel C and to recommend approval of the minor subdivision of 4858 Hanson Road, subject to the following conditions:

Conditions for Variance Requests

1. This approval is subject to the approval of the minor subdivision application by the City Council.
2. This approval will expire after one year if the subdivision has not bee recorded with Ramsey County.

Conditions for Minor Subdivision

1. The minor subdivision shall be in accordance with the plans submitted.
2. This approval is subject to the approval of the variance application by the City Council for the reduced lot widths.
3. For Parcels B and C, a Public Recreation Use Dedication fee, as required by Section 204.020, shall be paid prior to building permits being issued for the construction of new homes on the two lots. The fee will be a maximum of four percent of the fair market value of the lots at the time of subdivision.
4. Public drainage and utility easements shall be dedicated to the city as required by the public works director. The applicant shall be responsible for providing legal descriptions for all required easements. Easements shall be conveyed before the city will endorse deeds for recording.
5. Municipal water and sanitary sewer services shall be provided to each lot.
6. The applicant shall enter into a Subdivision Agreement with the city. This agreement shall be executed prior to the city's release of the deeds for recording. A Development Agreement will also be required for the construction of the new homes.
7. Tree protection and replacement plans shall be submitted prior to the issuance of a building or grading permit. Tree protection shall be implemented prior to the commencement of work on the property and maintained during the period of construction.
8. Grading, drainage and erosion control plans shall be submitted with the building permit

applications and implemented during the construction of the new homes. These plans shall be completed by a Minnesota licensed civil engineer.

This approval is based on the following findings of fact:

1. Practical difficulty has been found as stated in Resolution No. 24-05.
2. The proposed minor subdivision complies with Section 204.030 Subdivision Standards.
3. The proposed use of the property for single-family residential development is consistent with the Development Code and Comprehensive Plan.

Alternative Motion 2: To uphold the planning commission decision to deny the variances requested to reduce the lot width for three new lots as part of a three lot minor subdivision application for 4858 Hanson Road.

INTRODUCTION

Todd Hinz, as President of Summit Design-Build, LLC., recently purchased the property at 4858 Hanson Road. Mr. Hinz has submitted a minor subdivision and variance applications to subdivide the property into three lots. The existing home will be demolished and Mr. Hinz plans to construct three new single-family homes on the three proposed lots. The minor subdivision requires three variances from the lot width requirement of 75 feet. Each new lot would have the following lot width: Parcel A - 74.56 feet, Parcel B - 74.56 feet, and Parcel C 74.55 feet.

The planning commission reviewed the minor subdivision and variance requests at their December 19, 2023 meeting . In a 5-1 vote, the planning commission determined that practical difficulty was not present and denied the three variance requests. By denying the variance requests, the planning commission by default also denied the subdivision proposal.

DISCUSSION

Site Characteristics

The property is located north of Tanglewood Drive and south of Robinhood Place. The lot, as well as the surrounding neighborhood, is zoned R1-Detached Residential. The lot has a lot width of 223.67 feet and an average depth of 209.95 feet. At 1.08 acres, it is the largest lot in the immediate neighborhood.

A single-family home has existed on this property since 1940, and includes a large patio and shed in the backyard. The property has some open yard space, while remaining wooded along the southern and eastern potions. The lot is relatively flat with elevations ranging from 924 feet at the Hanson Road right-of-way, increasing to 926 feet at the single-family home site and lowering to 921 feet at the rear lot line.

Subdivision Standards

Minor subdivisions require review by the planning commission and approval by the city council. Minor subdivisions must be reviewed in accordance with the subdivision standards in the Development Code.

City subdivision standards require all lots to front on a publicly dedicated right-of-way. Municipal sanitary sewer and water must be provided to all new lots. These standards also require five foot public drainage and 10 foot utility easements along property lines where necessary.

In the R1 - Detached Residential zoning district, lot standards require a minimum lot area of 10,000 square feet, lot width of 75 feet and lot depth of 125 feet.

Variance Criteria
When considering a variance request, the commission must determine whether the development code causes the property owner practical difficulty and find that granting the variance is keeping with the purpose and intent of the development code. Practical difficulty is defined and reviewed using the following criteria:

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

Applicant's Statement
The applicant reviewed the City's comprehensive plan, specifically Chapter 7 Housing, and listed several goals and policies that support infill development in existing neighborhoods where practical. The applicant states that it is fair and reasonable to request a parcel of this size (1.08 acres) to be divided in some capacity; the unique circumstance is the lot's size, specifically the lot's width of 223.67, in a neighborhood where the majority of lots have widths between 64 feet and 72 feet.

STAFF REVIEW
Minor Subdivision - The applicant is proposing to subdivide the existing 1.08 acre lot and create three new lots. Each lot would exceed the R1 zoning district standards for lot size and lot depth but each lot will be approximately 6" narrower than the minimum required lot width and each lot will therefore require a variance to the lot width requirement.

Performance Standards	**R1 Requirement**	**Parcel A**	**Parcel B**	**Parcel C**
Lot Size	10,000 sq. ft.	15,643 sq. ft.	15,654 sq. ft.	15,675 sq. ft.
Lot Width	**75 feet**	**74.56 feet**	**74.56 feet**	**74.55 feet**
Lot Depth	125 feet	209.81 feet	209.95 feet	210.10 feet

Despite the narrower lot width being requested, each lot will have ample buildable space within the required setbacks for the R1 zoning district. Each new lot will be approximately 156% of the minimum lot size and 167% of the minimum lot depth. The proposed lot widths are 99.3% of the minimum width required.

Municipal sanitary sewer and water services are already provided to the existing home. The existing utilities can be used by Parcel A. New utility connections will need to be installed for Parcels B and C.

Standard drainage and utility easements along the new property lines will be required.

Tree impacts will be evaluated further during the building permit review process. The submitted survey does identify the location of trees on the property and it appears that some

trees will need to be removed in order to accommodate the construction of new homes. Prior to the approval of a building permit, the application would be required to submit a comprehensive tree survey and replacement schedule. A grading and drainage plan will also need to be submitted with any building permit application.

Variance Requests - The applicant has submitted three variance requests to reduce the lot width requirement for the three new lots proposed. The requests were reviewed by staff in accordance with the variance criteria in Section 203.070. Staff found that the three requests meet the purpose and intent of the development code and comprehensive plan, and that practical difficulty is present based on the following findings:

1. *Reasonable Manner. The property owner proposed to use the property in a reasonable manner not permitted by the Shoreview Development Regulations.* The applicant/property owner proposes to use the property to allow for the future development of three single-family homes. The proposed lots exceed the minimum lot area and depth, and each lot has ample building space, as identified in the submitted survey. The proposed use is consistent with the R1 zoning district.
2. *Unique Circumstance. The plight of the property owner is due to circumstances unique to the property not created by the property owner.* The subject lot was created in the 1940s. The lot predates Shoreview's Development Code and the surrounding neighborhood. The neighborhood lots on the east side of Hanson Road were platted in the 1950s with lots that are roughly 80-100 feet wide. The lots to the west were platted in the 1970s as part of a PUD with widths that range from 65 feet to 70 feet. The subject lot is unique in that it is not situated in a neighborhood with an established development pattern - there are estate size lots, substandard lots, and more standard size lots both east and west of the parcel. The subject lot is also unique in the sense that, at 223 feet wide and 210 feet deep, it is one of the largest developable single-family lots in the city. The proposed 3 new lots will far exceed the minimum standards for lot area and lot depth and will have ample space for building pads for new homes. In terms of square footage, the lots will be some of the largest in the neighborhood - smaller than the lots to the east but larger than the lots to the west.
3. *Character of the Neighborhood. The variance, if granted, will not alter the essential character of the neighborhood.* The proposed widths of Parcels A, B and C will be 99.3 percent of the minimum required lot width for the R1 zoning district. The proposed lot widths will not alter the essential character of the neighborhood and will be more in character with the surrounding neighborhood than the subject lot's existing width of 223 feet.

PUBLIC COMMENT

Property owners within 350 feet were notified of the applicant's minor subdivision and variance requests. One written comment was received. The commentor had concerns about tree preservation and the impact that three new houses would have on the neighborhood in terms of traffic, street parking and light pollution. In addition to the written comment, five individuals testified at the planning commission meeting. Four neighbors spoke and they were against the request for three new lots. Some stated that they would not be against a two lot subdivision. There were concerns about tree removal, side yard setbacks, what the new houses will look like and how and what size they will be. The fifth person to testify was a realtor who has worked with the applicant. The realtor stated that the homes would be custom built and similar in size with the existing homes in the neighborhood.

PLANNING COMMISSION COMMENT

After the public testimony, the planning commission began their discussion. A determination was made in a 5-1 vote that practical difficulty is not present for the three variance requests. The variance requests were denied.

RECOMMENDATION

The minor subdivision application has been reviewed in accordance with the standards of the development regulations and found to be in compliance with these standards. The subdivision of an oversized lot in order to create three new buildable lots that will be 156% of the minimum lot size, 167% of the minimum lot depth and 99.3% of the minimum lot width requirements requirements is supported by Shoreview's land use and housing policies. The Shoreview Comprehensive Plan acknowledges that flexibility is needed in order to support infill development.

The variance applications have been reviewed in accordance with the criteria in the development code and staff has found that practical difficulty if present for the three variance requests.

Staff is recommending that the city council adopt Resolution No. 24-05, approving three variance requests to reduce the lot width requirements to permit a three-lot subdivision of 4858 Hanson Road. Resolution No. 24-05 would permit the lot width reduction from 75 feet to 74.56 feet for Parcel A, 74.56 feet for Parcel B, and 74.55 feet for Parcel C and to recommend approval of the minor subdivision of 4858 Hanson Road, subject to the following conditions:

Conditions for Variance Requests

1. This approval is subject to the approval of the minor subdivision application by the City Council.
2. This approval will expire after one year if the subdivision has not bee recorded with Ramsey County.

Conditions for Minor Subdivision

1. The minor subdivision shall be in accordance with the plans submitted.
2. This approval is subject to the approval of the variance application by the City Council for the reduced lot widths.
3. For Parcels B and C, a Public Recreation Use Dedication fee, as required by Section 204.020, shall be paid prior to building permits being issued for the construction of new homes on the two lots. The fee will be a maximum of four percent of the fair market value of the lots at the time of subdivision.
4. Public drainage and utility easements shall be dedicated to the city as required by the public works director. The applicant shall be responsible for providing legal descriptions for all required easements. Easements shall be conveyed before the city will endorse deeds for recording.
5. Municipal water and sanitary sewer services shall be provided to each lot.
6. The applicant shall enter into a Subdivision Agreement with the city. This agreement shall be executed prior to the city's release of the deeds for recording. A Development Agreement will also be required for the construction of the new homes.
7. Tree protection and replacement plans shall be submitted prior to the issuance of a building or grading permit. Tree protection shall be implemented prior to the commencement of work on the property and maintained during the period of

construction.

8. Grading, drainage and erosion control plans shall be submitted with the building permit applications and implemented during the construction of the new homes. These plans shall be completed by a Minnesota licensed civil engineer.

This approval is based on the following findings of fact:

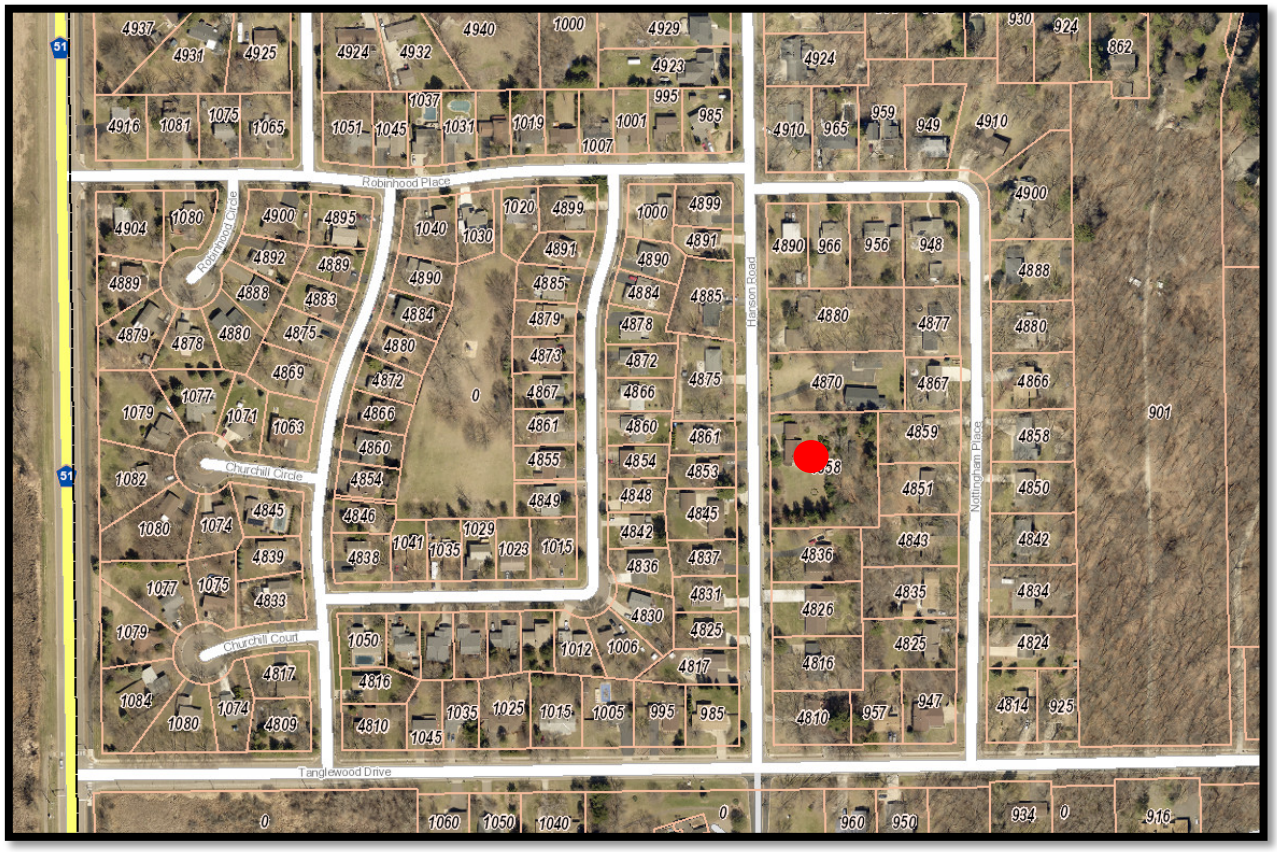
1. Practical difficulty has been found as stated in Resolution No. 24-05.
2. The proposed minor subdivision complies with Section 204.030 Subdivision Standards.
3. The proposed use of the property for single-family residential development is consistent with the Development Code and Comprehensive Plan.

ATTACHMENTS

Location Map
Variance Narrative
Proposed Subdivision Survey
Written Public Comment
Resolution 24-05

4858 HANSON ROAD

LOCATION MAP



Todd Hinz
President
Summit Design-Build, LLC.
4858 Hanson Road PID#143023240047
Variance (s) Application as part of a Minor Subdivision Request

To: Niki Hill, AICP, and Allison Eddins, SPCD

Included is a Variance (s) request as it pertains to the minor subdivision application for the property located at 4858 Hanson Road,

I would like to start with some excerpts taken from the Shoreview Comprehensive Plan 2040 and specifically the Housing Chapter 7 section:

1. Shoreview was chosen as the place to call home by our residents for the award winning school districts, the extensive park and trail system, proximity to employment and regional attractions and safe neighborhoods. More importantly, our residents are able to call Shoreview home because they were able to find housing that met their needs.
2. As Shoreview approaches the year 2040, it is essential that we retain and promote reinvestment in our neighborhoods, provide development opportunities and respond to the changes our community and the region are facing.
3. Development Density. The City of Shoreview has an overall density in residential areas of 2.95 units per acre, less than the 5 units per acre as recommended by the Metropolitan Council for suburban communities.
4. Forecasted Household Growth. Although Shoreview is almost fully developed, the community will continue to grow over the next twenty years. The forecasts estimate that there will be 1,298 additional households between the years 2010 and 2040.
5. Development Opportunities. Although challenges exist, infill and redevelopment is vital to the diversification of the City's housing stock and providing additional life-cycle and affordable housing opportunities. The City needs to continue to grow in order to remain vibrant and provide a high quality of life. Policies and tools must be enacted that promote and encourage the revitalization of key redevelopment areas and allow infill development while minimizing impacts on adjacent or nearby neighborhoods.
6. Goal-Infill and Redevelopment. Provide housing opportunities through infill and redevelopment that is sensitive to the surrounding environment, complements existing land uses and meets community needs. A. Recognize existing residential developments patterns and neighborhood character when considering infill and redevelopment projects that are near or adjacent to established neighborhoods. B. Support the redevelopment of under-utilized property for residential and mixed use to increase housing opportunities.

In conclusion, it is fair and reasonable to request a parcel of this size to be divided in some capacity. Furthermore, this request fits all the recommendations and guidelines included above that were taken directly from the City of Shoreview's own future guidelines. I look forward to the discussion and thank you for the opportunity.

Reasonable Manner: Lot usage for the new proposed parcels (A, B, C) will be used in a manner consistent with the area and with the city of Shoreview Development Regulations. Once divided all 3 parcels will meet or exceed all minimum lot standards required except, they will be short on lot width by less than 6 inches each parcel at the proposed 74.55 feet compared to the required 75 feet. All 3 proposed parcels will have ample width and depth for new residential construction.

Unique Circumstances: At just over 1 acre this lot is one of the larger lots remaining in the area (not including lake lots). If you step back and take a general view of existing parcels within a 2-block radius you will find over 50 parcels in varying lot widths that do not meet the current 75 feet lot width requirement. On the same section of Hanson Road, we have 7 parcels with approximate lot widths ranging from 60 to 70 feet wide (Address #'s 4891 60', 4861 65', 4853 65', 4837 70', 4831 70', 4825 70', 4817 70').

Character of the Neighborhood: The character of the neighborhood will not be altered by the passing of these variances and minor subdivision requests. This area of Shoreview and of Hanson Road is an eclectic mix with varying sizes of lots, different styles of homes, and an array of structure setback requirements. Parts of this area were developed early on but there has been continual development and investment in the area over time. One block from the subject property is a perfect example of the city working to help increase the amount of allowable development in the area. Take the Oxford Street, Mercury Drive, Churchill Street, Robin Hood Place circle and there are over 40 single family residences with lot widths that are 72 feet or less.
The passing of these 3 variances as part of the minor subdivision will have a positive impact on the adjoining properties and the neighborhood.

List of neighborhood addresses of lots that are less than 75 feet in width. (Widths are approximate)

Hanson Road
4891 60'
4861 65'
4853 65'
4837 70'
4831 70'
4825 70'
4817 70'

Robin Hood Place
995 66'
1001 66'
1007 66'
1013 66'
1019 66'
1025 67'
1031 67'
1037 67'
1045 67'
1020 72'
1030 72'

Oxford Street
4890 65’
4885 70’
4884 70’
4879 64’
4873 70’
4872 65’
4867 70’
4866 65’
4861 70’
4860 65’
4855 66’
4854 65’
4849 67’
4848 65’
4842 70’

Mercury Drive
1018 65’
1023 67’
1024 65’
1029 68’
1030 65’
1035 67’
1036 65’
1041 70’
1042 65’

Churchill Street
4839 67’
4846 67’
4854 66’
4860 70’
4866 72’
4872 72’
4880 70’
4884 65’
4890 70’

Thank you,
Todd Hinz
President, Summit Design-Build, LLC.

MINOR SUBDIVISION



LEGAL DESCRIPTION:

The following Legal Description is as shown on FSA Title Services, LLC as agent for First American Title Insurance Company Title Commitment No. 230566, dated October 2nd, 2023.

Lots 8 and 9, Block 2, Turtle Lake Park, Ramsey County, Minnesota.

Torrens Property Certificate of Title No. 369168.

EASEMENT NOTES:

The following survey related exceptions appear on the FSA Title Services, LLC as agent for First American Title Insurance Company Title Commitment No. 230566, dated October 2nd, 2023.

10. Drainage and utility easements as shown on the plat of Turtle Lake Park, if any. (AS SHOWN ON SURVEY)
11. Overhead and/or underground utility lines that may currently exist and rights of the utility companies to use and maintain any existing such lines. (AS SHOWN ON SURVEY)
12. This Policy does not insure that any fence currently located or in use is on the boundary line(s) or that the fence represents the boundary line(s). (FENCES SHOWN ON SURVEY)

AREA:

TOTAL AREA AS SHOWN = 46,972 SQ.FT.

SURVEY NOTES:

1. BEARINGS ARE BASED ON THE RAMSEY COUNTY COORDINATE SYSTEM NAD 1983.
2. UNDERGROUND UTILITIES SHOWN PER GOPHER ONE LOCATES AND AS-BUILTS PLANS PROVIDED BY THE CITY OF SHOREVIEW ENGINEERING DEPARTMENT.
3. THERE MAY SOME UNDERGROUND UTILITIES, GAS, ELECTRIC, ETC. NOT SHOWN OR LOCATED.
4. ELEVATION BASED ON GPS DERIVED VALUES FOR NAVD 88
5. DATE OF FIELD TOPOGRAPHY 10-27-23.

UNDERGROUND UTILITIES NOTES:

THE UNDERGROUND UTILITIES SHOWN HAVE BEEN LOCATED FROM FIELD SURVEY INFORMATION AND EXISTING DRAWINGS. THE SURVEYOR MAKES NO GUARANTEE THAT THE UNDERGROUND UTILITIES SHOWN COMPRISE ALL SUCH UTILITIES IN THE AREA, EITHER IN SERVICE OR ABANDONED. THE SURVEYOR FURTHER DOES NOT WARRANT THAT THE UNDERGROUND UTILITIES SHOWN ARE IN THE EXACT LOCATION INDICATED ALTHOUGH HE DOES CERTIFY THAT THEY ARE LOCATED AS ACCURATELY AS POSSIBLE FROM THE INFORMATION AVAILABLE. THIS SURVEY HAS NOT PHYSICALLY LOCATED THE UNDERGROUND UTILITIES. GOPHER STATE ONE CALL LOCATE TICKET NUMBER 232971539. SOME MAPS WERE RECEIVED, WHILE OTHER UTILITIES DID NOT RESPOND TO THE LOCATE REQUEST. ADDITIONAL UTILITIES OF WHICH WE ARE UNAWARE MAY EXIST.

CALL BEFORE YOU DIG!
Gopher State One Call
TWIN CITY AREA: 651-454-0002
TOLL FREE: 1-800-252-1166

NORTH

0 20 40

CONTACT:

TODD HINZ
SUMMIT DESIGN-BUILD
summitdesign-build@comcast.net

COUNTY/CITY:

RAMSEY COUNTY

CITY OF SHOREVIEW

REVISIONS:

DATE	REVISION
6-10-27	ISSUED

CERTIFICATION:

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

Daniel L. Thurmes Registration Number: 25718

Date: 10-27-23

PROJECT LOCATION:

4858 HANSON RD.

PID#143023240047

PROPOSED LEGAL DESCRIPTIONS:

(SUBJECT TO EXAMINER OF TITLE REVIEW)

PARCEL A
The north 74.56 feet of Lot 9, Block 2, TURTLE LAKE PARK, Ramsey County, Minnesota.

PARCEL B
That part of Lot 9, Block 2, TURTLE LAKE PARK, Ramsey County, Minnesota lying southerly of the north 74.56 feet thereof;

and

That part of Lot 8, Block 2, TURTLE LAKE PARK, Ramsey County, Minnesota lying northerly of line parallel to and distant 149.12 feet southerly of the north line of Lot 9, said Block 2.

PARCEL C
That part of Lot 8, Block 2, TURTLE LAKE PARK, Ramsey County, Minnesota lying southerly of line parallel to and distant 149.12 feet southerly of the north line of Lot 9, said Block 2.

DEVELOPEMENT DATA

ZONED: R1
MINIMUM AREA: 10,000 SQ FT - PROPOSED = 15,643± SQ.FT.
MINIMUM WIDTH: 75 - PROPOSED 74.55'
MINIMUM DEPTH 125 - PROPOSED 210'

TOTAL EXISTING PARCEL AREA = 46,972 SQ. FT.

PROPOSED PARCEL A = 15,643 SQ. FT.
PROPOSED PARCEL B = 15,654 SQ. FT.
PROPOSED PARCEL C = 15,675 SQ. FT.

BUILDING SETBACKS:
FRONT = 25' MIN 40' MAX
SIDE = 10'
REAR = 30'
MAX 40% LOT COVERAGE
VERIFY WITH BUILDING OFFICIAL PRIOR TO DESIGN AND DEVELOPMENT

LEGEND:

- FOUND MONUMENT
- SET 1/2" IRON PIPE MARKED RLS NO. 25718
- CABLE TV PEDESTAL
- AIR CONDITIONER
- ELECTRIC MANHOLE
- ELECTRIC METER
- ELECTRIC PEDESTAL
- ELECTRIC TRANSFORMER
- LIGHT POLE
- GUY WIRE
- POWER POLE
- GAS MANHOLE
- GAS METER
- TELEPHONE MANHOLE
- TELEPHONE PEDESTAL
- SANITARY CLEANOUT
- SANITARY MANHOLE
- CATCH BASIN or STORM DRAIN
- FLARED END SECTION
- STORM MANHOLE
- FIRE DEPT. CONNECTION
- HYDRANT
- CURB STOP
- WATER WELL
- WATER MANHOLE
- WATER METER
- POST INDICATOR VALVE
- WATER VALVE
- BOLLARD
- FLAG POLE
- MAIL BOX
- TRAFFIC SIGN
- UNKNOWN MANHOLE
- SOIL BORING
- TRAFFIC SIGNAL
- CONIFEROUS TREE
- DECIDUOUS TREE
- UE — UNDERGROUND ELECTRIC
- UTV — UNDERGROUND CABLE TV
- UF — UNDERGROUND FIBER OPTIC
- UT — UNDERGROUND TELEPHONE
- OU — OVERHEAD UTILITY
- UG — UNDERGROUND GAS
- SANITARY SEWER
- STORM SEWER
- WATERMAIN
- FENCE
- CURB [TYPICAL]
- CONCRETE SURFACE
- BITUMINOUS SURFACE

CORNERSTONE
LAND SURVEYING, INC.
Suite #200
1970 Northwestern Ave.
Stillwater, MN 55082
Phone 651.275.8969
dan@cssurvey
.net

FILE NAME SURVSUM14
PROJECT NO. SUM23014

MINOR SUBDIVISION

SHOREVIEW

Allison Eddins <aeddins@shoreviewmn.gov>

4858 Hanson Road Minor Subdivision

2 messages

Ben Holker <holker16@gmail.com> Fri, Dec 15, 2023 at 8:18 AM
To: "aeddins@shoreviewmn.gov" <aeddins@shoreviewmn.gov>

Questions for proposed minor Subdivision:
1) What are the building plans for the houses? 3 identical houses? Square footage?
2) Are they single family houses or rentals?
3) How many trees will be removed?
4) How far apart will the houses be?
5) Has this type of variance been allowed before? If so, where?
6) Are there impervious % rules that close to the lake considering water runoff?

My initial concerns for this variance and planned construction is 3 houses very close together that all look the same will take away from the charm of the neighborhood. There will already have to be very mature pines and other trees that will need to be removed which negatively changes the natural look of the street. 3 houses on a that small of a property increases density of traffic, street parking, light pollution. I live 2 doors down from the property and the amount of wildlife that utilizes that property will quickly be affected.

Thanks,
Ben

--
Benjamin J. Holker, PT, DPT
Doctor of Physical Therapy
Park Nicollet Health Services- Maple Grove
holker16@gmail.com
651-353-8030

Allison Eddins <aeddins@shoreviewmn.gov> Fri, Dec 15, 2023 at 9:13 AM
To: Ben Holker <holker16@gmail.com>

Hi Ben,
Thank you for taking the time to comment on this subdivision and variance request. Your comments will be given to the planning commission to review prior to the meeting Tuesday, Dec. 19th at 7pm. This is a public meeting and you are welcome to attend and address the commission with your concerns. The answers to your questions are below.
1) What are the building plans for the houses? 3 identical houses? Square footage? - No building plans have been submitted yet. Creating the new lots is the first step. If the subdivision and variances are approved then the developer would submit grading and building plans that are reviewed and approved internally.
2) Are they single family houses or rentals? - The zoning district (R1) only allows for detached single-family homes. The developer could have them as rental property but his standard business model is to build and sell the homes.
3) How many trees will be removed? - That depends on where the future homes are located. The number of trees that will be removed will be determined during the building permit process. The City has a 1:1 replacement rule for single-family developments.
4) How far apart will the houses be? - The R1 zoning district requires 10 foot side yard setbacks for houses and a 5 foot side yard setback for garages. All new developments are held to this standard unless a variance from the setback requirements is approved. The developer has not applied for variances to setbacks.
5) Has this type of variance been allowed before? If so, where? - Variances for lot width have been granted in the past but each variance request has to be decided on its own merits. The planning commission has to determine that practical difficulty is present.
6) Are there impervious % rules that close to the lake considering water runoff? - All lots in R1 have an impervious surface maximum limit of 40 percent. Each lot is required to capture stormwater on the lot itself and send it to the city infrastructure. The developer will be required to submit a grading plan and this plan will be reviewed by the City Engineer.

Although the proposed lots will be slightly more narrow than the required dimension (6 to 7 inches more narrow), each of the new lots will exceed the 10,000 square foot minimum lot size. The new homes will have to meet the setback requirements for the zoning district.

If you cannot or don't want to attend the meeting in person, you can live stream the meeting by clicking here. In the meantime, please reach out if you have additional comments or concerns.

Allison Eddins, Senior Planner | Community Development
4600 Victoria Street North, Shoreview MN 55126 | 651.490.4682 |
aeddins@shoreviewmn.gov | shoreviewmn.gov

SHOREVIEW
COMMUNITY DEVELOPMENT

[Quoted text hidden]

EXTRACT OF MINUTES OF MEETING OF THE CITY COUNCIL OF SHOREVIEW, MINNESOTA HELD JANUARY 16, 2024

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

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 Shoreview Community Center, at 7:00 P.M.

The following members were present:

Member _____ introduced the following resolution and moved its adoption.

RESOLUTION NO. 24-05
VARIANCE TO DECREASE LOT WIDTH FOR THREE NEW LOTS

WHEREAS, Todd Hinz, President of Summit Design-Build, LLC., submitted three variance requests for the following described property:

Lots 8 and 9, Block 2, Turtle Lake Park, Ramsey County, Minnesota

(This property is commonly known as 4858 Hanson Road)

WHEREAS, the property is standard lot in the R1 zoning district and is subject to the lot width requirements in Development Code Section 205.082; and

WHEREAS, the R1 zoning district has a minimum lot width requirement of 75 feet; and

WHERAS, the applicant is proposing a three lot minor subdivision to create Parcel A with a width of 74.56 feet, Parcel B with a width of 74.56 feet and Parcel C with a width of 74.55 feet; and

WHEREAS, the Shoreview Planning Commission in a 5-1 vote denied the variance requests on December 19, 2023; and

WHEREAS, the applicant submitted an appeal of the Planning Commission on December 21, 2023, within the five day appeal period; and

NOW, THEREFORE, BE IT RESOLVED BY THE SHOREVIEW CITY COUNCIL, on January 16, 2024, approved the variance and adopted the following findings of fact:

1. *Reasonable Manner. The property owner proposed to use the property in a reasonable manner not permitted by the Shoreview Development Regulations.* The applicant/property owner proposes to use the property to allow for the future development of three single-family homes. The proposed lots exceed the minimum lot area and depth, and each lot has ample building space, as identified in the submitted survey. The proposed use is consistent with the R1 zoning district.
2. *Unique Circumstance. The plight of the property owner is due to circumstances unique to the property not created by the property owner.* The subject lot was created in the 1940s. The lot predates Shoreview's Development Code and the surrounding neighborhood. The lots to the east were platted in the 1950s with lots that are roughly 100 feet wide, less than half the width of the subject property. The lots to the west were platted in the 1970s as part of a PUD with widths that range from 65 feet to 70 feet. The subject lot is unique in that it is not situated in a neighborhood with an established development pattern - to the east are estate size lots and to west are smaller, more modern size lots. The subject lot is also unique in the sense that, at 223 feet wide and 210 feet deep, it is one of the largest developable single-family lots in the city. The proposed new lots will exceed the minimum standards for lot area and lot depth. In terms of square footage, the new lots will be some of the largest in the neighborhood - smaller than the lots to the west but larger than the lots to the east.
3. *Character of the Neighborhood. The variance, if granted, will not alter the essential character of the neighborhood.* The proposed widths of Parcels A, B and C will exceed 99 percent of the minimum required lot width for the R1 zoning district. The proposed lot widths will not alter the essential character of the neighborhood and will be more in character with the surrounding neighborhood than the subject lot's existing width of 223 feet.

NOW, THEREFORE, BE IT RESOLVED BY THE SHOREVIEW CITY COUNCIL, that the variance request for property described above is subject to the following conditions:

1. This approval is subject to the approval of the minor subdivision application by the City Council.
2. This approval will expire after one year if the subdivision has not bee recorded with Ramsey County.

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

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

And the following voted against the same:

Adopted this 16th day of January, 2024

_____
Sue Denkinger, Mayor

STATE OF MINNESOTA)

COUNTY OF RAMSEY)

CITY OF SHOREVIEW)

I, the undersigned, being the duly qualified and acting Manager of the City of Shoreview of Ramsey County, Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of said City of Shoreview Planning Commission held on the 16th day of January, 2024 with the original thereof on file in my office and the same is a full, true and complete transcript there from insofar as the same relates to adopting Resolution No. 24-05.

WITNESS MY HAND officially as such Manager and the corporate seal of the City of Shoreview, Minnesota, this 16th day of January, 2024.

Brad Martens
City Manager

SEAL

Drafted by: Allison Eddins
Senior Planner
4600 Victoria Street N.
Shoreview, MN 55126

Memorandum

TO: City Council

FROM: Allison Eddins , Senior planner

DATE: January 16, 2024

SUBJECT: 3204 W. Owasso Blvd - Appeal of Variance Request Denials

ITEM NUMBER: 10.b

SECTION: GENERAL BUSINESS

REQUESTED MOTION

Proposed Motion 1: To uphold the planning commission decision to deny the variances requested for a 1,000 square foot detached accessory building and 1,752 total square feet of total accessory building square footage at 3204 W. Owasso Boulevard.

Alternative Motion 2: To adopt Resolution No. 24-04 to approve the variance request for a 1,000 square foot detached accessory building and the variance request to permit 1,752 total square feet of accessory building square footage at 3204 W. Owasso Boulevard with the following conditions:

1. The project must be completed in accordance with the plans submitted with the approved variance requests and residential design review application. Any significant change to these plans, as determined by the community development department, will require review and approval by the planning commission.
2. A building permit must be obtained before any construction activity begins.
3. A permit from the Ramsey Washington Watershed District shall be obtained, if required, prior to commencing any construction activity on site, including grading.
4. A Shoreland Mitigation Affidavit is required to be signed before the building permit is issued.
5. The approvals will expire after one year if a building permit has not been issued and work has not begun on the project.

This action is based on the following findings of fact:

1. Practical difficulty is present as stated in Resolution 24-04. ** Should the city council find practical difficulty for the accessory building variances, they must be included in the record as part of the approval; Resolution 24-04 does not have Unique Circumstances identified.
2. The project as presented meets the design requirements of the R1 zoning district and Shoreland Overlay District.

INTRODUCTION

The homeowners/applicants, Melissa and Scott Duce, are proposing to demolish the existing home and carport in order to build a new one-story walk out with a 672 square foot attached garage at 3204 W. Owasso Blvd. The property also has an existing 1,000 square foot detached

garage and an 80 square foot shed.

The lot is located along the western shore of Lake Owasso and is a substandard riparian lot. Section 209.080 (L) (2) requires new construction on substandard lots to obtain residential design review from the planning commission.

The applicants also requested three variances:

1. The first is a variance to decrease the front yard setback. Section 209.080 (L) (2) (c) (iv) (aa) requires new construction on substandard riparian lots to have a front yard setback that is the average (+/- 10 ft.) of the two abutting properties. In this case, the front yard setback requirements are 236.5-216.5 feet. The applicants are requesting a setback of 195.3 feet.
2. The second is a variance to the detached accessory building size limit in Section 205.082 Table 205-A. Lots that are between 1/2 acre and 1 acre can have a detached accessory building that is up to 440 square feet with an approved conditional use permit. The applicants are requesting a variance to allow them to keep the existing 1,000 square foot detached garage.
3. The third variance request is also to Section 205.082 Table 205-A. The variance would allow the combined attached and detached accessory building areas to exceed the 1,200 square feet limit. This would allow the applicants to keep the 1,000 square foot detached garage, 80 square foot shed and construct a 672 square foot attached garage.

The planning commission reviewed the residential design review and the three variance requests at their December 19, 2023 meeting. In a 5-1 vote, the planning commission approved the residential design review and the variance request to reduce the front yard setback. The planning commission denied the other two variance requests on the basis that practical difficulty was not met.

DISCUSSION

Property Description

The subject property is a substandard riparian lot in the R1-Detached Residential District. The lot is 32,069 square feet, or 0.75 acres, with an average depth of 367.77 feet and a lot width of 75 feet, making the lot substandard for lot width. The lot's elevation slopes lakeward from a 942 foot elevation at the front lot line down to 888 feet at the Ordinary High Water line (OHW). There is an existing home with carport, shed, and 1,000 square foot detached garage currently on the property.

When the applicants purchased the property in 2019, the lot had a wooden retaining wall roughly 10 feet from the OHW and a second wooden retaining wall at the water's edge. The applicants worked with the Ramsey Washington Metro Watershed to restore the natural slope and stabilize the soil with rip rap, granite boulders and native vegetation.

Project Description

The proposed location of the new house and attached garage takes advantage of the lot's topography by constructing on the relatively flat portion in the center. The current home has an OHW setback of 135.8 feet and a front yard setback of 202 feet. The applicants would like to shift the new home away from the OHW by approximately five feet, placing more of the house on the relatively flat portion of the lot.

The location of the new garage would be in front of the new house. The foundation of the new

garage would be 195.3 feet from the front lot line and requires a variance to decrease the required front yard setback. This variance was approved on December 19, 2023.

The detached garage was originally constructed in 1957 and it was 480 square feet at the time. A 480 square foot addition was added in 1970. The garage was demolished and rebuilt in it's current size in 2000. The council adopted Ordinance No. 942 establishing the 440 square foot size limit for detached accessory buildings in 2016. Ordinance No. 942 also established the 1,200 square foot maximum area allowed for all detached and attached accessory buildings on lots 1/2 acre up to 1 acre. The applicants would like to keep the detached garage, the 80 square foot shed, and also construct a new 672 square foot garage connected to the new house by an enclosed breezeway. At the December 19th meeting, the planning commission denied the variance requests for the 1,000 square foot detached accessory building and 1,752 total square feet of accessory building square footage. The applicants submitted an appeal on December 23, 2023.

Applicants' Original Statement
The applicants state that the decrease in the front yard setback will help preserve the lake views for the neighbors to the north and the unique topography eliminates the majority of the home's visibility from the Owasso right-of-way. The existing 1,000 square foot garage and shed in combination with the proposed 672 square foot attached garage would constitute only 70 percent of the home's foundation area thus maintaining the accessory buildings as accessory and subordinate to the residential use. The applicants also state that allowing greater total square feet of accessory building space would not alter the essential character of the neighborhood.

Applicants' Appeal Statement
The applicants submitted a narrative with the appeal application in which they state that the steep slope of their driveway creates a unique circumstance especially during the winter months. During the winter, the family park their cars in the garage and walk through the yard to reach the house. They avoid using the driveway altogether. This circumstance is found at a number of other homes along West Owasso Boulevard and these homes have detached garages at the right-of-way for this same reason.

The applicants also state in the appeal narrative that they are willing to remove the 80 square foot shed, decreasing the total accessory building square footage requested 1,672 square feet.

Variance Requests
The Development Code requires residential construction to comply with certain design standards and setbacks. Those standards and the requested variances are summarized in the table below.

Standard	Allowed	Proposed
Impervious Surface Coverage	8,017.25 (25%). May increase to 30% if no structures are in the OHW setback.	9,029 square feet (28%)
Foundation Area	5,772.42 square feet (18%)	2,672 square feet (8.3%)
Building Height	35 feet (from highest peak to lowest grade)	31.2 feet

Setbacks	Front: 226.5 feet (+/- 10 feet) OHW: 133 (+/- 10 feet)	Front: 195.3 feet** OHW: 140.5 feet
Attached Accessory Structure Sq Ft. Max	1,000 square feet or 80% of dwelling unit foundation	672 square feet
Detached Accessory Building Sq Ft Max	Up 440 square feet with CUP or 288 sq feet	1,000 square feet*
Accessory Building Total	1,200 square feet	1,752 square feet*

* Variance denied by planning commission ** Variance approved by planning commission

The development code allows the applicants to keep up to 440 square feet of the detached garage with a conditional use permit. In addition to the 440 square feet, the applicants can choose to increase the size of the attached garage up to the total accessory structure footage of 1,200 square feet. If the applicants chose to do so, they could increase the square footage of the attached garage to 680 square feet. This would leave the applicants with a total of 1,200 square feet of accessory building space.

The development code would also allow the applicants to keep all 1,000 square feet of the detached garage if the proposed attached garage is less than a two car garage and the total accessory structure square footage is 1,200 square feet or below. An excerpt from Table 205-A is below.

Lot Area - 1/2 acre to less than 1 acre	**Type of Accessory Building**	**Maximum Area**
	Attached	1,000 square feet of 80% of the dwelling unit foundation area whichever is more restrictive
	Detached (with no attached or less than 2 car attached)	1,000 square feet of 80% of the dwelling unit foundation area whichever is more restrictive
	Detached Accessory Building (with 2 car or more attached garage)	Up to 288 square feet / Conditional Use Permit - If larger than 288 square feet up to 440 square feet.
	Combined - Attached and Detached	1,200 square feet of 100% of dwelling unit foundation area

Variance Criteria

When considering a variance request, the commission must determine whether the ordinance causes the property owner practical difficulty and find that granting the variance is in keeping with the spirit and intent of the ordinance. Practical difficulty is defined as:

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

STAFF REVIEW

After reviewing the applicants' proposal, staff finds that practical difficulty is not present for

the accessory building variances.

1. *Reasonable Manner. The property owner proposes to use the property in a reasonable manner not permitted by the Shoreview Development Regulations.* The applicant is proposing to use the property in a reasonable manner as single family residential, which is a permitted use.
2. *Unique Circumstances. The plight of the property owner is due to circumstances unique to the property not created by the property owner.* The need for the variances only arises because of the construction of a 672 square foot attached garage. The development code allows for up to 1,200 square feet of total accessory building space, of which 440 square feet can be a detached building if you have a two car detached garage or larger. If the applicants were to decrease the size of the attached garage to less than a 2-car garage or to 200 square feet, the 1,000 square foot detached garage could remain without the need for a variance.
3. *Character of Neighborhood. The variance, if granted, will not alter the essential character of the neighborhood.* The character of the neighborhood will not be altered. There are other detached garages along West Owasso Boulevard.

PUBLIC COMMENT FOR PLANNING COMMISSION MEETING

Property owners within 150 feet were notified of the applicants' requests. One comment was received. It was submitted by the neighbors directly north of the Duce's property. The neighbors are in favor of project and request that the planning commission approve the residential design review and three variance requests.

PLANNING COMMISSION COMMENTS

On December 19, 2023, the planning commission reviewed the variance requests. After a presentation from staff and testimony from the applicant, the planning commission determined in a 5-1 vote that practical difficulty is not present for the two variance requests related to accessory building size. The two variance requests were denied.

PUBLIC COMMENT FOR APPEAL

Again, property owners within 150 feet were notified of the applicants' appeal request. Four comments from neighbors were received and all commentors are in favor of project and request that the city council approve the two variances.

RECOMMENDATION

Staff recommends that the city council uphold the planning commission decision to deny the variances requested for a 1,000 square foot detached accessory building and 1,752 total square feet of accessory building square footage at 3204 W. Owasso Boulevard.

If the city council approves the variance requests, a determination of practical difficulty must be stated for record.

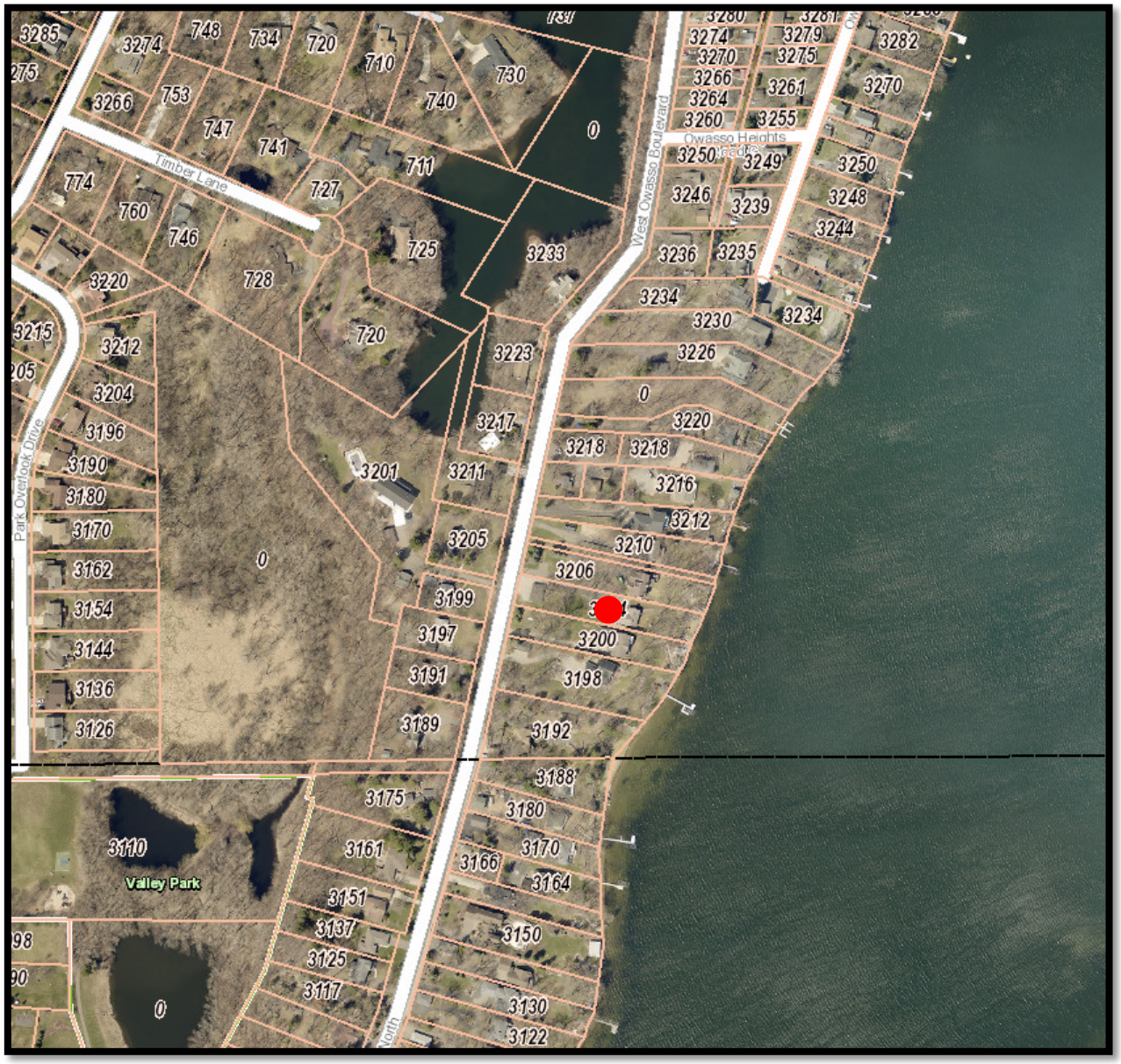
ATTACHMENTS

Location Map
3204 W Owasso Narrative
Property Survey
Public Comment
Shoreland Restoration
Appeal Narrative

Appeal comments
Resolution 24-04

3204 WEST OWASS BOULEVARD

LOCATION MAP



November 13, 2023

City of Shoreview
Attention: Allison Eddins, Senior Planner
4600 Victoria Street North
Shoreview, MN 55126
aeddins@shoreviewmn.gov

Re: Application for Design Review and Variance Request – 3204 West Owasso Boulevard

Dear Ms. Eddins,

I am the property owner of 3204 West Owasso Boulevard and applicant. My husband Scott and I have designed a new residential 1 story walkout home for our property that will be built by Style & Structure based out of Stillwater. We are applying for a design review and two (2) variances.

PROPERTY OVERVIEW

Our property is 32,069 square feet with a width of 75' and a length of 400.2' which deems this a substandard riparian lot. The property includes an existing 1,000sf detached garage and 2,053sf foundation home with a carport that accommodates two vehicles. Shortly after purchasing the property we completed an extensive shoreline restoration project, replacing a failing timber wall with a granite boulder wall and rip rap to maintain a deteriorating shoreline along an active recreational portion of Lake Owasso.

We are proposing to maintain the existing detached garage and existing footprint for the new home, replacing the carport with an attached garage, which will require the two (2) variance requests. This new site plan will deliver a 6% reduction of impervious surface.

FRONT SETBACK VARIANCE -Section 209.080 (L) (2) (c) (iv) (aa)

The average front setback based on the two adjacent properties is 226.5' as shown on the survey. Rather than utilizing an adjustment to the rear setback we have chosen to slightly increase the rear setback of the home from 135.8' (existing) to 140.5' to maintain the lake views of our adjacent neighbors. This decision amplifies the need for a front setback variance. This property is unique in that the front elevation of the home is only briefly visible while traveling North on West Owasso Boulevard. As shown below.



The adjustment of this front setback maintains the harmony and character of the neighborhood. The front setback of the proposed home is 195.3'. The front setback variance request is for 31.2' (226.5' – 195.3' = 31.2').

ACCESSORY DETACHED BUILDING VARIANCE – Section 205.082

As mentioned above, and depicted in the previous picture, the existing home has no attached garage. This unique situation was present when we purchased the property. The detached garage is compliant with existing code, however the proposed addition of an attached garage now creates the requirement for a variance to allow the detached garage to remain as it sits today.

The total square feet of the proposed combined attached and detached buildings total 70% of the dwelling unit foundation area, which maintains the accessory building(s) as subordinate to the single-

family residential dwelling unit. Taking the new attached garage into account the proposed foundation is 12.6% of the lot area compared to the 18% of allowable lot area coverage while reducing overall impervious surface of the site.

Allowing the detached garage to remain and building an attached garage does not alter the essential character of the neighborhood. It is, however, consistent with, and in harmony with the surrounding neighborhood. It will also assist in shielding our adjacent neighbors from unsightly items (garbage cans etc.) and increase the safety and security of our family. The practical difficulty presented by traversing more than a 9% slope over 200' to carry groceries etc. from the detached garage is apparent. Given the existing infrastructure, there would be undue financial burden related to reducing the size of the detached garage to bring the overall plan into compliance. Therefore, we are requesting to maintain the 1,000sf detached garage which requires a variance.

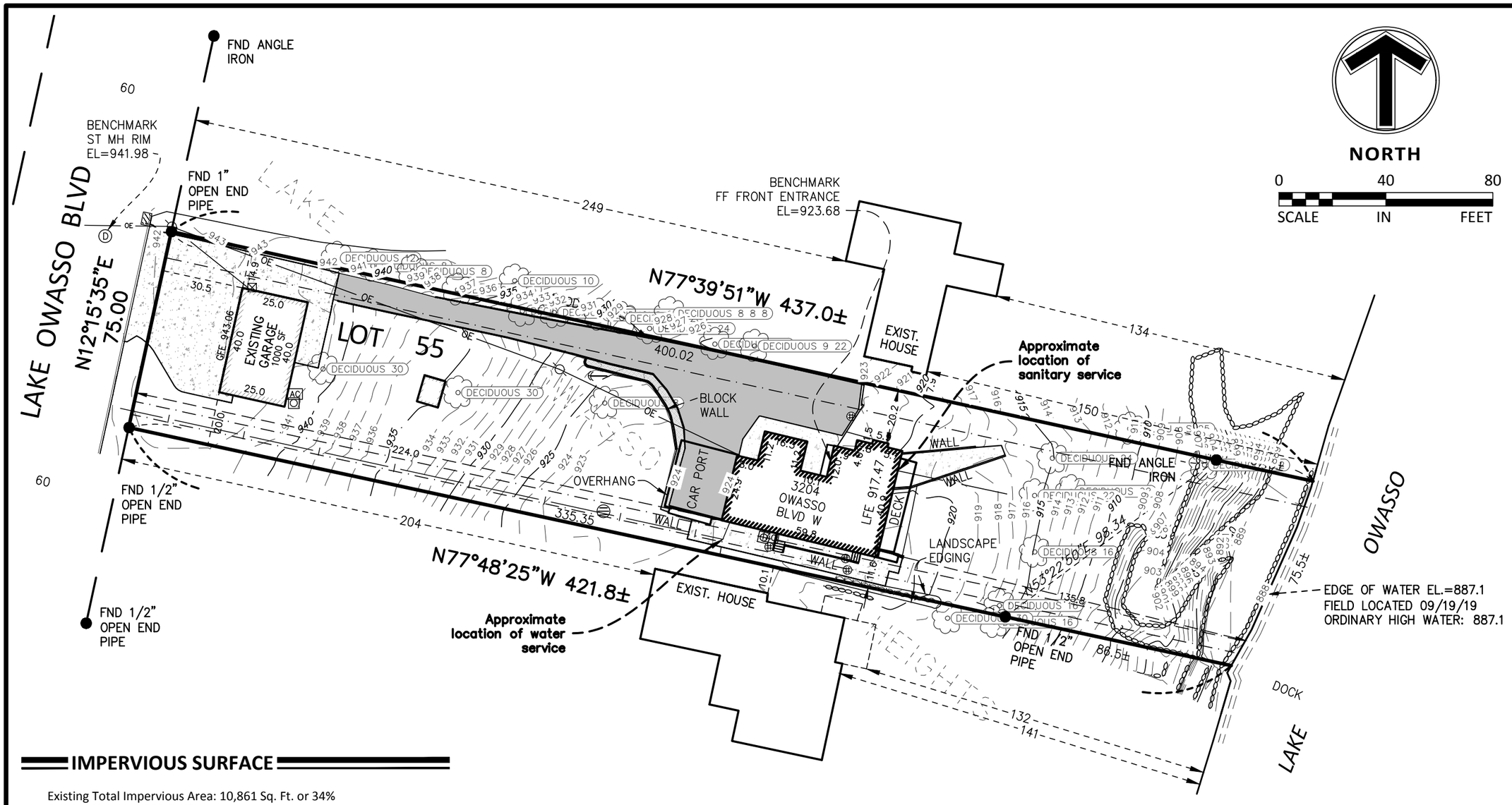
My husband Scott and I sincerely appreciate your consideration of these two (2) variance requests related to front setback and detached accessory building.

Respectfully,

Melissa Duce

Melissa Duce
3204 West Owasso Boulevard

Attachments:
Residential Design Review Worksheet
Residential Planning Request Application
Ramsey Watershed Permit 20-35
Watershed Permit Narrative (9-1-2020)
Survey



IMPERVIOUS SURFACE

Existing Total Impervious Area: 10,861 Sq. Ft. or 34%
Existing House: 2,053 Sq. Ft.
Existing Garage and Shed: 1,000 Sq. Ft.
Existing Driveway/Parking: 6,017
Existing Sidewalk/Retaining Walls: 495
Existing Patios: 1,296

LEGEND

- FOUND MONUMENT
- SET MONUMENT
- TIP TOP IRON PIPE
- x123.4 EXISTING ELEVATION
- (123.4) PROPOSED ELEVATION
- X.X% SURFACE DRAINAGE
- ELECTRIC METER
- LIGHT
- E.W. EGRESS WINDOW
- STONE RETAINING WALL
- OE OVERHEAD ELECTRICAL WIRE
- WATERMAIN
- SANITARY SEWER
- STORM SEWER
- UE ELECTRIC TRANSFORMER
- UT TELEPHONE PEDESTAL
- 942 PROPOSED CONTOUR
- UTILITY POLE
- BITUMINOUS SURFACE
- CONCRETE SURFACE

DESCRIPTION

Lot 55, LAKE OWASSO HEIGHTS, Ramsey County, Minnesota.

BENCHMARKS

BM#1 - Storm MH rim in street.
Elev.= 941.98 NAVD88
BM#2 - Finish floor elevation at front entrance of home.
Elev.= 923.68 NAVD88

SURVEY NOTES

1. Subject property's address is 3204 West Owasso Blvd.
2. Field work was completed on 09/19/2019.
3. No elevations, either found in the field or on this certificate, should be used for construction without being checked against the benchmarks shown on this survey.
4. No building information provided on this survey should not be used without being checked against architectural plans. Use architectural plans for building construction purposes.
5. Total lot area to lake = 32,069 Sq. Ft or 0.7362 Ac.

Sambatek
www.sambatek.com
12800 Whitewater Drive, Suite 300
Minnetonka, MN 55343
763.476.6010 telephone
763.476.8532 facsimile
Engineering | Surveying | Planning | Environmental

Client
SCOTT & MELISSA DUCE

Project
DUCE SHOREVIEW

Location
3204 Owasso Blvd. West
Shoreview, MN

Certification

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

Mark R. Salo
Registration No. 43933 Date: 11/08/2023

This certification is not valid unless wet signed in blue ink. If applicable, contact us for a wet signed copy of this survey which is available upon request at MFRA, Inc., Plymouth, MN office.

Summary

Approved: MRS Drawn: LCC

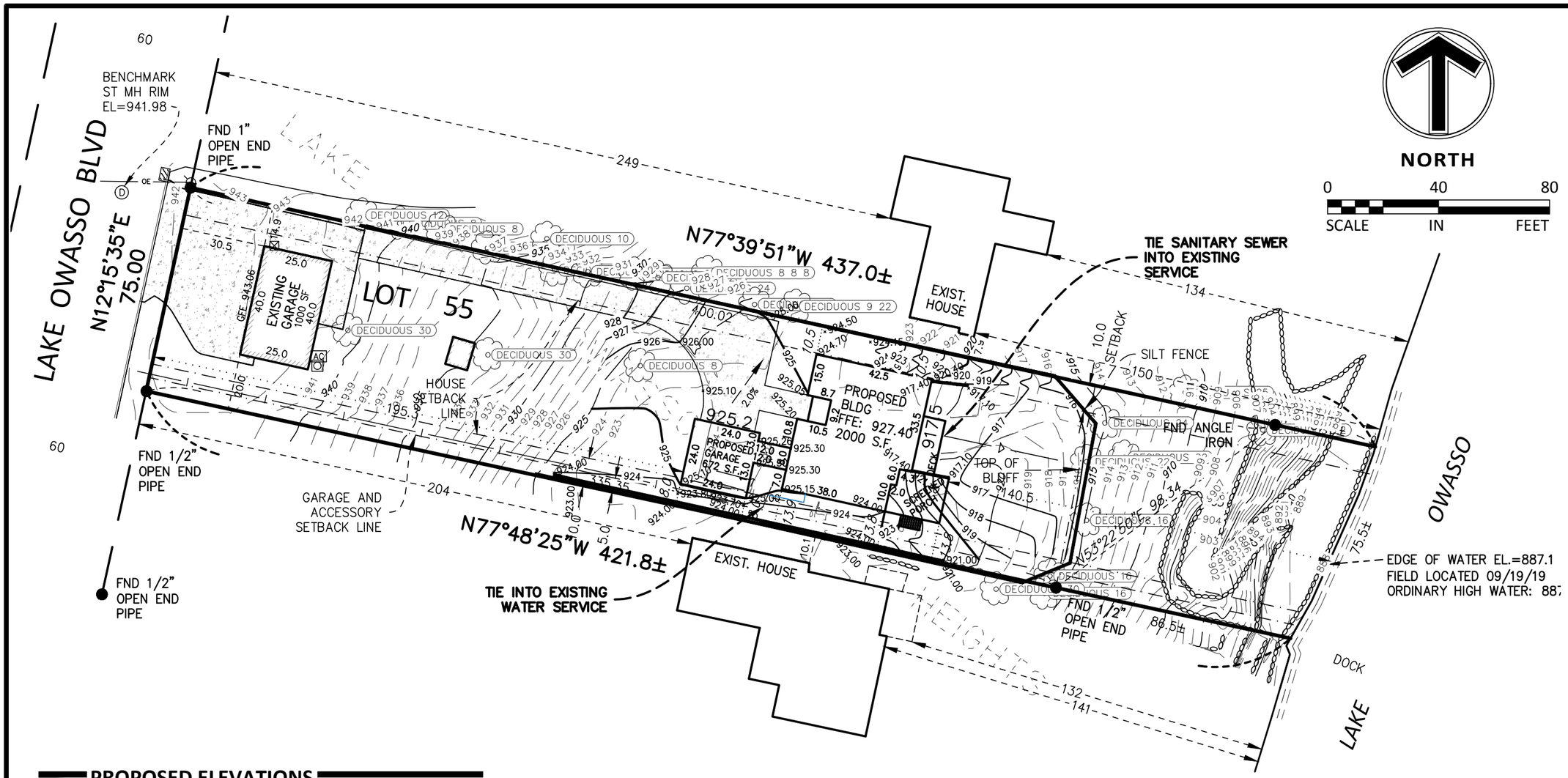
Revision History

No.	Date	By	Submittal / Rev.

Sheet Title
Certificate of Survey

Sheet No. 1/2 **Revision**

Project No. 21790



PROPOSED ELEVATIONS

Lowest Floor:	917.50
First Floor:	927.40
Garage Floor at Overhead Door:	925.20

LEGEND

● FOUND MONUMENT	WATERMAIN
○ SET MONUMENT	SANITARY SEWER
TIP TOP IRON PIPE	STORM SEWER
x123.4 EXISTING ELEVATION	ELECTRIC TRANSFORMER
(123.4) PROPOSED ELEVATION	TELEPHONE PEDESTAL
X.X% SURFACE DRAINAGE	942 EXISTING CONTOUR
⊠ ELECTRIC METER	942 PROPOSED CONTOUR
LIGHT	UTILITY POLE
E.W. EGRESS WINDOW	BITUMINOUS SURFACE
STONE RETAINING WALL	CONCRETE SURFACE
OE OVERHEAD ELECTRICAL WIRE	

DESCRIPTION

Lot 55, LAKE OWASSO HEIGHTS, Ramsey County, Minnesota.

BENCHMARKS

BM#1 - Storm MH rim in street.
Elev.= 941.98 NAVD88
BM#2 - Finish floor elevation at front entrance of home.
Elev.= 923.68 NAVD88

SURVEY NOTES

1. Proposed Impervious Surface: 9,029 or 28%

Sambatek
www.sambatek.com
12800 Whitewater Drive, Suite 300
Minnetonka, MN 55343
763.476.6010 telephone
763.476.8532 facsimile
Engineering | Surveying | Planning | Environmental

Client
SCOTT & MELISSA DUCE

Project
DUCE SHOREVIEW

Location
3204 Owasso Blvd. West
Shoreview, MN

Certification

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

Mark R. Salo
Registration No. 43933 Date: 11/08/2023

This certification is not valid unless wet signed in blue ink. If applicable, contact us for a wet signed copy of this survey which is available upon request at MFRA, Inc., Plymouth, MN office.

Summary

Approved: MRS Drawn: EJH

Revision History

No.	Date	By	Submittal / Rev.

Sheet Title
SITE PLAN

Sheet No. **Revision**
2/2

Project No. 21790

SHOREVIEW

Allison Eddins <aeddins@shoreviewmn.gov>

Duce letter: please confirm receiving

2 messages

Connie Meyer <cmeyer3206@yahoo.com> Mon, Dec 11, 2023 at 2:04 PM
To: aeddins@shoreviewmn.gov

November 30, 2023

To A. Eddins and the City of Shoreview,
This letter is in support of the request by Melissa and Scott Duce for two variances as they build their new home at 3204 Owasso Blvd West. We are Connie and Jeffrey Meyer and are the immediate north neighbors to the Duces, residing at 3206 Owasso Blvd West. The Duces have taken the time to share with us their home plan and to address any questions we might have. The Duces have gone out of their way to be thoughtful, considerate good neighbors and we think their plan is in the best interest of all.
The first variance request maintains the foundation location as it currently exists, placing the new house on the existing house footprint on the rear setback. We are grateful for this, as our biggest concern was that the new house not move closer to the lake obstructing lake view. In order to not build further into the rear lake setback, this necessitates the house being moved closer to Owasso Boulevard. We believe this is a very reasonable request and honors the concerns of the neighbors.
We also support the second variance which adds an attached garage to their new home. Currently, there is an existing car port where the proposed garage would be built. A new garage will be a visual improvement from the current structure. Having lived in our Owasso Boulevard home for the past 31 years, we are also aware of the challenges of our steep driveways especially in the winter. It would be a hardship and potential safety issue to not allow for an attached garage as the driveways can become very icy in the winter. Also, the proposed garage is consistent in keeping with the neighborhood.
Again, we are in support of the Duces plan for their new home and believe it will add to the neighborhood as they have added to the neighborhood with their presence here! Please don't hesitate to contact us if you have any questions.
Sincerely,
Connie and Jeffrey Meyer
3206 Owasso Boulevard West cmeyer3206@yahoo.com

Allison Eddins <aeddins@shoreviewmn.gov> Mon, Dec 11, 2023 at 4:11 PM
To: Connie Meyer <cmeyer3206@yahoo.com>

Hi Connie,
Thank you for taking the time to submit a letter. Your comments will be included in the staff report that the planning commission will receive this week. If you have any questions about this case or the meeting next week please let me know.

Allison Eddins, Senior Planner | Community Development
4600 Victoria Street North, Shoreview MN 55126 | 651.490.4682 |
aeddins@shoreviewmn.gov | shoreviewmn.gov

SHOREVIEW
COMMUNITY DEVELOPMENT

[Quoted text hidden]

Duce Residence

3204 West Owasso Blvd.
Shoreview, MN 55126

Yards Per Pound Inc. is proposing removal of timber walls and the wall at lake. The wall on Lake Owasso on the property is totally failing, being undermined by wave action and falling towards the lake (Photos 1, 2 and 3).

Photo 1



Photo 2



Photo #3



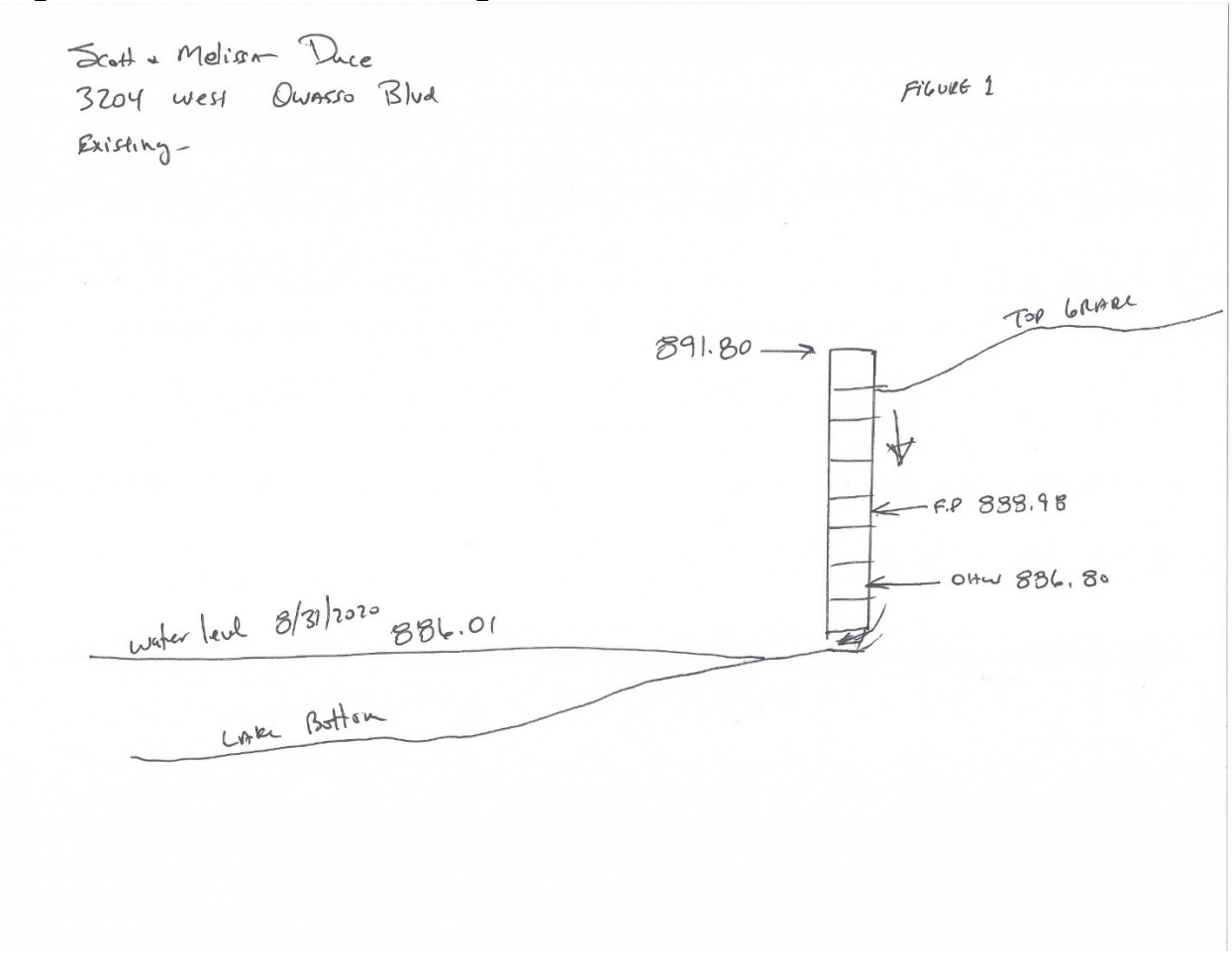
Our proposal would be to remove the wall and replace it with granite cube boulders. This would also require some form of riprap installed in front of the granite wall to minimize future wave action and ice sheer. We would propose a 3:1 riprap slope to meet the DNR guidelines and using CL3 crushed granite riprap over non-woven filter fabric (minimum 6oz).

One issue we will have is to create floodplain compensatory storage, as seen by the above photos. I took a lake level reading on 8/31/2020. I was able to meet with the surveyors for the project of road construction of N Owasso Blvd, and they were able to get a benchmark for elevation in front of the newly constructed restroom on the south side of the road. Their benchmark (896.91 as seen on Photo #4) was used to shoot the lake level, currently at 886.01 (drop of 10.90 feet from benchmark).

Photo #4

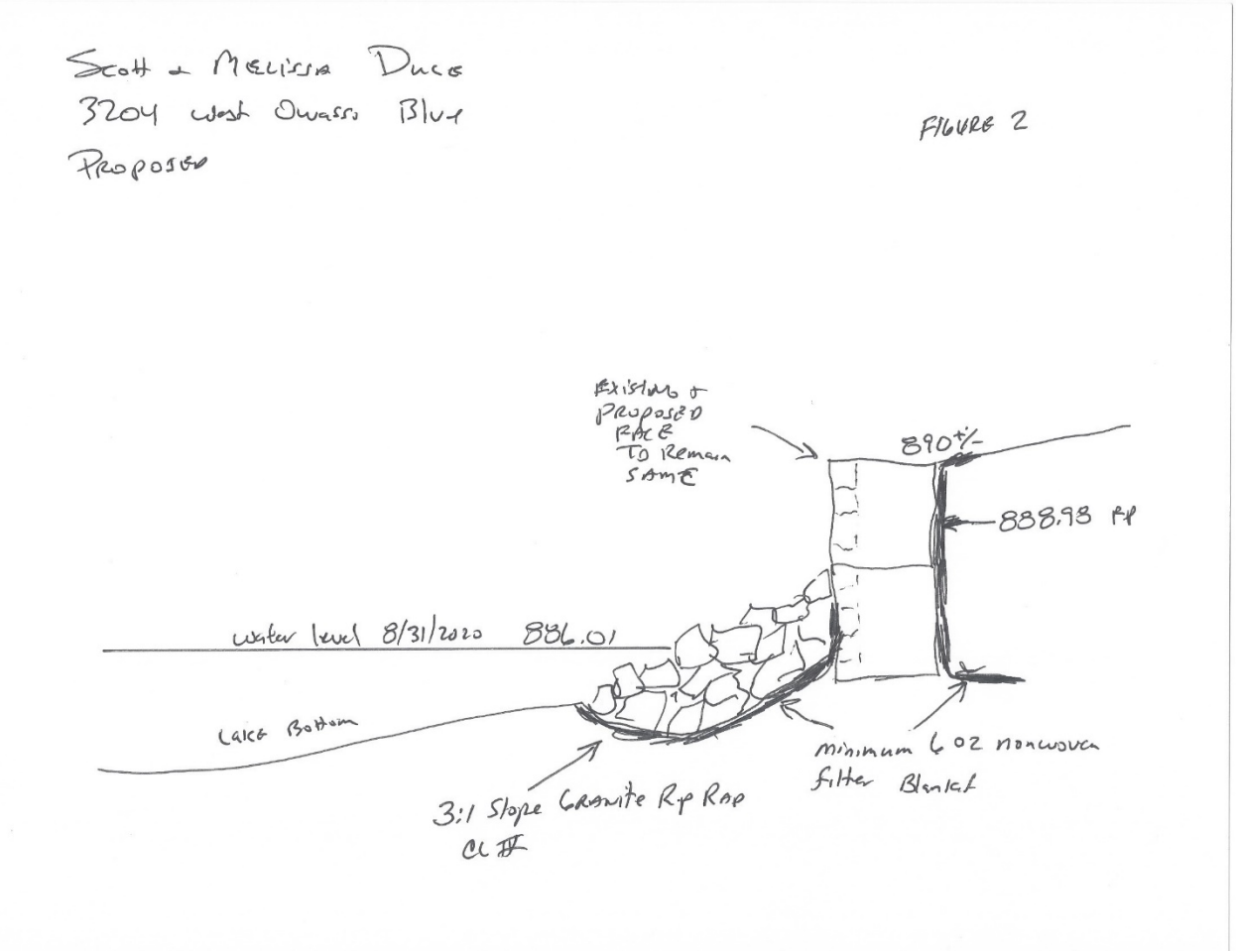


Figure 1 below shows existing cross section:



Using this data, I proceeded to drive a stake at the water's edge at the north end of the Duce property. Given the data of OHWL @ 886.8, the lake is approximately 0.8' low at time of reading. The floodplain remains at 888.98.

Our calculations for increased volume of fill in the floodplain is this proposed in Figure 2 below:



Clear washed granite class 3 or 4 weighs about 1.5 tons/cubic yard. 3000lbs/27 cubic foot or 111.1 pcf. Solid granite weighs on average 176 pcf. With this calculation, we have a 36% “air gap” or non-displacement of water.

The cross section of riprap (hand sketch, Figure 2) in the floodplain needing riprap at a 3:1 slope, or 9 cubic feet per linear foot (75’) yields 675 cf. 675 x 0.64= 432 cubic feet (16 cubic yards) of displacement.

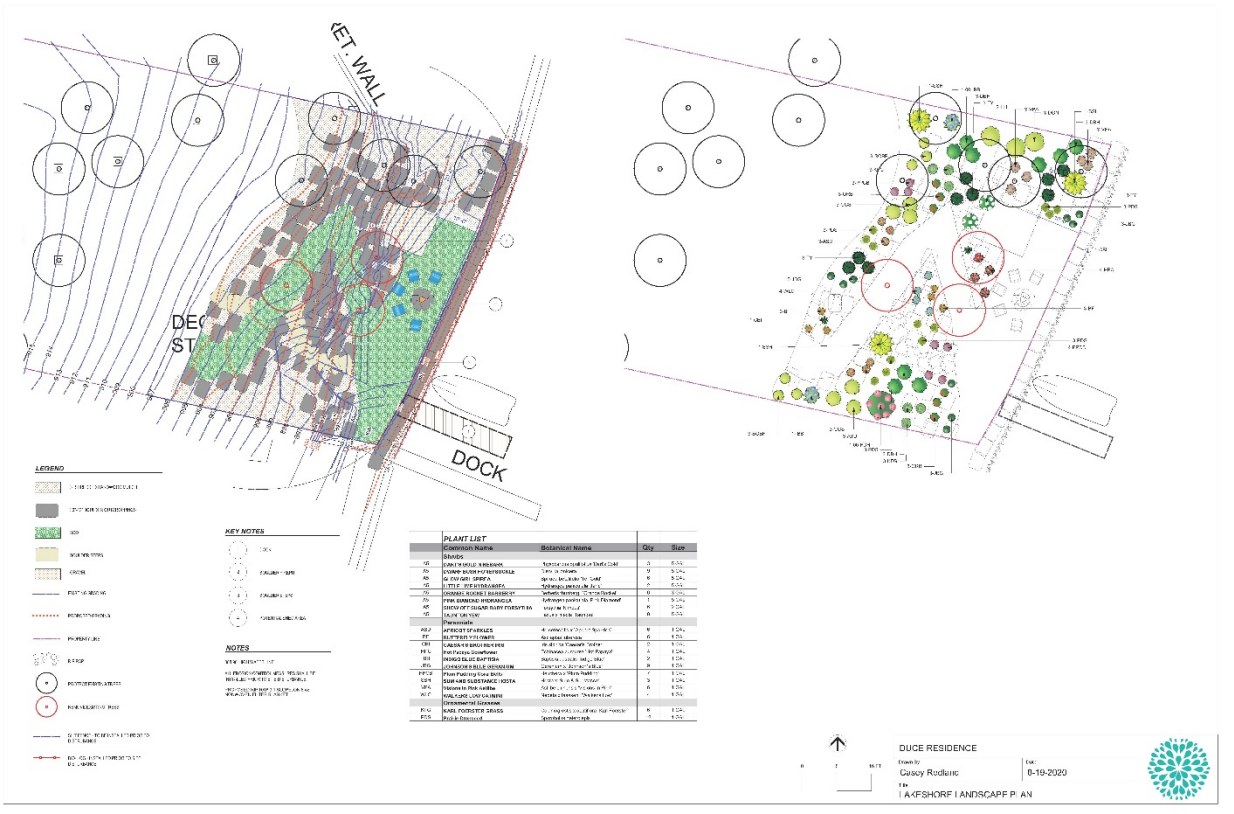
The above displacement calculations take into consideration that the timber walls that are 6 inches thick will be replaced by granite averaging 2.5-foot-thick will have the same “face” as existing wall. This will require additional excavation from the existing bank, back an additional 2 feet (on average) to accommodate the boulders, to not displace any additional volume of water.

We are asking for an exception for compensatory storage, given the scope of the work and existing conditions. We are open to ideas to resolve and move forward. If left alone, the floodplain will naturally fill itself in the near future.

EROSION CONTROL

As seen on the two prints below, two layers of erosion control are present. In addition, YPP will carefully work around the weather and prep for incoming conditions with additional silt fence and silt socks as we feel would be needed or useful. Ground travel mats are used to minimize additional disturbances to soil or established turf. Our construction entrance will be the driveway at 3204 W Owasso Blvd., all asphalt. A sweeper for our skidsteer will be on site for daily cleanup.

Duce Final Plans:



Thank you for your consideration.
John Pound, Yards Per Pound Inc.
612-701-5507

December 26, 2023

City of Shoreview
Attention: Department of Community Development
4600 Victoria Street North
Shoreview, MN 55126
aeddins@shoreviewmn.gov
ipeterson@shoreviewmn.gov

Re: Variance Appeal - Resolution 23-98 – 3204 West Owasso Boulevard

While reviewing the variance request related to accessory structure and the evaluation of Practical Difficulty staff and planning commission failed to recognize the unique characteristics of the property in question and how the existence and ability to retain the detached garage is vital to the functionality of the property. As citizens we understand the necessity associated with the strict enforcement of the code for new construction and to ensure accessory structures remain subordinate to the primary residential dwelling unit. However, the City must practice reasonability when dealing with unique topography and challenging existing conditions, and ensure the strict enforcement of the code will not in and of itself negatively impact the neighborhood.

PRACTICAL DIFFICULTY – UNIQUE PHYSICAL CHARACTERISTICS

The existing physical characteristics of the property, namely the topography, creates unique conditions and limits the functionality. The detached garage sits at the ROW and the property slopes up towards the existing detached garage, to divert stormwater from flowing down the driveway to the lake. This condition creates a steep sloped driveway down to the residential dwelling unit. As shown below.



The steep sloped driveway creates a unique condition where during the winter months our family parks in this garage and walks down to the house through the lawn, avoiding the driveway all together. This same condition is found at a number of homes along West Owasso Boulevard, our neighbors at 3198 and 3192 West Owasso Boulevard have detached garages at the ROW for this same reason.

During the Planning Commission meeting on December 19th it was not clear if the commission members were familiar with the site and the detached garage in question. While aerial maps are helpful to review topography, visuals paint a different picture. In our presentation we commented on the foundation and structure of this detached garage. Being forced to alter the structure will create undue financial burden as the structure has a complex foundation system with a more complicated hip roof vs a gable roof.



Northeast Corner



Southeast Corner

Altering this structure would create a large concrete parking lot at the front of the property, creating an eye sore for the neighborhood and all of the citizens that use the walking path across the street. We would be forced to park our vehicles outside in the winter and store most of our personal affects on this concrete parking pad. The ability to keep our properties free from clutter is important to keep our neighborhoods crime free and our City safe.

The unique characteristics the topography creates does not allow for additional attached accessory structures (allowed by code) to be constructed, therefore validating another need for the detached garage. There are many homes within the City of Shoreview with larger detached garages – this is not an excessive variance request as the total accessory structure(s) will remain at 70% of the primary residential dwelling unit foundation size. For reference, the code allowable 440sf of detached structures equates to a larger one car garage.

During the Planning Commission presentation on December 19th there was inconsistency related to the total ask of the accessory structure variance total sf. When completing the Shoreview Residential Design Review Worksheet the foundation area portion of the worksheet excludes structures less than 150sf (as shown below); based on this, we did not include the 80sf shed in the accessory structure variance request.

Foundation area

Lot area: 32,069 sq. ft.

Existing foundation area: 3,032 sq. ft. % of lot area: 9.5

Allowed foundation area: 5,772 sq. ft. % of lot area: 18

Existing foundation area		Proposed foundation area	
House	2,053 sq. ft.	House	2,000 sq. ft.
Attached garage	NA sq. ft.	Attached garage	672 sq. ft.
Detached garage	1,000 sq. ft.	Detached garage	1,000 sq. ft.
Boathouse*	NA sq. ft.	Boathouse*	NA sq. ft.
Shed*	NA sq. ft.	Shed*	NA sq. ft.
Other (specify)	NA sq. ft.	Other (specify)	380 sq. ft.
Total	3,053 sq. ft.	Total	4,052 sq. ft.

*Exclude if less than 150 sq. ft.

After reviewing the staff report, it was apparent staff included the 80sf shed in the accessory structure variance request. Throughout the discussion with and amongst the Planning Commission members, there were concerns about allowing the 80sf shed to remain, in relation to the overall variance request. As Applicant we communicated that the shed would be removed, however the Planning Commission failed to recognize or include this condition to the variance evaluation. The miscommunication was evident while Planning Commission was deliberating the motion, which did not allow Applicant to clarify.

Therefore, we are updating the accessory structure variance request to remove the 80sf shed. The request is now consistent with the Residential Design Review Worksheet (1,672sf). The accessory structure total remains subordinate to the primary dwelling unit foundation at 70% (1,672 / 2,380 = 70%). Included in the 1,672sf is a 96sf breezeway designed to pull the attached garage away from the home to allow for additional car movement on this tight building site.

Respectfully,

Melissa Duce
3204 West Owasso Boulevard

Attachment:
Updated Proposed Survey

SHOREVIEW

Allison Eddins <aeddins@shoreviewmn.gov>

Variance support for 3204 W Owasso Blvd.

2 messages

City of Shoreview <shoreview@enotify.visioninternet.com> Fri, Dec 29, 2023 at 2:45 PM
Reply-To: Carolyn and Mike Black <carolynindiablack@gmail.com>
To: "Eddins, Allison" <aeddins@shoreviewmn.gov>

Message submitted from the <City of Shoreview> website.

Site Visitor Name: Carolyn and Mike Black
Site Visitor Email: carolynindiablack@gmail.com

Dear Ms. Eddins,

We live at 3285 Emmert Street and are writing to you to communicate our support for the accessory structure variance request submitted by Melissa and Scott Duce for 3204 West Owasso Boulevard. We use the walking path along West Owasso and walk past this property daily. The detached garage is well kept and is compatible with the neighborhood; it would be detrimental to the neighborhood if this garage was removed and the Duces were forced to store their personal property and cars in the open. This would create an eye-sore for everyone utilizing the walking path. We are in full support of the existing garage staying at 3204 West Owasso.

We are happy to discuss this further or be present at any meetings to voice our support.

Thank you,
Carolyn and Mike Black
651-246-5670 (Carolyn)
651-214-5217 (Mike)

Allison Eddins <aeddins@shoreviewmn.gov> Tue, Jan 2, 2024 at 9:26 AM
To: Carolyn and Mike Black <carolynindiablack@gmail.com>

Hello and thank you for your email. Your comments will be shared with the city council ahead of the appeal hearing on January 16th. The meeting is open to the public and you are welcome to attend and testify in person.
If you have any questions about this project or the appeal process just let me know.
Thanks again and Happy New Year.

Allison Eddins, Senior Planner | Community Development
4600 Victoria Street North, Shoreview MN 55126 | 651.490.4682 |
aeddins@shoreviewmn.gov | shoreviewmn.gov

SHOREVIEW
COMMUNITY DEVELOPMENT

[Quoted text hidden]

SHOREVIEW

Allison Eddins <aeddins@shoreviewmn.gov>

Variance Appeal - Resolution 23-98 – 3204 West Owasso Boulevard

2 messages

Jonathan Gusdal <jgusdal@usa.net> Tue, Jan 2, 2024 at 2:41 PM
To: aeddins@shoreviewmn.gov
Cc: ipeterson@shoreviewmn.gov

Dear Ms. Eddins,

We are writing to communicate our support for the accessory structure variance request submitted by Melissa and Scott Duce (3204 West Owasso Blvd). My wife and I reside at 3200 West Owasso Blvd, immediately next door. We are looking forward to the improvements their new home will bring to the neighborhood. Both of our lots are long and very steep, and during the winter months can be challenging to drive down safely. Having an attached garage is very important for both function and appearance, but it also makes sense to preserve the existing detached garage near the road which provides accessibility options at various times of the year. Over the years we have lived here, we have not thought much about the garage as it seems to fit well with the characteristics of the community. We fully support of the existing garage staying at 3204 West Owasso.

Please feel free to reach out to me with any questions. I left a voicemail with my phone number.

Sincerely,
Jonathan

Jonathan Gusdal
3200 W Owasso Blvd
Shoreview, MN 55126

Allison Eddins <aeddins@shoreviewmn.gov> Wed, Jan 3, 2024 at 9:44 AM
To: Jonathan Gusdal <jgusdal@usa.net>
Cc: ipeterson@shoreviewmn.gov

Hi Jonathan,

Thank you for your comments. Your email will be sent to the city council ahead of the meeting on January 16th. The meetings are always open to public and public testimony will be taken if you would like to speak in person to the council.

Let me know if you have any questions and thank you again for taking the time to share your input.

Allison Eddins, Senior Planner | Community Development
4600 Victoria Street North, Shoreview MN 55126 | 651.490.4682 |
aeddins@shoreviewmn.gov | shoreviewmn.gov

SHOREVIEW
COMMUNITY DEVELOPMENT

[Quoted text hidden]

SHOREVIEW

Izaak Peterson <ipeterson@shoreviewmn.gov>

Re: Variance Appeal - Resolution 23-98 – 3204 West Owasso Boulevard

Deirdre Otis <deirdreotis@gmail.com> Tue, Dec 26, 2023 at 4:40 PM
To: aeddins@shoreviewmn.gov, ipeterson@shoreviewmn.gov

Dear Ms. Eddins,

We live at 3201 West Owasso Boulevard and are writing to you to communicate our support for the accessory structure variance request submitted by Melissa and Scott Duce for 3204 West Owasso Boulevard. Whether we are coming or going from our property we see the existing garage at 3204 West Owasso Boulevard. It would be detrimental to the neighborhood if this garage was removed or modified and the Duces were forced to store their personal property and cars in the open. The existing detached garage is a necessity given the steepness of their driveway and it keeps their property tidy.

We are in full support of the existing garage staying at 3204 West Owasso.

Thank you,

Sheff and Deirdre Otis
3201 W Owasso Blvd
Shoreview, MN 55126

SHOREVIEW

Allison Eddins <aeddins@shoreviewmn.gov>

3204 West Owasso variance request

2 messages

Jonathan Rice <jr@diversifiedwealthmanagement.com> Fri, Dec 29, 2023 at 11:21 AM
To: "Aeddins@shoreviewmn.gov" <Aeddins@shoreviewmn.gov>

Dear Ms. Eddins,

We live at 3350 Owasso Heights Road and are writing to you to communicate our support for the accessory structure variance request submitted by Melissa and Scott Duce for 3204 West Owasso Boulevard. We use the walking path along West Owasso and walk past this property often. The detached garage is well kept and is compatible with the neighborhood, it's probably one of the nicest structures along West Owasso Blvd. It would be detrimental to the neighborhood if this garage was removed, and the Duces were forced to store their personal property and cars in the open. This would create an eye-sore for everyone utilizing the walking path. We are in full support of the existing garage staying at 3204 West Owasso.

Thanks so much for your consideration here on this matter. If there is any other communication that you would like to have with us please don't hesitate to reach out to this email or my cell, 651 329 9463.

Sincerely,

Jonathan "JR" Rice, RICP & CRPC
Partner & Sr Financial Advisor

National Social Security Advisor Certificate Holder

DIVERSIFIED WEALTH MANAGEMENT
Diversified Financial Planning Services for Individuals and Small Businesses

NSSA NATIONAL SOCIAL SECURITY ADVISOR CERTIFICATE

Office 612-435-0025

Cell 651-329-9463

Fax 612-435-0030

4501 Minnetonka Blvd

St. Louis Park, MN 55416

Web-site - https://link.edgepilot.com/s/5424fe62/8EDvylZ5i0O89M3wnpf21g?u=http://www.diversifiedwealthmanagement.com/

Securities offered through Securities America Inc., member FINRA/SIPC and advisory services offered through Securities America Advisors, Inc. Diversified Wealth Management and the Securities America Companies are independently owned.

Trading instructions sent via email may not be honored. Please contact my office at (612) 435-0027 or Securities America at (800) 747-6111 for all buy/sell orders. Please be advised that communications regarding trades in your account are for informational purposes only. You should continue to rely on confirmations and statements received from the custodian(s) of your assets. This message and any attachments hereto contain information that is confidential and intended for use only by the addressee. If you are not the intended recipient, or the employee or agent of the intended recipient responsible for delivering the message, you are notified that any review, copying, distribution or use of this transmission is strictly prohibited. If you have received this transmission in error, please (i) notify the sender immediately by email or by telephone and (ii) destroy all copies of this message. If you do not wish to receive marketing emails from this sender, please reply to this email with the word REMOVE in the subject line.

https://link.edgepilot.com/s/98c72bf1/SW5gfMtEt0iiE5dJdHLKhQ?u=http://www.securitiesamerica.com/investors/investor-information/securities-america/

https://link.edgepilot.com/s/81ac4ac9/9KJ3CHYxQEedJrly3zG4JQ?u=https://brokercheck.finra.org/individual/summary/3218984

Links contained in this email have been replaced. If you click on a link in the email above, the link will be analyzed for known threats. If a known threat is found, you will not be able to proceed to the destination. If suspicious content is detected, you will see a warning.

Allison Eddins <aeddins@shoreviewmn.gov> Tue, Jan 2, 2024 at 9:49 AM
To: Jonathan Rice <jr@diversifiedwealthmanagement.com>

Hi and thank you for your email. Your comments will be shared with the city council ahead of the appeal hearing on January 16th. The meetings are held at 7pm in city hall and they are open to the public. If you'd like, you can testify in person. If you have any questions about the meeting or the project please just let me know.
Thank you again and Happy New Year.

Allison Eddins, Senior Planner | Community Development
4600 Victoria Street North, Shoreview MN 55126 | 651.490.4682 |
aeddins@shoreviewmn.gov | shoreviewmn.gov

SHOREVIEW
COMMUNITY DEVELOPMENT

[Quoted text hidden]

EXTRACT OF MINUTES OF MEETING OF THE
CITY COUNCIL OF SHOREVIEW, MINNESOTA
HELD JANUARY 16, 2024

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

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 Shoreview Community Center, at 7:00 P.M.

The following members were present:

Member _____ introduced the following resolution and moved its adoption.

RESOLUTION NO. 24-04
VARIANCE TO INCREASE THE ALLOWED DETACHED ACCESSORY BUILDING SIZE FROM 440 SQUARE FEET TO 1,000 SQUARE FEET
AND
VARIANCE TO INCREASE THE TOTAL ALLOWED SIZE OF ACCESSORY BUILDINGS FROM 1,200 SQUARE FEET TO 1,752 SQUARE FEET

WHEREAS, Melissa and Scott Duce, submitted variance applications for the following described property:

Lot 55, LAKE OWASSO HEIGHTS, Ramsey County, Minnesota

(This property is commonly known as 3204 West Owasso Boulevard)

WHEREAS, the property is between ½ to one acre is size and is subject to the accessory building size requirements in Development Code Section 205.082 Table 205-A; and

WHERAS, the property has an 80 square foot shed; and

WHEREAS, the property has a 1,000 square foot detached garage; and

WHERAS, Section 205.082 Table 205-A limits the size of detached accessory buildings on ½ to one acre lots to 440 square feet; and

WHERAS, the property owners would like to keep the 1,000 square foot detached garage and remove the 80 square foot shed, and construct a new 672 square foot attached garage; and

WHERAS, Section 205.082 Table-A limits the total size of accessory buildings on ½ to one acre lots to 1,200 square feet; and

WHEREAS, the Shoreview Planning Commission, in a five to one vote, denied the two variance requests at their December 19, 2023 meeting; and

WHERAS, the applicants submitted an appeal request on December 23, 2023

NOW, THEREFORE, BE IT RESOLVED BY THE SHOREVIEW CITY COUNCIL, on January 16, 2024, approved the two variance requests and adopted the following findings of fact:

1. *Reasonable Manner*. *The property owner proposes to use the property in a reasonable manner not permitted by the Shoreview Development Regulations*. The applicant is proposing to use the property in a reasonable manner as single family residential, which is a permitted use.
2. *Unique Circumstances*.
3. *Character of Neighborhood. The variance, if granted, will not alter the essential character of the neighborhood.* The character of the neighborhood will not be altered. There are other detached garages along West Owasso Boulevard.

NOW, THEREFORE, BE IT RESOLVED BY THE SHOREVIEW CITY COUNCIL, that the variance requests for property described above is subject to the following conditions:

1. The project must be completed in accordance with the plans submitted with the variance and residential design review applications. Any significant change to these plans, as determined by the community development department, will require review and approval by the planning commission.
2. A building permit must be obtained before any construction activity begins.
3. A permit from the Rice Creek Watershed District shall be obtained, if required, prior to commencing any construction activity on site, including grading.
4. Shoreland Mitigation Affidavit is required to be signed before the building permit is issued.
5. The approvals will expire after one year if a building permit has not been issued and work has not begun on the project.

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

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

And the following voted against the same:

Adopted this 16th day of January, 2024

_____
Sue Denkinger, Mayor

STATE OF MINNESOTA)

COUNTY OF RAMSEY)

CITY OF SHOREVIEW)

I, the undersigned, being the duly qualified and acting Manager of the City of Shoreview of Ramsey County, Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of said City of Shoreview Planning Commission held on the 16th day of January, 2024 with the original thereof on file in my office and the same is a full, true and complete transcript there from insofar as the same relates to adopting Resolution No. 24-04.

WITNESS MY HAND officially as such Manager and the corporate seal of the City of Shoreview, Minnesota, this 16th day of January, 2024.

Brad Martens
City Manager

SEAL

Drafted by: Allison Eddins
Senior Planner
4600 Victoria Street N.
Shoreview, MN 55126

Memorandum

TO: City Council

FROM: Renee Eisenbeisz , Assistant City Manager

DATE: January 16, 2024

SUBJECT: Appointment to the planning commission

ITEM NUMBER: 10.c

SECTION: GENERAL BUSINESS

REQUESTED MOTION

To appoint Chris Anderson and Evan Cordes to the planning commission through January 31, 2027.

INTRODUCTION

The city council is being asked to appoint Chris Anderson and Evan Cordes to the planning commission through January 31, 2027.

DISCUSSION

Per the city's open appointment policy, planning commission members who have served two full terms need to reapply for their seat. Chris Anderson, Anna Riechers, and Craig John's terms are expiring at the end of January. Anna Riechers is not seeking reappointment. Chris Anderson is seeking reappointment and has reapplied since they have served two full terms. Craig John is also seeking reappointment but was reappointed on January 2 since they have not served two full terms. In addition to Anderson, the city council received two other applications, one of which withdrew. The city council interviewed the following applicants on January 8:

- Chris Anderson
- Evan Cordes

RECOMMENDATION

It is recommended that the city council appoint Chris Anderson and Evan Cordes to the planning commission through January 31, 2027.

ATTACHMENTS

Chris Anderson
Evan Cordes

SHOREVIEW

Amy Truhlar <atruhlar@shoreviewmn.gov>

NEW SUBMISSION Citizen Advisory Committee and Commissions Application

1 message

City of Shoreview <shoreview@enotify.visioninternet.com> Sun, Oct 15, 2023 at 12:51 PM
To: "reisenbeisz@shoreviewmn.gov" <reisenbeisz@shoreviewmn.gov>, "atruhlar@shoreviewmn.gov" <atruhlar@shoreviewmn.gov>

Citizen Advisory Committee and Commissions Application

Submission #:	2763970
IP Address:	73.185.184.254
Submission Date:	10/15/2023 12:51
Survey Time:	11 minutes, 54 seconds

You have a new online form submission.
Note: all answers displaying "*****" are marked as sensitive and must be viewed after your login.

Name

Chris Anderson

Full Address

[redacted]

Phone

[redacted]

Email

[redacted]

How long have you lived in Shoreview?

11 years currently. 10 years previously as a child.

Are you applying to be a student representative?

No

Is there any reason that you would be unable to attend regular monthly meetings?

No

If yes, please explain:

Please list which committee/commission you are applying for. If interested in more than one, please prioritize your choices.

First choice

Planning Commission

Second choice

Third choice

What are your specific areas of interest within this committee/commission's scope?

I have appreciated being involved with setting the forward looking direction of the community through work on the comprehensive plan and have enjoyed helping residents on their various variance and development requests.

Briefly describe work or other experience that would relate to this committee.

I work for a community bank, specifically in commercial credit. Because of this, I have a familiarity with development that has been helpful in this role. I have also volunteered with MN Brownfields and have served on the Shoreview Planning Commission for the past six years and on a similar commission in Fridaly for a handful of years before moving to Shoreview.

Please list other organizations that you have participated in.

See above.

Why would you like to serve on this committee or commission?

I feel that me past experience with the last comp plan will be beneficial as we move into the next one and I believe that I've been able to provide a calming, reasoned approach to the requests that have come before the commission. Having a veteran presence on the commission is important and only a couple of my fellow commissioners have greater tenure. Additionally, I enjoy serving my community and believe that my past experience of growing up here and then moving back in adulthood, gives me perspective that others may not have.

Additional comments

If appointed, may we include your contact info in the committee/commission handbook?

Yes

I certify that all of the information above is to the best of my knowledge and belief true, correct and complete. By typing your name in the box below, you are signing this application electronically.

Signature

Christopher Anderson

Thank you,
City of Shoreview

This is an automated message generated by Granicus. Please do not reply directly to this email.

SHOREVIEW

Amy Truhlar <atruhlar@shoreviewmn.gov>

NEW SUBMISSION Citizen Advisory Committee and Commissions Application

1 message

City of Shoreview <shoreview@enotify.visioninternet.com> Mon, Nov 13, 2023 at 8:45 AM
To: "reisenbeisz@shoreviewmn.gov" <reisenbeisz@shoreviewmn.gov>, "atruhlar@shoreviewmn.gov" <atruhlar@shoreviewmn.gov>

Citizen Advisory Committee and Commissions Application

Submission #:	2820012
IP Address:	216.17.25.252
Submission Date:	11/13/2023 8:45
Survey Time:	14 minutes, 52 seconds

You have a new online form submission.
Note: all answers displaying "*****" are marked as sensitive and must be viewed after your login.

Name

Evan Cordes

Full Address

[redacted]

Phone

[redacted]

Email

[redacted]

How long have you lived in Shoreview?

2 years

Are you applying to be a student representative?

Is there any reason that you would be unable to attend regular monthly meetings?

No

If yes, please explain:

Please list which committee/commission you are applying for. If interested in more than one, please prioritize your choices.

First choice

Planning Commission

Second choice

Human Rights

Third choice

Parks and Rec

What are your specific areas of interest within this committee/commission's scope?

I believe the development of Shoreview is particularly important and ensuring appropriate use for either new projects or revisions to the current land use and zoning in other areas will be critical to the further growth of the community.

Briefly describe work or other experience that would relate to this committee.

I served for 6 years on the Vadnais Heights Planning Commission, including two as its chair. As an attorney, I also understand how to read ordinances, state law, code, and work with city planning officials to ensure any conditions or requirements on a property, or reasons for rejection of a plan, are appropriate and within our purview.

Please list other organizations that you have participated in.

I am a member of the Mounds View School DIstrict PTA, the Minnesota Volunteer Lawyers, Minnesota Defense Lawyers Association, a volunteer Dakota County Judicial referee, and a former member of the Vadnais Heights Community Foundation Board

Why would you like to serve on this committee or commission?

As I mention above, I believe the development of a community is important and will help determine how this community looks 5, 10, and even 20 years from now. As a parent of small children, I want to ensure the place my children grow up is the best possible place, that home owners do not lose value in their properties, and that it remains a place where people want to live and raise families.

Additional comments

If appointed, may we include your contact info in the committee/commission handbook?

Yes

I certify that all of the information above is to the best of my knowledge and belief true, correct and complete. By typing your name in the box below, you are signing this application electronically.

Signature

Evan W. Cordes

Thank you,
City of Shoreview

This is an automated message generated by Granicus. Please do not reply directly to this email.

Memorandum

TO: City Council

FROM: Niki Hill, AICP , Assistant Community Development Director

DATE: January 16, 2024

SUBJECT: 2024 planning commission chair and vice chair appointments

ITEM NUMBER: 10.d

SECTION: GENERAL BUSINESS

REQUESTED MOTION

To appoint _____ as Chair of the Planning Commission and _____ as Vice Chair for one-year terms expiring on January 31, 2025.

INTRODUCTION

The city council is being asked to appoint a chair and vice chair to the planning commission for one-year terms expiring January 31, 2025.

DISCUSSION

Each year, the city council appoints the chair and vice chair for the planning commission. This year, there are three commission members who have expressed interest in these positions.

Chris Anderson – Mr. Anderson has served on the planning commission since 2018. He was appointed chair in 2021, 2022, 2023 and has expressed interest continuing to serve as chair or as vice chair.

Steve Solomonson – Mr. Solomonson has served on the planning commission since 2004 and was appointed as Vice Chair in 2017. Prior to that, he served as chair from 2012 to 2016. Mr. Solomonson has expressed interest in serving as either chair or vice chair.

Craig John - Mr. John has served on the planning commission since 2022. Mr. John has expressed interest in serving as either chair or vice chair.

The committee and commission handbook recommends that the person serving in the role of chairperson change every three years and commissioner Anderson has been chair for three years. It should be noted that there have been previous commissioners who have served in the role four years.

RECOMMENDATION

It is recommended that the city council appoint a chair and vice chair for the planning commission this year.

ATTACHMENTS