1. Agenda

    Documents:

        09-08-25 CC WS AGENDA PDF.PDF

2. Agenda Packet

    Documents:

        09-08-25 CC WS AGENDA PACKET.PDF

CITY OF SHOREWOOD
CITY COUNCIL WORK SESSION
MONDAY, SEPTEMBER 8, 2025

5755 COUNTRY CLUB ROAD
COUNCIL CHAMBERS
5:30 P.M.

AGENDA

1. **CONVENE CITY COUNCIL WORK SESSION**

   A. **Roll Call**

   Mayor Labadie _____
   Maddy _____
   Sanschagrin _____
   Gorham _____
   DiGruttolo_____

   B. **Review Agenda**

ATTACHMENTS

2. **ENGINEERING SERVICES FOLLOW UP** — **City Administrator Memo**

3. **POTENTIAL SHOREWOOD/TONKA BAY BOUNDARY ADJUSTMENTS** — **Planning Director Memo**

4. **ADJOURN**

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City of Shorewood

City Council Work Session Item

Item 2

Title/Subject: **Engineering Services Follow up**
Meeting Date: September 8, 2025
Prepared by: Marc Nevinski, City Administrator
Matt Morriem, Public Works Director
Attachments: **July 14 Memo; Project Spreadsheet; Engineering Services List from Contract**

Background

At the July 14, 2025 work session the Council discussed the City's engineering services model. The memo (attached) discussed the basic role of city engineers, different models cities use for engineering services, the history of engineering in Shorewood, and an overview of the services in the current contract. The Council asked for additional information regarding costs, staffing and process. (Note that this memo has been revised from August 25 when the topic was originally scheduled for discussion.)

Project Costs

Depending on the size and scope of a public improvement project, engineering costs typically make up roughly 15-25% of the project costs. Factors that influence these costs include the complexity of a project, its size, regulatory and environmental requirements (state or federal standards), location and context (rural area vs urban center), site conditions, funding sources (level of documentation required), amount of inspections, bid prices and the desired level of public engagement, among others.

A review of recent projects – street reconstruction, mill and overlays, and lift station rehabilitation – indicates a range of 16%-28% for engineering related costs. These included activities such as scoping, right-of-way acquisition, cultural resource analysis (note the Sacred Soil issue in Tonka Bay), feasibility studies, final plans and specs, construction administration (bidding, inspections, coordination), and closeout. A spreadsheet of these costs is attached.

Projects, such as street reconstruction, stormwater maintenance, or infrastructure rehabilitation require the expertise and resources of an engineering firm to plan, design, administer and oversee their completion. Shorewood will always rely on a consultant for this type of work, which will include professional fees as part of the project costs. As noted in the July 14th memo, this type of work (projects) comprised 84% of the City's engineering costs from 2019 to mid-2024. The current CIP has few major projects planned.

Staff Engineer vs Consulting

The Council discussed the option of hiring a staff engineer versus using a consultant. It's important to note that in this arrangement, a staff engineer would mainly provide *general* engineering services for the City, such as representation at meetings, completing administrative tasks (planning, managing the City's stormwater permit, grant applications), general project management, and addressing resident inquiries. Projects, as described above, would still require the services of a consulting engineer.

Another consideration in evaluating a staff engineer position, as pointed out in the July 14th memo, is the amount of engineering work Shorewood has planned. Shorewood does not have a consistent CIP with annual large projects, nor does it have a clear plan at this time to become a more urban community. While that may change in the future with discussions regarding the 2050 comprehensive plan or decisions about expanding municipal water, for now, Shorewood's primary focus is on maintaining its existing infrastructure. Subsequently, given the limited scale and number of projects, it may be difficult to attract and retain a talented and appropriately experienced staff engineer. This may have been the case in 2005 when it took three attempts to hire a staff engineer. When the engineer left, a 2013 analysis determined an engineering consultant was a more cost-effective option for Shorewood.

There are two notable advantages of using a consultant. First, a consulting firm can provide a high level of service to the City due to the depth of resources and expertise available, including survey staff, CADD technicians, permitting experts, water resource engineers, environmental engineers, traffic/transportation engineers and project management staff. While the City has access to all of these resources, costs are charged only when such services are used and provide efficient access to a high level of service for the City and residents. Secondly, as the number and scope of project ebbs and flows, funding and hours can adjust accordingly, providing more flexibility in budgeting. Conversely, a staff engineer is a fixed cost of 2080 hours per year, and the budget would likely contain a professional services amount for specialty work, such as an intersection traffic analysis or a wetland delineation.

Perception

One of the topics the Council discussed at the July 14 meeting was the perception, or rather misperception, of the consulting engineering firm. There is a misconception in the community that the City's engineering firm is the same company completing construction projects. This is incorrect. The City's engineering firm works on the City's behalf, at the direction of the Council and staff, to design and oversee projects the City has identified in its CIP. Projects are independently bid by construction companies in accordance with the bidding requirements in state statutes and typically receive a sufficient number of bids, ensuring competitive pricing.

Another statement occasionally made regarding the consulting engineer is that there is no accountability or oversight of the work and that the firm is driving projects to generate revenue. As was pointed out at the July 14 meeting, the Public Works Director, who is also a professional engineer, directs and oversees much of work performed by the engineer. The engineer is working on projects included in the City's budget and CIP as directed by the City Council. As an example, Eureka Road was initially included in the CIP as a reclamation project. Through discussion and public input, it became a mill and overlay project at the direction of the Council. Six meetings were held where the Council provided direction and authorization to advance the mill and overlay project. (See Aug 11, 2025 Agenda Item 9A.1). Furthermore, the City can always seek proposals from other firms if it wishes. This was most recently done in 2019 and the City switched to its current engineering firm.

Lastly, a resident spoke at Matters from the Floor at the August 25, 2025 meeting regarding miscellaneous Bolton and Menk services and provided a handout titled "Bolton & Menk Needless Projects." Seven miscellaneous categories were listed which include pond maintenance, MS4 administration, sanitary sewer cleaning, catch basin culvert repair, GIS utilities, general engineering and mill and overlay. All of these miscellaneous categories or "needless projects" are in fact engineering tasks that do require a certain level of

expertise. All of these categories are required and need to be completed to successfully manage city utilities and infrastructure. For example, GIS utilities provides accurate utility information to staff in an efficient manner for locating utilities and utility research. The GIS system is managed by a consultant GIS technician specially trained in the software. While some of these tasks can and have already been transitioned to various City staff, other tasks are continually reviewed and discussed by staff. Andrew Budde discussed these services with the resident in 2024 and communicated that portions of the identified miscellaneous services could be done by city staff with some training. The generalization by the resident that all of these functions can easily be accomplished by a staff engineer is incorrect. Multiple projects and services often require specific skill sets or have simultaneous or overlapping deadlines, resulting in a lack of time for one person to complete them all. As noted in the July 14 memo, even cities with well staff engineering departments hire consultants because they can complete projects and tasks more efficiently and effectively.

Financial or Budget Considerations:

As noted in the July 14 memo, the City has attempted in the past to hire and maintain a staff engineer but has returned to using a consulting engineer. The average annual expense for general engineering services provided by the City's consultant between 2020 to 2024 is $120,517. It is anticipated that general engineering service costs will trend downward due to City staff performing more routine administrative tasks, responding to resident inquiries, and reductions in office hours and meeting attendance. See attachment for a list of current engineering services.

In reviewing the 2025 LMC salary survey, staff found the following data for staff engineers in both metro area and greater Minnesota cities:

Position	Avg Wage	Titles/Job Scope	Population Range
Experienced Engineer - Metro	$56.59/hr $117,707 annually	Civil Engineer; Project Engineer, Senior Project Engineer, Project Coordinator – Reports to City Engineer or other supervisor	28,899 - 89,987
Experienced Engineer – Greater MN	$52.96/hr $110,146 annually	Civil Engineer; Engineering Project Manager, Senior Engineer - Reports to City Engineer or other supervisor	18,297 – 122,413
City Engineer - Metro	$70.10/hr $145,805 annually	City Engineer – reports to PW Director or Administrator	N/A, Metro Suburbs, Populations likely similar to first row
City Engineer – Greater MN	$65.60/hr $136,455 annually	City Engineer - reports to PW Director or Administrator	9072 – 122,413

The data shows that wages for staff engineers are a bit higher in the metro area, as might be expected. Metro cities with engineering staff appear to have larger populations than Shorewood. Little Falls was the one greater Minnesota city of similar size to Shorewood with a staff engineer. Other such cities tended to be located just outside the metro and are experiencing large amounts of growth (St. Michael, Monticello).

If Shorewood were to seek a staff engineer, it would likely seek an "experienced engineer" as listed in the table above. The average salary is similar to the average general engineering expenses over the past five years. However, in addition to annual salary and wages, benefits costs (health insurance, pension, etc…) would add approximately $25,000. Computer and necessary software could cost approximately $4,000-$6,000 annually. Other equipment, such as a vehicle, would also be needed, although these may not be annual costs. Generally, a staff engineer will be more expensive than a consulting engineer. Moving forward, it is anticipated that general engineering expenses will continue to stay lower than the 5-year average of approximately $120,000. As a result, a staff engineer will be significantly more expensive than a consulting engineer for general engineering services.

Discussion Requested:

It is recommended that the Council discuss and articulate its expectations and objectives for engineering services in Shorewood as it considers its preferred service model. So far much of the discussion of this topic has been of an "either/or" nature – *either* the city hires a staff engineer *or* it uses a consultant. Such binary choices usually result in less-than-ideal outcomes and leave other options unconsidered. Having some degree of clarity and consensus about what the Council wants to achieve with the City's engineering functions will lead to a more informed, strategic and satisfying outcome.

Staff recommends to Council the following process:

- Discuss and articulate Council expectations and objectives for engineering services.
- Maintain the current engineering service model for the time being.
- Continue to evaluate the tasks, role, and services of the consulting engineering firm over the next nine to twelve months.
- Consider the feasibility of assigning certain tasks or roles to existing staff.
- Evaluate options for organizational changes, possibly adding staff.
- Discuss potential options in 2026 and incorporate changes into future budgets.

Staff believe this process allows staff and Council to more thoughtfully and strategically consider its options, achieve goals, and avoid abrupt changes that negatively impact operations and service delivery.

City of Shorewood

City Council Work Session Item

Item 2

Title/Subject: **Engineering Services**
Meeting Date: July 14, 2025
Prepared by: Marc Nevinski, City Administrator
Attachments: **Exhibit I from Service Contract**

Background

The Shorewood City Council stated at its February retreat that it wished to discuss its current engineering services model, where such services are provided by a contracted engineering consulting firm. The current contract will be up for renewal starting in 2026 and now is an appropriate time to review engineering services and prepare for any desired modifications.

There is no one way or right way to provide this service. Cities of similar characteristics may have different models with different scopes of services based on their unique needs and priorities.

Common Duties and Roles of City Engineers

City engineers are critical to delivering core municipal services, such as utilities and transportation. They also have significant roles in other municipal functions, such land use planning, financial planning, and policy development and implementation.

The foremost role associated with city engineers is to plan and manage the construction, maintenance, and operations of civic infrastructure and assets, such as streets, water and sewer facilities, and stormwater management. Engineers work closely with public works staff and may be integrated into public works departments. In this capacity, engineers engage with other departments and agencies (MnDOT or watershed district) to plan, fund, coordinate and advance projects in a community's capital improvement plan (CIP).

Engineers also function as project managers, overseeing specific projects to construct and rehabilitate infrastructure. Depending on their exact role with an organization, they may spend their time on a job site overseeing and inspecting the work of contractors, solving problems encountered in the field, and working with residents, businesses or other agencies impacted by a project. Other engineers may focus their time on project planning and design work, developing plans and specifications, conducting community engagement, preparing bid packages, and approving contractor payments. Engineers are also responsible for more routine work, such as stormwater management, right-of-way permitting, policy development, or traffic management matters,

Engineers are supported in their work by a variety of other experts and skill sets, such engineering technicians, construction managers, surveyors, arborists, hydrologists, environmental specialists, GIS

analysts, planners and architects, among others. Engineers themselves may be focused on technical or design work, field or construction work, or may function in a leadership capacity.

City engineers also evaluate private development project proposals to understand and manage the impacts of development on city infrastructure, protect adjacent properties, and ensure compliance with engineering related codes and standards. This role helps support a city's land use and inspections efforts.

Engineering Service Models

Small cities generally rely on a consulting engineer to provide all engineering services. Larger cities may have engineers on staff, along with other experts or specialists that support engineering functions, such as a surveyor, engineering technician, GIS analysts or environmental specialists. However, even cities with in-house engineering staff usually contract for engineering services, such as project design (street construction, water tower rehab), specialty services or equipment access (environmental work, surveying, infrastructure evaluation), or project management.

In preparing this memo, I spoke with Deb Heiser, the current President of the City Engineers Association of Minnesota and the City Engineer in St. Louis Park, about the various models she has observed and experienced in her career working for three different metro cities. She noted that every city has a different engineering structure. Some cities rely exclusively on consulting engineers while some have the philosophy of never (or rarely) use consultants and do all their own work in-house, investing in the necessary staff and resources. Some cities have separate engineering departments while others combine engineering with public works into one department. A few cities have experimented with joint powers agreements to share the cost of engineering services; some of those arrangements have proven durable while others have not.

She noted cities with in-house engineering staff often use consultants to do technical and site work because they can do it better and faster, allowing in-house staff to then focus on public processes, strategic projects, and administrative engineering work.

In thinking about its engineering services structure, Ms. Heiser noted that a city should consider:

- How much work does it have? Is the city experiencing a lot of growth or have a significant amount of infrastructure to revitalize? Is the CIP consistent from year to year, or does it have highs and lows?
- Can a qualified engineer and other supporting staff be found in the marketplace? Can the city afford or justify the cost to support an in-house department with necessary tools such as GIS, CAD, and other equipment and resources? Is it more effective to pay for services and resources only as needed?
- What is the city's philosophy regarding its engineering functions and its level of service? What are the community's unique priorities, goals, or challenges, such as scale of infrastructure (freeway, airport), natural features (rivers, valleys), or development characteristics (dense retail, sprawling residential, industrial hub)?

Shorewood Engineering

In 1988, the City contracted with an engineering firm to provide engineering services, which included construction projects and general engineering. In 1995, a City Engineer was hired and the position apparently evolved into the Public Works Director, which included engineering. An Engineering Assistant was employed from 2001-2008. In 2005, the City separated the Public Works Director/City Engineering duties into two distinct positions. However, hiring an engineer proved difficult (two candidates from two recruitment efforts declined offers), and the City contracted with a consulting firm to temporarily fill the role of City Engineer. Following a third recruitment effort, the City employed an engineer from 2007 to 2012. In 2013, following an analysis of contracted services vs. staff, the City then contracted for engineering services. In 2019, the City issued a RFP for engineering services. Three firms submitted proposals, and the City Council selected a new firm to be the city engineer.

The current engineering services contract includes three basic areas of service and detailed in Exhibit I of the contract (attached).

- **General Engineering** – includes general or non-project work with staff, agencies, and property owners or residents; administration of plans, permits (e.g. MS4 - stormwater), and programs (e.g. MSA – road funding); participation in meetings or special projects (e.g. Hwy 7 study, grant applications); GIS update and management. Engineering costs for this work are typically paid out of the General Fund or Enterprise Funds. General engineering costs have made up about 12% of engineering costs and involved ten or more people and skill sets.
- **Construction Services & Project Management** – planning, design, implementation, observation, and administration of public improvement projects. Engineering costs are paid for from the project's funding source(s). Examples of projects include street reconstruction, mill and overlay, stormwater management improvements, and lift station or sanitary sewer rehabilitation, among others. Depending on how a project is funded, sources may include bonds, assessments, cash, grants, enterprise funds, bonding dollars, federal funds or MSA dollars. Projects have made up about 84% of engineering costs and may involve up to 20 different people and skill sets (engineers, designers, surveyors, arborists, GIS, right-of-way acquisition, etc.).
- **Development Review** – review and inspection of development proposals and building permits for compliance with engineering related standards and policies. These engineering costs are passed through to developers or covered as part of a permit, account for about 4% of the City's engineering costs, and may involve 3-5 people depending on the project.

Financial or Budget Considerations:

The City has spent about $6.8M between 2019 and mid 2024 on engineering services. As noted above, the vast bulk of this is due to public improvement projects the City has undertaken. The 2025 budget is expected to include $145,000 for general engineering services. Salary data from the League of Minnesota Cities suggest a staff engineer would range from $140,000 to $160,000, plus 25-30% with benefits. Scope of work for such a position would likely be limited to general engineering and perhaps small projects. Larger or more complex projects would require consulting engineers and have their own project costs.

Discussion Requested:
Council may wish to consider the following questions in its discussion:

- What insights does the historical engineering summary provide? What are the advantages and disadvantages of each model? What are the challenges or opportunities associated with each model?
- What works well with the current engineering services arrangement? What concerns or gaps exist?
- What "level of service" or goals does Shorewood have for delivering engineering services? How proactive does the City want to be in maintaining, improving, and perhaps adding or expanding infrastructure and amenities? What is the appropriate level of investment to support that philosophy?
- Does the Council have directions for next steps, if any?

Street Reconstruction Projects

Project Number	Project Name	Task	Construction Costs	Engineering Fees	Percent of Construction Costs	Notes
0C1.123686.000	Birch Bluff Street and Utility	1 - Scoping & Right of Way		$92,754.50	2%	
		2 - Preliminary Engineering/Feasibility Study		$211,309.30	5%	
		3 - Final Plans & Specifications		$185,553.50	5%	
		4 - Construction Administration		$559,846.11	14%	
		5 - Project Close Out		$14,035.50	0%	Project close out has not been billed to the city
		Total	$3,902,871.38	$1,049,463.41	27%	
C16.120567.000	Glen, Manitou, Amlee	1 - Scoping & Right of Way		$19,974.00	1%	
		2 - Cultural Resources		$44,542.75	2%	
		3 - Final Plans & Specifications		$319,944.89	12%	
		4 - Construction Administration		$338,255.90	13%	
		Total	$2,583,688.11	$722,717.54	28%	
C16.120450.000	Strawberry Lane Street Recon	1 - Scoping & Right of Way		$93,801.00	2%	
		2 - Preliminary Engineering/Feasibility Study		$203,009.87	5%	
		3 - Final Plans & Specifications		$339,324.00	8%	
		4 - Construction Administration		$526,751.40	12%	
		5 - Project Close Out		$5,237.50	0%	Project close out has not been billed to the city
		Total	$4,428,936.77	$1,168,123.77	26%	

Mill & Overlay Projects

Project Number	Project Name	Task	Construction Costs	Engineering Fees	Percent of Construction Costs	Notes
C16.122591.000	2021 Mill and Overlay	1 - Final Plans & Specifications		$142,430.00	8%	
		2 - Construction Administration		$157,811.50	8%	
		Total	$1,891,487.24	$300,241.50	16%	
0C1.125995.000	2022 Mill and Overlay	1 - Final Plans & Specifications		$95,333.00	15%	
		2 - Construction Administration		$55,037.00	9%	
		Total	$647,088.89	$150,370.00	23%	
0C1.133334.000	2024 Mill & Overlay/Smithtown	1 - Final Plans & Specifications		$132,187.10	13%	
		2 - Construction Administration		$114,940.56	11%	
		Total	$1,037,417.70	$247,127.66	24%	
24X.136948.000	2025 Mill & Overlay & Eureka Road	1 - Final Plans & Specifications		$173,823.00	17%	
		2 - Construction Administration		$120,787.00	12%	
		Total	$1,271,520.01	$294,610.00	28%	

Lift Station Rehab Projects

Project Number	Project Name	Task	Construction Costs	Engineering Fees	Percent of Construction Costs	Notes
0C1.123096.000	Lift Station 7 Rehabilitation	1 - Final Plans & Specifications		$28,545.50	12%	
		2 - Construction Administration		$22,786.00	9%	
		3 - Cultural Resources Services		$7,958.50	3%	
		Total	$243,884.34	$59,290.00	24%	
0C1.125086.000	Lift Station 9 Rehabilitation	1 - Final Plans & Specifications		$32,818.25	14%	
		2 - Construction Administration		$16,789.50	7%	
		Total	$234,192.46	$49,607.75	21%	
C16.122395.000	Lift Station 10 Rehabilitation	1 - Final Plans & Specifications		$25,937.00	11%	
		2 - Construction Administration		$23,787.60	10%	
		Total	$229,679.78	$49,724.60	22%	
0C1.128417.000	Lift Station 11 Rehabilitation	1 - Final Plans & Specifications		$39,824.35	14%	
		2 - Construction Administration		$21,539.00	8%	
		Total	$284,167.47	$61,363.35	22%	

EXHIBIT I

CONSULTING CITY ENGINEERING SERVICES

CITY OF SHOREWOOD, MINNESOTA

In accordance with the Request for Proposals approved by the City Council on May 28, 2019, the CONSULTANT will furnish the following Consulting City Engineering Services, as requested and authorized by the CLIENT:

General Engineering Services

1. Serves as the City's Consulting Engineer on projects, applications, questions and meetings.
2. Take direction from the City Council and is designated part of City Staff when appropriate.
3. Assists in planning, coordinating, supervising and evaluating programs, plans, services, equipment and infrastructure.
4. Develops and recommends policies and procedures as needed for effective operation of the City consistent with City policies and relevant laws, rules and regulations and ensures council actions are implemented.
5. Works with the Public Works Director, Finance Director, and City Administrator to formulate short- and long-range plans to meet the needs of all areas of public infrastructure improvements including; streets, water, sewer, storm drainage, street lights, parks, and buildings. Assists the Public Works Director in maintaining the Capital Improvement Plan.
6. Reviews and processes right of way management and utility permits using ROWAY management system.
7. Assists in the implementation of all water resource functions, including implementation of the Wetland Conservation Act and Surface Water Management Plan, as well as factors relating to the MS4 NPDES requirements.
8. Provides engineering services for City infrastructure improvements and oversees project management for the construction of municipal public service projects as needed.
9. Reviews land use applications and construction plans for private developments for consistency with City adopted engineering specifications, City polices and relevant laws, rules and regulations and ensures Council actions and direction are implemented.
10. Ensures that costs and fees are charge back to development projects; works with City staff to monitor charges and revenues associated with development projects.
11. Administers and manages the MSA annual roadway certification and MSA project administration.
12. Assists in the planning, layout and design of City parks, trails, and other recreational amenities.
13. Provide consistent dedicated staffing hours at city hall to address engineering issues, from customers, residents, developers and staff, as they arise.

Proactive Engineering Approach

1. Provide in depth analysis and guidance for flexible project options that meet the public need within budget.
2. Provide recommendations for innovative and cost-effective means to extend the serviceable life of infrastructure.
3. Inform staff and Council of new engineering practices and make recommendation for implementation.

Construction Services and Project Management – Public Projects

1. Assist in the preparation of plans and specifications for City public works projects with the input from City staff. Present plans and specifications to the City Council for approval.
2. Consult with local, state, and federal agencies having jurisdictional authority over the project(s) as warranted. Procure permits and required approvals form such agencies as required.
3. Prepare and send Advertisements for Bids to the legal newspaper, the Construction Bulleting, and other trade publications as needed for solicitation of bids. Reproduce Contract Documents for bidding purposes. Review bids and prepare bid tabulations. Evaluate bids, prepare a recommendation to the City Council, with the assistance of staff; assemble and award contracts.
4. Assist in monitoring the construction process for compliance with codes, regulations, standards and with approved plans; assure financial accountability of private projects as they relate to escrows and letters of credit. Provide advice to the City during performance of construction projects and give consideration and advice to the City during the performance of services.
5. Lead pre-construction conferences with staff, contractor, utility company representatives, etc. as necessary.
6. Perform construction staking and surveying.
7. Provide construction observation, in conjunction with city staff, as necessary during construction. (Work for this portion shall be at an hourly rate or included into the project fee.)
    a. Prepare and maintain necessary documentation, including photographs and/or video if warranted, as well as a log and note of the contractor's progress.
    b. Convene regular construction progress meetings and provide written project updates, as necessary or required.
8. Prepare, review and recommend action for proposed change orders.
9. Prepare, review and recommend action for pay estimates.
10. Review and recommend final acceptance by the City in a timely manner. Assist the City in ensuring that contractors have been paid and lien waivers have been acquired.
11. Provide as-built drawings within 90 days of the conclusion of City projects.
12. Keep the best interests of the residents of the City of Shorewood in mind during all public and private projects. Respond to their needs and questions in a timely manner and provide all necessary communication.
13. Hold all contractors accountable for projects and ensure they are completed in an acceptable and timely manner.

Construction Services – Private Projects

1. Participate in pre-construction meetings with developers, staff, contractors, utility company representatives, etc. to ensure that all City Services are respected, and all applicable codes and ordinance are followed.
2. Review plans and specifications for all privately installed infrastructure improvements and make recommendations to City Staff regarding acceptability of plans.
3. Monitor the construction process for compliance with codes, regulations, standards, and with approved plans; assure financial accountability of private projects as they related to escrows and letters of credit. Provide advice to the City during performance of construction projects and give consideration and advice to the City during the performance of services.
4. Provide construction observation during construction as necessary. (Work for this portion of projects shall be at an hourly rate and passed through to the developer.)
5. Review, and if necessary, prepare and maintain necessary documentation, including photographs and/or video if warranted, and a log of construction activities.

6. Attend, and if necessary, convene regular construction progress meetings.
7. For projects in which the improvements will be turned over to the City, review and recommend acceptance upon satisfactory completion of the improvements.
8. Make recommendations to the City staff regarding reduction or closing out letters of credit or other financial securities.
9. Review as-built drawings upon conclusion of privately installed projects that will be turned over to the city.

Preparation of Engineering Reports and Technical Correspondence

1. Determine the need for preliminary studies; review all preliminary studies for compliance with ordinances, comprehensive plans, engineering standards and financial guidelines including;
    a. Feasibility reports
    b. Creating assessment rolls
    c. Plat reviews
    d. Utility studies
    e. Traffic studies/signalization/signage/forecasting
    f. State aid reports
    g. Surface water system analysis and design/SWMP implementation
    h. SWMP implementation including MS4 and NPDES monitoring and reporting.
    i. Review findings of wetland delineation and mitigation as it relates to building permit applications and public improvement projects.
    j. Planning and design for City parks, trails and recreational amenities
    k. Identification of grant opportunities for local improvements, and preparation of grant applications as directed
    l. Capital Improvement Program studies
    m. Prepare comments regarding reports, plans and studies of other agencies.
    n. Attends all City Council meetings and public hearings, neighborhood open houses, and other City related meetings as requested
    o. Presents feasibility studies and/or discuss engineering issues.

Participates in City Meetings as needed, including:

1. Internal and external meetings involving engineering or pubic improvement questions and issues.
2. Meets with developer, staff and members of the public on proposed development projects in order to related to processes and procedures involved with engineering and infrastructure development. Reviews development proposals for conformance with City Standards and ordinances.
3. Under the direction of the Public Works Director and City Administrator, as the City liaison and City representative with other communities and local, county, state and federal agencies in areas of responsibility as may be required or directed.
4. Attends City Council meetings.
5. Attends City Council work sessions, Planning and Parks Commission meetings, and other City meetings as needed.

Response to Constituent Requests and Issues as Directed by Staff

1. Perform field inspections as needed.

2. Address constituent concerns personally and in writing.
3. Makes public presentations.
4. Provides recommendations to staff and City Council.

Record Keeping and Mapping/GIS Services – The engineering firm shall provide the following record-keeping and mapping services to the City:

1. Updates City maps and utility records as appropriate or necessary.
2. Maintains and provides to the City as required the following documents on the City's record retention system: permits and applications, contract documents, addenda, copies of referenced standard specifications; project schedules; shop drawings and submittals; applicable correspondence; records of pertinent telephone and email exchanges; plans, specifications and engineer's estimates, file memoranda and directives; change orders; requests and recommendations for payment; project budget and cost information; diaries and logs; record drawings in both hard copy and electronic format; project photographs; project studies and reports; project progress meeting minutes; other information as necessary or required.
3. Provides, hosts and maintains an electronic online GIS/GPS data base mapping system that may be accessed remotely in the field or in the office for general use by the City Staff, which includes all City utilities (water, sanitary sewer, storm sewer), other features as requested (electrical, signing, trails, sidewalks, cemeteries, ect.), infrastructure, map creation abilities, etc.

Other Items:

1. Identify opportunities for non-traditional engineering techniques, such as the use of rain gardens, cisterns, pervious surfaces, and other green design elements.
2. Work with other engineering or planning consultants as desired by the City on specific projects.
3. The City desires to include a term in the contract to periodically review progress and overall satisfaction of the level of service provided to the City. The expected term for review shall be annually.
4. Provide 32 (thirty-two) hours of inhouse office hours located at the City of Shorewood City Hall or within general proximity of the City, to assist in addressing City related matters. 16 (sixteen) hours will be provided by Andrew Budde, the designated City Engineer, and 16 (sixteen) hours will be provided by Matt Bauman, the assistant City Engineer.
5. Provide no charge for Transitional Costs for transitioning from the City's current engineering firm to Bolton & Menk, Inc. This is an estimated savings of $15,000 to the City of Shorewood.
6. Provide a GIS System Integration/Enhancement to the City's current GIS system. This is an estimated savings of $10,000 to the City of Shorewood.

City of Shorewood

City Council Work Session Item

Item 3

Title/Subject:	**Discuss Potential Shorewood/Tonka Bay Boundary Adjustments**
Meeting Date:	September 8, 2025
Prepared by:	Jake Griffiths, Planning Director
Reviewed by:	Marc Nevinski, City Administrator
Attachments:	Map of Potential Boundary Adjustments

Background

It was recently discovered that there are four properties which are split between the cities of Shorewood and Tonka Bay. They are identified on the attached map for reference. This creates a difficult situation for any of the four property owners in the area, as they deal with multiple jurisdictions for everything from utility billing to City Council approvals. It should be noted that one of the split properties is the Xcel site on County Road 19, which is currently listed for sale. In response, the staff of both cities recently discussed the potential of adjusting the municipal boundary so that there would no longer be any split properties.

Municipal boundary adjustments are processed via a Comprehensive Plan Amendment and are typically initiated by concurrent resolutions of the two cities. Once concurrent resolutions have been adopted, they are forwarded to the State of Minnesota's Boundary Adjustment Unit where an Administrative Law Judge holds a hearing and decides on the boundary adjustment. The City of Shorewood has recently adjusted its municipal boundary successfully with both the cities of Chanhassen and Excelsior. The adjustment with Chanhassen was to accommodate Cathcart Park, and the adjustment with Excelsior addressed a split property.

If all of the boundary adjustments identified on the attached map were completed, there would be a minimal difference in property tax revenue between the two cities. This is because most of the properties do not currently have any substantial improvements other than a driveway or parking lot. Based on current year's market values and tax rates, Shorewood would gain approximately $38.73 in annual property tax revenue.

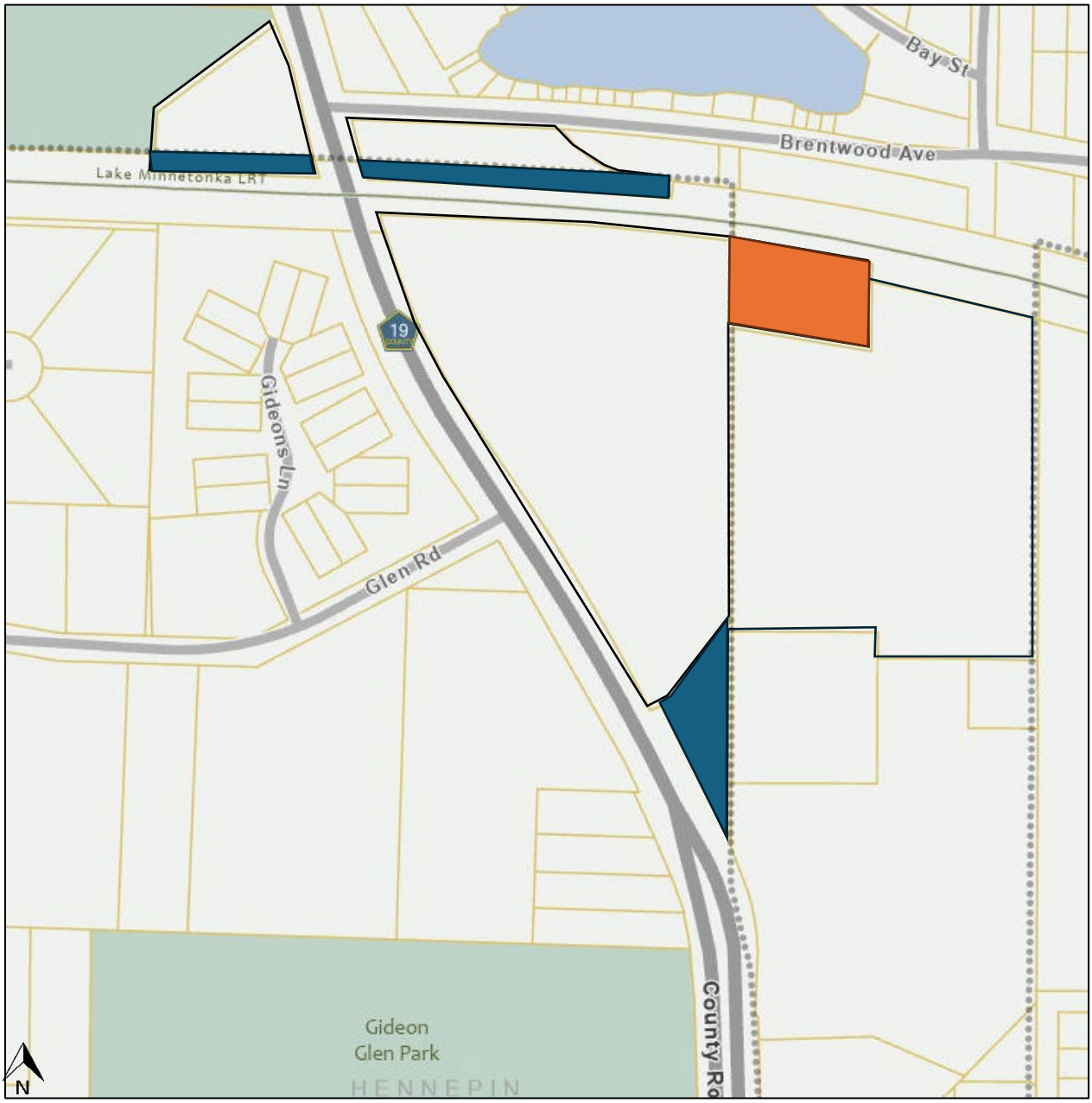
Budget Considerations

There would be some costs associated with noticing a public hearing, staff time, and City Attorney consultant fees.

Action Requested

The City Council is requested to discuss the potential boundary adjustments and provide direction to City staff on how to proceed.

Potential Boundary Adjustments



Key	
	To Tonka Bay
	To Shorewood