

1. Agenda

Documents:

[01-13-25 CC REG MTG AGENDA.PDF](#)

2. Agenda Packet

Documents:

[01-13-25 CC REG MTG AGENDA PACKET.PDF](#)

CITY OF SHOREWOOD
CITY COUNCIL REGULAR MEETING
MONDAY, JANUARY 13, 2025

5755 COUNTRY CLUB ROAD
COUNCIL CHAMBERS
7:00 P.M.

For those wishing to listen live to the meeting, please go to shorewoodMN.gov/CityCouncil for the meeting link. Contact the city at 952.960.7900 during regular business hours with questions.

AGENDA

1. CONVENE CITY COUNCIL MEETING

Oaths of Office

Jennifer Labadie, Mayor
Nat Gorham, Council Member
Michelle DiGruttolo, Council Member (Sworn in on January 6, 2025)

- A. Pledge of Allegiance
- B. Roll Call

Mayor Labadie____
Maddy____
Sanschagrín____
Gorham____
DiGruttolo____

- C. Review and Adopt Agenda

Attachments

2. **CONSENT AGENDA** The Consent Agenda is a series of actions which are being considered for adoption this evening under a single motion. These items have been reviewed by city council and city staff and there shall be no further discussion by the council tonight on the Consent Agenda items. Any council member or member of city staff may request that an item be removed from the Consent Agenda for separate consideration or discussion. If there are any brief concerns or questions by council, we can answer those now.

Motion to approve items on the Consent Agenda & Adopt Resolutions Therein:

- | | |
|---|--|
| A. City Council Regular Meeting Minutes of December 9, 2024 | Minutes |
| B. Verified Claims List | Claims List |
| C. Personnel Policy and MOA Updates Regarding Holidays | City Clerk/HR Director Memo
Resolution 25-004 |
| D. Shorewood Community Center Attendant Hire | City Clerk/HR Director Memo |

- | | |
|---|---|
| E. 2024 Manhole Rehabilitation Project - Acceptance and Final Payment, City Project 24-02 | City Engineer Memo
Resolution 25-005 |
| F. 2025 Mileage Expense Rate | City Clerk/HR Director Memo |
| G. Parks and Rec Sponsorship | Parks/Rec Manager Memo
Resolution 25-006 |
| H. Surplus Items | Public Works Director Memo
Resolution 25-007 |
| I. Accept Resignation of Planning Director and Authorize Recruitment for Position | City Clerk/HR Director Memo |
| J. Request for Additional Time to Correct a Code Violation and Schedule Hearing
Location: 452 Lafayette Ave
Applicant: Fritz Faus, on Behalf of Faus Family Rental LP | City Planner Memo
Resolution 25-008 |
| K. Request for Additional Time to Correct a Code Violation
Location: 5590 Timber Lane
Applicant: Ross Lumley | Planning Director Memo
Resolution 25-009 |
| L. Delegation Agreement for AIS Program | City Planner Memo |
| M. Equitable Sharing Program Participation | City Administrator Memo
Resolution 25-010 |
| N. 2023 Drainage and Utility Improvements Project - Acceptance And Final Payment, City Project 23-05 | City Engineer Memo
Resolution 25-011 |
| O. League of Minnesota-Grant Navigator | City Engineer Memo
Resolution 25-012 |

3. MATTERS FROM THE FLOOR This is an opportunity for members of the public to bring an item, that is not on tonight's agenda, but related to the governance of the City of Shorewood, to the attention of the City Council. In providing this limited public forum, the City of Shorewood expects respectful participation. We encourage all speakers to be courteous in their language and behavior, and to confine their remarks to those facts that are relevant to the question or matter under discussion. Please remember that this is a public business meeting, available for viewing on television and the internet by members of the public, including children. Consistent with FCC rules, obscenity, and profane or indecent language will not be tolerated by the presiding officer. Anyone wishing to address the Council should raise their hand, or if attending remotely please use the "raise hand" function on your screen and wait to be called on. Please make your comments from the podium and

identify yourself by your first and last name and your address for the record. Please limit your comments to three minutes. No discussion or action will be taken by the Council on this matter. If requested by the Council, City staff will prepare a report for the Council regarding the matter and place it on the next agenda.

4. REPORTS AND PRESENTATIONS

- | | |
|---|-------------------------|
| A. Hennepin County Commissioner Heather Edelson | City Administrator Memo |
|---|-------------------------|

5. PARKS

- | | |
|---|---|
| A. Report by Commissioner Hirner on 11-26-24 and 12-10-24
Park Commission Meetings | Minutes |
| B. Field Use Policy | Parks/Rec Manager Memo
Resolution 25-013 |

6. PLANNING

- | | |
|---|---|
| A. City Code Amendments – Sacred Communities
& Micro Unit Dwellings
Applicant: City-Initiated Request | City Planner Memo
Ordinance 612
Resolution 25-014 |
| B. City Code Amendments – Administration, Amendments,
Conditional Use Permits and Interim Use Permits
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Resolution 25-015 |

7. ENGINEERING/PUBLIC WORKS

- | | |
|---|----------------------------|
| A. Purchase of Single Axle Hook Truck, Medium-Duty
Truck, and Associated Equipment | Public Works Director Memo |
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8. GENERAL/NEW BUSINESS

- | | |
|--|--|
| A. Utility and Recycling Rates Ordinance | Finance Director Memo
Ordinance 614 |
| B. Zoning and Land Use Fee Ordinance | Planning Director Memo
Ordinance 615
Resolution 25-001 |
| C. 2025 Master Fee Schedule | Finance Director Memo
Resolution 25-002 |

D. 2025 Annual Appointments and Designations

City Clerk/HR Director Memo
Resolution 25-003

9. STAFF AND COUNCIL REPORTS AND DISCUSSION

A. Staff

B. Mayor and City Council

10. ADJOURN

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MONDAY, DECEMBER 9, 2024

5755 COUNTRY CLUB ROAD
COUNCIL CHAMBERS
7:00 P.M.

MINUTES

1. CONVENE CITY COUNCIL REGULAR MEETING

Mayor Labadie called the meeting to order at 7:02 P.M.

A. Roll Call

Present. Mayor Labadie; Councilmembers Callies, Maddy, Sanschagrín, and Zerby; City Attorney Shepherd; City Administrator Nevinski; City Clerk/HR Director Thone; Planning Director Darling; Director of Public Works Morreim; Park and Recreation Manager Czech; Finance Director Schmuck, and, City Engineer Budde

Absent: None

B. Review Agenda

Zerby moved, Callies seconded, approving the agenda as presented.

Motion passed.

2. CONSENT AGENDA

Mayor Labadie reviewed the items on the Consent Agenda.

Commissioner Maddy explained that he had a conflict of interest regarding item 2.D. because his son had applied for the Warming House Attendant position and suggested that the item be pulled so he could abstain from the vote.

Mayor Labadie noted that she also had a conflict of interest with item 2.D. because her son and daughter had applied for those positions.

City Attorney Shepherd suggested that they pull item 2.D. for a separate vote.

Maddy moved, Zerby seconded, Approving the Motions Contained on the Consent Agenda, as amended, with the removal of item 2.D., and Adopting the Resolutions Therein.

A. City Council Work Session Minutes of November 25, 2024

B. City Council Regular Meeting Minutes of November 25, 2024

C. Approval of the Verified Claims List

~~D. Seasonal Warming House Attendants~~ (moved to agenda item 8.C.)

E. 20-25 City Council Regular Meeting Schedule

- F. **Contract to Remove Hazardous Structure located at 5815 Club Lane**
- G. **Smithtown Pond and Shorewood Oaks Drainage Project Acceptance and Final Payment, City Project 20-07, Adopting RESOLUTION NO. 24-102, “A Resolution to Approve Change Order No. 1 and Accept Improvements and Authorize Final Payment for the Smithtown Pond and Shorewood Oaks Drainage Improvements, City Projects 20-04, 20-07.”**
- H. **Request for Additional Time to Correct a Code Violation Located at 4845 Enchanted Lane for Lisa Holt, on behalf of Mary C. Zinsholt Rev. Liv. Trust, Adopting RESOLUTION NO. 24-103, “A Resolution Approving a Request for Extension to Correct Code Violations for Property Located at 4845 Enchanted Lane.”**
- I. **Continue Review of Land Use and Development Fees**
- J. **Amendments to the Development Agreement and Extension of Plat Approvals for Excelsior Woods, located at 20325 Excelsior Boulevard for applicant – Excelsior Woods, LLC, Adopting RESOLUTION NO. 24-099, “A Resolution Authorizing an Amendment to the Development Agreement and Extension of Plat Approval for Excelsior Woods on Property located at 20325 Excelsior Boulevard.”**

Motion passed.

City Administrator Nevinski noted that they are having technical difficulties with getting the Power Point to show on the Zoom connection but were working on getting it fixed.

3. MATTERS FROM THE FLOOR

Michelle DiGruttolo, 24995 Glen Road, stated that she will be seated on the City Council in January and was here because she saw on the agenda that the Council was planning to approve Bylaws and suggested that they may want to push that item out until the new Council was in place.

Nat Gorham, 6060 Riviera Lane, stated that he was also here regarding the proposed vote on the Bylaws and explained that his feelings were similar to Ms. DiGruttolo’s regarding waiting for the new Council to take a vote on the Bylaws.

4. REPORTS AND PRESENTATIONS

A. Truth in Taxation Public Meeting

Finance Director Schmuck gave an overview of the City property taxes and how the County arrived at the valuations, County property growth from 2024, truth-in-taxation noticing with estimated tax information, and reviewed the factors that go into property tax calculations. She reviewed some examples of property tax relief programs and noted that more information about them could be found on the State’s website. She noted that the Council over the last few months has reviewed preliminary budgets for all the various City funds and noted that the General Fund,

the SCEC Fund, Capital Funds, and Debt Service Funds were all supported by the tax levy. She reviewed details from the proposed 2025 tax levy of seven million five hundred ninety three thousand five hundred seventy dollars and explained that it was an increase over 2024 by six point seven two percent, and reviewed the City's budgets and tax levy, and the Capital Improvement Plan. She reviewed some examples of financial impact on residential homes in the City with the proposed 2025 numbers. She reviewed details from the General Fund, Shorewood Community and Event Center, Park Capital Fund, Equipment Capital Fund, and the Street Improvement Fund. She reviewed budgeting information for the City's Enterprise Funds which consist of the Water Fund, Sanitary Sewer Fund, Stormwater Management Fund, and Recycling Funds, and noted that those funds were intended for the expenditures to cover the operating costs and stated that there was no property tax support for any of these funds.

Mayor Labadie thanked Finance Director Schmuck for her report and noted that she liked the details and graphs that were included. She explained that the Truth in Taxation Hearing was for public comment and was not a public hearing and asked if there was anyone who would like to make any comments.

There were no public comments received.

Councilmember Sanschagrín referenced page eight of the packet and asked if staff had any visibility on the number of Shorewood residents who may be participating in those programs.

Finance Director Schmuck stated that the County does not provide that information to the City.

Councilmember Sanschagrín referenced page ten of the packet which depicted the timeline. He stated that one of the things that they have talked about was getting resident input sooner within the process and asked if that had been narrowed down or if it would be a future discussion.

Finance Director Schmuck explained that they were in the process of establishing a calendar for the 2026 budget process and noted that staff would like to discuss it with the Council in a Work Session early in 2025. She stated that they would like to start the overall process a bit earlier including budget discussions with the Council taking place earlier than August.

Councilmember Zerby stated that in a previous meeting he had asked about the use of reserves in order to offset the tax levy. He noted that he had missed a meeting where the Council had asked staff to take a look at some long-term planning on the use of reserve funds and asked what had been done.

Finance Director Schmuck stated that, right now, they were proposing five hundred fifty thousand dollars of the reserves go into the park and equipment fund and were looking at drafting an in-house long-term financial management plan, but they needed to wait until the budget process was completed before they could begin. She explained that the City has not had a formal long-term financial management plan in the past and noted that staff will be making some presentations on this at their Council retreat that will take place in January or February.

Callies moved, Sanschagrín seconded, Adopting RESOLUTION NO. 24-106, "A Resolution Adopting the 2025 General Fund Operating Budget and Approving the Property Tax Levy Collectible in 2025."

Motion passed.

Sanschagrín moved, Maddy seconded, Adopting RESOLUTION NO. 24-107, “A Resolution Adopting the 2025 Shorewood Community and Event Center and Enterprise Fund Budget.”

Motion passed.

Zerby moved, Sanschagrín seconded, Adopting RESOLUTION NO. 24-108, “A Resolution Adopting the 2025-2034 Capital Improvement Plan and 2025 Capital Project Fund Budgets.”

Motion passed.

B. Annual Employee Service Recognition

City Administrator Nevinski noted that Public Works employee Rob Hanson, has ten years of service to the City.

Public Works Director Morreim stated that Rob Hanson was the second most senior employee within the Public Works Department and noted that most people know him because he volunteers to serve at almost every City event. He stated that a few words that come to mind about Rob are dedicated, thoughtful, rather meticulous, nice, and works great with residents. He gave a brief overview of what Rob does as a Utility Operator for the City, but noted that he really pitches in wherever he is needed.

City Administrator Nevinski noted that Rob will receive a Yeti tumbler and a gift card in honor of his ten years of service to the City.

5. PARKS

A. Report by Commissioner Bahneman on November 26, 2024, Park Commission Meeting

Park Commissioner Bahneman gave a brief overview of the discussions and recommendations from the November 26, 2024, Park Commission meeting.

6. PLANNING

A. Report by Commissioner Eggenberger on December 3, 2024 Planning Commission Meeting

Planning Director Darling explained that Planning Commissioner Eggenberger had a family issue arise so he was unable to give the report to the Council. She briefly reviewed the discussion and recommendations from the December 3, 2024 Planning Commission meeting.

Councilmember Sanschagrín asked if the City was planning to take a look at its Park Dedication Fees and how they compare to neighboring cities.

Planning Director Darling stated that before the City can look at raising them any higher or comparing them to other cities, they have to change the foundational basis of how the fees are calculated. She noted that she did feel the City was a little low in their Park Dedication Fees, but explained that it was better to leave them a bit lower until they get that foundation in place.

B. Rezoning Parcels from C-2 to R-3B

Applicant: City-Initiated Request

Location: 23445 and 23425 County Road 19 and 23400 Smithtown Road

Planning Director Darling gave an overview of the City-initiated request to rezone three parcels from C2 to R-3B in order to provide potential properties to redevelop with densities for some of the fifty-five new high-density housing units that the City was required by the Met Council to provide. She explained that even with these properties being rezoned, they can continue to be used for their current uses, indefinitely. She stated that the properties could also be sold to others that want to use the property in the same way they were currently being used and clarified that rezoning them did not mean that the properties would be redeveloped any time in the near future. She noted that that Planning Commission recommended approval with a three to one vote. She explained that the Commissioner who voted against this indicated their concern with traffic and trail crossing safety. She noted that on the south side of the dredging company, the Hennepin County Rail Authority in partnership with the Three Rivers Park District operates the Lake Minnetonka Regional Trail through the area. She stated that the City had received a few letters and e-mails and noted that they were included in the packet and six people spoke at the Public Hearing. She stated that staff was recommending approval of the rezonings as well as summary publication of the ordinance.

Mayor Labadie reminded the audience that the Public Hearing had taken place at the Planning Commission meeting but noted that they have copies of the emails that were received as well as a copy of the minutes from the Planning Commission meeting where the Public Hearing was held.

Councilmember Zerby referenced the dredging company property and noted that it had a gate and was connected to West Lake Street and asked if that may be able to help alleviate some of the concerns about the trail crossing concerns.

Planning Director Darling stated that they had taken a look at the other Regional Trail crossings and there are a number of streets in the City that cross it such as Strawberry Lane, Smithtown Road, Eureka, and County Road 19. She noted that this is really a driveway crossing on this trail segment and would likely have significantly less traffic than any of the other public crossings. She stated that coming out to Smithtown Road in that location is a very direct approach to the property rather than accessing it through Excelsior and down West Lake, and noted that the Smithtown Road access was technically the only public street access for the property, so staff would recommend that this property continue to be accessed from Smithtown Road.

Councilmember Zerby stated that he kept his boat at the Minnetonka Marina Shorewood Division and explained that was not a flat driveway, because the former railroad track, which is now the trail, was located above grade. He stated that the line of sight from the lake side is quite poor so he would agree that there are some visibility issues. He asked if there would be plans to correct this issue if they decided to do this and noted that his understanding is that it was currently a permitted use.

Planning Director Darling explained that they would have to work with the Suburban Rail Authority if the use is changed on the site.

Councilmember Zerby noted that he was the Council liaison at the Planning Commission when this was discussed and shared some of the concerns from two of the property owners on the

south side of Highway 7. He noted that the property owner on the north side, the dredging company, was eager to do something with their property and supported this action.

Mayor Labadie stated that Planning Director Darling had stated that the current property owners have the ability to maintain the current use as long as they want and can also be sold to someone who wanted to maintain the current use.

Councilmember Zerby asked if the use, for example, for the garden center, would have to remain a garden center and could not be something else, such as a different type of retail, even if the footprint of the building did not change.

Mayor Labadie stated that it was her understanding that was correct and that there would be restrictions on the new owner if they wanted to turn it into some alternative type of business.

Councilmember Zerby stated that he believed that the storage facility was being used for batting practice and asked if that would have to be the continued use that would be allowed. He noted that he can remember a time that the Council had approved a plan to turn this building into office space which he assumed had expired.

Planning Director Darling stated that she believed that it was an office and showroom for construction projects and recalls that when they were going through the building permit process it was discovered that they could not renovate the building for that particular use.

Councilmember Maddy stated that he served on the Planning Commission at that time and it was supposed to be a showroom that would have customers showing up to check out their various products, but nothing happened with their plans. He stated that he felt that it should be stated that this action was something that the Met Council was forcing on the City because of their increased density demands. He explained that he has never liked the idea of higher density within Shorewood, but if they were forced to do it, he felt that this location would not be the worst place for it, which meant that he was a reluctant supporter of this action.

Councilmember Callies stated that when the City amended the Comprehensive Plan, the property owners also spoke at that time and have weighed in on this action now and in the past. She stated that in terms of high density, she also felt that this location made sense compared to other places within the City.

Councilmember Maddy stated that the City needed to be careful about pushing people into legally non-conforming status, but reiterated that the property owners do not have to change their businesses.

Councilmember Sanschagrín asked if this was a form of 'taking'.

Councilmember Callies that it was not a form of taking.

Councilmember Maddy noted that he felt it was the opposite of that because the property will be worth more because they could build an apartment building on it.

Councilmember Sanschagrín asked if the City was completely sure that it would not decrease its value.

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Councilmember Callie suggested that the Council have City Attorney Shepherd address this question.

City Attorney Shepherd explained that the Council was making a legislative decision to rezone the property and in order for that to be considered a 'taking' they would have to have all economically viable use of the property wiped out from their regulatory action, which the Council was not doing. He stated that the Council was just saying that these parcels would convert, in the future, should they stop their lawful non-conforming use, to a residential use of the property which would not deny them economically viable use of the property.

Councilmember Sanschagrín stated that the City would be restricting what they can do with their property, so he felt that there may be a potential for a higher market value for property, for example if they chose to sell countertops instead of what they have been selling. He stated that he felt that the City was reducing their ability to get the best and highest use of its property and the value associated with it.

City Attorney Shepherd stated that those assertions were not necessarily born out and noted that the Supreme Court has been pretty clear that zoning does not automatically amount to a taking. He reiterated that all the City was doing with the zoning code amendments was to say that this type of use will go in this location and reiterated that this action was not a taking.

Councilmember Sanschagrín explained that he was in support of promoting the health, safety, and well being of Shorewood residents and he was not in favor of the Met Council bullying the City into zoning decisions. He stated that he read through the Planning Commission minutes and it was approved, but it was not strongly approved because even those who voted in favor of this had trepidations about the situation. He explained that he was not in favor of imposing the City's will on residents who are unwilling or involuntarily being required to go through a zoning or property restriction. He clarified that he was very strongly opposed to this action.

Mayor Labadie noted that she did not believe that anyone on the Council wanted something that goes against the health and welfare of the residents and also felt that the Council agreed with Councilmember Sanschagrín that Met Council does act in a regulatory, controlling fashion, or in other words, can be a bully. She asked Planning Director Darling and City Attorney Shepherd to weigh in and explain to the Council what would happen if they go against the Met Council. She noted that the Met Council had rejected the initial Comprehensive Plan the City had submitted because it did not meet their density requirements.

Planning Director Darling stated that cities can attempt to fight the Met Council directives and explained that it comes down to whether they want to spend their money on infrastructure projects or spend millions of dollars fighting the Met Council.

Councilmember Maddy gave the example of Lake Elmo and asked how much money they had lost trying to fight the Met Council.

Planning Director Darling noted that cities have the choice of where they put the density within their community and stated that she felt Shorewood took a very thoughtful approach to this and reviewed the possible locations in the City where this type of density could go.

Councilmember Sanschagrín asked if the City was also looking at additional locations.

CITY OF SHOREWOOD REGULAR COUNCIL MEETING MINUTES

DECEMBER 9, 2024

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Planning Director Darling noted that the City was also looking at another round of Comprehensive Planning that will be required because the Met Council has increased the number of units that Shorewood should absorb. She explained that they had not finalized their plans yet and noted that they had begun with the requirement to absorb four hundred units and have been able to negotiate with them and the number they have settled at now is one hundred sixty units and they have started looking for the potential of looking at some other areas of the community for this use.

City Attorney Shepherd stated that he felt that Planning Director Darling had accurately explained the risk with non-compliance with the Met Council's direction and would bring them down the road of litigation, which he felt would be a waste of resources.

Councilmember Zerby asked if these were goals from the 2030 or 2040 Comprehensive Plan.

Planning Director Darling stated that the high density was a goal of the 2040 Comprehensive Plan.

Councilmember Zerby asked if that meant that the City was required to have this number of units in place by 2040.

Planning Director Darling clarified that the City was required to have opportunity areas for that number of units. She explained that the Met Council wanted fifty-five units that were over five units/acre and thirty-five that were over eight units/acre.

Councilmember Zerby asked how many units staff would expect to be on these three lots.

Planning Director Darling stated that realistically she believes that there would be less than fifty units on the dredging company property. She noted that it would be a challenging parcel to develop due to competing environmental situations including floodplain, shoreland regulations, and wetland soils.

Councilmember Callies stated that she felt that the entire Council could object to the Met Council and the fact that they are not an elected body, but she felt that Shorewood was part of the larger community and have people who want to be able to afford to live in the City. She explained that she felt it was good for the City to have diverse housing types available. She stated that she could not envision single-family homes on these three lots and felt that this seemed like an appropriate location and use for this type of option for housing in the City.

Mayor Labadie stated that the job of the Council was to make the best decision for the majority of the residents in the City and did not believe that spending six to seven figures for litigation trying to fight this was best for the City.

Councilmember Zerby stated that he did not think that they were at the litigation phase yet and explained that his concerns were related to the property owners' comments and the timing and noted that the City was required to have these units available by 2040 and it was only 2024.

Councilmember Callies noted that they have to have the zoning mesh with the Comprehensive Plan and be in conformance.

Councilmember Zerby stated that he appreciated that reminder because he believed that was supposed to happen within two years of the adoption of the Comprehensive Plan.

Planning Director Darling clarified that the City has nine months after the Comprehensive Plan is adopted to complete the implementation and acknowledged that the City was a bit behind schedule.

Mayor Labadie stated that Councilmember Sanschagrín was correct that the City was being forced and strong-armed by the Met Council into doing this, but until the system changes this was what they had to do.

Councilmember Sanschagrín asked if staff could take a look and see if there may be other areas for this density, such as the Xcel property. He asked if the City could take a step back and look at the overall plan and recalibrate because he keeps looking at the two property owners who do not want their property to be rezoned. He clarified that he was not against high-density housing because he would support it in the right places within the City.

Councilmember Maddy explained that the City had done what Councilmember Sanschagrín was asking them to do three years ago and this is what they came up with.

Mayor Labadie agreed and stated that the due diligence Councilmember Sanschagrín mentioned has been happening.

Councilmember Sanschagrín stated that he understood that, but felt that many things could have changed in three years, and reiterated the example of the Xcel property. He stated that he would like them take a look at updating this in order to see if they can do better for their residents.

Mayor Labadie asked if the Xcel property had been discussed three years ago.

Planning Director Darling confirmed that the Xcel property was discussed, but at the time, they had wanted to expand on their site which would not have been possible if they had been rezoned to a higher density land use.

Callies moved, Maddy seconded, Adopting Ordinance 611, "An Ordinance Amending Section 1201.09 Subd. 2 of the Shorewood Zoning Code – The Shorewood Zoning Map for 3 Parcels Located at 23400 Smithtown Road, 23425 CR 19 and 23445 CR 19."

Sanschagrín moved, Zerby seconded, to amend the original motion and exclude the two properties that were not in favor of rezoning their property.

City Attorney Shepherd explained that the Council should vote on the amendment to the motion first.

Mayor Labadie asked if the Council was clear on what they would be voting on.

Councilmember Callies stated that she understood that they would be voting on removal of the two parcels, but explained that would also mean that the City did not meet the Met Council requirements to provide the opportunity for higher-density housing at these locations.

Planning Director Darling stated that was correct and they would not have the correct zoning on here so the Council would have to give her direction on whether they want her to change the

Comprehensive Plan or propose a different district that would implement the Comprehensive Plan.

Mayor Labadie asked what it would take to change the Comprehensive Plan in terms of costs, staff time, and the overall timeline.

Planning Director Darling stated that the overall timeline would probably be three to four months and explained that the Met Council will ask the City to make some demographic changes to the rest of the Comprehensive Plan, which they were hoping to put off until the next Comprehensive Plan. She stated that the cost would be the staff time to put together the amendments and exhibits that would have to be submitted to the Met Council and they would also need to hold Public Hearings.

Councilmember Maddy stated that they would most likely have a new group of people who were not interested in having their property rezoned.

Councilmember Sanschagrín stated that in the past, Councilmember Maddy had argued for people to be able to use their property however they like.

Councilmember Maddy agreed and noted that if the Met Council was not holding a proverbial gun to the City's head, he would love for everyone to be able to use their property however they would like.

Councilmember Callies stated that the City does not let people use their property any way they want to use it because that is the whole point of zoning.

The Council discussed past discussions regarding where higher-density housing may be able to go.

Mayor Labadie reminded the Council that their upcoming vote will be on the amended motion made by Councilmember Sanschagrín and seconded by Councilmember Zerby.

Amended motion failed 2-3 (Callies, Maddy, and Labadie opposed).

City Attorney Shepherd clarified that now the Council could take a vote on the original motion made by Councilmember Callies and seconded by Councilmember Maddy.

Motion passed 4-1 (Sanschagrín opposed).

Callies moved, Maddy seconded, Adopting RESOLUTION NO. 24-104, "A Resolution Approving the Summary Publication for Ordinance 611 Adopting Amendments to the Shorewood City Code, Chapter 1301.03 (Land Use Fees)."

Motion passed 4-1 (Sanschagrín opposed).

C. City Code Amendments Pertaining to Managed Natural Landscapes and Public Nuisances

Applicant: City-Initiated Request

Planning Director Darling reviewed the regulations adopted as part of the 2023 State legislative session which requires cities to allow property owners and occupants to install and maintain managed natural landscapes. She explained that this meant that homeowners could use things such as native grasses, wildflowers, rain gardens, and ornamental plants rather than turf grass or sod. She explained that the proposed amendments would bring the City into conformance with the new State law.

Councilmember Sanschagrín asked if this would impact the City's right-of-way areas.

Planning Director Darling stated that typically these are private property regulations, but technically, it could impact the City right-of-way areas.

Councilmember Sanschagrín stated that he felt the City's property maintenance programs may be impacted and gave the example of the grass along Smithtown that gets really high. He asked if that would be impacted by this ordinance that says it cannot go above a certain height.

Public Works Director Morreim stated that the ones he can think of that are longer tend to be along State and County right-of-way. He explained that a majority of the areas along Smithtown were maintained and noted that next to wooded areas there is a bit of a gray area about how far the City can maintain near the area, but reiterated that the vast majority was maintained at eight to twelve inches or lower.

Councilmember Zerby asked if the City had considered their IPM program and whether there was any connection or overlap to this action.

Planning Director Darling stated that the only thing she could think of in this situation would be the native plantings in Gideon Glen but those would not be held to the height of eight inches because they were allowed to grow taller and the City has a maintenance program where they are burned from time to time. She stated that she felt this would be an example of a managed care area and explained that they were also looking at working on some of the forest areas in Freeman Park so they can get the mowers in amongst the areas that used to be full of buckthorn.

Councilmember Sanschagrín suggested some wording changes in order to be consistent with what the City had done in the past and instead of repeating what the State statute said.

Councilmember Maddy asked if they could remove all references to height limitations.

Planning Director Darling stated that she felt that would cause more issues and noted that they get frequent complaints about people not maintaining or cutting their yards.

Councilmember Callies stated that these changes are being done in order to be consistent with State law and noted that the City was trying to be transparent and let people know about the standard. She felt that it would be useful for the City to say that they can have up to eight inches rather than just referring to State statute.

Zerby moved, Callies seconded, adopting Ordinance 610, "An Ordinance Approving an Amendment to Shorewood City Code Chapter 501 Related to Managed Natural Landscapes and Public Nuisances."

Councilmember Zerby asked why the City could not approve the Ordinance and the summary publication in one motion.

City Attorney Shepherd explained that the proposed resolution was the mechanism where the City says that they will publish the ordinance in a shorter form. He clarified that the summary publication was not part of the ordinance itself and was a separate decision being made about how the information is published. He noted that the Council could have bundled both into one motion, if they called out each thing separately but cautioned that sometimes got clunky.

Motion passed.

Councilmember Callies asked about the vote requirement for the resolution.

City Attorney Shepherd noted that the vote requirement for summary publication was four-fifths.

Councilmember Callies explained that would be another reason to have each thing separate because there were different voting requirements for the ordinance compared to the summary publication.

Maddy moved, Callies seconded, Adopting RESOLUTION NO. 24-105, “A Resolution Approving the Publication of Ordinance 610 Regarding Managed Natural Landscapes and Public Nuisances.”

Motion passed.

7. ENGINEERING/PUBLIC WORKS

A. Preparation of Final Plans and Specifications for 2025 Mill & Overlay

City Engineer Budde gave an overview of the proposed streets to be part of the City’s 2025 mill and overlay project and the overall budget for this project.

Councilmember Sanschagrín asked how staff had determined which portion of Eureka Road project was MSA.

City Engineer Budde explained that the way the State Aid reimbursement works is that some of the costs were not eligible for MSA funds, such as landscaping for yards or utility adjustments, so they carve some of those things out.

Councilmember Zerby asked how the roads were chosen for inclusion in the project. He referenced Noble Road which was not included in the plan, but the residents on that road have been asking for repairs for quite a while. He explained that he did not see any statistical data or analysis that would support that these roads are the ones that should be included.

City Engineer Budde stated that he did have all that data and explained that they had used the Visla data from information gathered by Public Works driving the roads about a month ago but they had also applied some adjustments. He stated that this was part of the pavement management plan and had included streets that require a lot of maintenance by Public Works and also streets that are a thru-route got higher multipliers. He explained that the reason why Noble

Road was not included was because it is slated in 2027 for a capital improvement project and the current scope is for a full reconstruction with the addition of watermain.

Sanschagrín moved, Maddy seconded, Adopting RESOLUTION NO. 24-109, “A Resolution to Prepare Final Plans and Specifications for 2025 Mill and Overlay and Eureka Road Project, City Project 24-10 and 23-01.”

Motion passed.

8. GENERAL/NEW BUSINESS

A. City Council Bylaws

City Administrator Nevinski reminded the Council that they had spent the last several Work Session meetings discussing the proposed Bylaws. He noted that at their last meeting there appeared to be consensus about what they wanted to see included, so it was now before the Council for their final review and consideration. He explained that the proposed Bylaws really reflect the Council's current practices. He noted there were some comments shared during Matters from the Floor that had asked the Council to continue this item so the next Council could consider them and stated that the Bylaws should be reviewed at least on an annual basis but explained that can be changed at any time.

Mayor Labadie gave an explanation of how the consideration of creating Bylaws for the Council came about. She stated that she felt it was a good first step to draft policies for this legislative body. She noted that the Council discussed this at their retreat in January of 2024 and have been discussing it over the last few months at their Work Session meetings. She stated that she supported the Bylaws in their current form and reiterated that they were meant to be reviewed at least annually and could be changed by the incoming Council, if they saw fit.

Councilmember Callies stated that she agreed and also felt it made sense to proceed with this because the current Council has worked on this. She stated that it can be reviewed in the future but noted that there was consensus of the Council to adopt the Bylaws at their last few meetings. She noted that she did not think there was anything that was terribly controversial or drastic included in the Bylaws.

Councilmember Zerby stated that he had only been involved in one Work Session where this was discussed and was under the impression that it would come back to one more time before it was imposed on the next Council. He explained that he wanted to be respectful of the next Council and give them the opportunity to vote it in rather than just inheriting it from the previous Council.

Councilmember Callies stated that she did not hear any particular concerns raised about anything within the Bylaws and asked what this would accomplish.

Councilmember Sanschagrín stated that the key to the Bylaws was voluntary compliance and the new Councilmembers have not participated or provided their input into them. He stated that he would agree that the current Council put a lot of work into the Bylaws, but he felt they could still be improved.

Mayor Labadie stated that she would vote with the majority of the Council on this matter but questioned whether the thought was that the new Council would take on creation of the Bylaws

after they had just joined the Council or if it would wait until they had some experience under their belts which would just kick it down the road a bit. She noted that the current Council had experienced some of the issues outlined in the Bylaws and have all given input at several meetings already. She explained that she was not trying to be disrespectful to the new Councilmembers, but was not sure that the time for them to weigh in on this would be their first meeting.

Councilmember Sanschagrín stated that he would be fine allowing the new Councilmembers some time under their belts before this is brought to them for a decision. He stated he felt that this action was a bit rushed and that it made sense to hold off until the new Council came on board.

Councilmember Maddy asked City Attorney Shepherd if the City would be tying their hands too tightly in the Bylaws and explained that there were some items that he was concerned about related to possible litigation if they do not check all of the boxes. He asked if they may be making this too restrictive and gave the example of someone speaking without seeking recognition from the presiding officer and whether that would allow an applicant to say that the City did not follow their own rules so their decision was not valid.

City Attorney Shepherd stated that he felt that in the example shared by Councilmember Maddy, the liability risk would be nothing and they would not be able to bring forward a lawsuit for that situation. He stated that the Council could choose to continue their review of this document and did not think there was a risk in pushing it out to another meeting.

Sanschagrín moved, Zerby seconded, Tabling consideration of RESOLUTION NO. 24-110, “A Resolution Adopting the Bylaws of the Shorewood City Council” and bring it back to a Work Session in 2025 during the first quarter of 2025.

Motion passed.

B. MnDOT Grant Agreement – Highway 7 TMO Study

City Administrator Nevinski gave an overview of the MnDOT Grant Agreement for the Highway 7 Transit Management Organization (TMO) and its function and scope of work.

Maddy moved, Sanschagrín seconded, Adopting RESOLUTION NO. 24-111, “A Resolution Approving a Grant Agreement with the State of Minnesota Awarding Funding for a Transit Management Organization Study of the Trunk Highway 7 Corridor.”

Motion passed.

C. Seasonal Warming House Attendants

City Clerk/HR Director Thone gave an overview of the request to hire Seasonal Warming House Attendants and explained that they have given conditional offers to four individuals and will interview four additional candidates tomorrow.

Mayor Labadie explained that she and Councilmember Maddy would be abstaining from the discussion and vote on this item because they each had children who had applied for these positions.

Zerby moved, Sanschagrín seconded, Approving the Seasonal Warming House Attendants, as outlined.

Motion passed 3-0-2 (Labadie and Maddy abstained).

9. STAFF AND COUNCIL REPORTS AND DISCUSSION

A. Staff

Park and Recreation Manager Czech stated that the City was getting ready for the rinks and warming house season. He noted that they were also working on a lot of Arctic Fever preparation and gave an overview of a few fun things that they have planned. He noted that the upgraded restroom fixtures have received rave reviews from the City's senior population. He stated that the SCEC will be hosting the Athletic Management Institute later this week.

Public Works Director Morreim stated that they will start making ice tomorrow for the rinks because there is cold weather expected this week. He stated that the buckthorn removal at Freeman Park would be coming to an end soon because most of the removal has been done in the larger area.

Finance Director Schmuck stated that they are wrapping up the year and preparing for their internal audit that will begin in January. She stated that they are preparing to make changes that the Council has approved to utility rates and the fee schedule.

City Clerk/HR Director Thone stated that the City has begun recruitment for Commissioners and encouraged the Council to share the information because some of their best recruits have come through word of mouth. She stated that she has enjoyed working with Councilmembers Callies and Zerby in their time on the Council.

Planning Director Darling stated that the 2050 Comprehensive Plan was gearing up through the Met Council and noted that they are offering some training so City Planner Griffiths would be attending a full-day seminar tomorrow on the climate action plan portion of the next Comprehensive Plan. She noted that she had gotten a call from the Hennepin County Regional Rail Authority that they will be removing ash trees and trees that are dead or dying that have been affected by the ash borer disease along the Lake Minnetonka Regional Trail.

Mayor Labadie suggested that the City put out updates or information on the website about the planned tree removals.

City Administrator Nevinski stated that the City was in the process of switching over their phone system and network which has been going well overall.

B. Mayor and City Council

Councilmember Zerby stated that he has been on the City Council for a total of nineteen and one-half years and shared statistics about the number of meetings he attended in that time period. He stated that he felt that the City had great staff and a great Council in place, so he was comfortable leaving things in their hands.

Councilmember Sanschagrín wished Councilmembers Callies and Zerby well.

Councilmember Maddy stated that the new fire truck for the Excelsior Fire District had been received but still needed to be given to another party in order to install their high pressure sprayer. He stated that its final delivery with everything in place should be mid-January. He gave a brief overview on interviews and the overall high interest they have seen for people wanting to join the Excelsior Fire District.

Councilmember Callies stated that it had been great working with everyone in her recent turn on the Council and explained that she first got involved in 2005.

Mayor Labadie stated that last week she met with Congressman Phillips for the final meeting in his term and noted that he brought along the Congresswoman-elect Morrison and introduced her to everyone. She stated that she was thankful for the service provided by Congressman Phillips and optimistic about Congresswoman-elect Morrison. She noted that last week the SLMPD had their third annual staff recognition event and explained that the Officer of the Year was Zach Robertson. She stated that they also swore in a new officer but they were also looking for additional officers. She stated that she attended the Regional Council of Mayors meeting earlier today and gave an overview of their discussion topic. She expressed her excitement about the upcoming snow plow naming contest as part of the Arctic Fever event. She thanked Councilmembers Zerby and Callies for being amazing mentors.

10. ADJOURN

Zerby moved, Callies seconded, Adjourning the City Council Regular Meeting of December 9, 2024, at 9:40 P.M.

Motion passed.

ATTEST:

Jennifer Labadie, Mayor

Sandie Thone, City Clerk



City Council Meeting Item

Title/Subject: Verified Claims
Meeting Date: January 13, 2025
Prepared by: Michelle Nguyen, Senior Accountant
Reviewed by: Jeanne Schmuck, Finance Director
Attachments: Claims Lists

Item
2B

Background:

Council is asked to verify payment of the attached claims. The claims include compensation, operational or contractual expenditures anticipated in the current budget, or otherwise approved by the Council. Funds will be distributed following approval of the claims list.

Claims for Council authorization:

Payroll-12-16-2024-ACH	\$62,383.88
Payroll-12-16-2024-AP	\$80,520.44
Payroll-12-27-2024-Check	\$78.64
Payroll-12-27-2024-ACH	\$60,591.12
Payroll-12-27-2024-AP	\$45,028.39
AP-12-17-2024	\$555,250.67
AP-12-27-2024	\$63,970.27
PPLSI-LegalShield	\$197.55
Council-01-13-2025-Midwest-Postage	\$2,287.70
Council-01-13-2025-2024 Items	\$142,700.31
Council-01-13-2025	\$1,928,322.22

Total Claims: Checks & ACH	\$2,941,331.19
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Financial or Budget Considerations

The expenditures have been reviewed and determined to be reasonable, necessary, and consistent with the City's budget.

Action Requested

Motion to approve the claims list as presented.

Clearing House

Distribution Report

User: mnguyen
Printed: 12/16/2024 - 1:18PM
Batch: 00016.12.2024



Account Number	Debit	Credit	Account Description
700-00-1010-0000	0.00	62,383.88	CASH AND INVESTMENTS
700-00-2170-0000	62,383.88	0.00	GROSS PAYROLL CLEARING
	62,383.88	62,383.88	
Report Totals:	62,383.88	62,383.88	

Clearing House

Distribution Report

User: mnguyen
Printed: 12/27/2024 - 1:25PM
Batch: 00027.12.2024



Account Number	Debit	Credit	Account Description
700-00-1010-0000	0.00	60,591.12	CASH AND INVESTMENTS
700-00-2170-0000	60,591.12	0.00	GROSS PAYROLL CLEARING
	60,591.12	60,591.12	
Report Totals:	60,591.12	60,591.12	

Payroll

Computer Check Register

User: mnguyen
Printed: 12/27/2024 - 1:09PM
Batch: 00003.12.2024 - PR-12-27-2024



Check No	Check Date	Employee Information		Amount
69267	12/27/2024	WHITG	Gavin Whiteside	78.64
Total Number of Employees:		1	Total for Payroll Check Run:	78.64

Accounts Payable

Computer Check Proof List by Vendor

User: mnguyen
Printed: 12/16/2024 - 1:55PM
Batch: 00003.12.2024 - Payroll-12-16-2024



Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 4	AFSCME CO 5 MEMBER HEALTH FUND-UNION DENTAL				
December-2024	PR Batch 00002.12.2024 Dental - Union	210.00	12/16/2024	Check Sequence: 1 700-00-2185-0000	ACH Enabled: True PR Batch 00002.12.2024 Dental - Union
	Check Total:	210.00			
Vendor: 1511	ALLSTATE BENEFITS				
December-2024	PR Batch 00002.12.2024 Insurance -Critical Illn	528.04	12/16/2024	Check Sequence: 2 700-00-2189-0000	ACH Enabled: True PR Batch 00002.12.2024 Insurance -Critic
December-2024	PR Batch 00002.12.2024 Insurance - Accident	84.45	12/16/2024	700-00-2189-0000	PR Batch 00002.12.2024 Insurance - Accic
December-2024	PR Batch 00002.12.2024 Insurance - Hospital	281.97	12/16/2024	700-00-2189-0000	PR Batch 00002.12.2024 Insurance - Hosp
	Check Total:	894.46			
Vendor: 5	EFTPS - FEDERAL W/H				
Marc-2024FICA	PR Batch 00001.12.2024 FICA Employee Portio	759.83	12/16/2024	Check Sequence: 3 700-00-2174-0000	ACH Enabled: True PR Batch 00001.12.2024 FICA Employee
Marc-2024FICA	PR Batch 00001.12.2024 FICA Employer Portio	759.83	12/16/2024	700-00-2174-0000	PR Batch 00001.12.2024 FICA Employer I
PR-12-16-2024	PR Batch 00002.12.2024 Medicare Employee Pc	1,372.23	12/16/2024	700-00-2174-0000	PR Batch 00002.12.2024 Medicare Emplo
PR-12-16-2024	PR Batch 00002.12.2024 FICA Employee Portio	5,867.56	12/16/2024	700-00-2174-0000	PR Batch 00002.12.2024 FICA Employee
PR-12-16-2024	PR Batch 00002.12.2024 Federal Income Tax	10,265.68	12/16/2024	700-00-2172-0000	PR Batch 00002.12.2024 Federal Income T
PR-12-16-2024	PR Batch 00002.12.2024 Medicare Employer Po	1,372.23	12/16/2024	700-00-2174-0000	PR Batch 00002.12.2024 Medicare Emplo
PR-12-16-2024	PR Batch 00002.12.2024 FICA Employer Portio	5,867.56	12/16/2024	700-00-2174-0000	PR Batch 00002.12.2024 FICA Employer I
	Check Total:	26,264.92			
Vendor: 1165	FIDELITY SECURITY LIFE INSURANCE COMPANY				
December-2024	Vision - December-2024	288.28	12/16/2024	Check Sequence: 4 700-00-2186-0000	ACH Enabled: False
November-2024	Vision - November-2024	279.87	12/16/2024	700-00-2186-0000	
	Check Total:	568.15			
Vendor: 1510	GEN DIGITAL, INC.				
				Check Sequence: 5	ACH Enabled: True

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
December-2024	PR Batch 00002.12.2024 Protection Plan-Norton	115.89	12/16/2024	700-00-2188-0000	PR Batch 00002.12.2024 Protection Plan-N
	Check Total:	115.89			
Vendor: 6	HEALTH PARTNERS-MEDICAL			Check Sequence: 6	ACH Enabled: True
December-2024	PR Batch 00001.12.2024 Health Ins - CoPay-1	3,950.00	12/02/2024	700-00-2171-0000	PR Batch 00001.12.2024 Health Ins - CoPay
December-2024	PR Batch 00001.12.2024 Health Insurance-HSA	9,750.00	12/02/2024	700-00-2171-0000	PR Batch 00001.12.2024 Health Insurance
December-2024	PR Batch 00002.12.2024 Health Insurance-HSA	11,056.06	12/16/2024	700-00-2171-0000	PR Batch 00002.12.2024 Health Insurance
December-2024	PR Batch 00002.12.2024 Health Ins - CoPay-2+	5,211.58	12/16/2024	700-00-2171-0000	PR Batch 00002.12.2024 Health Ins - CoPay
	Check Total:	29,967.64			
Vendor: 1166	HEALTHPARTNER-DENTAL			Check Sequence: 7	ACH Enabled: True
December-2024	PR Batch 00002.12.2024 Dental + Joe Rigdon &	1,964.88	12/16/2024	700-00-2184-0000	PR Batch 00002.12.2024 Dental - Non Uni
	Check Total:	1,964.88			
Vendor: 2	ICMA RETIREMENT TRUST-302131-457			Check Sequence: 8	ACH Enabled: True
PR-12-16-2024	PR Batch 00002.12.2024 Deferred-MissionsSq-FI	2,275.00	12/16/2024	700-00-2176-0000	PR Batch 00002.12.2024 Deferred-Missior
	Check Total:	2,275.00			
Vendor: 11	MINNESOTA DEPARTMENT OF REVENUE			Check Sequence: 9	ACH Enabled: True
PR-12-16-2024	PR Batch 00002.12.2024 State Income Tax	4,459.82	12/16/2024	700-00-2173-0000	PR Batch 00002.12.2024 State Income Tax
	Check Total:	4,459.82			
Vendor: 1091	MSRS-MN DEFERRED COMP PLAN 457			Check Sequence: 10	ACH Enabled: True
PR-12-16-2024	PR Batch 00002.12.2024 Deferred Comp-MSRS	25.00	12/16/2024	700-00-2176-0000	PR Batch 00002.12.2024 Deferred Comp-N
	Check Total:	25.00			
Vendor: 665	OPTUM BANK			Check Sequence: 11	ACH Enabled: True
PR-12-16-2024	PR Batch 00002.12.2024 HSA-OPTUM BANK	806.25	12/16/2024	700-00-2183-0000	PR Batch 00002.12.2024 HSA-OPTUM B.
	Check Total:	806.25			
Vendor: 9	PERA			Check Sequence: 12	ACH Enabled: True
PR-12-16-2024	PR Batch 00002.12.2024 MN-PERA Deduction	6,021.05	12/16/2024	700-00-2175-0000	PR Batch 00002.12.2024 MN-PERA Dedu
PR-12-16-2024	PR Batch 00002.12.2024 MN PERA Benefit Em	6,947.38	12/16/2024	700-00-2175-0000	PR Batch 00002.12.2024 MN PERA Benel

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	12,968.43			
	Total for Check Run:	80,520.44			
	Total of Number of Checks:	12			
AP-Computer Check Proof List by Vendor (12/16/2024 - 1:55 PM)					
					Page 3

Accounts Payable

Computer Check Proof List by Vendor

User: mnguyen
Printed: 12/17/2024 - 12:32PM
Batch: 00004.12.2024 - AP-12-16-2024



Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 1513	A-1 OUTDOOR POWER			Check Sequence: 1	ACH Enabled: False
568102	Backpack Blower/Hand Trimmer	903.50	12/16/2024	101-32-4240-0000	
	Check Total:	903.50			
Vendor: 104	ADAM'S PEST CONTROL INC			Check Sequence: 2	ACH Enabled: True
4032445	Building Inspection-Shorewood#1114400	96.63	12/16/2024	101-19-4400-0000	
	Check Total:	96.63			
Vendor: 107	ALLIED BLACKTOP COMPANY			Check Sequence: 3	ACH Enabled: False
12572	Granite Rock-Road MTCE	600.00	12/16/2024	101-32-4250-0000	
	Check Total:	600.00			
Vendor: 817	ARCPOINT LABS OF EDINA			Check Sequence: 4	ACH Enabled: False
14045	Drug Testing	79.75	12/16/2024	101-32-4305-0000	
	Check Total:	79.75			
Vendor: 1412	ARVIG			Check Sequence: 5	ACH Enabled: False
December-2024	Account #00031010490014 - December-2024-S	403.95	12/16/2024	101-19-4321-0000	
	Check Total:	403.95			
Vendor: 1509	BLUE NET INC			Check Sequence: 6	ACH Enabled: True
61481	Computer-Laptop-Andrew	1,741.83	12/16/2024	403-00-4640-0000	
61498	Monthly Network Service	3,154.20	12/16/2024	101-19-4321-0000	
	Check Total:	4,896.03			
Vendor: 677	BOLTON & MENK, INC.			Check Sequence: 7	ACH Enabled: True
351349	Pond Maintenance	1,643.50	12/16/2024	631-00-4303-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
351350	General Engineering	15,013.00	12/16/2024	101-31-4303-0000	
351350	General Engineering - 5570/5580 Shorewood Ln	92.00	12/16/2024	880-00-2200-0000	
351350	General Engineering - 26125 Birch Bluff-Encroa	285.00	12/16/2024	880-00-2200-0000	
351350	General Engineering - 26275 Smithtown Road	92.00	12/16/2024	880-00-2200-0000	
351351	2024 Mill & Overlay/Smithtown	583.50	12/16/2024	419-00-4303-0000	
351352	Pavement Markings	536.50	12/16/2024	404-00-4620-0007	
351353	Sanitary Cleaning & Televising	3,306.50	12/16/2024	611-00-4303-0000	
351354	26275 Smithtown Road-Denman	308.50	12/16/2024	880-00-2200-0000	
351354	26275 Smithtown Road-Denman	73.50	12/16/2024	101-00-3414-0000	
351356	Eureka Road Street & Utility	668.50	12/16/2024	418-00-4303-0000	
351357	Freeman Park Trail Improvement	76.50	12/16/2024	402-00-4303-0000	
351358	Galpin Lake Road-SRTS Grant Prep	504.00	12/16/2024	101-31-4303-0000	
351359	GIS-Utilities-Water	1,102.50	12/16/2024	601-00-4303-0000	
351359	GIS-Utilities-Stormwater	800.50	12/16/2024	631-00-4303-0000	
351359	GIS-Utilities-Street	624.00	12/16/2024	101-31-4303-0000	
351359	GIS-Utilities-Sewer	538.50	12/16/2024	611-00-4303-0000	
351360	Lake Park Villas-24250 Smithtown Rd-TSML Pr	298.00	12/16/2024	101-00-3414-0000	
351361	Maple Shores Development-Chamberlain Capita	298.00	12/16/2024	101-00-3414-0000	
351362	MS4 Administration	92.00	12/16/2024	631-00-4302-0009	
351363	Pavement Management Plan	7,018.00	12/16/2024	404-00-4620-0007	
351364	SE Area Water Improvement-Well MTCE	15,140.50	12/16/2024	211-00-4303-0000	
351365	Shorewood Ln Ravine Restore	983.00	12/16/2024	631-00-4303-0000	
351366	Smithtown Pond -Pond Construction Admin	899.50	12/16/2024	631-00-4303-0000	
351368	TH 7 Corridor Study	573.00	12/16/2024	101-19-4303-0000	
351369	Walnut Grove Villas - Shaeftco	298.00	12/16/2024	101-00-3414-0000	
Check Total:		51,848.50			
Vendor: 1221	CAMPBELL KNUTSON P.A.			Check Sequence: 8	ACH Enabled: True
3526-0000G-35	General Matters/Administration-6040 Cajed Lan	36.40	12/16/2024	880-00-2200-0000	
3526-0000G-35	General Matters/Administration-261235 Birch B	345.80	12/16/2024	880-00-2200-0000	
3526-0000G-35	General Matters/Administration	3,257.80	12/16/2024	101-16-4304-0000	
3526-0001G-35	Planning & Zoning Services-Excelsior Woods-2(	91.00	12/16/2024	880-00-2200-0000	
3526-0001G-35	Planning & Zoning Services	200.20	12/16/2024	101-16-4304-0000	
3526-0002G-29	Public Works-26125 Birch Bluff Road-Encroach	109.20	12/16/2024	880-00-2200-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
3526-0002G-29	Public Works	236.60	12/16/2024	101-16-4304-0000	
3526-0009G-23	Code Enforcement-5815 Club Lane	249.40	12/16/2024	101-16-4304-0000	
3526-0504G-8	Escrow Service-Excelsior Woods-20325 Excelsior	160.50	12/16/2024	880-00-2200-0000	
3526-0999G-38	Prosecution	17.00	12/16/2024	101-16-4304-0000	
	Check Total:	4,703.90			
Vendor: 915	CINTAS			Check Sequence: 9	ACH Enabled: False
5241167707	PW's-First Aid Supplies	78.64	12/16/2024	101-32-4400-0000	
5242533507	City Hall-First Aid Supplies	90.12	12/16/2024	101-19-4223-0000	
	Check Total:	168.76			
Vendor: 1361	COSTCO-CITI CARDS			Check Sequence: 10	ACH Enabled: True
Nelia-12-04-2024	General Supplies	122.86	12/16/2024	101-13-4245-0000	
	Check Total:	122.86			
Vendor: 865	DEM-CON COMPANIES			Check Sequence: 11	ACH Enabled: False
21694	Sweeping Disposal	162.34	12/16/2024	631-00-4400-0000	
	Check Total:	162.34			
Vendor: 1353	DIVERSIFIED PLUMBING & HEATING, INC.			Check Sequence: 12	ACH Enabled: False
41302	PW's Dryer Installation	1,141.00	12/16/2024	101-32-4223-0000	
41323	Fix Heater @ Amesbury	3,394.49	12/16/2024	601-00-4223-0000	
	Check Total:	4,535.49			
Vendor: 1514	FURY FORD WACONIA			Check Sequence: 13	ACH Enabled: False
80913	Vehicle MTCE Part	43.24	12/16/2024	101-32-4221-0000	
	Check Total:	43.24			
Vendor: 211	HAWKINS, INC.			Check Sequence: 14	ACH Enabled: True
6931043	Chlorine for Water Treatment	1,293.58	12/16/2024	601-00-4245-0000	
6937697	Chemical Tank Rental	110.00	12/16/2024	601-00-4400-0000	
	Check Total:	1,403.58			
Vendor: 216	HENNEPIN COUNTY RECORDER'S OFFICE			Check Sequence: 15	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Easement-Storda	Record Service-Easement-ROW-Suzanne Storda	92.00	12/16/2024	101-13-4400-0000	Record
	Check Total:	92.00			
Vendor: 471	HENNEPIN COUNTY ACCOUNTS RECEIVABLE			Check Sequence: 16	ACH Enabled: False
122426	SA Levy #21252 Lump Fee	6.00	12/16/2024	601-00-4400-0000	
	Check Total:	6.00			
Vendor: 689	HENNEPIN COUNTY ACCOUNTS RECEIVABLE			Check Sequence: 17	ACH Enabled: False
1000235831	REC0001086-View Recorded Documents	12.50	12/16/2024	101-18-4400-0000	RecordEase Payment
	Check Total:	12.50			
Vendor: 215	HENNEPIN COUNTY INFORMATION TECHNOLOGY DEPARTMENT			Check Sequence: 18	ACH Enabled: True
1000236339	Monthly Radio Fleet & MESB	222.24	12/16/2024	601-00-4321-0000	
	Check Total:	222.24			
Vendor: 1456	HKGi			Check Sequence: 19	ACH Enabled: False
024-035-3	Subdivision Ordinance Amendments	3,662.50	12/16/2024	101-18-4400-0000	
	Check Total:	3,662.50			
Vendor: 896	HUEBSCH SERVICES			Check Sequence: 20	ACH Enabled: True
20368226	SCEC - Mats	79.35	12/16/2024	201-00-4223-0000	
	Check Total:	79.35			
Vendor: 1519	ISHA FOUNDATION INC.			Check Sequence: 21	ACH Enabled: False
Deposit2022 Ref	Rental Deposit in 2022 Refund	200.00	12/16/2024	201-00-3410-0000	
	Check Total:	200.00			
Vendor: 1355	JDP ELECTRICAL SERVICES, INC.			Check Sequence: 22	ACH Enabled: False
9445	General Work @ Cather-Badger & PWs	1,153.95	12/16/2024	101-52-4223-0000	
9445	General Work @ Cather-Badger & PWs	1,000.00	12/16/2024	101-32-4223-0000	
	Check Total:	2,153.95			
Vendor: 1515	KATH FUEL OIL SERVICE CO.			Check Sequence: 23	ACH Enabled: False
815647	Bulk Engine Oil	1,282.00	12/16/2024	101-32-4212-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 1291 03-1124219	Check Total:	1,282.00			
	LANO EQUIPMENT, INC				ACH Enabled: False
	Toolcat Boom	2,888.18	12/16/2024	Check Sequence: 24 101-32-4221-0000	
	Check Total:	2,888.18			
	M & M INSULATION				ACH Enabled: False
Vendor: 1516 1872-Attic 1873-Attic	Insulation -Eddy Station	2,005.61	12/16/2024	Check Sequence: 25 101-52-4223-0000	
	Insulation -Amesbury	1,159.02	12/16/2024	601-00-4223-0000	
	Check Total:	3,164.63			
Vendor: 1378 1327 1327 1329	MAYA MAINTENANCE LLC				ACH Enabled: True
	Janitorial Services-SCEC-Event Setup/Teardown	157.50	12/16/2024	Check Sequence: 26 201-00-4248-0000	
	Janitorial Services-SCEC	460.00	12/16/2024	201-00-4400-0000	
	Janitorial Services-PWs Building	303.00	12/16/2024	101-32-4400-0000	
Vendor: 283 INV2659512	Check Total:	920.50			
	METRO SALES, INC.				ACH Enabled: True
	Ricoh/MP-C3002 Color Copier	500.00	12/16/2024	Check Sequence: 27 101-19-4221-0000	Ricoh/MP-C3002 Color Copier
Vendor: 1281 PV#10-SmtwnPd&Shv	Check Total:	500.00			
	MEYER CONTRACTING, INC				ACH Enabled: False
	PV#10-Smithtown Pond-Shorewood Oaks Drain	53,206.40	12/16/2024	Check Sequence: 28 412-00-4680-0000	
	Check Total:	53,206.40			
Vendor: 1039 81250	MID-COUNTY COOP				ACH Enabled: True
	Fuel	584.68	12/16/2024	Check Sequence: 29 101-32-4212-0000	
	Check Total:	584.68			
Vendor: 886 6Background	MINNESOTA BUREAU OF CRIMINAL APPREHENSION				ACH Enabled: False
	6 Background Check	199.50	12/16/2024	Check Sequence: 30 101-13-4400-0000	
	Check Total:	199.50			
Vendor: 1517	MINNESOTA EQUIPMEMT			Check Sequence: 31	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
E23547	Lawn/Brush Mower	30,901.10	12/16/2024	403-00-4620-0000	
	Check Total:	30,901.10			
Vendor: 1149	NEW LOOK CONTRACTING, INC.			Check Sequence: 32	ACH Enabled: False
PV#10-BBR-S&U	PV#10-Birch Bluff Rd Street & Utility Improver	297,849.61	12/16/2024	414-00-4680-0000	
	Check Total:	297,849.61			
Vendor: 1161	NORTHWEST ASPHALT, INC			Check Sequence: 33	ACH Enabled: False
PV#5-2024-M&O	PV#5-2024 Mill & Overlay & Smithtown Rd Dr	59,722.44	12/16/2024	419-00-4680-0000	
	Check Total:	59,722.44			
Vendor: 903	PERRILL			Check Sequence: 34	ACH Enabled: True
263504	ROWay Web App-Monthly	75.00	12/16/2024	601-00-4400-0000	
263504	ROWay Web App-Monthly	75.00	12/16/2024	611-00-4400-0000	
	Check Total:	150.00			
Vendor: 452	PREHALL ELECTRIC INC.			Check Sequence: 35	ACH Enabled: False
1471	Fix City Hall Flag & Entry Light	230.00	12/16/2024	101-19-4223-0000	
	Check Total:	230.00			
Vendor: 864	QUALITY FLOW SYSTEMS, INC.			Check Sequence: 36	ACH Enabled: True
48051	Field Repair- L.Ss	4,875.00	12/16/2024	611-00-4221-0000	
	Check Total:	4,875.00			
Vendor: 1520	JASON & YVONNE RING			Check Sequence: 37	ACH Enabled: False
24240Yellow	Escrow Refund - 24240 Yellowstone Trail	6,150.00	12/16/2024	880-00-2200-0000	
	Check Total:	6,150.00			
Vendor: 1063	RYAN LaPOINTE			Check Sequence: 38	ACH Enabled: False
ROW#273258	Security Deposit Refund-ROW Permit#273258-4	2,000.00	12/16/2024	880-00-2200-0000	
ROW#273367	Security Deposit Refund-ROW Permit#273367 -	2,000.00	12/16/2024	880-00-2200-0000	
	Check Total:	4,000.00			
Vendor: 305	SAFEBUILT LLC-LOCKBOX #88135			Check Sequence: 39	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
1005517	Inspection Services	775.37	12/16/2024	101-24-4400-0000	
	Check Total:	775.37			
Vendor: 1424	SHADYWOOD TREE EXPERTS & LANDSCAPING			Check Sequence: 40	ACH Enabled: True
52706	Tree Services	6,265.00	12/16/2024	101-32-4400-0000	
	Check Total:	6,265.00			
Vendor: 1363	SKYLINE SALT SOLUTIONS			Check Sequence: 41	ACH Enabled: True
104159	Road Salt	2,407.37	12/16/2024	101-33-4245-0000	
	Check Total:	2,407.37			
Vendor: 366	BRUCE STARK			Check Sequence: 42	ACH Enabled: False
2024-RubberBoot	Rubber Boots Reimbursement	89.99	12/16/2024	101-32-4245-0000	
	Check Total:	89.99			
Vendor: 694	TIMESAVER OFF SITE SECRETARIAL, INC.			Check Sequence: 43	ACH Enabled: True
M29737	Council Meeting	546.88	12/16/2024	101-13-4400-0000	
M29738	Park Meeting	206.50	12/16/2024	101-53-4400-0000	
M29739	Planning Meeting	206.50	12/16/2024	101-18-4400-0000	
	Check Total:	959.88			
Vendor: 1348	TOSHIBA AMERICA BUSINESS SOLUT			Check Sequence: 44	ACH Enabled: True
5032399570	SCEC - Printer Lease-Acct#450-0107118-000	130.07	12/16/2024	201-00-4400-0000	
	Check Total:	130.07			
Vendor: 612	TWIN CITY GARAGE DOOR COMPANY			Check Sequence: 45	ACH Enabled: True
397797656	Repair Garage Door	60.00	12/16/2024	101-32-4223-0000	
	Check Total:	60.00			
Vendor: 386	TWIN CITY WATER CLINIC			Check Sequence: 46	ACH Enabled: True
21519	Monthly Water Testing	120.00	12/16/2024	601-00-4400-0000	
	Check Total:	120.00			
Vendor: 421	VERIZON WIRELESS			Check Sequence: 47	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
6100111115	612-581-3931-Marc Nevinski	46.39	12/16/2024	101-13-4321-0000	Acct #842017386-00001
6100111115	612-581-2856-Eric Wilson	41.39	12/16/2024	101-13-4321-0000	Acct #842017386-00001
6100111115	612-581-5835-Mitchell Czech	41.39	12/16/2024	201-00-4321-0000	Acct #842017386-00001
6100111115	612-581-4949-Sandie Thone	41.39	12/16/2024	101-13-4321-0000	Acct #842017386-00001
6100111115	612-581-3780-Marie Darling	41.39	12/16/2024	101-18-4321-0000	Acct #842017386-00001
6100111115	763-204-5849-Jake Griffiths	41.39	12/16/2024	101-18-4321-0000	
6100111115	612-581-6609-Wade Woodward	41.39	12/16/2024	101-24-4321-0000	Acct #842017386-00001
6100111115	612-292-2968/7023/1196 & 612-368-0176	164.18	12/16/2024	101-52-4321-0000	Acct #842017386-00001
6100111115	612-581-4018-Jeanne Schmuck	46.39	12/16/2024	101-18-4321-0000	Acct #842017386-00001
Check Total:		505.30			
Vendor: 405	WESTSIDE WHOLESALE TIRE & SUPPLY				ACH Enabled: True
955043	Tires & Installation	762.08	12/16/2024	Check Sequence: 48 101-32-4221-0000	
Check Total:		762.08			
Vendor: 875	WS & D PERMIT SERVICE, INC.				ACH Enabled: False
Permit#5232-Ref	Building Permit #5232 Cancelled & Refunded	67.50	12/16/2024	Check Sequence: 49 101-24-3221-0000	
Permit#5232-Ref	Building Permit #5232 Cancelled & Refunded	0.50	12/16/2024	101-00-2085-0000	
Check Total:		68.00			
Vendor: 411	XCEL ENERGY, INC.				ACH Enabled: True
906270946	5500 Old Market Rd	57.62	12/16/2024	Check Sequence: 50 601-00-4398-0000	5500 Old Market Rd
906312465	5655 Merry Lane	28.88	12/16/2024	101-52-4380-0000	5655 Merry Lane
Check Total:		86.50			
Total for Check Run:		555,250.67			
Total of Number of Checks:		50			

Accounts Payable

Computer Check Proof List by Vendor

User: mnguyen
Printed: 12/17/2024 - 12:52PM
Batch: 00005.12.2024 - PR-12-16-2024-legalshield



Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 1512	PRE-PAID LEGAL SERVICES, INC				ACH Enabled: True
December-2024	PR Batch 00002.12.2024 Protection Plan-Legals	197.55	12/16/2024	Check Sequence: 1 700-00-2187-0000	PR Batch 00002.12.2024 Protection Plan-L
	Check Total:	197.55			
	Total for Check Run:	197.55			
	Total of Number of Checks:	1			

Accounts Payable

Computer Check Proof List by Vendor

User: mnguyen
Printed: 12/27/2024 - 10:08AM
Batch: 00006.12.2024 - AP-12-27-2024



Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 105 INV346304	ADVANCED IMAGING SOLUTIONS			Check Sequence: 1	ACH Enabled: True
	Konica Minolta/C658 Copier	1,597.71	12/15/2024	101-19-4221-0000	
	Check Total:	1,597.71			
Vendor: 868 Nov-2024-AndyE.	BANK OF MONTREAL			Check Sequence: 2	ACH Enabled: True
	Fuels	63.23	12/15/2024	101-32-4212-0000	
Nov-2024-Brenda	USPS	12.24	12/15/2024	101-13-4208-0000	
Nov-2024-Brenda	Cub Foods	93.27	12/15/2024	101-14-4245-0000	
Nov-2024-Brenda	Caribou-Elections	92.20	12/15/2024	101-14-4245-0000	
Nov-2024-BruceS	Shorewood True	33.56	12/15/2024	101-32-4245-0000	
Nov-2024-BruceS	Fuels	273.66	12/15/2024	101-32-4212-0000	
Nov-2024-ChrisH	Amazon-Batteries	66.30	12/15/2024	101-32-4200-0000	
Nov-2024-ChrisH	Zamoth Brush-Sweeper Brooms	1,540.00	12/15/2024	101-32-4245-0000	
Nov-2024-ChrisH	Joey Nova-Winter Training Lunch	163.19	12/15/2024	101-32-4331-0000	
Nov-2024-ChrisH	Amazon-Sign Post Puller	102.99	12/15/2024	101-32-4245-0000	
Nov-2024-ChrisH	Amazon-Relief Valve	114.00	12/15/2024	601-00-4245-0000	
Nov-2024-ChrisH	Fuels	93.48	12/15/2024	101-32-4212-0000	
Nov-2024-ChrisH	Amazon-Trail Markers	149.95	12/15/2024	101-33-4245-0000	
Nov-2024-ChrisH	Navarre	8.97	12/15/2024	101-32-4245-0000	
Nov-2024-ChrisH	Amazon-Electronic Level	320.62	12/15/2024	101-32-4245-0000	
Nov-2024-ChrisH	Hach-Water Testing	443.95	12/15/2024	601-00-4245-0000	
Nov-2024-ChrisP	Shorewood True	53.98	12/15/2024	101-32-4245-0000	
Nov-2024-ChrisP	Fuels	392.58	12/15/2024	101-32-4212-0000	
Nov-2024-ChrisP	MN Minnetrista-Sweeping Disposal	288.00	12/15/2024	601-00-4400-0000	
Nov-2024-CityCard	Chanhassen-18505-000-Water Charge	6.63	12/15/2024	601-00-4263-0000	
Nov-2024-CityCard	AT&T - Wade's Ipad	23.49	12/15/2024	101-24-4321-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Nov-2024-CityCard	Chanhassen-18505-001-Water Charge	1,645.05	12/15/2024	601-00-4263-0000	
Nov-2024-CityCard	Republic Svc-Nov-Will refund in Dec	13,611.90	12/15/2024	621-00-4400-0000	
Nov-2024-CityCard	Republic Services-Residents Recycling Svcs	13,611.90	12/15/2024	621-00-4400-0000	
Nov-2024-CityCard	Curbside Waste-Public Works	420.99	12/15/2024	101-32-4400-0000	
Nov-2024-CityCard	Republic Services-Organic Recycling	390.00	12/15/2024	621-00-4400-0026	
Nov-2024-CityCard	Culligan Bottled Water - C.H.	40.00	12/15/2024	101-19-4245-0000	
Nov-2024-CityCard	Curbside Waste-SSCC	132.97	12/15/2024	201-00-4400-0000	
Nov-2024-EricW.	Amazon	23.68	12/15/2024	101-13-4245-0000	
Nov-2024-EricW.	Target-Frames	65.12	12/15/2024	101-19-4245-0000	
Nov-2024-EricW.	Dnh Domain-AF Domain Transfer	35.16	12/15/2024	101-53-4441-0000	
Nov-2024-EricW.	Dnh Domain- Domain Transfer	34.16	12/15/2024	101-13-4400-0000	
Nov-2024-EricW.	Zoom-Subscription	173.53	12/15/2024	101-13-4433-0000	
Nov-2024-EricW.	Joey Novas	72.18	12/15/2024	101-14-4245-0000	
Nov-2024-EricW.	Amazon	59.39	12/15/2024	621-00-4400-0026	
Nov-2024-EricW.	Caribou	89.93	12/15/2024	101-14-4245-0000	
Nov-2024-Jeanne	League of MN- Webinar	25.00	12/15/2024	101-15-4331-0000	
Nov-2024-Jeremy	Rock Auto-Trailer Parts	136.56	12/15/2024	101-32-4221-0000	
Nov-2024-Jeremy	Nte - Truck Parts	75.92	12/15/2024	101-32-4221-0000	
Nov-2024-Jeremy	Menards	24.95	12/15/2024	101-33-4245-0000	
Nov-2024-Jeremy	Fuels	334.92	12/15/2024	101-32-4212-0000	
Nov-2024-Jeremy	Shorewood True	25.98	12/15/2024	101-32-4221-0000	
Nov-2024-Jeremy	Carquest	119.98	12/15/2024	101-32-4212-0000	
Nov-2024-Jeremy	Carquest	334.33	12/15/2024	101-32-4221-0000	
Nov-2024-Jeremy	Carquest	49.30	12/15/2024	101-32-4221-0000	
Nov-2024-Jeremy	Nte-Diesel	59.66	12/15/2024	101-32-4212-0000	
Nov-2024-Jeremy	Sawagain	19.36	12/15/2024	101-32-4245-0000	
Nov-2024-MarcN.	Amazon-Book-Mastering CC Meetings	24.60	12/15/2024	101-11-4245-0000	
Nov-2024-MattM.	Sam's	499.75	12/15/2024	101-32-4245-0000	
Nov-2024-MattM.	Amazon-Pet Waste Bags	203.95	12/15/2024	101-32-4245-0000	
Nov-2024-MattM.	Plunketts Pest Control-Pest Svc-PW's	90.00	12/15/2024	101-32-4400-0000	
Nov-2024-MattM.	In Enabling Elements- Communication	17.00	12/15/2024	601-00-4321-0000	
Nov-2024-MattV.	Fuels	750.11	12/15/2024	101-32-4212-0000	
Nov-2024-MattV.	Cub Foods	34.90	12/15/2024	101-32-4245-0000	
Nov-2024-MattV.	Home Depot-Thermostat	138.92	12/15/2024	101-32-4223-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Nov-2024-MitchC	Amazon-Desk Supplies	47.47	12/15/2024	201-00-4200-0000	
Nov-2024-MitchC	Amazon	36.15	12/15/2024	201-00-4200-0000	
Nov-2024-MitchC	Tide Dry Cleaner	178.00	12/15/2024	201-00-4400-0000	
Nov-2024-MitchC	Punketts Pest Control-Pest Svc-SCEC	90.00	12/15/2024	201-00-4400-0000	
Nov-2024-NeliaC	Hobby Lobby	19.42	12/15/2024	101-13-4245-0000	
Nov-2024-NeliaC	Joey Novas-Elections	794.62	12/15/2024	101-14-4245-0000	
Nov-2024-NeliaC	Shorewood True-Elections	121.51	12/15/2024	101-14-4245-0000	
Nov-2024-NeliaC	Staples-Elections	97.64	12/15/2024	101-14-4245-0000	
Nov-2024-NeliaC	McDonalds	46.06	12/15/2024	101-13-4245-0000	
Nov-2024-NeliaC	Sam's	222.54	12/15/2024	101-13-4245-0000	
Nov-2024-NeliaC	Target	4.33	12/15/2024	101-19-4245-0000	
Nov-2024-NeliaC	Dollar Tree	8.14	12/15/2024	101-13-4245-0000	
Nov-2024-NeliaC	Amazon	38.18	12/15/2024	101-13-4200-0000	
Nov-2024-NeliaC	Sam's	222.50	12/15/2024	101-19-4245-0000	
Nov-2024-NeliaC	Odp busines	156.97	12/15/2024	101-13-4200-0000	
Nov-2024-NeliaC	Amazon	36.98	12/15/2024	101-19-4245-0000	
Nov-2024-NeliaC	Caribou-Elections	44.40	12/15/2024	101-14-4245-0000	
Nov-2024-NeliaC	Dollar Tree	10.85	12/15/2024	101-13-4245-0000	
Nov-2024-NeliaC	Amazon-Elections	93.84	12/15/2024	101-14-4245-0000	
Nov-2024-NeliaC	Kowalskis	19.17	12/15/2024	101-13-4245-0000	
Nov-2024-NeliaC	Catering by Kowalskis-Elections	964.87	12/15/2024	101-14-4245-0000	
Nov-2024-Robert	Fuels	153.01	12/15/2024	101-32-4212-0000	
Nov-2024-RyanB.	Home Depot- Wood Lath-Snow	61.45	12/15/2024	101-33-4245-0000	
Nov-2024-RyanB.	Fuels	210.49	12/15/2024	101-32-4212-0000	
Nov-2024-RyanB.	Shorewood True	19.99	12/15/2024	101-32-4223-0000	
Nov-2024-RyanB.	Shorewood True	49.51	12/15/2024	101-32-4245-0000	
Nov-2024-Sandie	Kowalskis	66.95	12/15/2024	101-13-4245-0000	
Nov-2024-Sandie	Amazon	44.42	12/15/2024	101-13-4200-0000	
Nov-2024-Sandie	Jerry's Woodbury	57.95	12/15/2024	101-14-4245-0000	
Nov-2024-Sandie	Caribou	25.98	12/15/2024	101-14-4245-0000	
Nov-2024-TimK.	Fuels	537.60	12/15/2024	101-32-4212-0000	
Nov-2024-TimK.	Shorewood True	51.46	12/15/2024	601-00-4245-0000	
Nov-2024-TimK.	MN Minnetristia-Wood Disposal	273.00	12/15/2024	101-32-4400-0000	
Nov-2024-TimK.	Shorewood True	10.40	12/15/2024	601-00-4223-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Nov-2024-TimK.	Bachman-Tree Guard	242.12	12/15/2024	101-52-4247-0000	
Nov-2024-ToddR.	Shorewood True	14.79	12/15/2024	101-32-4223-0000	
Nov-2024-ToddR.	Shorewood True	34.99	12/15/2024	101-32-4245-0000	
Nov-2024-ToddR.	MN Minnetrista-Sweeping Disposal	52.50	12/15/2024	631-00-4400-0000	
Nov-2024-ToddR.	Fuels	524.61	12/15/2024	101-32-4212-0000	
Nov-2024-WadeW.	Wade's Fuel	112.01	12/15/2024	101-24-4212-0000	
Check Total:		43,504.31			
Vendor: UB*00645	CCS WALNUT GROVE VILLAS LLC			Check Sequence: 3	ACH Enabled: False
	Refund Check 006379-014, 25495 Park Ln	12.03	12/26/2024	621-00-2010-0000	
	Refund Check 006379-014, 25495 Park Ln	13.14	12/26/2024	601-00-2010-0000	
	Refund Check 006379-014, 25495 Park Ln	28.08	12/26/2024	611-00-2010-0000	
	Refund Check 006379-014, 25495 Park Ln	12.03	12/26/2024	631-00-2010-0000	
Check Total:		65.28			
Vendor: 1035	NELIA CRISWELL #8574			Check Sequence: 4	ACH Enabled: True
5Year-Svc	5-Year Employee Recognition	50.00	12/15/2024	101-11-4245-0000	
Nov-Dec-2024	Reimbursement- Mileages-Nov-Dec/24	46.90	12/15/2024	101-13-4331-0000	
Nov-Dec-2024	Reimbursement- Amazon Exp	15.18	12/15/2024	101-19-4245-0000	
Check Total:		112.08			
Vendor: 846	ALICE MARIE DARLING			Check Sequence: 5	ACH Enabled: True
2024-Mileage	2024 Mileage Reimbursement	165.49	12/15/2024	101-18-4331-0000	
Check Total:		165.49			
Vendor: UB*00646	Steven & Becky Debol			Check Sequence: 6	ACH Enabled: False
	Refund Check 005817-000, 19220 Mckinley Ct	6.02	12/26/2024	631-00-2010-0000	
	Refund Check 005817-000, 19220 Mckinley Ct	14.07	12/26/2024	611-00-2010-0000	
	Refund Check 005817-000, 19220 Mckinley Ct	12.05	12/26/2024	601-00-2010-0000	
	Refund Check 005817-000, 19220 Mckinley Ct	6.03	12/26/2024	621-00-2010-0000	
Check Total:		38.17			
Vendor: 1353	DIVERSIFIED PLUMBING & HEATING, INC.			Check Sequence: 7	ACH Enabled: True
41395	Elkay Bottle Filler	2,586.86	12/15/2024	101-32-4245-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
41395	Drinking Fountain & Labor Fee	1,531.00	12/15/2024	101-32-4223-0000	
	Check Total:	4,117.86			
Vendor: 1366	GILBERT MECHANICAL CONTRACTORS, LLC			Check Sequence: 8	ACH Enabled: True
253881	Utility Room Heater	594.76	12/15/2024	201-00-4223-0000	
	Check Total:	594.76			
Vendor: 1523	JACOB GRIFFITHS			Check Sequence: 9	ACH Enabled: False
2024-Mileage	2024-Mileage Reimbursement	94.47	12/15/2024	101-18-4331-0000	
	Check Total:	94.47			
Vendor: 216	HENNEPIN COUNTY RECORDER'S OFFICE			Check Sequence: 10	ACH Enabled: False
Hashbarger-24	Record Service-Grant of Permanent Easement- I	46.00	12/15/2024	101-13-4400-0000	Record
Res#24-042	Record Service-Res#24-042-Approving Partial V	46.00	12/15/2024	101-13-4400-0000	Record
Res#24-098	Record Service-Res#24-098-CUP-19660 Sweetv	46.00	12/15/2024	101-13-4400-0000	Record
	Check Total:	138.00			
Vendor: 896	HUEBSCH SERVICES			Check Sequence: 11	ACH Enabled: True
20371668	City Hall - Mats	267.67	12/15/2024	101-19-4223-0000	
	Check Total:	267.67			
Vendor: UB*00647	Patrick & Mary Hurley			Check Sequence: 12	ACH Enabled: False
	Refund Check 005036-000, 4635 Bayswater Rd	54.36	12/26/2024	601-00-2010-0000	
	Refund Check 005036-000, 4635 Bayswater Rd	27.18	12/26/2024	621-00-2010-0000	
	Refund Check 005036-000, 4635 Bayswater Rd	27.18	12/26/2024	631-00-2010-0000	
	Refund Check 005036-000, 4635 Bayswater Rd	63.41	12/26/2024	611-00-2010-0000	
	Check Total:	172.13			
Vendor: 1332	JERRY'S PRINTING			Check Sequence: 13	ACH Enabled: False
98205	Name Badges	52.44	12/15/2024	101-13-4351-0000	
	Check Total:	52.44			
Vendor: 1515	KATH FUEL OIL SERVICE CO.			Check Sequence: 14	ACH Enabled: False
816807	Bulk Engine Oil	1,344.01	12/15/2024	101-32-4212-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
816843	Bulk Engine Oil	1,245.50	12/15/2024	101-32-4212-0000	
	Check Total:	2,589.51			
Vendor: 313 December-2024	MICHELLE THU-THAO NGUYEN Mileage Reimbursement	22.11	12/15/2024	Check Sequence: 15 101-15-4331-0000	ACH Enabled: True
	Check Total:	22.11			
Vendor: 325 1831228	ON SITE SANITATION -TWIN CITIES South Shore-5355 St Albans Bay	82.60	12/15/2024	Check Sequence: 16 101-52-4400-0000	ACH Enabled: True
1831229	Freeman Park-6000 Eureka Rd	82.60	12/15/2024	101-52-4400-0000	
1831230	Christmas Lk Rd-5625 Merry Ln	185.26	12/15/2024	101-52-4400-0000	
1831231	Cathcart Park-26655 W- 62nd St	82.60	12/15/2024	101-52-4400-0000	
1831232	Silverwood Pk-5755 Covington R	82.60	12/15/2024	101-52-4400-0000	
	Check Total:	515.66			
Vendor: 336 1026527272	PITNEY BOWES BANK INC PURCHASE POWER Acct #8000-9000-0743-8223-Ref:BPB#3518081	257.97	12/15/2024	Check Sequence: 17 101-13-4208-0000	ACH Enabled: True
3106943071	Contract # 0041062415-Postage Machine	195.00	12/15/2024	101-13-4208-0000	
	Check Total:	452.97			
Vendor: 108 2025-Lic-Refund	REPUBLIC SERVICES 2025- Hauler's Application Overpaid Refund	75.00	12/15/2024	Check Sequence: 18 101-00-3215-0000	ACH Enabled: False
	Check Total:	75.00			
Vendor: 1324 INV301783	SAFE-FAST INC. Gloves	138.60	12/15/2024	Check Sequence: 19 101-32-4245-0000	ACH Enabled: True
	Check Total:	138.60			
Vendor: 1424 52729	SHADYWOOD TREE EXPERTS & LANDSCAPING Tree Services	3,173.00	12/15/2024	Check Sequence: 20 101-32-4400-0000	ACH Enabled: True
	Check Total:	3,173.00			
Vendor: 1521 400227333	SOUTHWEST METRO CHAMBER OF COMMERCE SW Chamber Advertising	299.00	12/15/2024	Check Sequence: 21 201-00-4351-0000	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 1522 2025-LicenseRef	Check Total:	299.00			
	SUBURBAN WASTE MN				ACH Enabled: False
	2025 - Hauler's Application Overpaid Refund	75.00	12/15/2024	Check Sequence: 22 101-00-3215-0000	
	Check Total:	75.00			
Vendor: 1348 5032514403	TOSHIBA AMERICA BUSINESS SOLUT				ACH Enabled: True
	PW's - Printer Lease-Acct#450-0104647-000	150.69	12/15/2024	Check Sequence: 23 101-32-4400-0000	
	Check Total:	150.69			
	VESCO, INC				ACH Enabled: True
Vendor: 393 96261 96262	Parts	914.92	12/15/2024	Check Sequence: 24 601-00-4221-0000	
	Parts	60.79	12/15/2024	601-00-4221-0000	
	Check Total:	975.71			
	WINDSTREAM				ACH Enabled: True
Vendor: 327 76756385 76756385 76756385 76756385 76756385	City of Shwd-West Tower	196.56	12/15/2024	Check Sequence: 25 601-00-4321-0000	
	Badger-Manor-Cathcart Parks	389.00	12/15/2024	101-52-4321-0000	
	City Hall	206.50	12/15/2024	101-19-4321-0000	
	City of Shwd- Badger Well	65.93	12/15/2024	601-00-4395-0000	
	Public Works	127.80	12/15/2024	101-32-4321-0000	
	Check Total:	985.79			
Vendor: 411 907691314 907691314 907691314 907691314 907691314 907691314 907691314 907691314 907691314 908118313 908133534	XCEL ENERGY, INC.			Check Sequence: 26	ACH Enabled: True
	Lift Station Street Lights	-95.92	12/15/2024	611-00-4380-0000	L.S. Street Lights
	SE Area Service	-348.59	12/15/2024	601-00-4398-0000	S.E. Area Svc
	C.H. Svcs	-97.49	12/15/2024	101-19-4380-0000	C.H. Svcs
	Amesbury	-41.53	12/15/2024	601-00-4394-0000	Amesbury
	P.W. Bldg Svc	-56.49	12/15/2024	101-32-4380-0000	P.W. Bldg Svc
	P.W. Street Lights Svc	2,744.31	12/15/2024	101-32-4399-0000	P.W. Street Lights Svc
	Boulder Bridge	-15.20	12/15/2024	601-00-4396-0000	Boulder Bridge
	Parks	37.08	12/15/2024	101-52-4380-0000	Parks
	24253 Smithtown Rd	657.08	12/15/2024	601-00-4395-0000	24253 Smithtown Rd
	5735 Country Club Rd	670.77	12/15/2024	201-00-4380-0000	5735 Country Club Rd

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
908152614	5755 Country Club Rd	142.84	12/15/2024	101-19-4380-0000	5755 Country Club Rd
	Check Total:	3,596.86			
	Total for Check Run:	63,970.27			
	Total of Number of Checks:	26			

Accounts Payable

Computer Check Proof List by Vendor

User: mnguyen
Printed: 12/27/2024 - 1:34PM
Batch: 00007.12.2024 - Payroll-12-27-2024



Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 5	EFTPS - FEDERAL W/H				
PR-12-27-2024	PR Batch 00003.12.2024 Medicare Employer Po	1,325.20	12/27/2024	Check Sequence: 1 700-00-2174-0000	ACH Enabled: True PR Batch 00003.12.2024 Medicare Emplo
PR-12-27-2024	PR Batch 00003.12.2024 Federal Income Tax	11,092.96	12/27/2024	700-00-2172-0000	PR Batch 00003.12.2024 Federal Income T
PR-12-27-2024	PR Batch 00003.12.2024 Medicare Employee Pc	1,325.20	12/27/2024	700-00-2174-0000	PR Batch 00003.12.2024 Medicare Emplo
PR-12-27-2024	PR Batch 00003.12.2024 FICA Employee Portio	5,447.16	12/27/2024	700-00-2174-0000	PR Batch 00003.12.2024 FICA Employee
PR-12-27-2024	PR Batch 00003.12.2024 FICA Employer Portio	5,447.16	12/27/2024	700-00-2174-0000	PR Batch 00003.12.2024 FICA Employer I
Check Total:		24,637.68			
Vendor: 2	ICMA RETIREMENT TRUST-302131-457				
PR-12-27-2024	PR Batch 00003.12.2024 Deferred-MissionSq-FI	2,275.00	12/27/2024	Check Sequence: 2 700-00-2176-0000	ACH Enabled: True PR Batch 00003.12.2024 Deferred-Missior
Check Total:		2,275.00			
Vendor: 11	MINNESOTA DEPARTMENT OF REVENUE				
PR-12-27-2024	PR Batch 00003.12.2024 State Income Tax	4,727.40	12/27/2024	Check Sequence: 3 700-00-2173-0000	ACH Enabled: True PR Batch 00003.12.2024 State Income Tax
Check Total:		4,727.40			
Vendor: 1091	MSRS-MN DEFERRED COMP PLAN 457				
PR-12-27-2024	PR Batch 00003.12.2024 Deferred Comp-MSRS	25.00	12/27/2024	Check Sequence: 4 700-00-2176-0000	ACH Enabled: True PR Batch 00003.12.2024 Deferred Comp-
Check Total:		25.00			
Vendor: 665	OPTUM BANK				
PR-12-27-2024	PR Batch 00003.12.2024 HSA-OPTUM BANK	806.25	12/27/2024	Check Sequence: 5 700-00-2183-0000	ACH Enabled: True PR Batch 00003.12.2024 HSA-OPTUM B.
Check Total:		806.25			
Vendor: 9	PERA				
PR-12-27-2024	PR Batch 00003.12.2024 MN-PERA Deduction	5,830.06	12/27/2024	Check Sequence: 6 700-00-2175-0000	ACH Enabled: True PR Batch 00003.12.2024 MN-PERA Dedu

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
PR-12-27-2024	PR Batch 00003.12.2024 MN PERA Benefit Em	6,727.00	12/27/2024	700-00-2175-0000	PR Batch 00003.12.2024 MN PERA Benef
	Check Total:	12,557.06			
	Total for Check Run:	45,028.39			
	Total of Number of Checks:	6			

Accounts Payable

Computer Check Proof List by Vendor

User: mnguyen
Printed: 01/08/2025 - 12:06PM
Batch: 00008.12.2024 - Midwest-4th qtr Postage



Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 286	MIDWEST MAILING SYSTEMS INC			Check Sequence: 1	ACH Enabled: True
80830	Utility-Postage	460.58	01/13/2025	611-00-4208-0000	
80830	Utility-Svc	111.35	01/13/2025	611-00-4400-0000	
80830	Utility-Postage	460.58	01/13/2025	631-00-4208-0000	
80830	Utility-Postage	460.58	01/13/2025	601-00-4208-0000	
80830	Utility-Svc	111.35	01/13/2025	631-00-4400-0000	
80830	Utility-Svc	111.34	01/13/2025	601-00-4400-0000	
80830	Utility-Svc	111.34	01/13/2025	621-00-4400-0000	
80830	Utility-Postage	460.58	01/13/2025	621-00-4208-0000	
Check Total:		2,287.70			
Total for Check Run:		2,287.70			
Total of Number of Checks:		1			

Accounts Payable

Computer Check Proof List by Vendor

User: mnguyen

Printed: 01/08/2025 - 4:31PM

Batch: 00009.12.2024 - 2024-Items-Paid-01-13-2025



Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 1345 2242493 2242493	AMERICAN TEST CENTER, INC. Crane/Bucket Annual Inspection Crane/Bucket Annual Inspection	450.00 275.00	01/13/2025 01/13/2025	Check Sequence: 1 101-32-4221-0000 601-00-4221-0000	ACH Enabled: False
	Check Total:	725.00			
	ARCPOINT LABS OF EDINA Drug Testing	300.80	01/13/2025	Check Sequence: 2 101-32-4305-0000	ACH Enabled: False
Vendor: 817 14285	Check Total:	300.80			
	BANK OF MONTREAL Mason Outlet-2024 Boot Secretary of State-Notary Renewal Shorewood True Fuel	252.30 120.00 19.47 220.23	01/13/2025 01/13/2025 01/13/2025 01/13/2025	Check Sequence: 3 101-32-4245-0000 101-13-4433-0000 601-00-4245-0000 101-32-4212-0000	ACH Enabled: True
	Amazon-Traffic Signs Amazon-Equipment Supplies Amazon-Office & Winter Supplies Amazon-Equipment Supplies PSN MN RWA-MRWA Training NTE-Pressure Washer Hose	109.34 7.99 329.66 43.74 350.00 217.04	01/13/2025 01/13/2025 01/13/2025 01/13/2025 01/13/2025 01/13/2025	101-32-4250-0000 101-32-4200-0000 101-33-4245-0000 101-52-4245-0000 101-32-4331-0000 101-32-4221-0000	
Vendor: 868 Dec-2024-AndyE Dec-2024-Brenda Dec-2024-BruceS Dec-2024-BruceS Dec-2024-ChrisH Dec-2024-ChrisH Dec-2024-ChrisH Dec-2024-ChrisH Dec-2024-ChrisH Dec-2024-ChrisH Dec-2024-ChrisH Dec-2024-ChrisH Dec-2024-ChrisP Dec-2024-ChrisP Dec-2024-ChrisP	Amazon-Office & Winter Supplies Amazon-Equipment Supplies PSN MN RWA-MRWA Training NTE-Pressure Washer Hose Amazon-Office & Winter Supplies Amazon-Equipment Supplies Fuel Home Depot-Clothes Dryer Home Depot-Misc Supplies Home Depot-Misc Supplies	13.78 43.94 90.24 665.46 38.52 36.16	01/13/2025 01/13/2025 01/13/2025 01/13/2025 01/13/2025 01/13/2025 01/13/2025 01/13/2025 01/13/2025 01/13/2025 01/13/2025 01/13/2025 01/13/2025 01/13/2025 01/13/2025	101-32-4200-0000 101-32-4221-0000 101-32-4212-0000 101-32-4223-0000 101-32-4245-0000 101-32-4245-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Dec-2024-ChrisP	Shorewood True	10.60	01/13/2025	101-32-4221-0000	
Dec-2024-ChrisP	Home Depot-Clothes Dryer	-67.46	01/13/2025	101-32-4223-0000	
Dec-2024-ChrisP	Merlins Ace-Locks-Warming House	90.94	01/13/2025	101-52-4245-0000	
Dec-2024-ChrisP	Fuel	318.57	01/13/2025	101-32-4212-0000	
Dec-2024-ChrisP	Cabelas-2024 Boots	246.98	01/13/2025	101-32-4245-0000	
Dec-2024-ChrisP	Shorewood True-Locks-Warming House	28.44	01/13/2025	101-52-4245-0000	
Dec-2024-CityCard	Chanhassen-18505-000-Water Charge	6.63	01/13/2025	601-00-4263-0000	
Dec-2024-CityCard	Republic Services-Residents Recycling Svcs-Reft	-13,611.90	01/13/2025	621-00-4400-0000	
Dec-2024-CityCard	Culligan Bottled Water-Solar-SCEC	55.00	01/13/2025	201-00-4245-0000	
Dec-2024-CityCard	Curbside Waste-Public Works	420.99	01/13/2025	101-32-4400-0000	
Dec-2024-CityCard	Republic Services-Organic Recycling	290.00	01/13/2025	621-00-4400-0026	
Dec-2024-CityCard	Curbside Waste-SSCC	122.82	01/13/2025	201-00-4400-0000	
Dec-2024-CityCard	Chanhassen-18505-001-Water Charge	572.51	01/13/2025	601-00-4263-0000	
Dec-2024-CityCard	Ehlers Seminar-Michelle's 2025 Annual Confere	350.00	01/13/2025	101-00-1550-0000	
Dec-2024-CityCard	AT&T - Wade's Ipad	23.49	01/13/2025	101-24-4321-0000	
Dec-2024-CityCard	Republic Services-SCEC	216.45	01/13/2025	201-00-4400-0000	
Dec-2024-CityCard	Republic Services-Residents Recycling Svcs	13,611.90	01/13/2025	621-00-4400-0000	
Dec-2024-CityCard	Culligan Bottled Water - C.H.	40.00	01/13/2025	101-19-4245-0000	
Dec-2024-EricW	Walgreens-Frames	38.93	01/13/2025	101-13-4245-0000	
Dec-2024-EricW	Michaels-Frames	92.62	01/13/2025	101-13-4245-0000	
Dec-2024-Jeremy	Rock Auto-Truck Comp Parts	299.77	01/13/2025	101-32-4221-0000	
Dec-2024-Jeremy	My Car Guy-A/C Refrigerator	126.23	01/13/2025	101-32-4221-0000	
Dec-2024-Jeremy	Hydraparts-Broom	375.50	01/13/2025	101-33-4245-0000	
Dec-2024-Jeremy	Nor Northern-Trailer Motor	520.90	01/13/2025	101-33-4245-0000	
Dec-2024-Jeremy	Fleetpride	38.36	01/13/2025	101-32-4221-0000	
Dec-2024-Jeremy	Fleet Farm	7.14	01/13/2025	101-32-4221-0000	
Dec-2024-Jeremy	Carquet-Battery & Toolcat	174.74	01/13/2025	101-32-4221-0000	
Dec-2024-Jeremy	Shorewood True	27.99	01/13/2025	101-32-4245-0000	
Dec-2024-Jeremy	Shorewood True	4.79	01/13/2025	101-33-4245-0000	
Dec-2024-Jeremy	Oreilly-Battery	173.62	01/13/2025	101-32-4221-0000	
Dec-2024-Jeremy	Fuel	112.69	01/13/2025	101-32-4212-0000	
Dec-2024-Jeremy	Ziegler Internet-Spray Nozzles	70.91	01/13/2025	101-33-4245-0000	
Dec-2024-LukeW	Dollar Tree	8.14	01/13/2025	101-32-4245-0000	
Dec-2024-LukeW	Home depot-Timer	81.84	01/13/2025	101-52-4221-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Dec-2024-LukeW	Ferguson-O Rings	30.96	01/13/2025	101-52-4221-0000	
Dec-2024-MarcN	Amazon-Planner Refill	57.95	01/13/2025	101-13-4200-0000	
Dec-2024-MarcN	Caribou-Mayors Meeting	42.66	01/13/2025	101-11-4245-0000	
Dec-2024-MattM	Amazon-Computer Cable	57.24	01/13/2025	101-32-4200-0000	
Dec-2024-MattM	Amazon	37.82	01/13/2025	101-32-4200-0000	
Dec-2024-MattM	Amazon	36.42	01/13/2025	101-32-4200-0000	
Dec-2024-MattM	Amazon	15.12	01/13/2025	101-32-4200-0000	
Dec-2024-MattM	In Enabling Elements- Communication	17.00	01/13/2025	601-00-4321-0000	
Dec-2024-MattM	HD Supply-Rugs For PW	315.16	01/13/2025	101-32-4223-0000	
Dec-2024-MattM	Sam's	62.20	01/13/2025	101-32-4245-0000	
Dec-2024-MattV	Fuel	389.87	01/13/2025	101-32-4212-0000	
Dec-2024-MattV	Sp Brunt Workwear- 2024 Boot	190.49	01/13/2025	101-32-4245-0000	
Dec-2024-MattV	Shorewood True	19.73	01/13/2025	101-32-4245-0000	
Dec-2024-MattV	Shorewood True	29.99	01/13/2025	601-00-4223-0000	
Dec-2024-MattV	NTE-Pressure Washer	28.98	01/13/2025	101-32-4221-0000	
Dec-2024-MattV	VCN Delano Dept of Motor - Trailer Taxes & Re	1,083.61	01/13/2025	101-32-4437-0000	
Dec-2024-MitchC	Display2go - Flyer Rack	318.64	01/13/2025	201-00-4351-0000	
Dec-2024-MitchC	When I Work - Staff Scheduling	8.33	01/13/2025	101-53-4400-0000	
Dec-2024-MitchC	Plunketts Pest Control-Pest Svc-SCEC	90.00	01/13/2025	201-00-4400-0000	
Dec-2024-NeliaC	Cub Foods-Staff Meeting	18.26	01/13/2025	101-13-4245-0000	
Dec-2024-NeliaC	Cub Foods-Staff Meeting	14.56	01/13/2025	101-13-4245-0000	
Dec-2024-NeliaC	Amazon-General	13.99	01/13/2025	101-19-4245-0000	
Dec-2024-NeliaC	Caribou-Staff Meeting	44.46	01/13/2025	101-13-4245-0000	
Dec-2024-NeliaC	Odp Business - Office Supplies	55.68	01/13/2025	101-13-4200-0000	
Dec-2024-NeliaC	Amazon-Office	47.31	01/13/2025	101-13-4200-0000	
Dec-2024-NeliaC	Amazon-Office	41.70	01/13/2025	101-13-4200-0000	
Dec-2024-NeliaC	Amazon-Mouse	19.99	01/13/2025	101-15-4200-0000	
Dec-2024-NeliaC	Odp Business - Office Supplies-Cartridge	478.75	01/13/2025	101-15-4200-0000	
Dec-2024-Robert	Fuel	217.70	01/13/2025	101-32-4212-0000	
Dec-2024-Robert	Shorewood True	15.79	01/13/2025	101-19-4245-0000	
Dec-2024-Robert	Shorewood True-Heater	41.99	01/13/2025	201-00-4223-0000	
Dec-2024-Robert	Shorewood True-Heater	41.99	01/13/2025	601-00-4223-0000	
Dec-2024-RyanB	Fuel	103.10	01/13/2025	101-32-4212-0000	
Dec-2024-Sandie	Caribou-Council Reception	46.65	01/13/2025	101-11-4245-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Dec-2024-Sandie	Target-General Supplies	271.06	01/13/2025	101-11-4245-0000	
Dec-2024-Sandie	Dorothy Ann Bakery-Council Reception	47.99	01/13/2025	101-11-4245-0000	
Dec-2024-Sandie	Petra -2025 Membership	180.00	01/13/2025	101-13-4433-0000	
Dec-2024-Sandie	Trader Joe-General Supplies	81.23	01/13/2025	101-11-4245-0000	
Dec-2024-Sandie	Amazon	122.04	01/13/2025	101-13-4200-0000	
Dec-2024-TimK	Shorewood True	12.11	01/13/2025	601-00-4245-0000	
Dec-2024-TimK	Shorewood True	0.95	01/13/2025	101-19-4245-0000	
Dec-2024-TimK	Fuel	139.92	01/13/2025	101-32-4212-0000	
Dec-2024-ToddR	Fuel	155.99	01/13/2025	101-32-4212-0000	
Dec-2024-ToddR	Red Wing Shoe- 2024 Boot	250.00	01/13/2025	101-32-4245-0000	
Dec-2024-ToddR	Cub Foods-Paper Towels	26.48	01/13/2025	101-32-4245-0000	
Dec-2024-WadeW	Wade's Fuel	104.00	01/13/2025	101-24-4212-0000	
Check Total:		12,863.86			
Vendor: 677	BOLTON & MENK, INC.			Check Sequence: 4	ACH Enabled: True
351359	GIS-Utilities-Street-Short pay for Nov	65.50	01/13/2025	101-19-4303-0000	
353748	Smithtown Pond -Pond Construction Admin	7,717.50	01/13/2025	631-00-4303-0000	
353764	General Engineering	6,850.50	01/13/2025	101-31-4303-0000	
353765	2024 Mill & Overlay/Smithtown	1,046.50	01/13/2025	419-00-4303-0000	
353772	Sanitary Cleaning & Televising	1,712.00	01/13/2025	611-00-4303-0000	
353775	26275 Smithtown Road-Denman	467.00	01/13/2025	101-00-3414-0000	
353776	6180 Cardinal Drive	242.40	01/13/2025	880-00-2200-0000	
353776	6180 Cardinal Drive	139.60	01/13/2025	101-00-3414-0000	
353778	Eureka Road Street & Utility	1,337.00	01/13/2025	418-00-4303-0000	
353779	Excelsior Woods	286.50	01/13/2025	880-00-2200-0000	
353780	Freeman Park Trail Improvement	229.50	01/13/2025	402-00-4303-0000	
353781	Galpin Lake Road-SRTS Grant Prep	2,845.00	01/13/2025	101-31-4303-0000	
353783	GIS-Utilities-Street	3,877.50	01/13/2025	101-19-4303-0000	
353783	GIS-Utilities-Water	2,628.00	01/13/2025	601-00-4303-0000	
353783	GIS-Utilities-Stormwater	1,904.00	01/13/2025	631-00-4303-0000	
353783	GIS-Utilities-Sewer	3,827.50	01/13/2025	611-00-4303-0000	
353785	Lake Park Villas-24250 Smithtown Rd-TSML Pt	298.00	01/13/2025	101-00-3414-0000	
353786	Maple Shores Development-Chamberlain Capita	1,406.00	01/13/2025	101-00-3414-0000	
353787	Mill Street Trail	95.50	01/13/2025	101-31-4303-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
353788	MS4 Administration	184.00	01/13/2025	631-00-4302-0009	
353789	Pavement Management Plan	1,767.00	01/13/2025	404-00-4620-0007	
353790	SE Area Water Improvement-Well MTCE	17,554.50	01/13/2025	601-00-4303-0000	
353792	Shorewood Ln Ravine Restore	382.00	01/13/2025	631-00-4303-0000	
353793	Smithtown Pond	2,098.50	01/13/2025	631-00-4303-0000	
353795	TH 7 Corridor Study	668.50	01/13/2025	101-19-4303-0000	
353796	Walnut Grove Villas - Shafeco	298.00	01/13/2025	101-00-3414-0000	
353797	Water Connection Program	2,097.00	01/13/2025	601-00-4303-0000	
	Check Total:	62,025.00			
Vendor: 1221	CAMPBELL KNUTSON P.A.			Check Sequence: 5	ACH Enabled: True
3526-0000G-36	General Matters/Administration	1,310.40	01/13/2025	101-16-4304-0000	
3526-0001G-36	Planning & Zoning Services-Eric Magistad-6040	72.80	01/13/2025	880-00-2200-0000	
3526-0001G-36	Planning & Zoning Services	91.00	01/13/2025	101-16-4304-0000	
3526-0002G-30	Public Works	36.40	01/13/2025	101-16-4304-0000	
3526-0009G-24	Code Enforcement-5815 Club Lane	255.20	01/13/2025	101-16-4304-0000	
3526-0504G-9	Escrow Service-21295 Christmas Lane	64.20	01/13/2025	101-16-4304-0000	
3526-0504G-9	Escrow Service-Excelsior Woods Amendment	96.30	01/13/2025	880-00-2200-0000	
3526-0999G-39	Prosecution	1,087.25	01/13/2025	101-16-4304-0000	
	Check Total:	3,013.55			
Vendor: 136	CENTERPOINT ENERGY-GAS			Check Sequence: 6	ACH Enabled: True
12-31-2024	20405 Knightsbridge Rd	112.62	01/13/2025	601-00-4394-0000	
12-31-2024	28125 Boulder Bridge	286.37	01/13/2025	601-00-4396-0000	
12-31-2024	24200 Smithtown Rd	790.07	01/13/2025	101-32-4380-0000	
12-31-2024	5755 Country Club Rd	373.42	01/13/2025	101-19-4380-0000	
12-31-2024	6000 Eureka Road	372.09	01/13/2025	101-52-4380-0000	
Dec-23-2024	5735 Country Club Rd-SCEC	397.60	01/13/2025	201-00-4380-0000	
Dec-23-2024	20630 Manor Rd	90.61	01/13/2025	101-52-4380-0000	
	Check Total:	2,422.78			
Vendor: 137	CENTURY LINK			Check Sequence: 7	ACH Enabled: True
Dec-25-2024	Acct#333532729-SCEC-952-470-7819	131.18	01/13/2025	201-00-4321-0000	952-470-7819-261-SCEC
Dec-25-2024	Acct#333778780-PW's-952-470-2294	70.09	01/13/2025	101-32-4321-0000	952-470-2294-642-PW's

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Dec-25-2024	Acct#334037388-C.H.-952-470-6340	123.55	01/13/2025	101-19-4321-0000	952-474-6340-989-C.H.
	Check Total:	324.82			
Vendor: 144	CITY OF EXCELSIOR			Check Sequence: 8	ACH Enabled: True
4th Qtr-2024-Water	Quarterly Water Usage	7,298.64	01/13/2025	601-00-4261-0000	
4th Qtr-2024-Water	Vac Truck Maintenance	0.00	01/13/2025	611-00-4221-0000	
	Check Total:	7,298.64			
Vendor: 1361	COSTCO-CITI CARDS			Check Sequence: 9	ACH Enabled: True
Nelia-12/30/24	Holiday Party	15.99	01/13/2025	101-13-4245-0000	
	Check Total:	15.99			
Vendor: 1159	DONOVAN CREATIVE GROUP			Check Sequence: 10	ACH Enabled: False
1106	Employee Recognition-Nelia Criswell	55.00	01/13/2025	101-11-4245-0000	
	Check Total:	55.00			
Vendor: 166	EARL F. ANDERSEN			Check Sequence: 11	ACH Enabled: False
0154619	Street Sign Posts	857.50	01/13/2025	101-32-4250-0000	
01546200	Street Sign Posts/Brackets	1,007.05	01/13/2025	101-32-4250-0000	
	Check Total:	1,864.55			
Vendor: 186	FERGUSON WATERWORKS, LLC. No.2518			Check Sequence: 12	ACH Enabled: False
0537413	Water Meters Purchased	1,986.65	12/09/2024	601-00-4265-0000	
0538244	Water Meters Purchased	8,351.00	12/09/2024	601-00-4265-0000	
0538244-1	Water Meters Purchased	1,464.00	12/09/2024	601-00-4265-0000	
0540500	Water Meters Purchased	598.00	12/09/2024	601-00-4265-0000	
0540500-1	Water Meters Purchased	849.99	12/16/2024	601-00-4265-0000	
0540500-1	Water Meter Repair- PV#	0.00	12/16/2024	211-00-4400-0000	
0540500-1	Project-Water Meters Purchased	0.00	12/16/2024	211-00-4265-0000	
541574	Water Meters Purchased	4,189.12	01/13/2025	601-00-4265-0000	
CM040744	Water Meters Purchased	-15,170.00	12/09/2024	601-00-4265-0000	
	Check Total:	2,268.76			
Vendor: 200	GOPHER STATE ONE CALL			Check Sequence: 13	ACH Enabled: True

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
4120750	Monthly Rental	40.50	01/13/2025	611-00-4400-0000	
4120750	Monthly Rental	40.50	01/13/2025	601-00-4400-0000	
4120750	Monthly Rental	40.50	01/13/2025	631-00-4400-0000	
	Check Total:	121.50			
Vendor: 1384	HD SUPPLY FORMERLY HOME DEPOT PRO			Check Sequence: 14	ACH Enabled: False
842884256	General Supplies	60.72	01/13/2025	201-00-4245-0000	
842884264	General Supplies	61.54	01/13/2025	201-00-4245-0000	
	Check Total:	122.26			
Vendor: 689	HENNEPIN COUNTY ACCOUNTS RECEIVABLE			Check Sequence: 15	ACH Enabled: False
1000237024	STS Park Maint Work	8,031.80	01/13/2025	101-32-4400-0000	
	Check Total:	8,031.80			
Vendor: 1308	HI-LINE INC.			Check Sequence: 16	ACH Enabled: False
11180313	Misc. Hardware for Equipment	148.00	01/13/2025	101-32-4221-0000	
11180313	Misc. Hardware for Equipment	246.96	01/13/2025	101-32-4212-0000	
	Check Total:	394.96			
Vendor: 226	INTEGRATED FIRE & SECURITY, INC.			Check Sequence: 17	ACH Enabled: True
98426R	Fire Alarm Inspection-MTCE	1,595.00	01/13/2025	101-19-4223-0000	
98812	Fire Alarm Inspection	436.00	01/13/2025	101-19-4400-0000	
	Check Total:	2,031.00			
Vendor: 247	DREW KRIESEL			Check Sequence: 18	ACH Enabled: False
December-2024	Events Program/Class Services	552.00	01/13/2025	201-00-4248-0000	
	Check Total:	552.00			
Vendor: 453	METROPOLITAN COUNCIL (SAC)			Check Sequence: 19	ACH Enabled: True
4th Qtr-2024-SAC	Quarterly SAC Report	14,835.45	01/13/2025	611-00-2082-0000	
	Check Total:	14,835.45			
Vendor: 11	MINNESOTA DEPARTMENT OF REVENUE			Check Sequence: 20	ACH Enabled: True
4th Qtr-2024-Sales Tax	Quarterly Water Sales Tax - 4th Qtr-2024	730.00	01/13/2025	601-00-2081-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 1390 2024-Mileage	Check Total:	730.00			
	MARC DOUGLAS NEVINSKI 2024 Mileage Reimbursement	353.09	01/13/2025	Check Sequence: 21 101-13-4331-0000	ACH Enabled: False
	Check Total:	353.09			
	PETTY CASH SCEC-Background Check	66.50	01/13/2025	Check Sequence: 22 101-13-4400-0000	ACH Enabled: False
Vendor: 305 1118495	Check Total:	66.50			
	SAFEBUILT LLC-LOCKBOX #88135 Inspection Services	1,165.75	01/13/2025	Check Sequence: 23 101-24-4400-0000	ACH Enabled: False
	Check Total:	1,165.75			
	SHRED-N-GO _446138 Shredded Svc	78.93	01/13/2025	Check Sequence: 24 101-19-4223-0000	ACH Enabled: True
Vendor: 1309 444402	Check Total:	78.93			
	SOLV BUSINESS SOLUTIONS-SAFEGUARD 2024- W2 & 1099 Forms	161.88	01/13/2025	Check Sequence: 25 101-15-4200-0000	ACH Enabled: False
	Check Total:	161.88			
	SPRINGBROOK HOLDING COMPANY LLC Springbrook-CivicPay Fees Springbrook-CivicPay Fees Springbrook-CivicPay Fees Springbrook-CivicPay Fees	7.50 7.50 7.50 7.50	01/13/2025 01/13/2025 01/13/2025 01/13/2025	Check Sequence: 26 611-00-4450-0000 601-00-4450-0000 621-00-4450-0000 631-00-4450-0000	ACH Enabled: True
Vendor: 296 4th Qtr-2024-SS	Check Total:	30.00			
	STATE OF MN-MINNESOTA DEPARTMENT OF HEALTH Quarterly Water Surcharges	3,870.00	01/13/2025	Check Sequence: 27 601-00-2082-0000	ACH Enabled: False
	Check Total:	3,870.00			
	THE McDOWELL AGENCY, INC.			Check Sequence: 28	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
159054	Background Check Massage License	280.50	01/13/2025	101-13-4400-0000	
	Check Total:	280.50			
Vendor: 821	SANDRA LEE THONE			Check Sequence: 29	ACH Enabled: True
Dec-2024-Mileag	Dec-2024-Mileage	96.48	01/13/2025	101-13-4331-0000	
Sept-Dec-24Well	Sept - Dec -2024-Wellness Reimbursement	160.00	01/13/2025	101-13-4101-0000	
	Check Total:	256.48			
Vendor: 694	TIMESAVER OFF SITE SECRETARIAL, INC.			Check Sequence: 30	ACH Enabled: True
M29775	Council Meeting	379.38	01/13/2025	101-13-4400-0000	
M29776	Park Meeting	206.50	01/13/2025	101-53-4400-0000	
	Check Total:	585.88			
Vendor: 1524	TREE TOP CLEANING INC			Check Sequence: 31	ACH Enabled: False
7269	Tree Removal Work	4,160.00	01/13/2025	101-32-4400-0000	
	Check Total:	4,160.00			
Vendor: 1083	UNIFIRST CORPORATION			Check Sequence: 32	ACH Enabled: True
1562857-Dec-2024	Account#1562857 - Uniforms Services	829.35	01/13/2025	101-32-4400-0000	
	Check Total:	829.35			
Vendor: 405	WESTSIDE WHOLESALE TIRE & SUPPLY			Check Sequence: 33	ACH Enabled: True
957307	Replacement Tires	1,480.12	01/13/2025	101-32-4221-0000	
	Check Total:	1,480.12			
Vendor: 1377	ERIC CHARLES WILSON			Check Sequence: 34	ACH Enabled: True
Jul-Dec-2024Mil	July-Dec-2024-Mileage Reimbursement	2.28	01/13/2025	101-13-4331-0000	
Jul-Dec-2024Mil	2024- Wellness Reimbursement	440.00	01/13/2025	101-13-4101-0000	
Jul-Dec-2024Mil	July-Dec-2024-Mileage Reimbursement	2.28	01/13/2025	101-14-4331-0000	
Jul-Dec-2024Mil	July-Dec-2024-Mileage Reimbursement	73.36	01/13/2025	621-00-4331-0000	
	Check Total:	517.92			
Vendor: 327	WINDSTREAM			Check Sequence: 35	ACH Enabled: True
76803906	City Hall	206.50	01/13/2025	101-19-4321-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
76803906	City of Shwdl- Badger Well	65.93	01/13/2025	601-00-4395-0000	
76803906	Badger-Manor-Cathcart Parks	189.62	01/13/2025	101-52-4321-0000	
76803906	Public Works	127.80	01/13/2025	101-32-4321-0000	
76803906	City of Shwdl-West Tower	196.58	01/13/2025	601-00-4321-0000	
	Check Total:	786.43			
Vendor: 411	XCEL ENERGY, INC.			Check Sequence: 36	ACH Enabled: True
908532175	28125 Boulder Bridge Drive	1,289.01	01/13/2025	601-00-4396-0000	28125 Boulder Bridge Drive
908538568	4931 Shady Isalnd Road	16.94	01/13/2025	611-00-4380-0000	4931 Shady Isalnd Road
908649598	5755 Country Club Rd	242.02	01/13/2025	101-19-4380-0000	5755 Country Club Rd
909080637	Lift Station Street Lights	567.81	01/13/2025	611-00-4380-0000	L.S. Street Lights
909080637	S.E. Area Svc	1,444.06	01/13/2025	601-00-4398-0000	S.E. Area Svc
909080637	P.W. Street Lights Svc	1,651.73	01/13/2025	101-32-4399-0000	P.W. Street Lights Svc
909080637	P.W. Bldg Svc	275.39	01/13/2025	101-32-4380-0000	P.W. Bldg Svc
909080637	Parks	601.02	01/13/2025	101-52-4380-0000	Parks
909080637	C.H. Svcs	621.18	01/13/2025	101-19-4380-0000	C.H. Svcs
909080637	Amesbury	1,336.08	01/13/2025	601-00-4394-0000	Amesbury
909080637	Boulder Bridge	34.52	01/13/2025	601-00-4396-0000	Boulder Bridge
	Check Total:	8,079.76			
	Total for Check Run:	142,700.31			
	Total of Number of Checks:	36			

Accounts Payable

Computer Check Proof List by Vendor

User: mnguyen
Printed: 01/08/2025 - 4:51PM
Batch: 00001.01.2025 - Council-01-13-2025



Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 105 INV346616	ADVANCED IMAGING SOLUTIONS Konica Minolta/C658 Copier	47.00	01/13/2025	Check Sequence: 1 101-19-4221-0000	ACH Enabled: True
Check Total:		47.00			
Vendor: 921 500832616-2025	ASCAP Annual Music License	448.42	01/13/2025	Check Sequence: 2 201-00-4433-0000	ACH Enabled: False
Check Total:		448.42			
Vendor: 147 1st Qtr-2025-Dues	CITY OF MOUND Quarterly-Fire Svc & Protection Dues	7,454.25	01/13/2025	Check Sequence: 3 101-22-4400-0000	ACH Enabled: True Quarterly
Check Total:		7,454.25			
Vendor: 698 323774	CIVIC PLUS LLC SSL Management-Certificate-03/29/24 -12/31/20	186.90	01/13/2025	Check Sequence: 4 101-13-4400-0000	ACH Enabled: True
Check Total:		186.90			
Vendor: 1283 217-2025AF	CREME DE LA CREME LLC Arctic Fever Cookie Decorating	375.00	01/13/2025	Check Sequence: 5 101-53-4441-0000	ACH Enabled: False
Check Total:		375.00			
Vendor: 163 444803/1 444803/1	DELEGARD TOOL COMPANY Winter MTCE - Tools & Misc Winter MTCE - Tools & Misc	210.33 608.29	01/13/2025 01/13/2025	Check Sequence: 6 101-32-4240-0000 101-33-4245-0000	ACH Enabled: False
Check Total:		818.62			
Vendor: 179 I-379	EXCELSIOR FIRE DISTRICT Operations & Safety Svcs	187,560.77	01/13/2025	Check Sequence: 7 101-22-4400-0000	ACH Enabled: True

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
I-379	Buildings & Safety Svcs	23,333.77	01/13/2025	101-22-4620-0000	
	Check Total:	210,894.54			
Vendor: 214	HENNEPIN COUNTY PUBLIC HEALTH DEPARTMENT			Check Sequence: 8	ACH Enabled: False
1243450	SCEC-Hennepin County Kitchen License-ID#47	211.00	01/13/2025	201-00-4437-0000	
1243450	Eddy Station Concession License-ID#836177	99.00	01/13/2025	201-00-4437-0000	
	Check Total:	310.00			
Vendor: 896	HUEBSCH SERVICES			Check Sequence: 9	ACH Enabled: True
20375153	SCEC - Mats	79.35	01/13/2025	201-00-4223-0000	
	Check Total:	79.35			
Vendor: 1332	JERRY'S PRINTING			Check Sequence: 10	ACH Enabled: False
98521	Arctic Fever Banners	1,740.00	01/13/2025	201-00-4351-0000	
	Check Total:	1,740.00			
Vendor: 1058	KTJ 285, LLC			Check Sequence: 11	ACH Enabled: False
02-01-2025	TIF Pay As you go payment: 02/01/2025	72,319.37	01/13/2025	470-00-4400-0019	
	Check Total:	72,319.37			
Vendor: 251	LAKE MINNETONKA CONSERVATION DISTRICT			Check Sequence: 12	ACH Enabled: True
2025Q1Shore	Quarterly Levy Dues	5,565.50	01/13/2025	101-11-4433-0000	
	Check Total:	5,565.50			
Vendor: 531	LEAGUE OF MINNESOTA CITIES			Check Sequence: 13	ACH Enabled: False
2025-Mayors	2025- Mayors Association Membership-Dues	30.00	01/13/2025	101-11-4433-0000	
418884	City of Shorewood -2025-Membership Dues	9,486.00	01/13/2025	101-11-4433-0000	
	Check Total:	9,516.00			
Vendor: 279	METROPOLITAN COUNCIL (WASTEWATER)			Check Sequence: 14	ACH Enabled: True
1180232	Monthly Waste Water Svc	89,535.36	01/13/2025	611-00-4385-0000	
	Check Total:	89,535.36			
Vendor: 792	METROPOLITAN AREA MANAGEMENT ASSOCIATION (MAMA)			Check Sequence: 15	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
2034	2025-Membership Dues-Marc Nevinski	50.00	01/13/2025	101-13-4433-0000	
	Check Total:	50.00			
Vendor: 286	MIDWEST MAILING SYSTEMS INC			Check Sequence: 16	ACH Enabled: True
80831	Newsletter Postages	681.27	01/13/2025	101-13-4208-0000	
80831	Newsletter Svc	504.04	01/13/2025	101-13-4400-0000	
	Check Total:	1,185.31			
Vendor: 1525	SESAC			Check Sequence: 17	ACH Enabled: False
10790890	SESAC Music License	610.00	01/13/2025	201-00-4433-0000	
	Check Total:	610.00			
Vendor: 360	SOUTH LAKE MINNETONKA POLICE DEPARTMENT			Check Sequence: 18	ACH Enabled: True
1st Qtr-2025-Svc	Quarterly-Operating Budget -Police Services	420,119.52	01/13/2025	101-21-4400-0000	
	Check Total:	420,119.52			
Vendor: 1181	SPLIT ROCK MANAGEMENT, INC.			Check Sequence: 19	ACH Enabled: True
95679	Custodial Service-CH Building	487.00	01/13/2025	101-19-4223-0000	
	Check Total:	487.00			
Vendor: 365	STAR TRIBUNE			Check Sequence: 20	ACH Enabled: False
2025-8647709	2025 -Newspaper Annual	348.82	01/13/2025	101-19-4433-0000	
	Check Total:	348.82			
Vendor: 379	THREE RIVERS PARK DISTRICT			Check Sequence: 21	ACH Enabled: False
6598797	2025 Arctic Fever-Geocaching/Snowshoeing	780.00	01/13/2025	101-53-4441-0000	
	Check Total:	780.00			
Vendor: 384	TOTAL PRINTING SERVICES			Check Sequence: 22	ACH Enabled: False
14076	Newsletters	1,730.00	01/13/2025	101-13-4351-0000	
	Check Total:	1,730.00			
Vendor: 1003	US BANK TRUST N.A.-WIRE ONLY			Check Sequence: 23	ACH Enabled: True
2756373	Acc#0131232NS-2021A	26,627.52	01/13/2025	601-00-2310-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
2756373	Acc#0131232NS-2021A	265,000.00	01/13/2025	321-00-4701-0000	
2756373	Acc#0131232NS-2021A	2,155.25	01/13/2025	611-00-2310-0000	
2756373	Acc#0131232NS-2021A	297.75	01/13/2025	611-00-4711-0000	
2756373	Acc#0131232NS-2021A	3,678.59	01/13/2025	601-00-4711-0000	
2756373	Acc#0131232NS-2021A	15,130.00	01/13/2025	321-00-4711-0000	
2756373	Acc#0131232NS-2021A	2,931.16	01/13/2025	631-00-4711-0000	
2756373	Acc#0131232NS-2021A	21,217.23	01/13/2025	631-00-2310-0000	
2756382	Acc#0103911NS-2020A	18,045.00	01/13/2025	611-00-2310-0000	
2756382	Acc#0103911NS-2020A	-855.00	01/13/2025	601-00-2250-0000	
2756382	Acc#0103911NS-2020A	38,453.00	01/13/2025	601-00-2310-0000	
2756382	Acc#0103911NS-2020A	168,502.50	01/13/2025	631-00-2310-0000	
2756382	Acc#0103911NS-2020A	18,706.12	01/13/2025	631-00-4711-0000	
2756382	Acc#0103911NS-2020A	2,003.25	01/13/2025	611-00-4711-0000	
2756382	Acc#0103911NS-2020A	-401.00	01/13/2025	611-00-2250-0000	
2756382	Acc#0103911NS-2020A	190,000.00	01/13/2025	320-00-4701-0000	
2756382	Acc#0103911NS-2020A	-3,744.50	01/13/2025	631-00-2250-0000	
2756382	Acc#0103911NS-2020A	13,805.63	01/13/2025	320-00-4711-0000	
2756382	Acc#0103911NS-2020A	4,268.76	01/13/2025	601-00-4711-0000	
2756411	Acc#0178271NS-2023A	13,137.00	01/13/2025	611-00-4711-0000	
2756411	Acc#0178271NS-2023A	26,350.00	01/13/2025	631-00-2310-0000	
2756411	Acc#0178271NS-2023A	18,120.00	01/13/2025	601-00-4711-0000	
2756411	Acc#0178271NS-2023A	-2,000.00	01/13/2025	601-00-2250-0000	
2756411	Acc#0178271NS-2023A	67,600.00	01/13/2025	323-00-4711-0000	
2756411	Acc#0178271NS-2023A	14,043.00	01/13/2025	631-00-4711-0000	
2756411	Acc#0178271NS-2023A	34,000.00	01/13/2025	601-00-2310-0000	
2756411	Acc#0178271NS-2023A	24,650.00	01/13/2025	611-00-2310-0000	
2756411	Acc#0178271NS-2023A	-1,550.00	01/13/2025	631-00-2250-0000	
2756411	Acc#0178271NS-2023A	-1,450.00	01/13/2025	611-00-2250-0000	
2756411	Acc#0178271NS-2023A	125,000.00	01/13/2025	323-00-4701-0000	
Check Total:		1,103,721.26			

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Total for Check Run:	1,928,322.22			
	Total of Number of Checks:	23			
AP-Computer Check Proof List by Vendor (01/08/2025 - 4:51 PM) Page 5					



City of Shorewood

Item
2C

City Council Meeting Item

Title/Subject: Personnel Policy and MOA Updates Regarding Holidays
Meeting Date: January 13, 2025
Prepared by: Sandie Thone, City Clerk/Human Resources Director
Reviewed by: Marc Nevinski, City Administrator
Attachments: Resolution 25-004
AFSCME MOA

Background

Historically, the city council each year approves a staff request to close City Hall on Christmas Eve, December 24th so that employees who currently have a ½ day holiday can take the remainder of the day off using vacation and spend this time with their families and friends celebrating the holiday. It was suggested this year that we consider making the holiday a full day holiday and exchanging it with Good Friday, which is currently another ½ day holiday for employees.

The following is a request to make the change to both the Shorewood Personnel Policy/Employee Handbook and to the American Federation of State, County, and Municipal Employees (AFSCME) Council 5, Local 224, AFL-CIO Union Contract so that all employees will have a full day off for Christmas Eve and no holiday on Good Friday effective upon approval of the city council.

The following explains the changes to Section 8.01. Holidays of the Shorewood Employee Personnel Policy. The stricken language is included with a ~~striketrough~~ and the proposed language in red.

<u>Date</u>	<u>Holiday Celebrated</u>
Friday before Easter (1/2 day)	Good Friday
December 24th (1/2 day)	Christmas Eve

The following explains the changes to the AFSCME Council 5, Local 224, AFL-CIO Union Contract 2025-2027, Article 22-Holidays. The stricken language is included with a ~~striketrough~~ and the proposed language in red.

<u>HOLIDAY</u>	<u>WHEN OBSERVED</u>
Good Friday (half day - 4 hours)	Friday before Easter Sunday
Christmas Eve (half day - 4 hours)	December 24th

Financial Considerations

No anticipated impact.

Action Requested

Motion to approve Resolution 25-004 and AFSCME MOA to update the holiday schedule.

Motion, second and simple majority vote required.

CITY OF SHOREWOOD
COUNTY OF HENNEPIN
STATE OF MINNESOTA

RESOLUTION 25-004
A RESOLUTION APPROVING SHOREWOOD EMPLOYEE
PERSONNEL POLICY /AFSCME MOA UPDATES

WHEREAS, the city provides an employee personnel policy to all city employees; and

WHEREAS, the city also has employees who are part of the American Federation of State, County, and Municipal Employees (ASFCME) Council 5, Local 224, AFL-CIO; and

WHEREAS, the city finds it a fair practice to align and apply employee practices, policies, and benefits across the board to all employees regardless of union status and the following holiday schedule proposal will align union and non-union staff alike.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Shorewood that the following City of Shorewood Personnel Policy updates are approved. The stricken language is included with a ~~striketrough~~ and the proposed language in red.

<u>HOLIDAY</u>	<u>WHEN OBSERVED</u>
Good Friday (half day 4 hours)	Friday before Easter Sunday
Christmas Eve (half day – 4 hours)	December 24th

ADOPTED by the City Council of the City of Shorewood this 13th day of January 2025.

ATTEST:

Jennifer Labadie, Mayor

Sandie Thone, City Clerk

**MEMORANDUM OF AGREEMENT BETWEEN THE CITY OF SHOREWOOD AND
AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES (AFSCME)
COUNCIL 5, LOCAL 224**

The purpose of this Memorandum of Agreement (MOA) is to memorialize the agreement between the City of Shorewood (the EMPLOYER) and the American Federation of State, County and Municipal Employees (AFSCME) regarding the holiday schedule.

1. Starting January 14, 2025, *Article 22, Section 1* will be amended as follows.

<u>HOLIDAY</u>	<u>WHEN OBSERVED</u>
Good Friday (half day - 4 hours)	Friday before Easter Sunday
Christmas Eve (half day - 4 hours)	December 24th

This Memorandum of Agreement is approved by the Shorewood City Council as of January 13, 2025, and agreed to by AFSCME Council 5, Local 224 as of _____, 2025.

City of Shorewood

AFSCME Council 5, Local 224

Jennifer Labadie, Mayor

Rob Hanson

Marc Nevinski, City Administrator

Tim Kosek

Name



City Council Meeting Item

Title/Subject: Shorewood Community Center Attendant Hire
Meeting Date: January 13, 2025
Prepared by: Sandie Thone, City Clerk/Human Resources Director
Reviewed by: Mitch Czech, Park/Rec Manager
Marc Nevinski, City Administrator
Attachments: None

Background

The city most recently recruited qualified candidates for the part time Community Center Attendant position for the Shorewood Community & Event Center. Employees working in this capacity are considered casual part-time employees working on average 12-15 hours per week and not to exceed 20 hours per week. The position is non-exempt and does not qualify for benefits. The position is classified on the Compensation Schedule as a Grade 1 with a starting wage of \$17.03, which is step D on the pay scale.

The recruitment for the position closed November 30, 2024. We received six applications and interviewed two candidates on December 16, 2024. A conditional offer was presented and accepted by Mateo Schneibel. He has passed a successful NCPA background investigation through the BCA. Mateo is a Shorewood resident and has similar experience working at Al and Alma's in Mound. We are looking forward to adding Mateo to our team.

Financial Considerations

Mateo's compensation rate will be set at Grade 1, Step D of Shorewood's Compensation Plan of \$17.03 per hour.

Action Requested

Motion to approve the hire of Mateo Schneibel as a Community Center Attendant.

A simple majority vote of the Council is required.



City Council Meeting Item

**Title/Subject: 2024 Manhole Rehabilitation Project-
Acceptance & Final Payment; City Projects 24-02**

Meeting Date: Monday January 13th, 2025

Prepared by: Andrew Budde, City Engineer

Reviewed by: Matt Morreim, Director of Public Works

Attachments: Final Payment Application, Resolution

Background

On March 11, 2024 the City Council awarded the contract for the 2024 Manhole Rehabilitation Project to Floor Coat Midwest, LLC. The project consisted of sealing sanitary sewer manholes and lining them with a one-inch layer of concrete along with some other minor work. Floorcoat Midwest, LLC has completed all work associated with the project and is requesting acceptance of the work. Staff has reviewed the site and all remaining punch list items have been completed. Floorcoat Midwest, LLC has submitted the two year warranty bond and requests final payment & acceptance. Acceptance and final payment would release all retainage.

Financial or Budget Considerations

The original contract was awarded for \$34,700. Change Order #1 was approved by council on August 26, 2024, in the amount of \$19,725 to complete additional manholes in the SE portion of the city. This adjusted the total contract amount to \$54,425. The total amount of work completed for the project is \$51,712.50 and is \$2,712.50 under the contract amount, or about 5%. The city had budgeted \$82,500 in the CIP for this work.

Action Requested

Staff recommend approval of the resolution to accept the improvements of the 2024 Manhole Rehabilitation Project, City Project 24-02 and make final payment to Floorcoat Midwest, LLC in the amount of \$1,034.25.

A simple majority vote of the Council is required.

Contractor's Application for Payment

Owner:	City of Shorewood	Owner's Project No.:	
Engineer:	Bolton & Menk, Inc.	Engineer's Project No.:	0C1.126687
Contractor:	Floorcoat Midwest	Agency's Project No.:	
Project:	2024 Manhole Rehabilitation		
Contract:	2024 Manhole Rehabilitation		
Application No.:	Final	Application Date:	11/26/2024
Application Period:	From 11/11/2024	to 11/26/2024	

1. Original Contract Price	\$	34,700.00
2. Net change by Change Orders	\$	19,725.00
3. Current Contract Price (Line 1 + Line 2)	\$	54,425.00
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$	51,712.50
5. Retainage		
a. X \$ 51,712.50 Work Completed	\$	-
b. X \$ - Stored Materials	\$	-
c. Total Retainage (Line 5.a + Line 5.b)	\$	-
6. Amount eligible to date (Line 4 - Line 5.c)	\$	51,712.50
7. Less previous payments	\$	50,678.25
8. Amount due this application	\$	1,034.25
9. Balance to finish, including retainage (Line 3 - Line 4)	\$	2,712.50

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

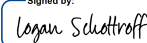
(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;

(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and

(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor: Floorcoat Midwest, LLC

Signature:		Date:	November 26, 2024
Name:	Richard Hanson	Title:	President

Recommended by Engineer	Approved by Owner
By: 	By:
Name: Logan Schottroff	Name:
Title: Project Engineer	Title:
Date: November 26, 2024	Date:

**CITY OF SHOREWOOD
COUNTY OF HENNEPIN
STATE OF MINNESOTA**

RESOLUTION 24-005

**A RESOLUTION TO ACCEPT IMPROVEMENTS & AUTHORIZE FINAL PAYEMENT
FOR THE 2024 MANHOLE REHABILITATION PROJECT, CITY PROJECT 24-02**

WHEREAS, the City of Shorewood awarded the 2024 Manhole Rehabilitation Project to Floorcoat Midwest, LLC. at the March 11, 2024, Council Meeting in the amount of \$34,700; and

WHEREAS, the City of Shorewood approved Change Order #1 in the amount of \$19,725 on August 26, 2024 to adjust the total contract amount to \$54,425; and

WHEREAS, Floorcoat Midwest, LLC. has completed all work in accordance with the contract and is requesting acceptance and final payment; and

WHEREAS, Staff has reviewed the final punch lists, final estimate, verified quantities, warranty bonds, and recommends acceptance and final payment to Floorcoat Midwest, LLC in the amount of \$1,034.25.

NOW, THEREFORE, BE IT RESOLVED: the City Council of the City of Shorewood hereby accepts the improvements and authorize final payment in the amount of \$1,034.25 to Floorcoat Midwest, LLC. for the 2024 Manhole Rehabilitation Project.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF SHOREWOOD this 13th day of January, 2025.

Jennifer Labadie, Mayor

Attest:

Sandie Thone, City Clerk



City Council Meeting Item

Title/Subject: 2025 Mileage Expense Rate
Meeting Date: January 13, 2025
Prepared by: Sandie Thone, City Clerk/Human Resources Director
Reviewed by: Marc Nevinski, City Administrator

Background

Minnesota law authorizes public entities to compensate or reimburse their employees for mileage or to pay a monthly or periodic allowance, but not both. Pursuant to the Shorewood Personnel Policy the city reimburses employees for mileage in lieu of providing a monthly or periodic allowance for the use of their own vehicles for work purposes.

Effective January 1, 2025, the IRS standard mileage rates for the use of a car (vans, pickups or panel trucks) will be 70 cents per mile for business miles driven, up 3 cents from 67 cents in 2024. The standard mileage rate for business is based on an annual study of the fixed and variable costs of operating an automobile.

Staff recommends that the city council adopt the practice of following the IRS standard mileage rates for reimbursing employee mileage pursuant to the Shorewood Personnel Policy.

Financial Considerations

Mileage Expense Reimbursement is planned for in the 2025 Budget.

Action Requested

Motion to approve the practice of following the IRS standard mileage rates for employee mileage expense reimbursement.

A simple majority vote required.



City Council Meeting Item

Title/Subject: Parks & Recreation Sponsorship
Meeting Date: January 13, 2025
Prepared by: Mitchell Czech, Parks & Recreation Manager
Attachments: Resolution

Background

Each year, the City hosts a number of special events that are free of charge for the community to enjoy. In 2024, a sponsorship guide and sponsorship policy were introduced to promote and encourage sponsorship from local businesses and organizations. This sponsorship guide offers different tiers of sponsorship that provides a variety of benefits to those supporting City events.

With the upcoming Arctic Fever event, a few generous businesses have already pledged their support for both Arctic Fever & future City events in 2025. Those businesses, along with their sponsorship contribution & corresponding level, are included below.

Business Name	Sponsorship Level	Contribution Amount
Lucky's Station	Arctic Fever Title Sponsor	\$1,500
Bolten & Menk	Gold Level Sponsor	\$1,500
Excelsior American Legion Post 259	Gold Level Sponsor	\$500
Mediacom	Bronze Level Sponsor	\$100
New Horizon Academy	Bronze Level Sponsor	S'mores for Arctic Fever

The City events would not be possible without the generous support and contributions from these tremendous businesses.

Financial Considerations

All sponsorship contributions will assist in offsetting the costs of City events.

Action Requested

A motion to approve the resolution accepting the sponsorship donations as stated in the attached resolution.

A majority vote by the Council is required.

**CITY OF SHOREWOOD
COUNTY OF HENNEPIN
STATE OF MINNESOTA**

RESOLUTION 25-006

**A RESOLUTION ACCEPTING SPONSORSHIP CONTRIBUTIONS TO THE
CITY OF SHOREWOOD 2025 SPONSORSHIP PROGRAM**

WHEREAS, the following persons and entities have offered to contribute to our sponsorship program in the amounts or items set forth below to the city; and

<u>Name of Sponsor</u>	<u>Contribution Amount</u>
Lucky's Station	\$1,500
Bolten & Menk	\$1,500
Excelsior American Legion Post 259	\$500
Mediacom	\$100
New Horizon Academy	S'mores for Arctic Fever Event

WHEREAS, the terms or conditions of the contributions or items are to be used for special events hosted by the City in the year 2025; and

WHEREAS, all such contributions have been given to the City for the benefit of its citizens, as allowed by law; and

WHEREAS, the City Council finds that it is appropriate to accept the contributions or items offered. .

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHOREWOOD, MINNESOTA AS FOLLOWS:

1. The contributions described above are accepted and shall be used to establish and/or operate services either alone or in cooperation with others, as allowed by law.
2. The city clerk is hereby directed to issue receipts to each donor acknowledging the city's receipt of the sponsor's contribution.

Adopted by the City Council of Shorewood, Minnesota this 13th day of January 2025.

Jennifer Labadie, Mayor

Attest:

Sandie Thone, City Clerk



City of Shorewood

City Council Meeting Item

Item
2H

Title/Subject:	Authorization to Declare Items as Surplus and Authorize the Sale and/or Disposal
Meeting Date:	Monday, January 13, 2025
Prepared by:	Matt Morreim, Public Works Director
Reviewed by:	Marc Nevinski, City Administrator
Attachments:	Exhibit A - Surplus List Council Resolution

Background:

The City has maintenance equipment, building materials, outdated technology devices and other miscellaneous items that have reached the end of life, are obsolete and/or are no longer used by the City. City staff continue to inventory items that are stored at various city facilities. The main benefit for selling surplus items is to gain critical storage space at all facilities where the items are stored.

The fair market value of each inventoried item is included in the attachment. No item is greater than \$175,000 in value. The majority of the items will be recycled with a licensed recycler. All items that can be resold will be advertised for sale on an online auction site (GovDeals or MinnBid) or to another government entity. Items that can't be sold will be donated, recycled or disposed of in an environmentally responsible manner.

Financial or Budget Considerations:

Funds generated by the sale of surplus items will be directed to the appropriate capital fund.

Action Requested:

Motion to adopt the Resolution as submitted that declares inventory as surplus and authorizes the sale of the same.

A majority vote by the Council is required.

EXHIBIT A

#	ITEM	DESCRIPTION	YEAR	MAKE/MODEL	ESTIMATED VALUE
1	FCH2421ERCT	Desk Phone (Sell Pile)		Cisco	\$10
2	PUC17070E4I	Desk Phone (Sell Pile)		Cisco	\$10
3	FCH2319DGSE	Desk Phone (Sell Pile)		Cisco	\$10
4	PUC172505SH	Desk Phone (Sell Pile)		Cisco	\$10
5	FCH2421DTTV	Desk Phone (Sell Pile)		Cisco	\$10
6	FCH18468HED	Desk Phone (Recycle Pile)		Cisco	n/a
7	FCH1016858J	Desk Phone (Recycle Pile)		Cisco	n/a
8	FCH102282CW	Desk Phone (Recycle Pile)		Cisco	n/a
9	FCH102283WH	Desk Phone (Recycle Pile)		Cisco	n/a
10	FCH1411AC50	Desk Phone (Recycle Pile)		Cisco	n/a
11	INM09341XFF	Desk Phone (Recycle Pile)		Cisco	n/a
12	FCH134785WX	Desk Phone (Recycle Pile)		Cisco	n/a
13	FCH12498DEL	Desk Phone (Recycle Pile)		Cisco	n/a
14	FCH1016AEA7	Desk Phone (Recycle Pile)		Cisco	n/a
15	FCH1231AUUA	Desk Phone (Recycle Pile)		Cisco	n/a
16	FCH12268BZK	Desk Phone (Recycle Pile)		Cisco	n/a
17	INM10161P2T	Desk Phone (Recycle Pile)		Cisco	n/a
18	FCH100987H7	Desk Phone (Recycle Pile)		Cisco	n/a
19	FCH10209NHV	Desk Phone (Recycle Pile)		Cisco	n/a
20	FCH10538HEB	Desk Phone (Recycle Pile)		Cisco	n/a
21	44C-03TZ-A00	CN-04G481-71616 Keyboard (New)		Dell	n/a
22	454-0DG7-A00	CN-04G481-71616 Keyboard (New)		Dell	n/a
23	44C-0FT6-A00	CN-04G481-71616 Keyboard		Dell	n/a
24	44C-0C4C-A00	CN-04G481-71616 Keyboard		Dell	n/a
25	ST:3YPFM33 EX:8628915855	Latitude 5510 Laptop (Melissa's Desk)		Dell	n/a
26	1750110-2F42435	LabelWriter (Melissa's Desk)		Dymo	n/a
27	FB8TX1	Latitude E6540 Laptop		Dell	n/a
28	2WMSW31	PP05L Laptop		Dell	n/a
29	AF 11NF0	2626 Laptop		IBM	n/a
30	AF 11NDZ	2626 Laptop		IBM	n/a
31	HGHKC91	PP15L Laptop		Dell	n/a
32	DXMPWK1	P03S Laptop		Dell	n/a
33	Y0126270U	P5225U-N91J0 Laptop		Toshiba	n/a
34	N/A	ProBook Laptop		HP	n/a
35	2CE944JJQQ	G60-530US Laptop		HP	n/a
36	CNU9475MBQ	610 Laptop		Compaq	n/a
37	CND5523YJ6	15-af131dx Laptop		HP	n/a
38	N/A	Surface		Microsoft	n/a
39	ST:3BLZ353 EX:7232383911	XPS Laptop		Dell	n/a
40	ST:5WNLSQ2 EX:12858477482	XPS Laptop (Joe Rigdon)		Dell	n/a
41	N/A	XPS Laptop (Greg Lerud)		Dell	n/a
42	20020905003130	PMD560/U1S DN-300R MK11 Audio Recorder		Denon	\$5
43	6149343	SLV-N71 VCR		Sony	n/a
44	FCPJ74974	Pixma iP90 Photo Printer		Canon	n/a
45	CN0RH659735717CF041Y	L100 Keyboard		Dell	n/a
46	CN-06WMN0-73826-6BF-08ZP-A02	Keyboard		Dell	n/a
47	U61830A8J225197	MFC-9440CN Printer		Brother	n/a
48	CN-0DJ331-71616-78N-0ZMU	Keyboard		Dell	n/a
49	4J36Y12	Optiplex 7010 Desktop Computer		Dell	n/a
50	3HJ0S22	Optiplex 7070 Desktop Computer		Dell	n/a
51	DXYJ8M2	Optiplex 7050 Desktop Computer		Dell	n/a
52	6W7FKB2	Precision Tower 5810		Dell	n/a
53	V1005N9480921	D22W12 Monitor		V7	n/a
54	CN-0KU311-64180-7BE-1FYM	AS501 Monitor		Dell	n/a
55	CN-0H069H-72872-92N-1VCM	2208WFP1 Monitor		Dell	n/a
56	CN-0J6642-71618-4CO-AFXN	1704FPVt Monitor		Dell	n/a

EXHIBIT A

57	CN-0WH318-72872-6AP-023I	E177FPf Monitor		Dell	n/a
58	04J4HCHJ901268P	S22E450BW Monitor		Samsung	n/a
59	04J4HCLJB01168R	S22E450BW Monitor		Samsung	n/a
60	C37G 2010 4U63 00	DVD Player		Toshiba	n/a
61	C37G 0569 4U63 00	DVD Player		Toshiba	n/a
62	2382238	SLV-D380P DVD Player/VCR		Sony	n/a
63	CN-0H069H-72872-92N-1V6M	2208WFPf Monitor		Dell	n/a
64	3B0846X72890	BE350G Battery Backup + Surge Protector		APC	n/a
65	95M-0B72-A00	CN-0Y526K-71616 Keyboard		Dell	n/a
66	DXZH8M2	D11S002 Desktop		Dell	n/a
67	PSZ21031QYW	SG300-52P Managed Switch		Cisco	n/a
68	FTX1724J646	AIR-SAP2602I-A-K9 Access Point		Cisco	n/a
69	2778954	Hyper Deck Studio 2		Blackmagicdesign	n/a
70	07140440	SR-HD2700U Blu-Ray Disc Recorder		JVC	n/a
71	081211046195	711GE ONT		Calix	n/a
72	LBSJS2001397	CSN27U12V-NA2 Alarm(?)		Cyber Power	n/a
73	COSDD016W6HKB2	Dell Precision Tower		Dell	n/a
74	A000160185	Dell Monitor		Dell	n/a
75	Patching Hot Box	Slip in hot asphalt patching unit	2021	Falcon	\$8k
76	Water Truck	2,000 gallon water truck	2001	Freightliner	\$6k
77	One-Ton Dump Truck	Ford F550 dump truck with plow	2010	Ford F550	\$6k
78	Dump Truck	Single axle dump truck w/ plow, sander, wing	2010	Freightliner	\$15k
79	Hose	Large diameter fire hose	n/a	n/a	\$200
80	Parts Cleaning Station	Cleaning station for auto parts	n/a	Cleanmaster	\$100
81	Sand Blaster	50 lb Cabinet blaster	n/a	ATD	\$200

**CITY OF SHOREWOOD
COUNTY OF HENNEPIN
STATE OF MINNESOTA**

RESOLUTION 25-007

**A RESOLUTION DECLARING INVENTORY AS SURPLUS AND AUTHORIZING THE SALE OF THE
SAME OR DISPOSAL OF.**

WHEREAS, the City Council of the City of Shorewood, Minnesota has been advised by staff that the inventory items described in the attached Exhibit A are no longer needed for current or future municipal operations; and

WHEREAS, the estimated value of each inventory item is included in the attached Exhibit A; and

WHEREAS, the fair market value of each inventory item is included in the attached Exhibit A and is not greater than \$175,000 per item.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHOREWOOD, MINNESOTA AS FOLLOWS:

1. The council declares the inventory items listed in the attached Exhibit A as surplus.
2. The council authorizes the disposal of said items by advertising it for sale on an online auction site (GovDeals or MinnBid) or to another government entity pursuant to Minn. Stat. § 471.345 at or above each item's fair market value.
3. The inventory will not be sold to a city officer or employee.
4. All sales shall be final and the inventory is to be sold in "as-is" condition.
5. All items that can't be sold will be donated, recycled or disposed of in an environmentally responsible manner.

Adopted by the City Council of Shorewood, Minnesota this 13th day of January 2025.

Jennifer Labadie, Mayor

Attest:

Sandie Thone, City Clerk



City Council Meeting Item

Title/Subject: **Accept Resignation of Planning Director and Approve Recruitment**
Meeting Date: January 13, 2025
Prepared by: Sandie Thone, City Clerk/Human Resources Director
Reviewed by: Marc Nevinski, City Administrator

Background

Shorewood Human Resources department received the resignation of Planning Director Marie Darling effective February 7, 2025. Marie has served as the city's Planning Director since May of 2017. Marie has performed exemplary service to the city and she will be missed.

The city would like to begin recruitment for Marie's replacement. The position is full time with full benefits and is Grade 16 on the City's Compensation Schedule with a pay range of \$114,963 to \$137,956.

Financial Considerations

The position is budgeted for in the 2025 Planning department personnel services budget.

Action Requested

Motion to accept Marie Darling's resignation and approve recruitment for the Planning Director position.

A simple majority vote required.



City Council Meeting Item

Title/Subject: Request for Additional Time to Correct a Code Violation & Schedule Hearing

Meeting Date: January 13, 2025

Prepared by: Jake Griffiths, City Planner

Reviewed by: Marc Nevinski, City Administrator
Marie Darling, Planning Director

Attachments: Written Request for Additional Time
Photos of Condition of Property
Resolution Approving the Request & Scheduling Hearing

Background

Location: 452 Lafayette Ave

Applicant: Fritz Faus, on behalf of Faus Family Rental LP

In September 2024, the City received a complaint regarding hazardous conditions at 452 Lafayette Ave. Violations present include but are not limited to a deteriorating building and dock, inoperable motor vehicles, and dead trees. Photos showing the condition of the property are attached for reference. In response, City staff reached out to the property owners via phone, email and sent a violation notice to the property owners regarding violations of the City Code on their property. City staff also met with the property owner at the property on December 10, 2024. In response, the property owner is requesting an extension until the end of April to bring their property into compliance.

City Code 104.03 Subd. 2. a. allows the City Council to grant an extension to correct violations of the City Code at the request of a property owner. Due to likely problematic weather, staff recommends granting an extension until April 30, 2025 to correct the City Code violations.

However, given the nature of the hazardous conditions present on the property City staff also recommends scheduling a hearing for the May 12, 2025 City Council meeting for the purpose of determining if the conditions on the property are a blight/nuisance violation for a hazardous building and property and, if necessary, issuing an order directing that such hazardous conditions be abated within a time prescribed by the City Council. If the violations are corrected prior to the deadline, then this hearing would be cancelled.

Financial Considerations

None

Action Requested

Motion to approve the attached resolution granting additional time to correct code violations and scheduling a hearing on May 12, 2025 for the property located at 452 Lafayette Ave.

A majority vote of the Council is required.

Jake Griffiths

From: Fritz Faus <fritzfaus@aol.com>
Sent: Friday, December 20, 2024 12:21 PM
To: Jake Griffiths; Wade Woodward; Cindy Faus; Kim James; abrenstrom@gmail.com

I've talked with Woody Love (former Shorewood mayor). He helped with our house in Tonka Bay, and will be helping with this property.

The tabs are on the trailer and the material to fix the windows on the east side, rotten siding on the north, south and east side of cabin, deck boards.

That will be fixed next week.

January

Removal of dead trees (cottonwood and evergreen) by Magnolia Tree Experts, removal of debris from property.

April

Weather permitting, straighten and level cabin from the 12 footing underneath the cabin. New roof, paint the entire cabin. New dock boards, straighten and level.

Fritz Faus
452 Lafayette, [952-292-0796](tel:952-292-0796)

452 Lafayette Ave – Inspection Photos













**CITY OF SHOREWOOD
COUNTY OF HENNEPIN
STATE OF MINNESOTA**

RESOLUTION 25-008

**A RESOLUTION APPROVING A REQUEST FOR EXTENSION TO CORRECT CODE VIOLATIONS &
SCHEDULING A HEARING FOR PROPERTY LOCATED AT 452 LAFAYETTE AVE**

WHEREAS, the City of Shorewood sent a violation notice to Fritz Family Rental LP (“Property Owners”) regarding violations of City Code on their property addressed as 452 Lafayette Ave; and,

WHEREAS, Fritz Faus, on behalf of the property owners, has requested more time to correct the violation as allowed by Section 104.03 subd. 2 a. of the City Code; and,

WHEREAS, the City Council considered the appeal for additional time to correct the violation at its regular meeting on January 13, 2025.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHOREWOOD, MINNESOTA FINDS AS FOLLOWS:

CONCLUSIONS

1. The Property Owners request for additional time is necessary to resolve the violations.
2. The City Council has requested an inspection of the work upon completion after April 30, 2025.
3. The City Council hereby grants an extension to correct the violations, which expires on April 30, 2025.
4. The City Council hereby requests if violations are not resolved prior to April 30, 2025, that City staff schedule and notice a hearing for the May 12, 2025 City Council meeting for the purpose of determining if the conditions on the property are a blight/nuisance violation for a hazardous building and property, and, if necessary, issuing an order directing that such hazardous conditions be abated within a time prescribed by the City Council.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF SHOREWOOD, MINNESOTA this 13th day of January 2025.

Jennifer Labadie, Mayor

ATTEST:

Sandie Thone, City Clerk



City of Shorewood

Item
2K

City Council Meeting Item

Title/Subject: Request for Additional Time to Correct a Code Violation
Meeting Date: January 13, 2025
Prepared by: Marie Darling, Planning Director
Reviewed by: Marc Nevinski, City Administrator
Attachments: Written Request for Additional Time
Photos of Condition of Property
Resolution Approving the Request

Background

Location: 5590 Timber Lane
Applicant: Ross Lumley, on behalf of 2100 Grand Ave S., LLC

In December of 2024, the City received a complaint regarding multiple leaf bags that were left by the street for many weeks, a fence in disrepair and a fallen tree. Staff inspected the concerns and confirmed the violations. Staff sent a violation notice to the property owner. The owner has moved the leaf bags up to the house so that they are out of the way of city snowplows and stored consistent with city code, but asks for more time to bring the property into compliance as they were unable to find a disposal site that will take the items until spring.

City Code 104.03 Subd. 2. a. allows the City Council to grant an extension to correct violations of the City Code at the request of a property owner. Due to lack of available dump sites, staff recommends granting an extension until April 30, 2025 to correct the City Code violations.

Financial Considerations

None

Action Requested

Motion to approve the attached resolution granting additional time to correct code violations located at 5590 Timber Lane. A majority vote of the Council is required.

Marie Darling

From: Ross Lumley <rosslumley@gmail.com>
Sent: Tuesday, December 31, 2024 10:20 AM
To: Marie Darling
Cc: Sara Aucacama; Heather Lumley
Subject: 5590 timber lane yard waste extension request

Caution: The sender of this message is external to your organization and not recognized. Use care when replying, selecting links, or opening attachments.

Hello Marie, I am following up from my last question regarding the extension for the tree waste in the side yard. As mentioned the local dump sites are closed for the season and will not reopen until April. I am requesting an extension until April so I can properly dispose of the yard waste. Please confirm this will work. In addition, I will have the bags removed by the 1-6-2025 date.

Ross Lumley

STEPPING STONE BROKERS LLC

<https://thesteppingstonegroup.com/>

Office: 612.500.6223

Cell: 612.490.1434



**CITY OF SHOREWOOD
COUNTY OF HENNEPIN
STATE OF MINNESOTA**

RESOLUTION 25-009

**A RESOLUTION APPROVING A REQUEST FOR EXTENSION TO CORRECT CODE VIOLATIONS FOR
PROPERTY LOCATED AT 5590 TIMBER LANE**

WHEREAS, the City of Shorewood sent a violation notice to 2100 Grand Ave S. LLC (“Property Owners”) regarding violations of City Code on their property addressed as 5590 Timber Lane; and,

WHEREAS, the Property Owners have requested more time to correct the violation as allowed by Section 104.03 subd. 2 a. of the City Code; and,

WHEREAS, the City Council considered the appeal for additional time to correct the violation at its regular meeting on January 13, 2025.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHOREWOOD, MINNESOTA FINDS AS FOLLOWS:

CONCLUSIONS

1. The Property Owners request for additional time is necessary to resolve the violations.
2. The City Council has requested an inspection of the work upon completion after April 30, 2025.
3. The City Council hereby grants an extension to correct the violations, which expires on April 30, 2025.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF SHOREWOOD, MINNESOTA this 13th day of January 2025.

Jennifer Labadie, Mayor

ATTEST:

Sandie Thone, City Clerk



City Council Meeting Item

Title/Subject: Delegation Agreement for AIS Program
Meeting Date: January 13, 2025
Prepared by: Jake Griffiths, City Planner
Reviewed by: Marc Nevinski, City Administrator
Marie Darling, Planning Director
Attachments: DNR Delegation Agreement Q&A Flyer
Delegation Agreement

Background

The Minnesota Department of Natural Resources (DNR) is responsible for Aquatic Invasive Species (AIS) inspections and control on a state-wide basis. However, the Christmas Lake HOA has historically assumed this role at Christmas Lake landing to ensure a more active inspection program. The HOA's involvement is made possible through a delegation agreement between the City and the DNR that expired at the end of 2024. Since the current agreement has expired, to continue the program the City must enter into a new delegation agreement with the DNR. The delegation agreement, if approved, will be good for 3 years until December 31, 2027.

The City works in partnership with the Christmas Lake Homeowners Association (CLHOA) to provide these inspections and the CLHOA has coordinated the work with a vendor (Waterfront Restoration, LLC). Even though the City is not responsible for the costs of the agreement, by state statute the DNR can only enter into delegation agreements with local governments. If the delegation agreement is approved, City staff anticipate bringing forward a separate service agreement with the CLHOA and their contractor in the Spring.

Financial Considerations

There is no cost to approving the delegation agreement. The City budgets \$5,000 per year towards the inspection work, with the remainder of the project costs being paid by the CLHOA.

Action Requested

Motion to approve the attached Delegation Agreement for the AIS program.

A majority vote of the Council is required.

Q and A: Tribal and Local Government Delegation Agreements for Watercraft Inspection Programs

Q: What is a Delegation Agreement and what does it do?

A: The Department of Natural Resources (DNR) can enter into agreements with tribal and local governments that are interested in implementing an aquatic invasive species (AIS) prevention program that includes watercraft inspectors at water accesses. The Delegation Agreement defines responsibilities for implementing local watercraft inspection programs. The DNR will provide training, testing, and authorizations to inspectors working for tribal and local governments that have a Delegation Agreement with the DNR. Tribal and local government inspectors authorized by the DNR have the authority to require watercraft inspections and can deny launching of watercraft that do not comply with AIS laws.

Q: Who can enter into a Delegation Agreement with the DNR?

A: The DNR can enter into a Delegation Agreement with tribal and local governments that assume all legal, financial and administrative responsibilities for an aquatic invasive species inspection program on some or all public waters within their jurisdiction. Watercraft inspectors must be employed by the tribal or local government or be working for contractors hired by the tribal or local government. Tribal and local governments are responsible for complying with all provisions in the Delegation Agreement.

Q: Can a Lake Association enter into a Delegation Agreement?

A: Minnesota Statutes only allow the DNR to enter into Delegation Agreements with tribal and local governments.

Q: Can lake associations partner with tribal or local governments to establish an inspection program on specific water accesses?

A: Yes, lake associations have provided funding to local governments for watercraft inspection programs. The tribal or local government would need to have a signed Delegation Agreement with the DNR for the watercraft inspection program and assume all legal, financial, and administrative responsibilities, including the scheduling and supervision of staff.

Q: What are some of the administrative responsibilities that tribal and local government must perform under the Delegation Agreement with the DNR?

A: Tribal and local governments are responsible for hiring and supervising watercraft inspectors and making sure these individuals complete the required training and are authorized by the DNR to be an inspector. A plan that describes the inspection program must be submitted to the DNR for approval. This plan must indicate where and when the inspectors will be working so that DNR can schedule our staff at other locations and avoid duplication. Tribal and local governments must work with local licensed peace officers and DNR Conservation Officers to ensure adequate law enforcement support when inspection stations are being operated. This is only a partial list of administrative responsibilities, please read the Delegation Agreement to understand all requirements.

Q: What will the DNR provide?

A: The DNR provides training, testing and authorizations for tribal and local government watercraft inspectors. The DNR develops protocols for inspection and decontamination procedures and is available for technical guidance as needed. DNR Conservation Officers can also offer training to licensed peace officers on the enforcement of invasive species laws related to the transport, possession and use of water-related equipment.

Q: Can this agreement be terminated?

A: Yes, the agreement can be terminated with a 30-day notice to the other party at any time.

**DELEGATION AGREEMENT
Aquatic Invasive Species (AIS) Prevention
Inspection of Water-related Equipment**

This agreement is made by and between the Department of Natural Resources (referred to as DNR), an administrative agency of the State of Minnesota and

(referred to as Governmental Unit), a local government unit (individually referred to generally as a Party or together as Parties). This agreement is entered into under authority granted to DNR pursuant to Minnesota Statutes section 84D.105.

WHEREAS AQUATIC INVASIVE SPECIES (AIS) are nonnative species that cause or may cause economic or environmental harm or harm to human health or threatens or may threaten natural resources or the use of natural resources in the state;

WHEREAS DNR has been authorized and charged with responsibility by the state legislature to establish a statewide program to prevent and manage the spread of AIS in coordination with other governmental entities; DNR has in its employ conservation officers trained and authorized to enforce the state invasive species laws; and DNR has developed AIS inspection protocols;

WHEREAS pursuant to Minnesota Statutes section 84D.105, Subdivision 2(a), Governmental Unit is a Tribal or local government that agrees to assume legal, financial, and administrative responsibilities for inspection programs on some or all public waters within their jurisdiction; and

WHEREAS DNR and Governmental Unit are committed to the following three core principles:

- Coordination of their authority and resources to develop a reasonable and effective water-related equipment inspection requirement to stop the spread of AIS in the state and prevent the introduction of new AIS;
- a collaborative, cooperative approach to AIS management and prevention;
- ensuring continued access to public waters.

NOW, THEREFORE it is mutually agreed by and between the Parties as follows:

1. PURPOSE. The purpose of this agreement is to enhance Minnesota's capacity to prevent the spread of AIS by enabling local governmental entities to perform AIS inspections and manage access to water resources in keeping with the three principles stated above.

2. TASKS AND RESPONSIBILITIES.

A. DNR or its delegee will provide training of individuals employed by Governmental Unit and/or individuals working for contractors to Governmental Unit as inspectors and, upon successful completion of training and testing requirements, the DNR will certify individuals as authorized inspectors in accordance with Minnesota Statutes section 84D.105, subd. 2(a). DNR will assume all obligation for training to the extent set forth in Minnesota Statutes section 84D.105.

B. When requested by a law enforcement agency, DNR Enforcement will provide AIS training to licensed peace officers

C. Governmental Unit will work with their local city and county law enforcement to ensure that local licensed peace officers are available to support Governmental Unit inspectors. Governmental Unit inspectors shall utilize local city and county law enforcement agencies as their primary law enforcement support when inspection stations are operated. DNR Conservation Officers may assist with support if a local agency officer is unavailable and there is an egregious violation.

D. Governmental Unit will design and implement an AIS inspection program, detailed in a Watercraft Inspection Program Plan, which must be approved by DNR, on some or all public waters within their jurisdiction utilizing existing authorities and the authority granted to inspectors under Minnesota Statutes sections 84D.105, subd. 2(b) and 84D.10, subd. 3(a), clauses 1, 3, and 4 (the Program). The program must comply with all requirements in Minnesota Statutes section 84D.105 and in DNR Watercraft Inspection Program procedures and manuals.

E. Governmental Unit will designate individuals employed by the Governmental Unit and/or individuals working for contractors to Governmental Unit to serve as inspectors for the Program and ensure that these individuals complete the required training and certification in paragraph 2A of this agreement prior to performing inspections. Governmental Unit will help coordinate training of licensed peace officers as provided under paragraph 2B of this agreement.

F. Governmental Unit will provide one or more inspection stations established under the Program with trained and certified inspectors, who will exercise inspection authorities in accordance with current DNR procedures and manuals. General inspection procedures include:

- i. Visually and tactilely inspecting water-related equipment to determine whether aquatic invasive species, aquatic macrophytes, or water is present;
- ii. Instructing persons on how to comply with AIS laws by removing AIS, draining, decontaminating, or treating AIS and water-related equipment to prevent the transportation and spread of aquatic invasive species, aquatic macrophytes, and water;
- iii. Issuing verbal orders to prohibit placing water-related equipment, that has AIS attached or water that has not been drained, into waters of the state;
- iv. With owner's consent, assisting with the removal of AIS and decontamination of water-related equipment; and
- v. Contacting local law enforcement or Conservation Officers if a person transporting watercraft or water-related equipment refuses to take corrective actions to remove AIS or fails to comply with requirements to drain water prior to leaving the water access.

G. Governmental Unit will support education and outreach projects and programs designed to increase public awareness and knowledge of the risks AIS pose to water resources and public capacity to contribute to the effort to prevent and manage the spread of AIS.

H. Governmental Unit assumes legal, financial, and administrative responsibilities for their staff and/or individuals working for contractors and the actions of their staff/contractors and will bear costs incurred in completing the tasks and responsibilities herein, except that DNR will provide, at its sole expense, staff and/or contracted professionals to coordinate and conduct the training described herein.

I. Governmental Unit and DNR will regularly meet or consult with each other to collaboratively develop the above-described elements of Governmental Unit AIS Program and potential models that could be used by other local government entities to help prevent the spread of AIS, guided by the three core principles stated above.

J. Governmental Unit must submit an End-of-Season Watercraft Inspection Report to the DNR summarizing the results and issues related to implementing the inspection program.

3. LIABILITY. Each Party to this agreement shall be liable for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party, its agents, volunteers or employees. It is understood and agreed that liability and damages arising from the Parties' acts and omissions are governed by the provisions of the Municipal Tort Claims Act, Minnesota Statutes Chapter 466, the Minnesota Tort Claims Act, Minnesota Statutes section 3.736, and other applicable laws.

4. TERM AND TERMINATION. The agreement becomes effective on the date of final signature. This agreement expires on December 31; . The agreement may be terminated with or without cause by 30-day written notice to the other Party.

5. ENTIRE AGREEMENT. This agreement supersedes any prior or contemporaneous representations or agreements, whether written or oral, between DNR and Governmental Unit, and contains the entire agreement with regard to the subject matter herein.

6. AMENDMENTS. This agreement may be amended only by the mutual consent of the Parties in writing, signed by each of the Parties.

7. NOTICE. Any written communication required under this agreement will be addressed to the other Party as follows, except that any Party may change its representative and/or address for notice by so notifying the other Party in writing:

To DNR:

Watercraft Inspection Program Supervisor
Minnesota Department of Natural
Resources 500 Lafayette Road, Box 25
St. Paul MN 55155-4025

To Governmental Unit:

Name/Title:

Governmental Unit:

Address:

Address:

8. GOVERNING LAW AND VENUE. This agreement will be governed by and interpreted in accordance with the laws of the State of Minnesota. Venue for all legal proceedings out of this agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

9. WAIVERS. The waiver by DNR or Governmental Unit of any breach or failure to comply with any provision of this agreement by the other Party will not be construed as nor will it constitute a continuing waiver of such provision or a waiver of any other breach of or failure to comply with any other provision of this agreement.

10. STATE AUDITS. Under Minnesota Statutes section 16C.05, subd. 5, Governmental Unit books, records, documents, and accounting procedures and practices relevant to this agreement are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this agreement.

11. GOVERNMENT DATA PRACTICES. Governmental Unit and DNR must comply with the Minnesota Government Data Practices Act, Minnesota Statute Chapter 13, as it applies to all data provided by DNR under this agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by Governmental Unit under this agreement. The civil remedies of Minnesota Statute section 13.08 apply to the release of the data referred to in this clause by either Governmental Unit or DNR.

If Governmental Unit receives a request to release the data referred to in this Clause, Governmental Unit must immediately notify the DNR's Data Practices Compliance Official. The Governmental Unit's response to the request shall comply with applicable law.

The state complies with Minnesota Government Data Practices Act regarding the released of any data created, collected, received, stored, used, maintained, or disseminated by the respective party under this agreement. The state and the Governmental Unit shall let each other know when a data request has been received.

IN WITNESS WHEREOF, intending to be legally bound, the Parties hereto execute and deliver this agreement.

GOVERNMENTAL UNIT:

By: _____

Title: _____

Date: _____

DEPARTMENT OF NATURAL RESOURCES

By: _____

Title: Director, Division of Ecological and Water Resources

Date: _____

COMMISSIONER OF ADMINISTRATION

By: _____

Title: _____

Date: _____



Item
2M

City Council Meeting Item

Title/Subject: **Equitable Sharing Program Participation**
Meeting Date: January 13, 2025
Prepared by: Marc Nevinski, City Administrator
Attachments: **Resolution**

Background

The South Lake Minnetonka Police Department wishes to participate in the Equitable Sharing program through the US Department of Justice and US Department of Treasury. The program allows local law enforcement agencies cooperating with federal and state law enforcement agencies to receive a portion of resources that may be realized when assets are forfeited as a result of law enforcement action. The resources are intended to supplement local law enforcement budgets and may be used for such activities as operations, investigations, education, facility improvement, equipment, prevention and awareness, and support of relevant community-based organizations.

The program funds received by a local law enforcement agency cannot be directly managed or accessible by law enforcement personnel. Rather the funds must be maintained and administered by the local jurisdiction's chief financial officer. In the case of SLMPD, because it is a joint power entity, the Department of Justice believes Shorewood is the appropriate jurisdiction to maintain and administer any program funds. Separate accounts must be maintained for program funds, city staff will need to undergo periodic training, and comply with federal audit requirements.

Financial Considerations

Staff estimates that administering the program funds will require approximately twenty hours per year of staff time. It is recommended that SLMPD reimburse the City for staff time and actual costs.

Action Requested

Motion to adopt the attached resolution authorizing the City of Shorewood's participation in the federal Equitable Sharing Program on behalf of the SLMPD.

A majority vote by the Council is required.

**CITY OF SHOREWOOD
COUNTY OF HENNEPIN
STATE OF MINNESOTA**

RESOLUTION 25-010

**A RESOLUTION AUTHORIZING THE CITY OF SHOREWOOD TO MAINTAIN AND ADMINISTER
FEDERAL EQUITABLE SHARING PROGRAM FUNDS ON BEHALF OF THE SOUTH LAKE
MINNETONKA POLICE DEPARTMENT**

WHEREAS, the South Lake Minnetonka Police Department (the “SLMPD”) wishes to participate in the Equitable Sharing Program (the “program”) operated by the U.S. Department of Justice and the U.S. Department of Treasury Asset Forfeiture Programs; and

WHEREAS, the program allows local law enforcement agencies cooperating with federal law enforcement agencies to receive a portion of resources that may be realized when assets are forfeited as a result of law enforcement action; and

WHEREAS, the local law enforcement personnel cannot have direct access to the program funds, which must instead be maintained and administered by the local jurisdiction’s chief financial officer in the same manner as all jurisdiction funds; and

WHEREAS, the U.S. Department of Justice has indicated that maintenance and administration of the program funds by the City of Shorewood and its Chief Financial Officer satisfy the program requirements; and

WHEREAS, the City of Shorewood is agreeable to maintaining and administering the program funds on behalf of the SLMPD and will enter into a service agreement with the SLMPD to outline policies and procedures, agency roles, and reimbursement of costs.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHOREWOOD, MINNESOTA that the City of Shorewood will provide the maintenance and administration of the Equitable Sharing Program Funds allocated to the South Lake Minnetonka Police Department.

Adopted by the City Council of Shorewood, Minnesota this 13th day of January, 2025.

Jennifer Labadie, Mayor

Attest:

Sandie Thone, City Clerk



Item
2N

City Council Meeting Item

Title/Subject: 2023 Drainage and Utility Improvements Project- Acceptance & Final Payment; City Project 23-05
Meeting Date: Monday January 13th, 2025
Prepared by: Andrew Budde, City Engineer
Reviewed by: Matt Morreim, Director of Public Works
Attachments: Resolution

Background

At the August 28, 2023, Council Meeting, Council awarded the contract for the 2023 Drainage and Utility Improvements Project to Schneider Excavation & Grading, Inc. The project included the reconstruction of the existing infrastructure, grading, as well as the installation of storm sewer. Schneider Excavation & Grading, Inc. has completed all work associated with the project and is requesting acceptance of the work. Staff has reviewed the work and all remaining punch list items have been completed. Schneider Excavation & Grading, Inc., has submitted the Minnesota IC-134 Withholdings Affidavit Form, Lien Waivers, and request final acceptance and payment.

A resolution accepting the improvements for the 2023 Drainage and Utility Improvements Project is included for Council consideration and approval.

Financial or Budget Considerations

Schneider Excavation & Grading, Inc. was awarded the project with a bid of \$163,809.41. The total amount due is \$162,029.88, which is \$1,779.53 below the estimated project cost. The final payment amount is \$8,101.49 and will release all retainage.

Action Requested

Staff recommend approval of the resolution for final acceptance and final payment in the amount of \$8,101.49 for the 2023 Drainage and Utility Improvements Project, City Project 23-05.

A majority vote of the Council is required.



**BOLTON
& MENK**

Real People. Real Solutions.

2638 Shadow Lane
Suite 200
Chaska, MN 55318-1172

Ph: (952) 448-8838
Fax: (952) 448-8805
Bolton-Menk.com

December 30, 2024

City of Shorewood
Attn: Matt Morreim
5755 Country Club Rd
Shorewood, MN 55331

RE: 2023 Drainage & Utility Improvements Project
Payment Request No. 2 - Final

Dear Mr. Morreim:

Enclosed is the final Payment Request No. 2 for all work performed on the above-referenced project. This request includes payment for release of retainage.

We have compiled all final quantities for the final Payment Request No. 2, reviewed all work items, and recommend payment in the amount of **\$8,101.49** to Schneider Excavating & Grading Inc. at 405 Central Ave S, Norwood Young America, MN 55397.

Project	City Project No.	Amount to be Paid
2023 Drainage and Utility Improvements	23-05	\$8,101.49

Please contact me if you have any questions regarding this Payment Request.

Sincerely,
Bolton & Menk, Inc.

Tom Vidmar, P.E.
Project Engineer

Cc: Matt Morreim
Michelle Nguyen
Andrew Budde

Contractor: Schneider Excavating & Grading
Name of Project: Shorewood Drainage & Utility

Estimate Number: 2-FINAL
Application Date: 12/18/2024
Pay Period: 2-FINAL

% COMPLETED AFTER THIS ESTIMATE..... 98.9%

ORIGINAL CONTRACT AMOUNT \$ 163,809.41

CHANGE ORDERS/EXTRA WORK:

No.	Description	Additions	Deductions
	Quantity Overruns	\$ -	\$ -
	Quantity Underruns	\$ -	\$ -

TOTAL ADDITIONS..... \$ -
SUB TOTALS..... \$ 163,809.41
TOTAL DEDUCTIONS..... \$ -

CONTRACT AMOUNT TO DATE..... \$ 163,809.41

TOTAL COMPLETED TO DATE..... \$162,029.88

MATERIALS STORED..... \$ -

TOTAL COMPLETED AND STORED TO DATE..... \$ 162,029.88

LESS 0% RETAINAGE..... \$ -

TOTAL EARNED LESS RETAINAGE..... \$ 162,029.88

LESS PREVIOUS PAYMENTS:

Est. No. <u>1</u>	Amount \$ <u>153,928.39</u>	Est. No. _____	Amount \$ <u>-</u>
Est. No. _____	Amount \$ <u>-</u>	Est. No. _____	Amount \$ <u>-</u>
Est. No. _____	Amount \$ <u>-</u>	Est. No. _____	Amount \$ <u>-</u>
Est. No. _____	Amount \$ <u>-</u>	Est. No. _____	Amount \$ <u>-</u>
Est. No. _____	Amount \$ <u>-</u>	Est. No. _____	Amount \$ <u>-</u>
Est. No. _____	Amount \$ <u>-</u>	Est. No. _____	Amount \$ <u>-</u>

Total Estimates \$ 153,928.39

AMOUNT DUE THIS ESTIMATE..... \$ 8,101.49

Payment requested by:
Schneider Excavating & Grading
Contractor Representative

By: 
Date: 12/30/24

Approved and recommended for payment by:
Bolton & Menk, Inc.
Project Engineer

By: 
Date: 12/30/2024

Item No.	Description of Work	A Original Plan Quantity	Unit of Measure	B Bid Price	C Original Contract Amount	D Quantity this App.	Current Pay Application Amount this App.	E Total Quantity to Date	Total Amount Completed to Date
(B x D)									
Base Bid									
1	MOBILIZATION	1	LUMP SUM	\$20,000.00	\$20,000.00	0	\$0.00	1.00	\$20,000.00
2	TRAFFIC CONTROL	1	LUMP SUM	\$3,500.00	\$3,500.00	0	\$0.00	1.00	\$3,500.00
3	CLEAR & GRUB	1	LUMP SUM	\$2,500.00	\$2,500.00	0	\$0.00	1.00	\$2,500.00
4	REMOVE & DISPOSE CASTING ASSEMBLY	1	EACH	\$500.00	\$500.00	0	\$0.00	1.00	\$500.00
5	REMOVE & REPLACE CONCRETE CURB & GUTTER	60	LIN FT	\$82.00	\$4,920.00	0	\$0.00	53.00	\$4,346.00
6	REMOVE & REPLACE CONCRETE SIDEWALK	128	SQ FT	\$20.00	\$2,560.00	0	\$0.00	102.00	\$2,040.00
7	REMOVE & REPLACE 12" CMP CULVERT (INC. FLARED ENDS)	20	LIN FT	\$200.00	\$4,000.00	0	\$0.00	27.00	\$5,400.00
8	REMOVE HYDRANT LEAD & GATE VALVE	1	EACH	\$2,000.00	\$2,000.00	0	\$0.00	1.00	\$2,000.00
9	CITY STREET PATCH	450	SQ FT	\$32.45	\$14,602.50	0	\$0.00	987.00	\$32,028.15
10	DRIVEWAY/PARKING LOT PATCH	940	SQ FT	\$27.00	\$25,380.00	0	\$0.00	327.00	\$8,829.00
11	DI FITTINGS	250	POUNDS	\$20.00	\$5,000.00	0	\$0.00	368.00	\$7,360.00
12	6" C900 PVC WATERMAIN	40	LIN FT	\$100.00	\$4,000.00	0	\$0.00	50.00	\$5,000.00
13	12" C900 PVC WATERMAIN	10	LIN FT	\$225.00	\$2,250.00	0	\$0.00	4.00	\$900.00
14	6" GATE VALVE & BOX	2	EACH	\$3,700.00	\$7,400.00	0	\$0.00	2.00	\$7,400.00
15	CONNECT TO EXISTING WATERMAIN	4	EACH	\$1,500.00	\$6,000.00	0	\$0.00	4.00	\$6,000.00
16	FURNISH & INSTALL CASTING ASSEMBLY, STORM SEWER R-1642-D	1	EACH	\$1,500.00	\$1,500.00	0	\$0.00	1.00	\$1,500.00
17	FURNISH & INSTALL CASTING ASSEMBLY, STORM SEWER R-2501G	1	EACH	\$2,000.00	\$2,000.00	0	\$0.00	1.00	\$2,000.00
18	ADJUST CASTING	3	EACH	\$750.00	\$2,250.00	0	\$0.00	2.00	\$1,500.00
19	DITCH GRADING (PART A)	118	LIN FT	\$34.00	\$4,012.00	0	\$0.00	104.00	\$3,536.00
20	DITCH GRADING (PART C)	286	LIN FT	\$27.00	\$7,722.00	0	\$0.00	346.00	\$9,342.00
21	DITCH GRADING (PART D)	125	LIN FT	\$34.00	\$4,250.00	0	\$0.00	116.00	\$3,944.00
22	DITCH GRADING (PART E)	55	LIN FT	\$63.00	\$3,465.00	0	\$0.00	69.00	\$4,347.00
23	12" x 12" YARD DRAIN	1	EACH	\$3,000.00	\$3,000.00	0	\$0.00	1.00	\$3,000.00
24	REGROUT INVERTS & DOGHOUSE	1	EACH	\$500.00	\$500.00	0	\$0.00	1.00	\$500.00
25	SALVAGE & REINSTALL 12" RC PIPE, STORM	22	LIN FT	\$170.00	\$3,740.00	0	\$0.00	24.00	\$4,080.00
26	DEWATERING	1	LUMP SUM	\$0.01	\$0.01	0	\$0.00	1.00	\$0.01
27	6" SANITARY SERVICE REPAIR	1	EACH	\$7,000.00	\$7,000.00	0	\$0.00	1.00	\$7,000.00
28	4" SOLID LINE, PAINT	150	LIN FT	\$5.00	\$750.00	0	\$0.00	193.00	\$965.00
29	PAVEMENT MESSAGE, PAINT	2	EACH	\$750.00	\$1,500.00	0	\$0.00	3.00	\$2,250.00
30	BIOLOG	180	LIN FT	\$6.00	\$1,080.00	0	\$0.00	100.00	\$600.00
31	INLET PROTECTION	7	EACH	\$200.00	\$1,400.00	0	\$0.00	0.00	\$0.00
32	TOPSOIL BORROW (LV)	123	CU YD	\$44.00	\$5,412.00	0	\$0.00	0.00	\$0.00
33	HYDRAULIC MULCH WITH SEED MIXTURE 25-151	925	SQ YD	\$3.50	\$3,237.50	0	\$0.00	920.00	\$3,220.00
34	MILL 2" BITUMINOUS PAVEMENT	65	SQ YD	\$35.20	\$2,288.00	0	\$0.00	39.10	\$1,376.32
35	TYPE 9.5 WEARING COURSE MIX (2,B)	8	TON	\$511.30	\$4,090.40	0	\$0.00	8.00	\$4,090.40
EW- 1	DISPOSE OF 16 FEET OF 12 INCH RCP AND REPLACE WITH 16 FEET OF NEW RCP		LIN FT	\$61.00		0	\$0.00	16.00	\$976.00
					\$163,809.41		\$0.00		\$162,029.88

**CITY OF SHOREWOOD
COUNTY OF HENNEPIN
STATE OF MINNESOTA**

RESOLUTION 25-011

**A RESOLUTION FOR FINAL ACCEPTANCE FOR THE 2023 DRAINAGE AND
UTILITY IMPROVEMENTS, CITY PROJECT 23-05**

WHEREAS, pursuant to the approved award of the 2023 Drainage and Utility Improvements Project to Schneider Excavation & Grading, Inc. at the August 28, 2023, Council Meeting; and

WHEREAS, Schneider Excavating & Grading, Inc. has completed all work in accordance with the awarded contract; and

WHEREAS, Schneider Excavating & Grading, Inc. is requesting acceptance and final payment for the work; and

WHEREAS, Staff has reviewed the estimate, verified quantities, IC-134s, Lien Waivers, and recommends acceptance and final payment in the amount of \$8,101.49 to Schneider Excavating & Grading, Inc.

NOW, THEREFORE, BE IT RESOLVED: the City Council of the City of Shorewood hereby accepts the improvements and authorizes final payment to Schneider Excavating & Grading for the 2023 Drainage and Utility Improvements Project in the amount of \$8,101.40.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF SHOREWOOD this 13th day of January, 2025.

Jennifer Labadie, Mayor

Attest:

Sandie Thone, City Clerk



City Council Meeting Item

Title/Subject: League of Minnesota-Grant Navigator
Meeting Date: January 13, 2025
Prepared by: Andrew Budde – City Engineer
Reviewed by: Marc Nevinski-City Administrator
Attachments: Resolution

Background

The League of Minnesota Cities (LMC) has a one-time grant opportunity available to cities to help cover the cost of searching for and completing grant applications. The grant is available for up to \$5,000 per city to cover grant research and writing expenses using consultants necessary to prepare the grant application. Staff recommends utilizing the LMC-Grant Navigator for the Safe Routes to School 2025 application that was authorized by council in November 2024 and planned to be submitted by January 17, 2025. A formal resolution supporting the League of Minnesota Cities- Grant Navigator is required.

Financial or Budget Considerations

The city is seeking a grant in the amount of \$5000. This is anticipated to cover the full amount of the Safe Routes to School-Implementation Grant application preparation and submittal.

Action Requested

Approve resolution supporting application the League of Minnesota Cities-Grant Navigator.

A simple majority vote of the Council is required.

**CITY OF SHOREWOOD
COUNTY OF HENNEPIN
STATE OF MINNESOTA**

RESOLUTION 25-012

A RESOLUTION AUTHORIZING APPLICATION FOR GRANT NAVIGATION SUPPORT FOR THE CITY

WHEREAS, the League of Minnesota Cities (“LMC”) has created a pilot Grants Navigation Program (“Program”) in which LMC will provide grants up to \$5,000 per city to use with industry partners to ease the process of identifying matching funds to city projects and aid in the grant application projects.; and

WHEREAS, the Program is limited to providing services to help obtain grant funding for one project per city; and

WHEREAS, the Program is limited to providing support in obtaining grant funding, and LMC does not provide funds to implement projects; and

WHEREAS, the City of Shorewood (“City”) wishes to apply to the Program for support in finding grant funding for the Galpin Lake Road trail connection along Trunk Highway 7 (“Project”); and

WHEREAS, the City recognizes that if approved, any funds received through the Program must be used in a manner consistent with the conditions above as well as all other conditions or limitations of the Program; and

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHOREWOOD, MINNESOTA AS FOLLOWS:

1. The City names Marc Nevinski as its fiscal agent (“Fiscal Agent”) for the purposes of applying to the Program on behalf of the City.
2. The City authorizes the Fiscal Agent to act on its behalf when communicating with LMC in all matters related to the Program application for the Project.
3. If the City is awarded a grant under the Program, it agrees to use the funds to engage with industry partners who will aid in the grant matching and application process consistent with the terms and conditions of the Program.
4. If a state, federal, foundation, or nonprofit grant match is not found, or is applied to but not awarded, the City will seek feedback on why the project was not eligible and report back to the LMC with these findings consistent with the terms and conditions of the Program.
5. If a state, federal, foundation, or nonprofit grant is awarded, a project assessment will be submitted to LMC within six months of the application's approval and then periodically until after project completion consistent with the terms and conditions of the Program.

Adopted by the City Council of Shorewood, Minnesota this 13th day of January 2025.

Jennifer Labadie, Mayor

Attest:

Sandie Thone, City Clerk



City of Shorewood

City Council Meeting Item

Item
4A

Title/Subject: Presentation by County Commissioner Edelson
Meeting Date: January 13, 2025
Prepared by: Marc Nevinski, City Administrator
Attachments: Powerpoint

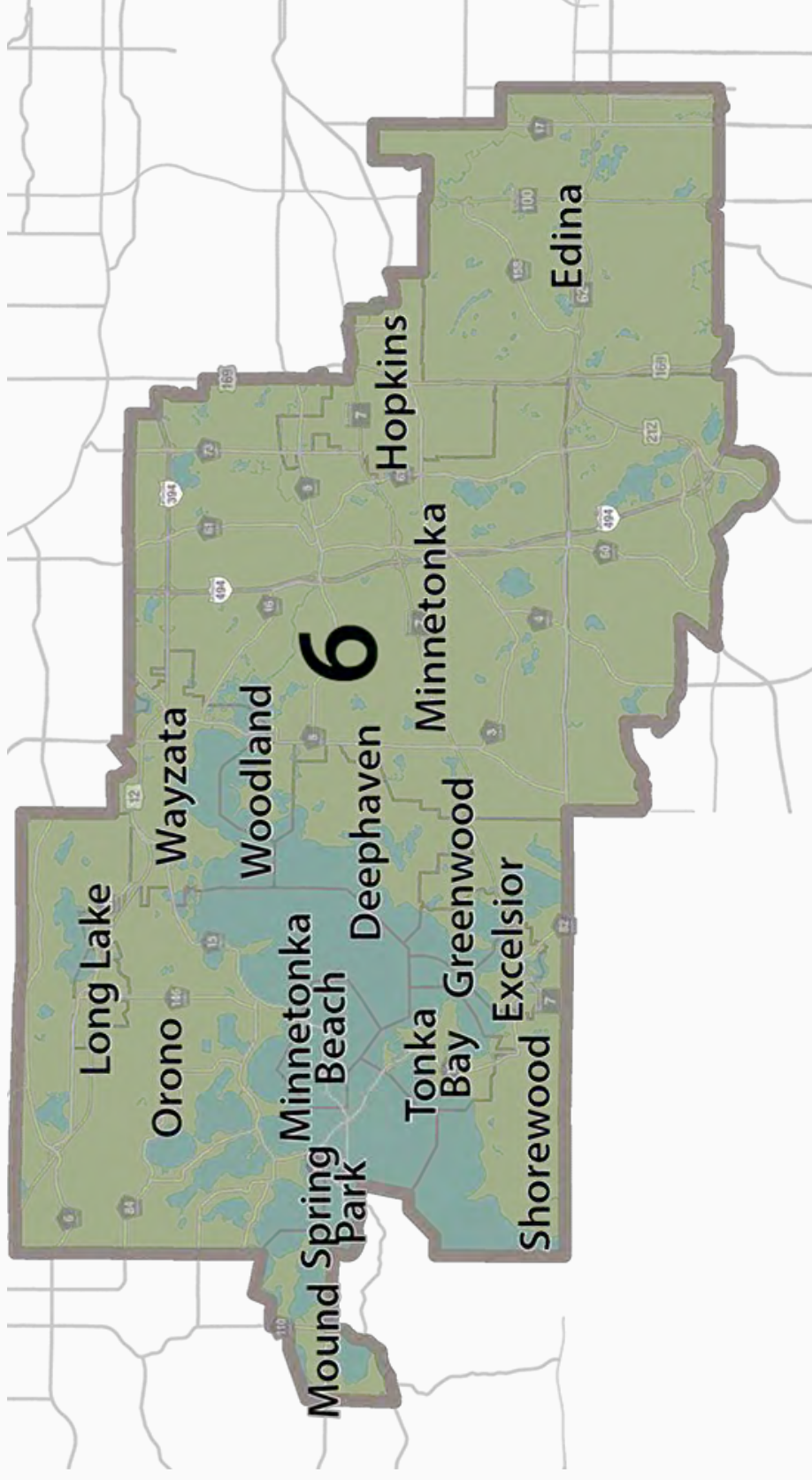
Background

Commissioner Heather Edelson will make a presentation to the Council.



Office of Commissioner Heather Edelson

Update to District 6 City Councils

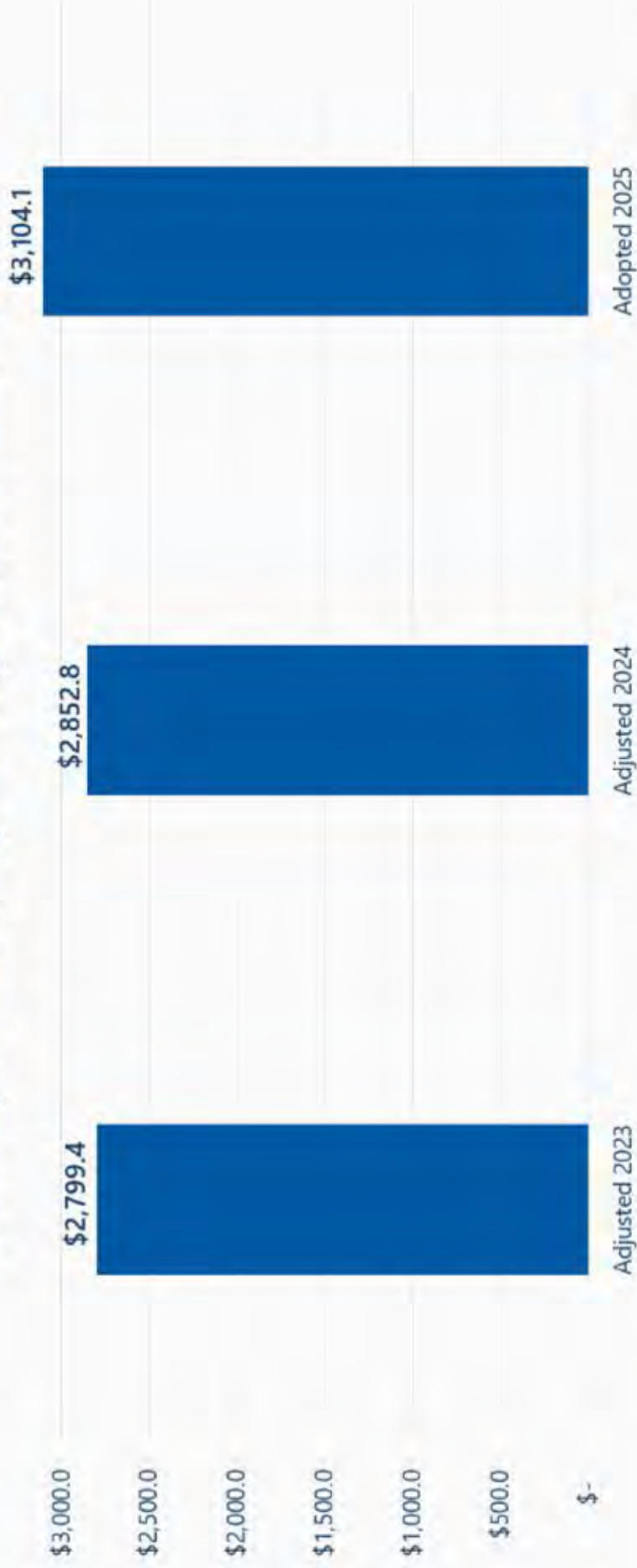


Hennepin County District 6

heather.edelson@hennepin.us



Hennepin County Budget (in Millions)

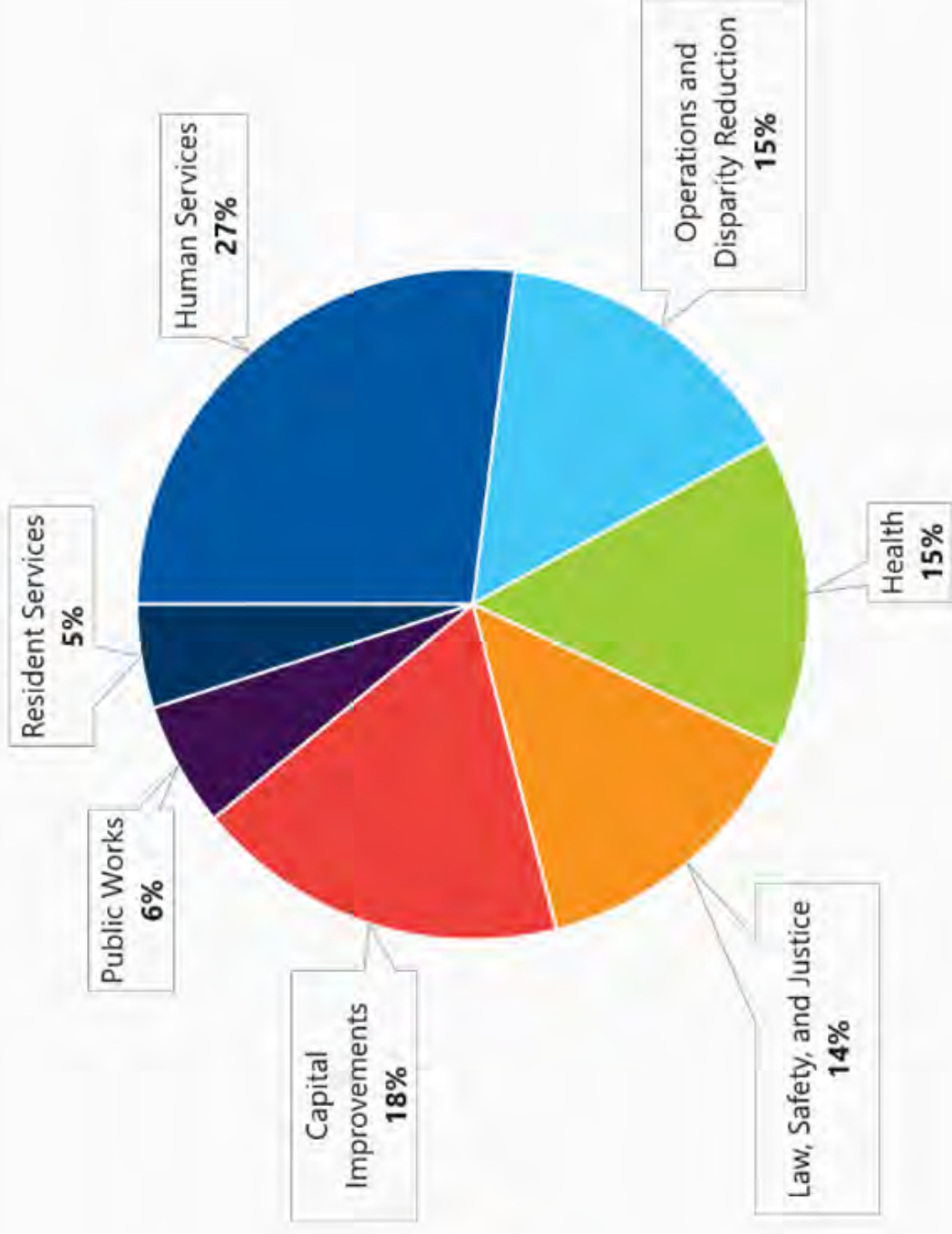


Hennepin County Truth in Taxation Meeting,
December 3, 2024



2025 adopted expenditures

Total Expenditures:
\$3,104,114,764



Our commitment to providing quality services

Through policies, services and programs we will drive disparity reduction and work to benefit people's lives in the areas of:



Health



Employment



Income



Housing



Justice



Connectivity



Education



Human Services

Access, Aging & Disability Services

- Staff ready to connect residents to services on housing, health services, transportation

Mental Health and Substance use services

- Cope staff ready to respond to mental health crisis for youth and adults 24/7
- Access to care networks

Reports of vulnerable adults & child abuse

- Investigation departments
- Case managers to work to ensure safety of residents

Economic Supports, Child Support and Well-being

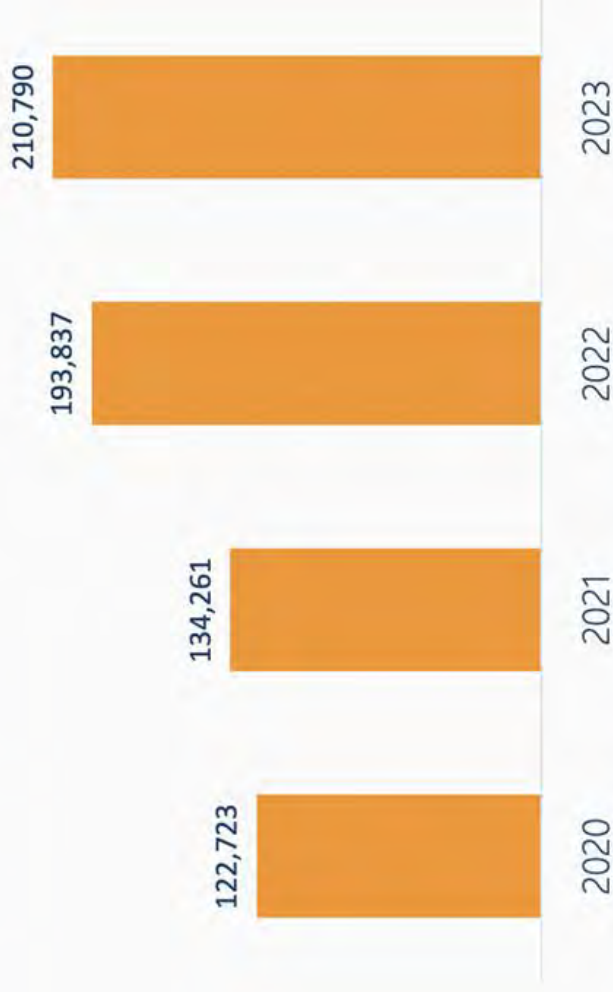
- Access to food and cash supports



Human Services



Demand for economic benefits rising Applications received, 2020-2023*



* Cash, SNAP and health care for aged, blind and disabled residents

Improving residents' experiences

- Transitioning staff onsite to bolster resident service
- Continuing to hire dozens of Human Services representatives
- Expediting specialized training to activate new staff more quickly
- Focusing on service bottlenecks
- Streamlining phone processes
- Promoting digital tools
- Advocating for improvements and automation in state systems

Hennepin County Public Safety



Supporting County Growing Mental Health Needs

- Embedded Social Workers
- Cope, 24/7 county mobile crisis service
- Youth & Family mobile response through partnership Nexus

County Liaisons (10 cities including Edina, Hopkins and Minnetonka)

- Enhance relationships with local law enforcement and cultural communities

Radio Communication - new location in Plymouth

- PSAP: Handles over 600k emergency calls each year for over 50 law enforcement agencies, fire departments, and EMS providers

Department of Community Corrections and Rehabilitation (DOCCR)

- Probation (adult & youth)
- Jails, Adult Correctional Facility and Juvenile Detention Center
- Supervises ~22K adults and juveniles

Public Safety – Sheriff's Department

Partnership with local law enforcement

- Joint Community Police Partnership
- Water Patrol



HENNEPIN COUNTY
SHERIFF
DAWANNA S. WITT

Sheriff's Hennepin Crime Lab

- 1 of 4 crime labs in MN that provides DNA and forensic services for 35 law enforcement agencies

Violent Crime Reduction

- Special Assignments Unit to focus on auto theft, human trafficking, and financial crimes
- HCSO Violent Offender Task Force named 'Task Force of the Year'

Community Engagement

- Added two community liaisons to the Community Outreach and Public Affairs Division
- Youth Community Advisory Board



Public Safety - County Attorney



Be@School Program

- Working on expanding partnership with County and School Districts to intervene early with truancy

Auto Theft Early Intervention Pilot

- Expedited legal system intervention for youth who have auto theft-related cases submitted to HCAO
- Creation of an early intervention pathway to offer voluntary services and resources outside of the justice system

Victim Services

- Notifies and assists victims of crimes to fully and safely participate in the adjudication process
- Provides referral services to community and social services agencies that can provide counseling and crisis management support

Housing

Housing Stability

- Prioritizing families entering and exiting shelter
- Eviction and homelessness prevention
- Operating Hennepin Shelter Hotline
- Rapid Rehousing Programming
- Emphasizing Care for Veterans
- Employing housing case managers to guide residents to stable housing solutions



Repair + Grow Program

- \$14 million in one-time funds to affordable housing owners-developers
- Funded by Metro Sales & Use Tax stabilizing 7,959 affordable housing units

Housing Challenges in Hennepin County

- January '24 Shelters at peak family shelters were at 427% of capacity
- Family shelters currently at 230% capacity, down 46% since January '24
- Shelter All Policy - Hennepin County county is proud of the policy that no child sleeps outside
- 53,090 households in Hennepin County make below 30% of the area median income, but there are only 18,705 housing units affordable to them.



Hennepin County Health Highlights

Hennepin County Medical Center

- EMS working Group
- Ball Park Sales Tax Extension
- Uncompensated care growing

World-class Medical Examiner's Office (Located in Minnetonka)

- Serves Hennepin, Dakota, and Scott Counties
- Perform death investigative services and forensic autopsy services for all residents that pass away from other than natural causes

Hennepin Opioid Response

- Hennepin has adopted a four-part framework focused on Prevention, Response, Treatment and Recovery, and Eliminating Disparities

Mental Health Response

- Crisis mobile response for youth and adults
- \$15M Youth Crisis Stabilization Center (10-15 beds - opening in 2025)



Education



Resident Services Highlights

Libraries

- 41 Libraries, 10 Libraries in District 6
- 2 new D6 Libraries include Edina Southdale and Westonka

Service Centers (drivers licenses/ID, tabs)

- 7 total with Ridgedale and Southdale among the largest

Elections

- Works with Local, State and Federal partners to support voting services for over one million residents

Assessment Services

- Hennepin County now directly assessing for all municipalities with populations under 30,000 & meeting to expand to all 45 cities
- To learn about assessment, including appeal processes, go to www.hennepin.us/residents/property/assessment



Public Works & Transportation

Transit & Mobility

- Integrated network of roads, bridges, bikeways, sidewalks

Energy & Environment

- Hennepin Energy Recovery Center (HERC) board voted to close between 2028-2040
- Goals to improve recycling, composting and waste reduction
- Partnership with all school districts on composting and recycling

Transportation - Operations & Project Delivery

- Plans, designs & constructs
- Maintains county road infrastructure

Climate & Resiliency

- Zero waste goals – leads climate action plan
- Planted more than 348,000 trees since 2020 to meet our one million tree goal by 2030

Track Current Road Projects:

<https://www.hennepin.us/en/residents/transportation/construction-projects>



Questions & Discussion

**CITY OF SHOREWOOD
PARK COMMISSION MEETING
TUESDAY, NOVEMBER 26, 2024**

**5755 COUNTRY CLUB RD
SHOREWOOD CITY HALL
7:00 P.M.**

MINUTES

1. CONVENE PARK COMMISSION MEETING

Chair Wenner convened the meeting at 7:03 p.m.

A. Roll Call

Present: Chair Wenner, Commissioners Hirner, Garske, DiGruttolo, Bahneman; City Council Liaison Callies; and Parks and Recreation Manager Czech

Absent: None

B. Review Agenda

Commissioner Garske moved to approve the agenda as presented. Commissioner Bahneman seconded the motion. Motion carried 5-0.

2. APPROVAL OF MINUTES

A. Park Commission Meeting Minutes of October 8, 2024

Commissioner Hirner asked if the picture submitted by Mr. Brown should be included in the minutes.

Park and Recreation Manager Czech stated that the picture did not need to be included in the minutes.

Commissioner Hirner moved to approve the minutes of the October 8, 2024 meeting as written. Commissioner DiGruttolo seconded the motion. Motion carried 5-0.

3. MATTERS FROM THE FLOOR

There were none.

4. NEW BUSINESS

A. Field Use Policy

Parks and Recreation Manager Czech explained that in conjunction with formalizing agreements with the local athletic associations, the idea of having an actual Field Use Policy came up. He stated that the proposed policy includes details surrounding field usage, facility use objectives, season dates for field use, the reservation process, and the overall expectations for facility use. He noted that staff felt that the policy would allow the City to build and maintain relationships with the associations and also provide clarity to the user groups about use of the City's facilities. He explained that one of the things that has come out of working with the associations on formalizing agreements is their concern about the number of private clubs that have been popping up that

want some of the premier times on the fields. He stated that the athletic associations would like to have a guarantee, on their end, that if they continue to maintain their partnership with the City they will be the ones that have primary access to the fields and this policy essentially outlines that kind of relationship and also provides structure for the new user groups.

Commissioner DiGruttolo asked about the facility use objectives for the policy and suggested that they should possibly include something about equity to ensure that the City is allocating time equitably. She stated that she would like this policy to be very clear and transparent so nobody can say that anyone is receiving preference over another group.

Park and Recreation Manager Czech confirmed that he would add some language related to equity.

Commissioner Hirner read aloud the statement within the priority level of the document that stated, 'Reservations for City-sponsored activities may be taken at any time for any date.' He gave the example of somebody rolling in and one of the sports facilities has a big tournament going on and somebody wants that date and asked who would 'win' in that scenario.

Park and Recreation Manager Czech stated that statement was referring to something like the City's Oktoberfest event. He explained that those dates and events are known well in advance and are communicated and suggested that they could change the wording to say 'in advance' for the City-sponsored activities because that was the intent. He clarified that it was intended to communicate that before the reservation dates are opened, the City-sponsored activities and events will have primary access for what they need. He stated that he can clarify this language to make it more clear that this was referring more to the long-standing events.

Commissioner Hirner referenced I.C. and the statement at the bottom of the page which says, 'The City reserves the right to close fields for a period of time and/or season to properly rest and preserve the turf.' He asked how that was being manifested into the partnership agreements because the associations tend to maintain many of the fields, for example, the baseball fields. He expressed concern about the City taking away game fields during their season.

Park and Recreation Manager Czech explained that it would be sort of a collaborative effort and noted that those expectations were made clear from the beginning. He stated that, for example, if it is raining, the City will close the fields and reiterated that this was an expectation that was set forth from the beginning. He stated that they want to be able to maintain these spaces for long-term use and getting one night of games in would not be looking at the long-term approach. He stated that this statement gets to the point that it makes a stipulation that if a field does get to where it could be damaged beyond repair if it continues to be used, the City needs to be able to reserve the right to close the fields. He noted that this would not be something that would come out of the blue and reiterated that it was a collaborative effort and he has found that the associations have been very understanding of this reality in order to preserve the field.

Commissioner Hirner stated that he felt that the language just needed to have a bit more clarification about the explanation of why the City wanted to be able to reserve the right to do that. He stated that he did not see anything in the document regarding the start-up times. He stated that every spring, baseball, and soccer want to get out on the fields as soon as possible, and he would like there to be some language that talks about how the City was going to address when their use can actually begin.

Commissioner Garske suggested that they also include some sort of statement related to maintenance such as, 'The City reserves the right to determine when the fields are available for use' to ensure that the fields are able to be supported for the long-term.

Commissioner Hirner suggested that Planning Director Darling may be able to offer some assistance in sharing how she has handled this type of communication with the associations in the past.

Park and Recreation Manager Czech stated that staff is in communication with the associations as things start to warm up and have weekly updates about the likelihood of when they may be able to get out on the fields.

Commissioner Garske referenced the priority levels and asked if they should potentially add a statement about giving people priority for people with recurring use. He referenced F.7. and asked if that should also specifically call out that it includes field marking. He asked if the City cared if they marked the fields and noted that if there are 20 different lines out there from different associations, it can get confusing.

Commissioner Hirner stated that he thinks all of the associations mark the fields and asked if the City may want to specify what kind of marking materials they use and noted that, for example, he didn't think the City would want them using paint, especially with the City's BeeSafe Policy, so it may be a good idea to specify that in this document.

Park and Recreation Manager Czech stated he could make that change in the language, but noted that it would essentially be specifying what the associations were already doing.

Commissioner DiGruttolo stated that there was only one fine listed in the policy and noted that she felt they should have fines for some of the other violations and listed off examples such as disposal of paint cans or trash being left. She suggested that they may want to implement a warning system where they give them two chances, but for the third time, there would be a fine for violations. She stated that she felt that you either needed to incentivize people or punish them and would like to consider implementing fines for some of the other items.

Council Liaison Callies noted that she did not believe the Park Commission could set fines because they were actually set within the ordinance by the City Code. She noted that they would also need to consider enforcement.

Park and Recreation Manager Czech noted that enforcement was the hardest piece and believed that outside of a fine, the City's biggest control is essentially telling them that if they keep up this behavior then their field time will go away.

Commissioner DiGruttolo stated that even making that statement would be helpful to have spelled out within the document.

Park and Recreation Manager Czech referenced section D. and the paragraph that makes the statements that groups of all priority levels were expected to treat the facilities as their own which includes things like field maintenance and trash removal. He stated that this also says that damage to the fields beyond normal wear and tear will result in additional fees and/or loss of field time.

Commissioner DiGruttolo noted that this says that this would result in additional fees, but questioned what those fees would actually be.

Park and Recreation Manager Czech noted that it is hard to spell them out because there are different levels and it would be hard to say there will be a \$50 fee if there is trash left behind because that could mean that there is a whole dumpster's worth on the field or just one water bottle left behind.

Commissioner DiGruttolo noted that she did not think a fine needed to always be financial and could be not being able to use the field for a period of time.

Park and Recreation Manager Czech agreed and noted that would be the direction that staff would be leaning toward field time consequences.

Chair Wenner stated that she would think the fines would be commensurate with having City staff go out and the staff time it took to clean up the field. She suggested that they may want to add language that says 'neglect or damage to fields beyond normal wear and tear' and that they add language that the additional fees would entail covering the time it took City staff to clean up the field.

Commissioner Hirner cautioned that if you put one in there, he felt everything else was excluded because it was not specifically stated, and if they left it worded in a general way, that meant they would all be on the table. He stated that if they just say that it would only relate specifically to City staff time, the City wouldn't really have the flexibility to do what may be warranted based on the situation. He explained that he would rather leave this language more generic and give City staff the flexibility to do whatever is warranted rather than attempt to be very specific.

Commissioner Garske referenced F.6 which calls out that the users were responsible for cleanup and may need to compensate the City for materials or labor if the City has to perform those cleanup services. He asked if most of the users were repeat users.

Park and Recreation Manager Czech stated that recently there have been more private groups that have come in for specialty-type camps, but about 90% of the use would be the associations and repeat users.

Commissioner Hirner asked if most of the users were non-profits and what the City's position was on for-profit entities, such as a private coaching clinic. He asked if the City should make a differentiation between non-profit and for-profit like they do at the SCEC.

Park and Recreation Manager stated that most of them were non-profits and noted that right now, if someone wants to come in and run a camp, they simply rent the field and pay the fees to the City. He stated that there is a fee schedule included in the agreements with the associations but there is also a separate daily rental rate for the fields as well, so there is already a difference between the traditional everyday user groups and someone who would just come in for a day or two.

Commissioner Hirner asked if there would be an agreement that specifies everything for the occasional users.

Park and Recreation Manager Czech stated that there would not be and they would just submit a field use application.

Commissioner Hirner stated that he would like there to be an agreement for both types of use because there is the potential for the same type of field damage whether it is associations or an occasional user for something like a camp.

Chair Wenner stated that she was confused about the use of fields versus facility and asked if this agreement was just referring to fields and courts or if it also referred to buildings.

Park and Recreation Manager Czech explained that this agreement was just referring to fields and courts but explained that there was also the intent to roll out a picnic shelter policy as well. He acknowledged that it may make sense to change the title for item F. to 'Field Use Expectations' rather than use the term 'facility'.

Commissioner Hirner noted that some of the associations were using the concession stand buildings and would assume that use of the building was part of their rental agreement.

Park and Recreation Manager Czech noted that was true but they do have a separate concession agreement.

Chair Wenner referenced the chart and asked if the soccer, lacrosse, and football fields were combined at Manor Park.

Park and Recreation Manager Czech stated that in Manor Park there is just one green space that could be utilized for those uses.

Chair Wenner asked if there was any use for a basketball court.

Park and Recreation Manager Czech clarified that the City did not permit the use of the basketball courts.

Commissioner Garske asked if there were activities that were not allowed on the fields, for example, if someone rent out the field in order to have a petting zoo.

Park and Recreation Manager Czech explained that those requests would be handled on a case-by-case basis.

Commissioner Hirner noted that parking was not included in this document and asked if they should say anything about 'acceptable' parking locations. He gave the example of the baseball season or a soccer tournament where vehicles are parked all over the place.

Park and Recreation Manager Czech noted that he was not sure that would fit into this document and would be more of an issue for SLMPD to handle and explained that they do patrol and have issued tickets related to parking.

Commissioner Hirner stated that he felt this issue was something that they should spend some time thinking about how it may be able to be addressed.

Park and Recreation Manager Czech noted that for tournaments, there is a special application process that includes fees for things like the City marking the parking areas, for example, putting out no parking signs along area streets, such as Eureka. He suggested that he make the updates that were discussed by the Commission tonight and bring it back for possible approval at their next meeting.

B. Shorewood Community & Event Center Capital Improvements

Parks and Recreation Manager Czech gave an update on the ongoing improvements that are taking place at the SCEC including the purchase of new conference chairs, the mechanical system upgrade so they have a functioning furnace system, and some updates and replacement of toilets and faucets in the restroom. He noted that there were additional funds remaining from the restroom portion of the improvements that will be used to replace countertops, sinks, and possibly some light fixtures.

5. OLD BUSINESS

A. Off-Leash Dog Signage

Parks and Recreation Manager Czech explained that staff has been working on developing options for signage and other educational materials for both short-term and long-term efforts in order to address concerns regarding dogs that were off-leash. He reviewed the options that staff had come up with for more permanent signs to be posted at places such as the dog waste stations.

There was consensus of the Commission that they had a preference for the wording on sign Option 2 with the picture from Option 3, if possible.

Park and Recreation Manager Czech gave an overview of the options staff had come up with for more temporary signage that would be placed on a sandwich board or yard sign placed and moved around different areas of the City.

The Commission discussed the possibility of utilizing all 3 options in order to catch people's attention more readily, that there may be too many words used on the signs, that people should be able to tell what the sign is about just by looking at the graphic, suggested some possible graphic changes and text that they would like to be highlighted or emphasized, that they would prefer, but shared that they liked the overall messaging in Option 2 the best.

Park and Recreation Manager Czech stated that he understood the concerns that have been raised about the amount of text on the signs, but one of their intentions was to educate people which is hard to do with just a few words. He stated that the goal would be that the larger message of keeping their dog leashed would be easily seen, but was hopeful that people would take the time to read the remainder of the text as well that explains the 'why'.

Chair Wenner stated that she also liked the message in Option 1 because it also included a reference to protecting wildlife. She stated that she really liked all three options and would like to see them switched out between different parks or trails in order to grab attention.

Commissioner Garske stated that he was also a fan of having multiple options.

Park and Recreation Manager Czech thanked the Commission for their feedback and noted that he would bring them back for consideration after they have been adjusted a bit based on their input.

6. STAFF AND LIAISON REPORTS / UPDATES

A. City Council

Council Liaison Callies gave an overview of recent Council discussions and actions.

B. Staff

Park and Recreation Manager Czech stated that the park maintenance update will take place at the next meeting. He noted that he will also present a year-end slide show of things that have been accomplished this year. He asked the Commission to spend some time thinking about what they felt would have been nice to have when they joined the Commission as part of their onboarding process in serving on the Park Commission. He noted that the Council had approved an e-bike ordinance and shared some of the details that were included in the ordinance language.

1. Association Agreement Updates

Park and Recreation Manager Czech stated work was ongoing for getting agreements in place with the various associations.

2. Arctic Fever Updates

Park and Recreation Manager Czech stated that they are working hard on Arctic Fever and noted that the new sponsorship guide and policy has been approved, so they were actively looking for sponsors. He noted that they will have a dog sled vendor coming back this year and were planning to work with the Minnetonka Community Education to hold their winter chase event prior to Arctic Fever with the hope that it will garner some additional interest from families. He stated that they are hoping to be able to place a banner at Excelsior Elementary which will help with their promotion efforts.

Commissioner DiGruttolo suggested that the City reach out to Tom Nelson at the VFW because they were interested in sponsoring Arctic Fever. She suggested that the City also speak with the Minnetonka High School band teacher because they are always looking for venues for the band to play in public.

Chair Wenner asked for the dates for Arctic Fever.

Park and Recreation Manager Czech stated that it would be January 17,18, 2025, and gave a brief explanation of the planned activities and contests.

7. ADJOURN

Commissioner DiGruttolo moved to adjourn the Park Commission Meeting of November 26, 2024, at 8:11 p.m. Commissioner Garske seconded the motion. Motion carried 5-0.

MINUTES

1. CONVENE PARK COMMISSION MEETING

Vice-Chair Garske convened the meeting at 7:00 p.m.

A. Roll Call

Present: Commissioners Hirner, Garske, DiGruttolo, Bahneman; Public Works Director Morreim; and Parks and Recreation Manager Czech

Absent: Chair Wenner

B. Review Agenda

Commissioner Hirner moved to approve the agenda as presented. Commissioner DiGruttolo seconded the motion. Motion carried 4-0.

2. APPROVAL OF MINUTES

3. MATTERS FROM THE FLOOR

There were none.

4. NEW BUSINESS

A. Park Maintenance Update

Public Works Director Morreim noted that the City has seven parks that cover about 100 acres of the City. He reviewed the routine maintenance items and rehabilitation projects that Public Works handles throughout the City parks. He highlighted other work that has been done including: the work being done at Freeman Park on buckthorn removal that included some volunteer efforts; adopt-a-garden volunteer efforts; purchase of a lawn/brush mower to assist with brush removal, such as buckthorn, as well as grass cutting; partnership with Hennepin County on the buckthorn regrowth removal in Freeman Park; and incorporation of the Smithtown Ponds into Freeman Park. He reviewed the additional maintenance and projects that Public Works had undertaken at Southshore Park, Manor Park, Silverwood Park, Cathcart Park, Gideon Glen Park, Badger Park, and Freeman Park.

Commissioner Hirner asked if there were any plans to do similar work to the pond in Silverwood that they did to the pond in Manor Park.

Public Works Director Morreim stated that there were no current plans. He noted that he would have to take a look at the maintenance responsibilities and explained that many of the ponds are not necessarily something that the City has direct responsibility for. He stated that they have gotten a number of questions about treatment for the Minnetonka Country Club and explained

that the City had resisted requests to do additional treatments like that. He stated the issue is that once they get involved in doing other ponds, he suspected that it would essentially snowball.

Commissioner DiGruttolo stated that she noticed that it cost almost \$10,000 for Manor and Badger Park related to the vandalism and asked if the City had spent any money on upgrading their surveillance or security equipment.

Public Works Director Morreim explained that staff was currently looking into that situation and had received two quotes within the last week. He stated that they were moving towards making a recommendation to the Council but noted that in addition to the parks it would be for most of the City's public buildings and the water infrastructures. He stated that the City does have cameras in Badger Park on the bathroom facilities and that was where they were able to get some views of who was there, but they were wearing hoodies so the footage was not that helpful. He noted that there was a prior vandalism event in 2023 that they were able to identify the vandals and was handled by the SLMPD. He noted that Freeman Park is a bit tricky and they would not be looking at covering the entire park, but more towards Eddy Station and some of the infrastructure such as the bathrooms.

Commissioner DiGruttolo stated that she thought the alum treatment was for controlling the goose poop and that the City had talked about some other potential remedies that would move the water so it would not be stagnant. She stated that she understands people don't drink the water or swim in the pond but it does have an impact on the ecosystem around it and also leaks into the water table. She asked if there may be something available that had a 'caution' level rather than a 'danger' level.

Public Works Director Morreim explained that the materials that would be 'caution' level is what they are using as intermittent treatments. He stated the alum treatments were for reducing the algae and the phosphorus that comes from the algae. He noted that something like a fountain would be a different operation and wouldn't guarantee that the algae would be reduced and would just move the water.

Commissioner DiGruttolo stated that Chair Wenner would like to know if the City was planning any additional volunteer events in 2025 in order to get people involved with things like buckthorn removal. She stated that she wanted to know if it would be possible for the City to use some of the wood chips that they create from the stump grinding so they would not need to be purchased for the playground areas.

Public Works Director Morreim explained that the playground chips are a specialized wood chip, so they do not have splinters so they could not use the wood chips from the stump grinding. He stated that a large portion of what they are grinding up is buckthorn, so he would not want to spread that material around the City. He stated that they can reuse some of the larger trees that are taken down for use as firewood for City events such as Arctic Fever. He stated that Public Works has no problem continuing to have volunteer events but noted that, for example, doing buckthorn removal by hand can be difficult because it is very labor intensive.

Park and Recreation Manager Czech stated that he believed the intent was to continue with the volunteer events including areas outside of Freeman Park and explained that he has ideas about other possible volunteer programs such as adopt-a-park.

Public Works Director Morreim stated that he felt that they were able to learn a lot of valuable lessons this past year with the buckthorn removal at Freeman Park and explained that he was hopeful that they would never have to do that much removal again because of what they learned. He shared examples of some of the lessons that they learned this past year related to buckthorn removal that he hopes will help them to be more efficient in the future.

Vice-Chair Garske expressed his appreciation to Public Works Director Morreim and the entire Public Works Department for taking care of the parks and other areas of the City.

B. Park Commissioner Onboarding Materials

Parks and Recreation Manager Czech explained that with new Commissioners joining the Park Commission, there has been a desire to come up with a more efficient and informative onboarding process for them. He outlined the current process which essentially involved a large binder that is given to the incoming Commissioner and explained that he had hoped that they could have a brainstorming session to discuss what things the current Commission had received that they found helpful and what was not helpful. He reviewed some of the things that staff thought may be helpful such as a table of contents, a frequently asked questions portion, biographies of staff and the Commissioners, a summary of the Park and Recreation programs/events, and a simple 'cheat sheet' of various policies, procedures, and definitions. He noted that he felt that this may be able to be used as a recruitment tool for potential Commissioners that would clearly show what the roles and responsibilities of a Park Commission would be.

Commissioner Hirner stated that one thing he would like to see is a list of everything the Park Commission was responsible for and listed examples of things that extend beyond just the City parks. He stated that there are Master Plans, but they are outdated and there were also priorities within the parks outside of the Master Plan. He explained that he felt it would be a good idea to have a better description of where all of that information is and suggested that it have a yearly update because it was always changing.

Commissioner DiGruttolo stated that she liked that Park and Recreation Manager Czech was planning to outline the procedures, but felt it would also be nice to have a paragraph about how they run the Park Commission meetings. She stated that she agreed with Commissioner Hirner that they almost needed 'lanes in the road' for where the Park Commission would be responsible, but also where they overlap with the Planning Commission or the City Council and how that actually works. She stated that it would be helpful to know what the things are that they need to do something about versus ones they should just know about. She shared that she was confused for her first four or five meetings about how the meetings ran and what she was supposed to take action on. She stated that she felt a copy of the budget would have been helpful to have, specifically the Parks and Recreation budget and the portions that the Park Commission was supposed to be aware of and have input into. She noted that she would also like to see how the parks fit into the City's strategic plan and how that nests with the Park Commission's strategic plan. She explained that she felt that the inclusion of the last six months of meeting minutes would be similar to what is called the arc of the story continuity book that is used in the military. She stated that if incoming Commissioners have that information when they step into place they will already know what has been discussed and what things they should know about.

Commissioner Bahneman stated that she felt it would be helpful when a Commissioner was new and coming in to have a way to meet, look at each other, and talk a little bit, that would not immediately be just sitting at the dais. She stated that she felt the biographies that have been

suggested would be helpful but she would them to be able to have a chance to get to know one another.

Park and Recreation Manager Czech explained that the complication with that was related to Open Meeting laws.

Commissioner Hirner stated that two of the Commissioners could choose to go have coffee but they cannot do that if there would be three or more, because that would constitute a quorum.

Commissioner DiGruttolo stated that she liked Commissioner Bahneman's idea and noted that she believed her first meeting took place at the SCEC. She suggested that perhaps the Park Commission hold the meeting at the SCEC once a quarter which would give them the opportunity to sit around the table and be able to look at each other and converse. She stated that she agreed that sometimes it was easier to have free-flowing ideas if they were talking eyeball to eyeball. She stated that her first meeting had also involved a tour of the SCEC which she thought was great to see what they have done and what things they were thinking about doing there.

Commissioner Bahneman stated that she thought doing the park tours was a fabulous idea.

Vice-Chair Garske stated that many of his ideas had already been raised by other Commissioners. He stated that he would like to see a summary of the milestones or key responsibilities and expectations for the Park Commission. He suggested that there be a few bullet points that tell what they are really doing, why they are doing it, and how it will be leveraged. He explained that when he first joined the Park Commission he was not aware of how flexible certain things were and that they could be moved around, but that the City Council made the final decision about some things. He stated that he liked the idea of including the meeting minutes but suggested that Park and Recreation Manager Czech also put together a list of the top ten things that the Park Commission had discussed over the last year, so they would not have to read through all the meeting minutes. He stated that it would also be helpful to have it outlined about how a Commissioner can get something added to the agenda. He noted that it would also be helpful to have clearly outlined expectations for when the Commissioners present information to the City Council.

Commissioner Bahneman stated that Park and Recreation Manager Czech had put together a great summary before she presented to the Council.

Park and Recreation Manager Czech clarified that Commissioner DiGruttolo had done that because she provided a blueprint for what should be included because the Council already receives copies of the meeting minutes and noted that he wanted to find a way to present the information with a more personal connection.

Commissioner Bahneman stated that she enjoyed presenting to the Council.

Vice-Chair Garske stated that he felt that it would also be nice to have a simple City map. He noted that one thing he would also like to see more clearly defined is Crescent Beach but acknowledged that he did not really remember what their overview is other than he believed it was a partnership with Tonka Bay.

Commissioner DiGruttolo suggested including a brief description of what some of the staff positions do, for example, City Engineer Budde, Public Works Director Morreim, and Park and

Recreation Manager Czech because it would be helpful to have this information so they knew who direct their questions to for certain topics.

Commissioner Hirner stated that there should probably be an explanation for when there is a new development whether they want money or land.

Park and Recreation Manager Czech stated that he planned to start with the creation of a general 'cheat sheet' for incoming Commissioners and then begin developing some of the other things.

Vice-Chair Garske suggested that they could also assign an 'onboarding buddy' to help guide the new Commissioners through the process of joining the Park Commission.

Commissioner DiGruttolo stated that she thought that was a great idea and explained that a similar thing was done in the military.

Park and Recreation Manager Czech stated that he would plan to bring back a draft of at least the initial step for Commission consideration and would expect that it will be reviewed on an annual basis.

C. End of Year Recap Slideshow

Parks and Recreation Manager Czech presented a slideshow to the Commission that showed highlights of what was accomplished throughout 2024 within the Parks and Recreation Department. He explained that this was something that they would like to continue on an annual basis and was trying to encourage taking more before and after photos as they are working on things throughout the City.

Commissioner Hirner suggested that the slideshow be uploaded to the City's website so others could see what they have accomplished.

5. OLD BUSINESS

A. Field Use Policy Updates

Parks and Recreation Manager Czech gave a brief overview of the discussion at the last meeting for a potential Field Use Policy in order to help provide some structure and clarity to their reservation process and expectations for groups that utilize the City's fields. He gave a summary of the amendments that were made to the document following the input from the Commission.

Commissioner DiGruttolo moved to recommend approval of the Field Use Policy, as presented. Commissioner Bahneman seconded the motion. Motion carried 4-0.

6. STAFF AND LIAISON REPORTS / UPDATES

A. City Council

B. Staff

Park and Recreation Manager Czech stated that the City, in partnership with the University of Minnesota, was doing some buckthorn trials at Freeman Park. He stated that at a previous

meeting they had discussed the possibility of putting signage in the area and they have had discussions with Mike Schuster about options and believe that they will be moving forward with some signage, but was not sure about the timeline for when it would be installed. He noted that Mike Schuster had told him that they have sites in Michigan, Wisconsin, Missouri and also Minnesota. He told him that so far the Minnesota sites have not been particularly inspiring with the results they have seen which may have had something to do with their wet spring weather. He noted that the increased frequency of cutting the buckthorn did have an impact on the total regrowth which they were hoping would transfer to differences in the winter survival rates. He reminded the Park Commission that Arctic Fever was coming up and they would be implementing a 'Name the Snowplow' contest which should be fun. He noted that the City started flooding its ice rinks today due to the expectation of colder temperatures. He explained that they held interviews with potential rink attendants over the last few weeks and it looks like they will have eight rink attendants this season. He stated that he would be posting updates on the status of the rinks on the City website. He suggested that they determine which Commissioner can present to the Council at their upcoming meetings.

January – Commissioner Hirner
February – Commissioner Garske
March – Commissioner Bahneman

Park and Recreation Manager Czech explained that he would do a calendar invite for presenting at the City Council meeting, so it would be on everyone's calendar.

Vice-Chair Garske suggested that they start adding this information to the agenda so it outlines the next City Council meeting date and who was scheduled to present.

Commissioner Hirner asked if they had dates for the Park Commission meetings for 2025.

Park and Recreation Manager Czech stated that he would send those out to the Commission. He expressed his appreciation to Commissioner DiGruttolo for her service on the Park Commission and wished her well as she moved onto the City Council.

Commissioner DiGruttolo thanked the Commission for their support and extended a special thank you to Commissioner Hirner for all the things that he taught her in her time on the Commission. She stated that she did not have a lot of time working with Park and Recreation Director Crossfield, but in her opinion, things under Park and Recreation Manager Czech were moving along much more smoothly. She stated that she also felt that Park and Recreation Manager Czech had a high-touch involvement and believed he was going to do great things with the City.

Commissioner Bahneman stated that she agreed with Commissioner DiGruttolo's sentiments about Park and Recreation Manager Czech. She stated that she felt he was a treasure and very good at his job which has made serving on the Park Commission enjoyable.

Commissioner Hirner asked when the City would post the opening on the Commission for the replacement of Commissioner DiGruttolo.

Park and Recreation Manager Czech stated that he believed that postings for Commissioners were already live but noted that they did not intend to fill the seat until March when all the new Commissioners would come on board which means that they would only have four

Commissioners for January and February of 2025. He asked the Commissioners to let him know if they would be unable to attend a meeting, so they could ensure that they have a quorum.

7. ADJOURN

Commissioner Bahneman moved to adjourn the Park Commission Meeting of December 10, 2024, at 8:24 p.m. Commissioner DiGruttolo seconded the motion. Motion carried 4-0.

DRAFT



City Council Meeting Item

Title/Subject: Field Use Policy
Meeting Date: January 13, 2025
Prepared by: Mitchell Czech, Parks & Recreation Manager
Attachments: Field Use Policy
Resolution

Background

The City hosts a number of athletic practices, games, and tournaments at its parks and facilities every year in partnership with our local athletic associations. The 2024 Park Commission work plan outlined a desire to establish written agreements with our local athletic associations to document the responsibilities, roles, and obligations of both the City and the partnered association.

In conjunction with formalized agreements with the local athletic associations, there is also a desire to establish a formalized document that provides structure for field use by both our partnered athletic associations and prospective user groups of our facilities. The proposed field use policy details background surrounding field usage, facility use objectives, season dates for field use and reservations, reservation priority levels, the reservation process, and expectations for facility use. This document will allow the City to build and maintain our relationships with the associations that serve the greater community, while also providing clarity to all other user groups that intend to utilize our facilities.

The Park Commission reviewed the drafted Field Use Policy at the November 26, 2024 Park Commission meeting and provided valuable feedback. A revised policy with suggested edits was presented at the Park Commission meeting on December 10, 2024. The commission recommended approval to the City Council, and the motion passed unanimously.

Financial Considerations

The proposed Field Use Policy will provide clear guidelines for perspective user groups of City fields and adjacent facilities which may result in long-term savings in maintenance related costs.

Action Requested

Motion to adopt the resolution approving the field use policy.

A majority vote by the Council is required.



City of
Shorewood

Parks & Recreation Field Use Policy

Shorewood Parks & Recreation

5735 Country Club Road
parksandrec@ci.shorewood.mn.us
952-960-7902

Athletic Fields

Location	Baseball Field (Grass Infield)	Baseball/Soft ball Fields (Dirt Infield)	Soccer Fields	Lacrosse/ Football Fields	Tennis Courts
Freeman Park	3	3	6+	0	0
Manor Park	0	1	1		1
Cathcart Park	0	1	0	0	1
Badger Park	0	0	0	1 (Turf w/ lights)	2



City of Shorewood

Parks & Recreation - 5735 Country Club Road - parksandrec@ci.shorewood.mn.us - 952-960-7902

Athletic Fields

A. Background

The City of Shorewood is very proud of its parks system and works enthusiastically to maintain and enhance park facilities. To that end, the City utilizes a number of policies to help guide implementation of park goals, directives, and ordinances regulating park usage for all residents.

The intent of this policy is to grant all users the opportunity to utilize athletic fields and surrounding facilities within a managed and predictable manner, thereby allowing all residents an optimum park usage experience.

B. Field Use Objectives

The objective of our field use policy is to:

- Provide structure to allow for equal opportunity of field use for all users of Shorewood fields and surrounding facilities in a predictable manner.
- Provide an optimum park usage experience for all city park users.
- Allocate field time equitably in a clear and transparent manner.
- Minimize field wear, prevent overuse, and reduce maintenance costs.
- Maximize opportunity for Shorewood residents and resident groups to utilize fields and surrounding facilities.

C. Season Dates (Weather Pending)

Spring/Summer Season: 4/7/2025 - 8/3/2025

Registration Opens: 1/13/2025

Applications Due: 2/20/2025

Fall Season: 8/4/2025 - 10/27/2025

Registration Opens: 1/13/2025

Applications Due: 2/20/2025

*Meetings may be scheduled for each season to review requests and resolve potential problems and/or conflicts.

The City reserves the right to determine when the fields are available for use. The City may close fields for a period of time and/or season to properly rest and preserve the turf. Communication regarding opening and closing of fields will be provided to the permit holder well in advance. The City will also provide updates to the permit holder before fields opening or closing to allow for adequate time for users to prepare.

City of Shorewood

Parks & Recreation - 5735 Country Club Road - parksandrec@ci.shorewood.mn.us - 952-960-7902

D. Field Priority

In an attempt to provide a predictable structure for field allocations, the City of Shorewood has designated priority classifications to groups requesting field use. Field priority classifications have been established to ensure the City is properly serving its residents by granting access to city facilities.

Priority Level 1

All city sponsored or co-sponsored activities, programs, leagues, practices, camps, and events. Reservations for city sponsored activities may be taken prior to registration opening for any date. Dates and times will be communicated to potential user groups of the reserved spaces.

Priority Level 2

Partnered youth and/or adult athletic organizations that serve our local youth and adults. Partnered athletic associations are non-profit groups that serve a large number of Shorewood residents within their programs. Partnered associations have signed agreements in place with the City of Shorewood.

***Priority scheduling will be given to groups having the largest percentage and highest number of Shorewood residents. Flexibility is expected by all groups when distributing facilities.**

Priority Level 3

Shorewood based non-profits or businesses.

Priority Level 4

All other non-local groups.

Groups of all priority levels are expected to treat facilities as their own. This includes field maintenance done to park maintenance agreed upon standards, trash removal, and overall cleanliness. Neglect or damage to fields beyond normal wear and tear will result in additional fees and/or loss of field time.

The City of Shorewood will work to accommodate all groups, as feasible. Full player rosters with names and addresses may be requested at any time for groups utilizing Shorewood facilities. Organizations must remain in good standing with the City to have requests considered.

E. Reservation Process

Prior to using the City of Shorewood facilities, groups must complete the required steps included below.

1. Submit a field reservation request application [online](https://shorewoodmn.gov/register) at shorewoodmn.gov/register.
2. Submit a copy of the associations liability policy naming the City as additionally insured in the amount of \$1,000,000 per occurrence with a \$2,000,000 aggregate.
3. Complete payment no later than two weeks after the start of the association season.

Failure to complete any of the above steps may result in service fees, forfeiture of field time, or loss of priority level for a given season.

F. Field & Surrounding Facility Use Expectations

When utilizing City-owned facilities, groups must adhere to the following expectations. Failure to do so may result in additional fees, suspension, or loss of facility use.

1. Facility use is permitted after the City has received the association's certificate of insurance and signed memo agreement. Player fees will be invoiced, and a full player roster may be requested.
2. User group and attendees must abide to all park ordinances.
3. User group must abide by permitted times and fields.
 - a. Games shall be scheduled to provide a 15-minute break between games or warm-up sessions.
4. A City of Shorewood tournament permit and fee shall be submitted to the City a minimum of 120 days before the tournament. Tournaments shall not conflict with other regularly scheduled activities for the facility.
5. No driving of motorized vehicles is allowed on the fields or green space.
 - a. A fine of \$200 will be issued for each occurrence.
6. User group is responsible for cleanup after practices, games, tournaments, or any user group sponsored activities. Additional fees may be applied for the time, materials, and labor if the City performs cleanup services.
7. User groups are not allowed to make alterations to the facilities or terrain, unless agreed upon with the City. Field marking must be approved prior to application.
8. Facility improvements that the user group would like to make must go through city staff to begin the implementation process.
9. Utilizing green space outside of the designated fields is not permitted. Warm-ups shall be done in a manner that does not put spectators and park users in harm's way.
10. Disposal of paint cans shall not be done in the facility trash receptacles or on the park site. Paint and/or chalk must be approved by the City prior to application.

City of Shorewood

Parks & Recreation - 5735 Country Club Road - parksandrec@ci.shorewood.mn.us - 952-960-7902

**CITY OF SHOREWOOD
COUNTY OF HENNEPIN
STATE OF MINNESOTA**

RESOLUTION 25-013

A RESOLUTION APPROVING THE PARKS AND RECREATION FIELD USE POLICY

WHEREAS, the City hosts a number of athletic practices, games, and tournaments at its parks and adjacent facilities every year in partnership with our local athletic associations; and

WHEREAS, the proposed field use policy was created with the intent to grant all users the opportunity to utilize athletic fields and surrounding facilities within a managed and predictable manner, thereby allowing all residents an optimum park usage experience; and

WHEREAS, the proposed policy aims to provide structure and transparency to field use at City owned facilities; and

WHEREAS, the proposed policy sets clear expectations of use and allocated field time equitably in a clear and transparent manner.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHOREWOOD, MINNESOTA AS FOLLOWS:

1. That the City will adopt the proposed parks and recreation field use policy.
2. That the field use policy will be reviewed annually with adjustments and changes made as appropriate.

Adopted by the City Council of Shorewood, Minnesota this 13th day of January 2025.

Jennifer Labadie, Mayor

Attest:

Sandie Thone, City Clerk



City Council Meeting Item

Title/Subject: City Code Amendments – Sacred Communities & Micro Unit Dwellings
Meeting Date: January 13, 2025
Prepared by: Jake Griffiths, City Planner
Reviewed by: Marie Darling, Planning Director
Attachments: Planning Memorandum from the December 3, 2025 meeting
Draft Planning Commission Minutes
Ordinance 612
Summary Ordinance 612 for Publication

Background

See the attached planning memorandum for detailed background on this request. At the December 3, 2024 meeting, the Planning Commission recommended approval (4-yes, 0-no, 1-absent) of the City Code amendments.

Summary of Public Testimony

No public testimony was received on the proposed City Code amendments.

Financial Considerations

The amendments were drafted in-house and would have costs associated with publication of the summary ordinance if the City Code amendments are approved.

Action Requested

Motion to approve Ordinance 612 amending the City Code relative to sacred communities and micro unit dwellings. Action on this motion requires a majority vote of the full City Council.

Motion to approve a resolution adopting a summary ordinance for publication allowing publication of the name of Ordinance 612 and the summary pursuant to Minnesota State Statute § 331A.01 without publishing the entire ordinance. Action on this motion requires a 4/5 vote of the City Council.



Planning Commission Meeting Item

Title/Subject:	City Code Amendments – Sacred Communities & Micro Unit Dwellings
Meeting Date:	December 3, 2024
Prepared by:	Jake Griffiths, City Planner
Reviewed by:	Marie Darling, Planning Director
Attachments:	Proposed City Code Amendments Statutory Requirements

Applicant: City of Shorewood
Location: City-Wide

REQUEST

During the 2023 legislative session, the State of Minnesota adopted state statute § 327.30 which requires cities to allow religious institutions to site micro unit dwellings on religious institution property to house chronically homeless individuals, extremely low-income individuals, and volunteers as part of a sacred community. Cities are also required to permit sacred communities either via a permitted use or conditional use. A copy of the state statute, which went into effect January 1, 2024, is attached for reference.



Photo Courtesy Mosaic Christian Community, St. Paul, MN

The purpose of the proposed City Code amendments is to align the City Code with the requirements of state statute, identify how the City of Shorewood will permit sacred communities, and clarify setback requirements. Proposed City Code amendments are attached for review.

A public hearing notice was published in the City's official newspaper at least 10 days prior to tonight's meeting and was posted on the City's website and at City Hall. Notices were also emailed to all persons who requested copies of public notices.

ANALYSIS & FINDINGS

The majority of the proposed amendments are not substantive policy changes. Instead, they incorporate definitions from state statute into the City Code and clarify which existing City Code requirements apply to sacred communities. Due to the restrictive nature of the state statute,

the City does not have the ability to incorporate any additional requirements beyond what is already included in the proposed amendments.

The only choice statute allows the City to make when it comes to permitting sacred communities is whether they will be regulated as a permitted use or as a conditional use. At first glance, it would seem like it would make sense to utilize the conditional use permit process for sacred communities. However, statute specifies that if a city chooses the conditional use permit process it is not able to apply any additional standards beyond what is required by state statute and must approve the conditional use permit if it meets statutory requirements. Because of these statutory limitations, the conditional use permit process does not provide any additional level of review and City staff feels it does not make sense to be utilized when it comes to sacred communities.

Staff have observed that when residents attend public hearings, they expect their opinions to be taken into account. When their well-thought-out concerns and suggestions don't lead to changes in a project, they can become disillusioned with the City and government in general. Due to the way the state statute is structured, public input may have little impact on whether a sacred community is permitted on a specific property. There is also the potential for future staff, Planning Commission members, or City Council members to assume they can impose conditions on a sacred community to mitigate its impact on nearby properties, when in reality, no conditions beyond what is allowed in state statute can be imposed by the City Council.

Since statute already requires sacred communities to certify to the City annually that they meet statutory requirements, City staff would recommend sacred communities be regulated as a permitted use. The proposed amendments have been drafted accordingly.

RECOMMENDATION & REQUESTED ACTION

City staff recommends approval of the proposed City Code amendments. The Planning Commission is requested to hold a public hearing on the proposed City Code amendments and make a recommendation to the City Council.

ORDINANCE TBD

CITY OF SHOREWOOD
COUNTY OF HENNEPIN
STATE OF MINNESOTA

AN ORDINANCE APPROVING AN AMENDMENT TO
SHOREWOOD CITY CODE CHAPTER 1201 RELATIVE TO SACRED COMMUNITIES AND MICRO-
UNIT DWELLINGS

THE CITY COUNCIL OF THE CITY OF SHOREWOOD, MINNESOTA, ORDAINS:

SECTION 1: AMENDMENT. That the Municipal Code of Shorewood, Minnesota, Chapter 1201, Section 1201.02 and 1201.03, is hereby amended as set forth below by adding the underlined language and deleting the ~~striketrough~~ language as follows:

1201.02 DEFINITIONS.

SACRED COMMUNITY RELATED. The terms defined in this section apply only to the requirements of City Code 1201.03, Subd. 2. w. *Sacred communities and micro unit dwellings.*

a. CHRONICALLY HOMELESS. An individual who:

- (1) Is homeless and lives or resides in a place not meant for human habitation, a safe haven, or in an agency shelter;
- (2) Has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least one year or on at least four separate occasions in the last three years; and
- (3) Has an adult head of household, or a minor head-of-household if no adult is present in the household, with a diagnosable substance use disorder, serious mental illness, developmental disability, post-traumatic stress disorder, cognitive impairments resulting from a brain injury, or chronic physical illness or disability, including the co-occurrence of two or more of those conditions.

b. DESIGNATED VOLUNTEERS. Persons who have not experienced homelessness and have been approved by the religious institution to live in a sacred community as their sole form of housing.

c. EXTREMELY LOW INCOME. An income that is equal to or less than 30 percent of the area median income, adjusted for family size, as estimated by the Department of Housing and Urban Development.

d. MICRO UNIT. A mobile residential dwelling providing permanent housing within a sacred community that meets the requirements established by Minnesota State Statute § 327.30, Subd. 4, as amended

- e. **SACRED COMMUNITY.** A residential settlement established on or contiguous to the grounds of a religious institution's primary worship location primarily for the purpose of providing permanent housing for chronically homeless persons, extremely low-income persons, and designated volunteers that meets the requirements established by Minnesota State Statute § 327.30, Subd. 3, as amended

1201.03 GENERAL PROVISIONS.

Subd. 2. *General building and performance requirements.*

w. *Sacred communities and micro unit dwellings.*

(1) Micro unit dwellings in sacred communities are permitted accessory uses to all religious institutions located in any zoning district consistent with the requirements of Minnesota State Statute § 327.30, as amended.

(2) Consistent with manufactured homes, micro unit dwellings in sacred communities shall comply with all setback requirements for the zoning district in which they are located.

(3) Micro unit dwellings in sacred communities located within a Shoreland District shall comply with the requirements of City Code 1201.26.

Section 3: This Ordinance xxx adopting the Amendments to City Code, Chapter 1201, relative to sacred communities and micro-unit dwellings shall take effect upon publication in the City's official newspaper.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF SHOREWOOD, MINNESOTA this 9th day of December, 2024.

JENNIFER LABADIE, MAYOR

ATTEST:

SANDIE THONE, CITY CLERK

Sec. 57.

[327.30] SACRED COMMUNITIES AND MICRO-UNIT DWELLINGS.

Subdivision 1.

Definitions.

- (a) For the purposes of this section, the following terms have the meanings given.
- (b) "Chronically homeless" means an individual who:
 - (1) is homeless and lives or resides in a place not meant for human habitation, a safe haven, or in an emergency shelter;
 - (2) has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least one year or on at least four separate occasions in the last three years; and
 - (3) has an adult head of household, or a minor head-of-household if no adult is present in the household, with a diagnosable substance use disorder, serious mental illness, developmental disability, post-traumatic stress disorder, cognitive impairments resulting from a brain injury, or chronic physical illness or disability, including the co-occurrence of two or more of those conditions.
- (c) "Designated volunteers" means persons who have not experienced homelessness and have been approved by the religious institution to live in a sacred community as their sole form of housing.
- (d) "Extremely low income" means an income that is equal to or less than 30 percent of the area median income, adjusted for family size, as estimated by the Department of Housing and Urban Development.
- (e) "Micro unit" means a mobile residential dwelling providing permanent housing within a sacred community that meets the requirements of subdivision 4.
- (f) "Religious institution" means a church, synagogue, mosque, or other religious organization organized under chapter 315.
- (g) "Sacred community" means a residential settlement established on or contiguous to the grounds of a religious institution's primary worship location primarily for the purpose of providing permanent housing for chronically homeless persons, extremely low-income persons, and designated volunteers that meets the requirements of subdivision 3. Subd. 2.

Dwelling in micro units in sacred communities authorized.

Religious institutions are authorized to provide permanent housing to people who are chronically homeless, extremely low-income, or designated volunteers, in sacred communities composed of micro units subject to the provisions of this section. Each religious institution that has sited a sacred community must annually certify to the local unit of government that it has complied with the eligibility requirements for residents of a sacred community in this section.

Subd. 3.

Sacred community requirements.

(a) A sacred community must provide residents of micro units access to water and electric utilities either by connecting the micro units to the utilities that are serving the principal building on the lot or by other comparable means, or by providing the residents access to permanent common kitchen facilities and common facilities for toilet, bathing, and laundry with the number and type of fixtures required for an R-2 boarding house under Minnesota Rules, part 1305.2902. Any units that are plumbed shall not be included in determining the minimum number of fixtures required for the common facilities.

(b) A sacred community under this section must:

(1) be appropriately insured;

(2) have between one-third and 40 percent of the micro units occupied by designated volunteers; and

(3) provide the municipality with a written plan approved by the religious institution's governing board that outlines:

(i) disposal of water and sewage from micro units if not plumbed;

(ii) septic tank drainage if plumbed units are not hooked up to the primary worship location's system;

(iii) adequate parking, lighting, and access to units by emergency vehicles;

(iv) protocols for security and addressing conduct within the settlement; and

(v) safety protocols for severe weather.

(c) Unless the municipality has designated sacred communities meeting the requirements of this section as permitted uses, a sacred community meeting the requirements of this section shall be approved and regulated as a conditional use without the application of additional standards not included in this section. When approved, additional permitting is not required for individual micro units.

(d) Sacred communities are subject to the laws governing landlords and tenants under chapter 504B. Subd. 4.

Micro unit requirements.

(a) In order to be eligible to be placed within a sacred community, a micro unit must be built to the requirements of the American National Standards Institute (ANSI) Code 119.5, which includes standards for heating, electrical systems, and fire and life safety. A micro unit must also meet the following technical requirements:

(1) be no more than 400 gross square feet;

(2) be built on a permanent chassis and anchored to pin foundations with engineered fasteners;

(3) have exterior materials that are compatible in composition, appearance, and durability to the exterior materials used in standard residential construction;

(4) have a minimum insulation rating of R-20 in walls, R-30 in floors, and R-38 in ceilings, as well as residential grade insulated doors and windows;

(5) have a dry, compostable, or plumbed toilet or other system meeting the requirements of the Minnesota Pollution Control Agency, Chapters 7035, 7040, 7049, and 7080, or other applicable rules;

(6) have either an electrical system that meets NFPA 70 NEC, section 551 or 552 as applicable or a low voltage electrical system that meets ANSI/RVIA Low Voltage Standard, current edition;

(7) have minimum wall framing with two inch by four inch wood or metal studs with framing of 16 inches to 24 inches on center, or the equivalent in structural insulated panels, with a floor load of 40 pounds per square foot and a roof live load of 42 pounds per square foot; and

(8) have smoke and carbon monoxide detectors installed.

(b) All micro units, including their anchoring, must be inspected and certified for compliance with these requirements by a licensed Minnesota professional engineer or qualified third-party inspector for ANSI compliance accredited pursuant to either the American Society for Testing and Materials Appendix E541 or ISO/IEC 17020.

(c) Micro units that connect to utilities such as water, sewer, gas, or electric, must obtain any permits or inspections required by the municipality or utility company for that connection.

(d) Micro units must comply with municipal setback requirements established by ordinance for manufactured homes. If a municipality does not have such an ordinance, micro units must be set back on all sides by at least ten feet.

EFFECTIVE DATE.

This section is effective January 1, 2024.

MINUTES

CALL TO ORDER

Chair Eggenberger called the meeting to order at 7:00 P.M.

ROLL CALL

Present: Chair Eggenberger; Commissioners Gorham, Holker, and Johnson; Planning Director Darling; City Planner Griffiths; and, Council Liaison Zerby

Absent: Commissioner Huskins

1. APPROVAL OF AGENDA

Commissioner Gorham moved, Commissioner Johnson seconded, approving the agenda for December 3, 2024, as presented. Motion passed 4/0.

2. APPROVAL OF MINUTES

- November 19, 2024

Planning Director Darling noted that there was one typographical error on page 3 where the word 'this' was missing that she would amend.

Commissioner Holker moved, Commissioner Johnson seconded, approving the Planning Commission Meeting Minutes of November 19, 2024, as amended. Motion passed 4/0.

3. MATTERS FROM THE FLOOR

4. PUBLIC HEARINGS - NONE

Chair Eggenberger explained the Planning Commission is comprised of residents of the City of Shorewood who are serving as volunteers on the Commission. The Commissioners are appointed by the City Council. The Commission's role is to help the City Council in determining zoning and planning issues. One of the Commission's responsibilities is to hold public hearings and to help develop the factual record for an application and to make a non-binding recommendation to the City Council. The recommendation is advisory only.

A. PUBLIC HEARING – CITY CODE AMENDMENTS – SACRED COMMUNITIES & MICRO UNIT DWELLINGS

Applicant: City of Shorewood

Location: City-wide

City Planner Griffiths gave an overview of the proposed code amendments for sacred communities and micro-unit dwellings in order to comply with a new State law. He noted that the City did not really have much flexibility to make any changes to the requirements that were included within the State Statute. He explained that the only policy decision that the City can make on this is whether they will regulate them as a permitted use or a conditional use and noted

1 that staff was recommending regulating them as a permitted use. He stated that staff
2 recommended approval of the proposed code amendments and noted that the majority of the
3 language was taken directly from the State Statute.

4
5 Commissioner Holker asked if there were any guidelines on what these dwellings could look like
6 or if they had to be insulated.

7
8 City Planner Griffiths stated that the State Statute provided some level of what they have to look
9 like, but it did not actually meet Minnesota Building Code requirements and would be an
10 alternative level of construction. He noted that they would have to be a habitable dwelling year-
11 round.

12
13 Commissioner Gorham asked if there needed to be bathrooms.

14
15 City Planner Griffiths stated that a typical flush-type toilet was not a requirement in the State
16 Statute, but they could have a commode.

17
18 Planning Director Darling explained that a port-a-potty would satisfy the Statute requirements.

19
20 Commissioner Gorham asked if electricity was necessary.

21
22 City Planner Griffiths stated that Statute does not provide a lot of guidance, but he would presume
23 that there would need to be electricity available, at least nearby, but the micro units themselves
24 would not necessarily need to have electricity that would typically be found in a home.

25
26 Commissioner Johnson stated that she would assume that there would be no recourse against
27 the City for lack of electricity to these units.

28
29 City Planner Griffiths stated that the way the Statute is set up it is clear that the City has a very
30 limited role in regulating these units.

31
32 Commissioner Gorham asked if State Statute 327.30, subd. 4 governed micro dwellings.

33
34 City Planner Griffiths explained that subd. 4 was the section of State Statute that referenced the
35 laundry list of requirements that these units were required to meet, such as having staff members
36 on-site and a severe weather plan.

37
38 Commissioner Gorham stated that it appeared as though these dwellings could have any look at
39 all, including being different from each other.

40
41 City Planner Griffiths stated that was correct and there were no restrictions on that type of thing.

42
43 Commissioner Holker asked if there was a limit on the number of units.

44
45 City Planner Griffiths stated that there were no limits on the number of units and gave an overview
46 of the certification process that staff would undertake for this type of use.

47
48 Commissioner Holker asked if any churches within the community have asked about this type of
49 dwelling.

50

1 City Planner Griffiths explained that the point of this was to clarify how they would be approved
2 and that the setback for manufactured homes would also apply to the micro units.

3
4 Chair Eggenberger opened the Public Hearing at 7:14 P.M. noting the procedures used in a Public
5 Hearing. There being no comment, he closed the Public Hearing.

6
7 **Commissioner Johnson moved, Commissioner Holker seconded, recommending approval**
8 **of the City Code Amendments regarding Sacred Communities and Micro Unit Dwellings,**
9 **as presented. Motion passed 4/0.**

10
11 **B. PUBLIC HEARING – CITY CODE AMENDMENTS – ADMINISTRATION,**
12 **AMENDMENTS, CONDITIONAL USE PERMITS AND INTERIM USE PERMITS**

13 **Applicant: City of Shorewood**

14 **Location: City-wide**

15
16 City Planner Griffiths reviewed the proposed City Code amendments to the City's zoning code
17 related to Conditional Use Permits, Interim Use Permits, and zoning text amendments. He
18 explained that this was really a clean-up of the code related to a section that had been accidentally
19 removed during a previous update and also updating some of the terminology.

20
21 Chair Eggenberger asked if staff had found any areas that were concerning when this was
22 reviewed or if the changes needed were just cosmetic.

23
24 Planning Director Darling explained that the cause for concern was that at some point the section
25 of the code regarding the review criteria was accidentally removed and needed to be reinstated,
26 as soon as possible.

27
28 Chair Eggenberger opened the Public Hearing at 7:20 P.M. noting the procedures used in a Public
29 Hearing. There being no comment, he closed the Public Hearing.

30
31 **Commissioner Holker moved, Commissioner Johnson seconded, recommending approval**
32 **of the City Code Amendments – Administration, Amendments, Conditional Use Permits**
33 **And Interim Use Permits, as presented. Motion carried 4/0.**

34
35 **5. OTHER BUSINESS –**

36
37 **A. Discussion of Subdivision Code Amendments**

38
39 Beth Richmond, HKGi, gave an overview of their company and explained that over the next few
40 months, they will be working through the process of updating the City's subdivision code in order
41 to modernize it, make it more user-friendly, incorporate the City's best practices and also ensure
42 Code consistency.

43
44 Commissioner Johnson asked how HKGi wanted the Commission's feedback and noted that they
45 want their feedback today, but they do not have anything to actually look at.

46
47 Ms. Richmond explained that they are planning to come back to the Commission at their February
48 meeting in order to get feedback on the actual code language. She explained that tonight they
49 were just looking for general feedback from the Commission about whether there may be specific
50 areas within the code that they have seen that have caused problems. She noted that she can
51 review some of the findings that HKGi has found in their initial review and noted that may trigger

1 some areas where the Commission could give feedback as well. She noted that the major themes
2 that they saw in their review were: the need to improve the usability of the code because its
3 organization and language are difficult and confusing; implement the Comprehensive Plan;
4 update and simplify the subdivision review procedures; enhance park dedication requirements;
5 and modernization of the design standards.

6
7 Chair Eggenberger asked what would happen if the City changes the code and it affects
8 someone's property.

9
10 Planning Director Darling stated that there are some regulations within State Statute that would
11 pertain because they cannot apply changes that they make to subdivisions until at least two years
12 after they have been recorded. She stated that they would have legal non-conforming rights once
13 they are approved so, in the future this could make some properties non-conforming.

14
15 The Commission asked questions about the process for changes and requirements that will be
16 needed for subdivisions.

17
18 Ms. Richmond outlined some recommendations they will make to organize and consolidate the
19 document, numbering within the document, increasing efficiencies, and possibly lowering the
20 costs, and noted that they wanted to have a conversation about non-platted subdivisions as well.
21 She reiterated that tonight they were looking for feedback from the Commission about whether
22 they have seen things as they have worked with the subdivision code and if there were specific
23 things that they found confusing or challenging. She stated that if they did not have the specific
24 language in front of them tonight, they were welcome to send them to staff so they could be
25 forwarded to HKGi.

26
27 Commissioner Holker asked if all the updates would require approval by the Planning
28 Commission, the City Council and would also require a public hearing. She asked if they would
29 have several meetings to go through the updates or if it would all be approved at one time.

30
31 Ms. Richmond stated that they were planning to come to the Planning Commission at their
32 February meeting.

33
34 Planning Director Darling asked if they intended to have the Commission look at the entire section
35 all at once.

36
37 Ms. Richmond explained that they have the ability through Conveyo, where they can post drafts
38 of the document so the Commission can look at and it add comments, which would give them
39 the opportunity to review it without having to do it on the fly. She stated that would be the tool that
40 would allow the Commission to be able to look at the new proposed text in full and be able to
41 understand what it will look like.

42
43 Planning Director Darling confirmed that they would also hold a public hearing.

44
45 Commissioner Gorham asked if Ms. Richmond had taken a look at the City's PUD section.

46
47 Ms. Richmond stated that the PUD section was not in the subdivision code and explained that
48 their intent was to try to specifically stay within the subdivision code.

49

Commissioner Gorham asked about subdivisions, as they related to the Comprehensive Plan, how HKGi would incorporate things like statements relating to physical appearance or Shorewood's unique character.

Ms. Richmond stated that typically when a city has unique characteristics or things that they want to memorialize, they talk to staff about what that looks like as far as the subdivisions that they are creating. She stated that it could be something where they reference the Comprehensive Plan to certain maps that show topography or natural features that should be protected and reiterated that for these types of things, they will often work closely with staff.

Commissioner Gorham stated that the City has not seen a lot of subdivisions, but the last two that came through there was some discussion about their effect on the character of Shorewood and asked if this was something that Ms. Richmond saw being addressed within the code.

Ms. Richmond stated that was a tricky comment to make because it was hard to know if that was something that was controlled by the subdivision code or the zoning code.

Planning Director Darling stated that the subdivision ordinance only pertains to how property is subdivided and not what it is subdivided for and the zoning ordinance will tell them what they use the property for.

The Commission discussed the notification process including when a public hearing would be necessary, when things would be handled administratively versus needing Planning Commission/City Council involvement, and ways to make sure it was not subjective.

Ms. Richmond thanked the Commission for their feedback and questions and reiterated that if anything came to mind following the meeting to let staff know so they can pass the information along to her.

6. REPORTS

- **Council Meeting Report**

Council Liaison Zerby reported on matters considered and actions taken during the Council's recent meetings.

Chair Eggenberger expressed his appreciation to Council Liaison Zerby for everything he did for both the Planning Commission and the City.

- **Draft Next Meeting Agenda**

Planning Director Darling stated the next agenda the Commission would review the medium density ordinance amendments and a small variance request for a portico. She explained that tonight would be Commissioner Gorham's last meeting with the Commission because of his swearing-in as a Councilmember.

Chair Eggenberger thanked Commissioner Gorham for his service on the Commission. He suggested that they take time tonight to choose liaisons for the upcoming City Council meetings.

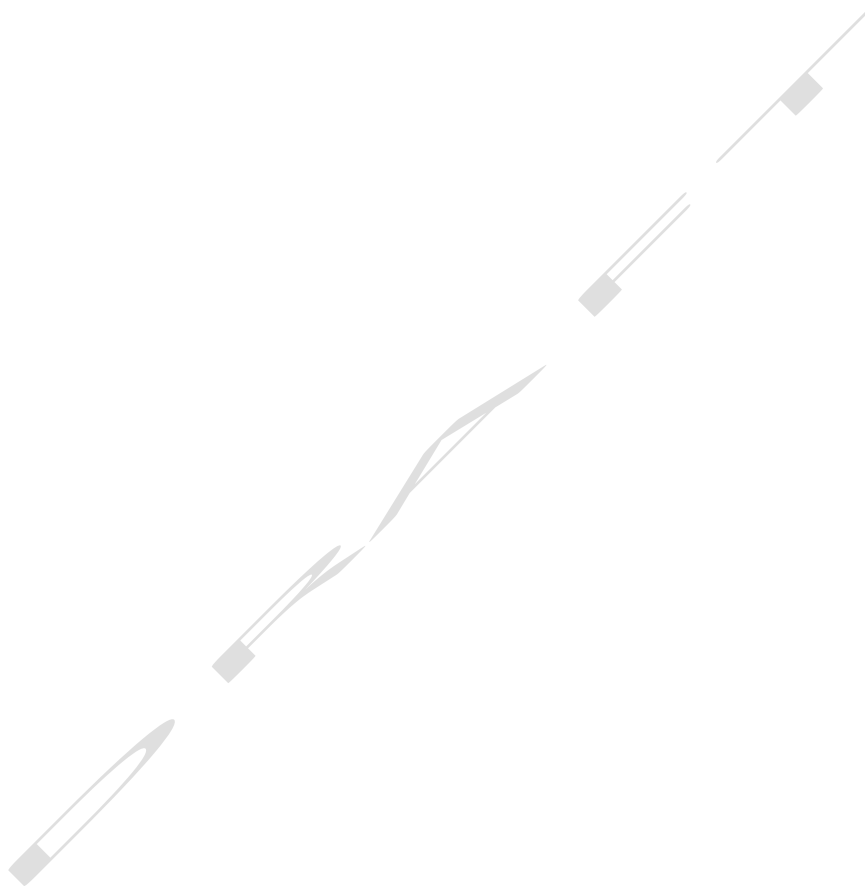
January – Commissioner Holker

February – Commissioner Eggenberger

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7. ADJOURNMENT

Commissioner Holker moved, Commissioner Gorham seconded, adjourning the Planning Commission Meeting of December 3, 2024, at 8:17 P.M. Motion passed 4/0.



ORDINANCE 612

CITY OF SHOREWOOD COUNTY OF HENNEPIN STATE OF MINNESOTA

AN ORDINANCE APPROVING AN AMENDMENT TO SHOREWOOD CITY CODE CHAPTER 1201 RELATIVE TO SACRED COMMUNITIES AND MICRO- UNIT DWELLINGS

THE CITY COUNCIL OF THE CITY OF SHOREWOOD, MINNESOTA, ORDAINS:

SECTION 1: City Code Section 1201.02 is hereby amended as set forth below by adding the underlined language and deleting the ~~striketrough~~ language as follows:

1201.02 DEFINITIONS.

...

SACRED COMMUNITY RELATED. The terms defined in this section apply only to the requirements of City Code 1201.03, Subd. 2. w. *Sacred communities and micro unit dwellings.*

a. CHRONICALLY HOMELESS. An individual who:

- (1) Is homeless and lives or resides in a place not meant for human habitation, a safe haven, or in an agency shelter;
- (2) Has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least one year or on at least four separate occasions in the last three years; and
- (3) Has an adult head of household, or a minor head-of-household if no adult is present in the household, with a diagnosable substance use disorder, serious mental illness, developmental disability, post-traumatic stress disorder, cognitive impairments resulting from a brain injury, or chronic physical illness or disability, including the co-occurrence of two or more of those conditions.

b. DESIGNATED VOLUNTEERS. Persons who have not experienced homelessness and have been approved by the religious institution to live in a sacred community as their sole form of housing.

c. EXTREMELY LOW INCOME. An income that is equal to or less than 30 percent of the area median income, adjusted for family size, as estimated by the Department of Housing and Urban Development.

d. MICRO UNIT. A mobile residential dwelling providing permanent housing within a sacred community that meets the requirements established by Minnesota State Statute § 327.30, Subd. 4, as amended

- e. **SACRED COMMUNITY.** A residential settlement established on or contiguous to the grounds of a religious institution's primary worship location primarily for the purpose of providing permanent housing for chronically homeless persons, extremely low-income persons, and designated volunteers that meets the requirements established by Minnesota State Statute § 327.30, Subd. 3, as amended

...

SECTION 2: City Code Section 1201.03 is hereby amended as set forth below by adding the underlined language and deleting the ~~striketrough~~ language as follows:

1201.03 GENERAL PROVISIONS.

Subd. 2. *General building and performance requirements.*

...

w. **Sacred communities and micro unit dwellings.**

(1) Micro unit dwellings in sacred communities are permitted accessory uses to all religious institutions located in any zoning district consistent with the requirements of Minnesota State Statute § 327.30, as amended.

(2) Consistent with manufactured homes, micro unit dwellings in sacred communities shall comply with all setback requirements for the zoning district in which they are located.

(3) Micro unit dwellings in sacred communities located within a Shoreland District shall comply with the requirements of City Code 1201.26.

SECTION 3: This Ordinance shall take effect upon publication in the City's official newspaper.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF SHOREWOOD, MINNESOTA this 13th day of January, 2025.

JENNIFER LABADIE, MAYOR

ATTEST:

SANDIE THONE, CITY CLERK

**CITY OF SHOREWOOD
COUNTY OF HENNEPIN
STATE OF MINNESOTA**

RESOLUTION 25-014

**A RESOLUTION APPROVING THE SUMMARY PUBLICATION OF ORDINANCE 612
REGARDING SACRED COMMUNITIES AND MICRO UNIT DWELLINGS**

WHEREAS, at a duly called meeting on January 13, 2025, the City Council of the City of Shorewood adopted Ordinance No. 612 entitled “An Ordinance Approving an Amendment to Shorewood City Code Chapter 1201 Relative to Sacred Communities and Micro Unit Dwellings”; and,

WHEREAS, the City Council adopted a lengthy ordinance amending City Code Chapter 1201 (Zoning Regulations) including but not limited to definitions and general provisions to be consistent with the requirements of Minnesota State Statute § 327.30; and,

WHEREAS, the purpose of this summary is to inform the public of the intent and effect of the ordinance and to public only a summary of the ordinance with the full ordinance being on file in the office of the City Clerk during regular office hours and available on the City’s website.

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHOREWOOD:

1. The City Council finds that the above title and summary of Ordinance No. 612 clearly informs the public of the intent and effect of the ordinance.
2. The City Clerk is directed to publish Ordinance No. 612 by title and summary, pursuant to Minnesota Statutes, Section 412.191, Subdivision 4. Such summary is to be substantially the same as the attached ordinance.
3. A full copy of the ordinance is available at Shorewood City Hall and on the City’s website.

Adopted by the City Council of Shorewood, Minnesota this 13th day of January, 2025.

JENNIFER LABADIE, MAYOR

ATTEST:

SANDIE THONE, CITY CLERK



City Council Meeting Item

Title/Subject: City Code Amendments – Administration, Amendments, Conditional Use Permits and Interim Use Permits

Meeting Date: January 13, 2025

Prepared by: Jake Griffiths, City Planner

Reviewed by: Marie Darling, Planning Director

Attachments: Planning Memorandum from the December 3, 2025 meeting
Draft Planning Commission Minutes
Ordinance 613
Summary Ordinance 613 for Publication

Background

See the attached planning memorandum for detailed background on this request. At the December 3, 2024 meeting, the Planning Commission recommended approval (4-yes, 0-no, 1-absent) of the City Code amendments.

Summary of Public Testimony:

No public testimony was received on the proposed City Code amendments.

Financial Considerations

The amendments were drafted in-house and would have costs associated with publication of the summary ordinance if the City Code amendments are approved.

Action Requested

Motion to approve Ordinance 613 amending the City Code relative to administration, amendments, conditional use permits, and interim use permits. Action on this motion requires a majority vote of the full City Council.

Motion to approve a resolution adopting a summary ordinance for publication allowing publication of the name of Ordinance 613 and the summary pursuant to Minnesota State Statute § 331A.01 without publishing the entire ordinance. Action on this motion requires a 4/5 vote of the City Council.



Item
4B

Planning Commission Meeting Item

Title/Subject:	City Code Amendments – Administration, Amendments, Conditional Use Permits and Interim Use Permits
Meeting Date:	December 3, 2024
Prepared by:	Jake Griffiths, City Planner
Reviewed by:	Marie Darling, Planning Director
Attachments:	Proposed City Code Amendments

Applicant: City of Shorewood
Location: City Wide

REQUEST

As part of the ongoing process of updating the City Code, City staff found that the review criteria for conditional use permits were removed from the City Code in error. In response, the proposed City Code amendments are being brought forward to correct this error and address other issues of clarity, consistency or relevance. Proposed City Code amendments are attached for review. A public hearing notice was published in the City's official newspaper at least 10 days prior to tonight's meeting and was posted on the City's website and at City Hall. Notice was also emailed to all persons who have signed up to be notified of public hearings.

ANALYSIS & FINDINGS

The proposed City Code amendments are not substantive policy changes that clarify existing City Code requirements and review processes. These include updating the terminology for interim use permits to match state statute and correcting references throughout the City Code, reinserting review criteria for conditional use permits, reorganizing some sections for clarity, creating consistent requirements across multiple applications, clarifying site plan review requirements, and other minor grammar and terminology changes.

One notable minor amendment that is being proposed would allow financial guarantees to be collected for site plan reviews. The City Code already authorizes financial guarantees to be collected for other applications including conditional and interim use permits, and the proposed amendment would extend this authorization to site plan reviews as well. It is important that financial guarantees be included as part of the site plan review process as they allow the City to ensure that all approved improvements have been completed as part of an application.

RECOMMENDATION & REQUESTED ACTION

City staff recommends approval of the proposed City Code amendments. The Planning Commission is requested to hold a public hearing on the proposed City Code amendments and make a recommendation to the City Council.

ORDINANCE TBD

CITY OF SHOREWOOD
COUNTY OF HENNEPIN
STATE OF MINNESOTA

AN ORDINANCE APPROVING AN AMENDMENT TO
SHOREWOOD CITY CODE CHAPTER 1201 RELATIVE TO ADMINISTRATION, AMENDMENTS,
CONDITIONAL USE PERMITS, AND INTERIM USE PERMITS

THE CITY COUNCIL OF THE CITY OF SHOREWOOD, MINNESOTA, ORDAINS:

SECTION 1: City Code Section 1201.02 is hereby amended as set forth below by adding the underlined language and deleting the ~~striketrough~~ language as follows:

1201.02. DEFINITIONS.

...

INTERIM ~~CONDITIONAL~~ USE. A temporary use of property until a particular date, until the occurrence of a particular event or until the use is no longer allowed by zoning regulations.

INTERIM ~~CONDITIONAL~~ USE PERMIT. A permit issued by the City Council in accordance with procedures specified in § 1201.04 of this code.

...

SECTION 2: City Code Section 1201.03, Subd. 2. c. is hereby amended as set forth below by adding the underlined language and deleting the ~~striketrough~~ language as follows:

1201.03 GENERAL PROVISIONS.

Subd. 2. *General building and performance requirements.*

c. *Property development.*

...

(4) Except in the case of planned unit development as provided for in § 1201.06 of this chapter, not more than one principal building shall be located on a lot. The city may, by interim ~~conditional~~ use permit, allow a single-family residential dwelling to remain on a lot while a new dwelling is being constructed on the same lot, provided that:

(a) The new dwelling shall conform to the setback requirements of the zoning district in which it is located;

(b) Construction of the new dwelling shall not result in substantially greater site alteration (for example, tree removal or grading) than if the original house is first removed;

(c) The property owner must provide an estimate from a licensed contractor for the cost of removing the original dwelling and restoring the site. From this estimate the city shall require a cash escrow or letter of credit in the amount of 150% of the estimate to ensure that the original dwelling will be removed within two weeks of the date that a certificate of occupancy is issued for the new dwelling. In no instance shall the original home remain on the property longer than two years;

(d) The property owner shall provide the cash escrow or letter of credit referenced in (c) above at the time a building permit is issued for the new dwelling. The new dwelling shall not be occupied until a certificate of occupancy has been issued; and

(e) The request shall be subject to the requirements of § 1201.04 Subd. 4. of this chapter.

...

SECTION 3: City Code Section 1201.03, Subd. 17 is hereby amended as set forth below by adding the underlined language and deleting the ~~striketrough~~ language as follows:

Subd. 17. *Plan review.*

a. *Purpose.* The purpose of this subdivision is to establish a formal plan review procedure and provide regulations pertaining to the enforcement of site design and construction standards as agreed to by the contractor through ~~his or her~~ their officially submitted plan documents. The provisions of Section 1201.04 apply to plan review applications with the exception of public notice and public hearing requirements.

b. *Plans required.* In addition to other plan requirements outlined in this chapter, site and construction plans will be required and shall be submitted to and approved by the ~~Building Official~~ Zoning Administrator prior to the issuance of any building permit.

c. *City Council action.* Except in the case of minor projects, additions or alterations as determined by the Zoning Administrator, all building and site plans for multiple- family or commercial construction shall be subject to review by the Planning Commission and approval by the City Council.

d. *Plan agreements.* All site and construction plans officially submitted to the city shall be treated as a formal agreement between the ~~building-contractor applicant~~ and the city. Once approved, no changes, modifications or alterations shall be made to any plan detail, standard or specification without prior submission of a plan modification request to the ~~Building Official~~ Zoning Administrator for ~~his or her~~ their review and approval.

e. *Performance agreement and guarantee.* A performance agreement and guarantee may be required to be executed for plan reviews in accordance with City Code 1201.04, Subd. 3. f. when recommended by the Zoning Administrator and approved by the City Council.

~~e.f.~~ *Enforcement.* The Building Official or Zoning Administrator shall have the authority to order the stopping of any and all site improvement activities, when and where a violation of the

provisions of this section has been officially documented by the Building Official or Zoning Administrator.

SECTION 4: City Code Section 1201.04 is hereby amended as set forth below by adding the underlined language and deleting the ~~striktthrough~~ language as follows:

1201.04 ADMINISTRATION, AMENDMENTS, ~~AND~~ CONDITIONAL USE PERMITS AND INTERIM USE PERMITS.

Subd. 1. *Procedure.*

a. Pursuant to M.S. § 15.99, an application for a conditional use permit shall be approved or denied within 60 days from the date of its official and complete submission unless extended pursuant to statute or a time waiver is granted by the applicant. Pursuant to M.S. § 15.99, the city staff is hereby authorized to extend the 60-day time limit by a time period not to exceed 60 additional days, provided written notice of such extension is provided to the applicant before the end of the initial 60-day period.

b. *Application.* Notwithstanding anything to the contrary in this chapter, all applications for any amendments to map or Chapter, site plan, conditional use permit, interim use permit, land use permit, variance, or for any other city approval required by this chapter, or to amend this chapter, shall be made in writing on a form provided by the city, if the city has a form, to the Zoning Administrator.

The application shall be accompanied by a fee and escrow deposit as provided for by City Council ordinance. This fee shall not be refunded.

The application shall also be accompanied by one hard copy and one electronic copy (in a format identified by the Zoning Administrator) of detailed written and graphic materials fully explaining the proposed change, development or use and as may be listed elsewhere in City Code.

The Zoning Administrator is authorized to reject in writing any incomplete application within 15 business days of receipt, stating the reasons ~~or~~ for its rejection, including what information is missing. This rejection shall be sent by first-class mail or email to the applicant. Every application shall contain the legal description of the property and a statement of the specific permit or action being sought. Nothing in this section shall be deemed to prevent the city from requesting additional information from the applicant upon which to base a decision.

c. *Staff review/technical assistance reports.* Upon receipt of a complete application for an amendment, ~~or~~ conditional or interim use permit, the Zoning Administrator shall, when deemed necessary, refer the request to appropriate staff to ~~insure~~ ensure that informational requirements are complied with. When all informational requirements have been complied

with, the request shall be considered officially submitted. Also, when deemed necessary, the Zoning Administrator shall instruct the appropriate staff persons to prepare technical reports and/or provide general assistance in preparing a recommendation on the request to the Planning Commission and City Council. The Zoning Administrator shall also instruct the appropriate staff persons to mail notice to property owners within the required public notification distance for the respective application and post signage on or in front of the subject property indicating that an application is under consideration.

~~— (1) Notwithstanding anything to the contrary in this chapter, all applications for any site plan, conditional use permit, land use permit, variance, or for any other city approval required by this chapter, or to amend this chapter, shall be made in writing on a form provided by the city, if the city has a form, to the Zoning Administrator. The Zoning Administrator is authorized to reject in writing any incomplete application within 15 business days of receipt if the application is incomplete, stating the reasons or its rejection, including what information is missing. This rejection shall be sent by first class mail to the applicant. Every application shall contain the legal description of the property and a statement of the specific permit or action being sought. Nothing in this section shall be deemed to prevent the city from requesting additional information from the applicant upon which to base a decision.~~

~~— (2) If a dispute arises over a specific fee imposed by the city, the amount of the fee must be deposited and held in escrow, and the person aggrieved by the fee may appeal to district court, as provided by M.S. § 462.361, as it may be amended from time to time. The application shall proceed as if the fee had been paid, pending a decision of the court.~~

d. *Public hearing.* Upon official submission of the request, the Zoning Administrator shall set a public hearing on the request for amendments, conditional use permits or interim use permits for a regularly scheduled Planning Commission meeting and publish a notice in the official newspaper no less than ten days prior to the hearing. The notice shall contain a description of the request and the time and place of the public hearing. Written notification of the hearing shall also be mailed at least ten working days prior to the date of the hearing to all owners of land within 500 feet of the boundary of the property related to a conditional/interim use permit and 750 feet of the boundary of the property related to an amendment. Failure of a property owner to receive the notice shall not invalidate any proceedings as set forth within this chapter.

e. *Referral to City Council.* Upon receipt of the Planning Commission report and recommendation, the Zoning Administrator shall place the request and any report and recommendation on the agenda of the next an upcoming regularly scheduled meeting of the City Council.

f. *City Council action.* Upon receiving the request and any report and recommendation of the Planning Commission and the city staff, the City Council ~~shall have the option to set and hold a public hearing if deemed necessary and~~ shall make a decision on the request and record as deemed necessary adopt findings of fact.

(1) Approval of a request for a zoning district amendment, where the classification of a property will change from residential to commercial, shall require passage by a four-fifths vote of the full City Council. Requests for all other zoning district amendments, text amendments and conditional and interim use permits shall require a simple majority vote of the full City Council.

(2) In the case of a conditional or interim use permit, the Council may impose any condition it considers necessary to protect the public health, safety and welfare.

(3) In the case of an amendment, the amendment shall not become effective until the time as the City Council approves an ordinance reflecting the amendment and after the ordinance is published in the official newspaper.

(4) Whenever an application for an amendment, ~~or conditional~~ or interim use permit, or site plan review has been considered and denied by the City Council, a similar application ~~for the amendment or conditional use permit~~ affecting substantially the same property shall not be considered again by the Planning Commission or City Council for at least six months from the date of its denial; a subsequent application affecting substantially the same property shall likewise not be considered again by the Planning Commission or City Council for an additional six months from the date of the second denial, unless a decision to reconsider the matter is made a simple majority of the full City Council.

Subd. 2. *Amendments.*

a. *Initiation.* The City Council or Planning Commission may, upon their own motion, initiate a request to amend the text or the district boundaries of this chapter. Any person owning real estate, or anyone who has received a property owner's written authorization, within the city may initiate a request to amend the district boundaries or text of this chapter so as to affect his or her own real estate.

b. *Review criteria.* Requests to amend the text or the district boundaries of this chapter shall be consistent with the Comprehensive Plan and shall be found by the City Council to meet at least one of the following review criteria:

- (1) The zoning district boundary or designation was originally adopted in error or is no longer consistent with the Comprehensive Plan.
- (2) Times and conditions have changed since the text or district boundaries were adopted.

Subd. 3. *Conditional use permit.*

a. *Purpose.* The purpose of a conditional use permit is to provide the City of Shorewood with a reasonable degree of discretion in determining the suitability of certain designated uses upon the general welfare, public health and safety. ~~In making this determination, whether or not the conditional use is to be allowed, the city may consider the nature of the adjoining land or buildings, whether or not a similar use is already in existence and located on the same premises or on other lands immediately close by, the effect upon traffic into and from the premises or on any adjoining roads and all other or future factors as the city shall deem a prerequisite of consideration in determining the effect of the use on the general welfare, public health and safety.~~

b. *Informational requirement.* The information required for all conditional use permit applications generally consists of the following items and shall be submitted with the application.

(1) Certified survey prepared by a registered licensed surveyor, at a scale of one inch to ten feet, 20 feet, 30 feet, 40 feet, 50 feet or 60 feet, which shall include, but not be limited to:

(a) The location and dimensions of boundary lines, buildings, structures, topography, wetlands, and similar features, and the like;

(b) The distance between boundary lines and buildings, structures and other improvements;

(c) The location of adjacent buildings located within 20 feet of the exterior boundaries of the property in question;

(d) The area of the lot and a detailed description of the existing and proposed impervious surface coverage;

(e) The legal description of the property;

(f) Any public or private easements;

(g) Any municipal utilities, private wells or private on-site wastewater treatment systems, and other utilities.

(2) Site development plans at a scale of one inch to ten feet, 20 feet, 30 feet, 40 feet, 50 feet or 60 feet (unless indicated otherwise), which shall include:

(a) Location and dimensions of all proposed buildings on lots and the distance between proposed buildings and structures to property lines;

(b) Location and number of existing and proposed parking spaces;

(c) Vehicular circulation and dimensions;

(d) Architectural elevations (type and materials used in all external surfaces) and concept floor or room plans at a scale of one inch to four feet, eight feet, 16 feet or as may be appropriate as determined by the Zoning Administrator;

(e) Lighting plan consistent with § 1201.03 Subd. 2.v. of this chapter;

(f) Curb cuts, driveways, number of parking spaces.

(3) Grading plan, which shall include:

(a) Existing contour;

(b) Proposed grading elevations;

(c) Drainage configuration;

(d) Storm sewer catch basins and invert elevations;

(e) Spot elevations;

(f) Proposed road profile;

(g) Graphic scale: all plans shall be expressed as one inch to ten feet, 20 feet, 30 feet, 40 feet, 50 feet or 60 feet.

(4) Landscape plan, which shall include:

(a) Location of all existing trees, type, diameter and which trees will be removed;

(b) Location, type and diameter of all proposed plantings;

(c) Location of and material used for all screening devices;

(5) Proof of ownership of the land for which a conditional use permit is requested;

(6) A narrative indicating the proposed use, operational features of the use including, but not limited to, hours of operation, number of employees, and the like, and compliance with § 1201.04 Subd. 1.d. of this chapter;

(7) Any information required by the applicable zoning district;

(8) Other information as determined by the Zoning Administrator or City Council.

c. Review criteria. In reviewing a Conditional Use Permit, the City Council shall consider the recommendation of the Planning Commission and the following review criteria:

(1) The proposed use, and its related construction, would be consistent with the policies and provisions of the Comprehensive Plan.

(2) The proposed use would be compatible with present and future land uses in the area and would not tend to or depreciate the area in which it is proposed.

(3) Adequate public facilities and services, including existing and anticipated traffic concerns, are available or can be reasonably provided to accommodate the proposed use.

(4) The proposed use conforms to the applicable regulations of the zoning district in which it is located and otherwise conforms to all applicable regulations of the City Code.

(5) The proposed use will not be detrimental to the health, safety and general welfare of the occupants of surrounding lands.

d. *Conditions of approval.* In permitting a new conditional use permit or amending an existing conditional use permit, the Planning Commission may recommend and the City Council may impose, in addition to the standards and requirements expressly specified by this code, additional conditions that the Planning Commission or City Council consider necessary to protect the best interest of the surrounding area or the community as a whole. These conditions may include but are not limited to the following:

(1) Increasing the required lot size or yard dimension;

(2) Limiting the height, size or location of buildings;

(3) Controlling the location and number of vehicular access points;

(4) Increasing the street width;

(5) Increasing the number of required off-street parking spaces;

(6) Limiting the number, size, location and lighting of signs;

(7) Requiring fencing, screening, landscaping or other facilities to protect adjacent or nearby property.

(8) The property on which the conditional use is located shall not become in violation of any requirements of the Shorewood City Code or any conditions imposed by City Council.

ee. *Lapse of conditional use permit by non-use.* Whenever, within one year after granting a conditional use permit, the use as permitted by the permit shall not have been completed or utilized, then the permit shall become null and void unless a petition for an extension of time in which to complete or utilize the use has been granted by the City Council. The extension shall be requested in writing and filed with the Zoning Administrator at least 30 days before the expiration of the original conditional use permit. ~~There shall be no charge for the filing of the petition.~~ The extension request shall be accompanied by a fee set by the City of Shorewood Fee Schedule as may be amended. The request for extension shall state facts showing all efforts to

complete or utilize the use permitted in the conditional use permit. The petition shall be presented to the Planning Commission for a recommendation and to the City Council for a decision. The Conditional Use Permit or any amendments thereto shall be recorded at the Office of the County Recorder.

d.f. Performance agreement and guarantee.

(1) Except in the case of ~~non-income-producing residential property~~ single-family and two-family properties, upon approval of a conditional use permit, interim use permit, or site plan, the developer shall execute a performance agreement in the form drafted by the Zoning Administrator and approved by the City Council and provide a letter of credit, or cash deposit prior to the issuance of building permits or beginning the proposed improvements or development and shall remain in place until the project is completed. The letter of credit shall automatically renew until all approved improvements have been completed as determined by the Zoning Administrator/City Engineer and shall guarantee conformance and compliance with the conditions of the conditional use permit and the ordinances of the city. The Zoning Administrator may periodically reduce the financial guarantee based on the completion of improvements, as outlined in the agreement.

(2) The security shall be in the amount of one and one-half times the City Engineer's or City Building Official's estimated costs of labor and materials for the proposed improvements or development. The project can be handled in stages ~~upon~~ the discretion of the City Engineer and Building Official Zoning Administrator.

(3) The city shall hold the security until completion of the proposed improvements or development and a certificate of occupancy indicating compliance with the conditional use permit and ordinances of the city has been issued by the City Building Official.

(4) Failure to comply with the conditions of the conditional use permit, interim use permit, site plan, or City Code ~~the ordinances of the city~~ shall result in forfeiture of the security.

f. Revocation. A conditional use permit may be revoked if there is not substantial compliance with the conditions of approval.

Subd. 4. *Interim ~~conditional~~ use permit.*

a. *Purpose.* The purpose and intent of an Interim ~~conditional~~ Use Permit is:

(1) To allow a use for a brief period of time while permanent location is obtained or constructed; or

(2) To allow a use that is presently judged acceptable by the City Council, but that with anticipated development or redevelopment, will not be acceptable in the future; or

(3) To allow a use that is reflective of anticipated long-range change to an area and that is in compliance with the Comprehensive Plan, provided that the use maintains harmony and compatibility with surrounding uses and is in keeping with the performance standards of this code; or

(4) To provide a mechanism for allowing changes to a nonconforming use of property contingent upon a plan for cessation of the nonconforming use within a specified period of time.

b. *Informational requirement and procedure.* The information required and the procedure to be followed for all interim ~~conditional~~ use permit applications shall be the same as that required for a conditional use permit as provided for in this section.

c. *Termination.* An interim ~~conditional~~ use shall terminate on the happening of any of the following events, whichever occurs first:

(1) The date or event stated in the permit;

(2) Upon violation of conditions under which the permit was issued;

(3) Upon change in the city's zoning regulations that renders the use nonconforming;

(4) The redevelopment of the use and property upon which it is located to a permitted or conditional use as allowed within the respective zoning district.

d. *General standards.* An interim ~~conditional~~ use permit shall comply with all of the following:

(1) Conform to the applicable general building and performance requirements of § 1201.03, Subd. 2 of this code;

(2) The use is allowed as an interim use in the respective zoning district;

(3) The date or event that will terminate the use can be identified with certainty;

(4) The use will not impose additional unreasonable costs on the public if it is necessary for the public to take the property in the future;

(5) The user agrees to any conditions that the City Council deems appropriate for permission of the use. The conditions shall be set forth in a development agreement between the property owner and the city, which agreement shall be recorded with the Hennepin County Recorder or Registrar of Deeds.

e. *Conditions of approval.* In permitting a new interim ~~conditional~~ use permit or amending an existing interim ~~conditional~~ use permit, the Planning Commission may recommend and the

City Council may impose, in addition to the standards and requirements expressly specified by this code, additional conditions that the Planning Commission or City Council consider necessary to protect the best interest of the surrounding area or the community as a whole. These conditions may include but are not limited to the following:

- (1) Increasing the required lot size or yard dimension;
- (2) Limiting the height, size or location of buildings;
- (3) Controlling the location and number of vehicular access points;
- (4) Increasing the street width;
- (5) Increasing the number of required off-street parking spaces;
- (6) Limiting the number, size, location and lighting of signs;
- (7) Requiring fencing, screening, landscaping or other facilities to protect adjacent or nearby property.

(8) The property on which the interim use is located shall not become in violation of any requirements of the Shorewood City Code or any conditions imposed by City Council.

~~f. *Violations.* After two nuisance or code violation complaints have been made and verified with written notice to the holder of the interim conditional use permit, a public hearing may be called within 60 days of the last complaint to reconsider the interim conditional use permit.~~

f. *Lapse of interim use permit by non-use.* Whenever, within one year after granting an interim use permit, the use as permitted by the permit shall not have been completed or utilized, then the permit shall become null and void unless a petition for an extension of time in which to complete or utilize the use has been granted by the City Council. The extension shall be requested in writing and filed with the Zoning Administrator at least 30 days before the expiration of the original interim use permit. The extension request shall be accompanied by a fee set by the City of Shorewood Fee Schedule as may be amended. The request for extension shall state facts showing all efforts to complete or utilize the use permitted in the interim use permit. The petition shall be presented to the Planning Commission for a recommendation and to the City Council for a decision. The Interim Use Permit or any amendments thereto shall be recorded at the Office of the County Recorder.

g. *Revocation.* An interim use permit may be revoked if:

- (1) The property is found to be in violation of the conditions listed in the interim ~~conditional~~ use permit; or

- (2) If access to the property for purpose of making and inspection is refused to the Zoning Administrator or its~~their~~ designee. ~~The same process established for granting the interim conditional use permit shall be followed when considering revocation of an interim conditional use permit.~~

(1987 Code, § 1201.04) (Am. Ord. 383, passed 3-25-2002; Am. Ord. 389, passed 8-12-2002; Am. Ord. 550, passed - -2018; Am. Ord. 569, passed 8-26-2019; Am. Ord. 575, passed 12-14-2020)

SECTION 5: This Ordinance shall take effect upon publication in the City's official newspaper.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF SHOREWOOD, MINNESOTA this 9th day of December, 2024.

JENNIFER LABADIE, MAYOR

ATTEST:

SANDIE THONE, CITY CLERK

CITY OF SHOREWOOD
PLANNING COMMISSION MEETING
TUESDAY, DECEMBER 3, 2024

COUNCIL CHAMBERS
5755 COUNTRY CLUB ROAD
7:00 P.M.

MINUTES

CALL TO ORDER

Chair Eggenberger called the meeting to order at 7:00 P.M.

ROLL CALL

Present: Chair Eggenberger; Commissioners Gorham, Holker, and Johnson; Planning Director Darling; City Planner Griffiths; and, Council Liaison Zerby

Absent: Commissioner Huskins

1. APPROVAL OF AGENDA

Commissioner Gorham moved, Commissioner Johnson seconded, approving the agenda for December 3, 2024, as presented. Motion passed 4/0.

2. APPROVAL OF MINUTES

- November 19, 2024

Planning Director Darling noted that there was one typographical error on page 3 where the word 'this' was missing that she would amend.

Commissioner Holker moved, Commissioner Johnson seconded, approving the Planning Commission Meeting Minutes of November 19, 2024, as amended. Motion passed 4/0.

3. MATTERS FROM THE FLOOR

4. PUBLIC HEARINGS - NONE

Chair Eggenberger explained the Planning Commission is comprised of residents of the City of Shorewood who are serving as volunteers on the Commission. The Commissioners are appointed by the City Council. The Commission's role is to help the City Council in determining zoning and planning issues. One of the Commission's responsibilities is to hold public hearings and to help develop the factual record for an application and to make a non-binding recommendation to the City Council. The recommendation is advisory only.

A. PUBLIC HEARING – CITY CODE AMENDMENTS – SACRED COMMUNITIES & MICRO UNIT DWELLINGS

Applicant: City of Shorewood

Location: City-wide

City Planner Griffiths gave an overview of the proposed code amendments for sacred communities and micro-unit dwellings in order to comply with a new State law. He noted that the City did not really have much flexibility to make any changes to the requirements that were included within the State Statute. He explained that the only policy decision that the City can make on this is whether they will regulate them as a permitted use or a conditional use and noted

1 that staff was recommending regulating them as a permitted use. He stated that staff
2 recommended approval of the proposed code amendments and noted that the majority of the
3 language was taken directly from the State Statute.

4
5 Commissioner Holker asked if there were any guidelines on what these dwellings could look like
6 or if they had to be insulated.

7
8 City Planner Griffiths stated that the State Statute provided some level of what they have to look
9 like, but it did not actually meet Minnesota Building Code requirements and would be an
10 alternative level of construction. He noted that they would have to be a habitable dwelling year-
11 round.

12
13 Commissioner Gorham asked if there needed to be bathrooms.

14
15 City Planner Griffiths stated that a typical flush-type toilet was not a requirement in the State
16 Statute, but they could have a commode.

17
18 Planning Director Darling explained that a port-a-potty would satisfy the Statute requirements.

19
20 Commissioner Gorham asked if electricity was necessary.

21
22 City Planner Griffiths stated that Statute does not provide a lot of guidance, but he would presume
23 that there would need to be electricity available, at least nearby, but the micro units themselves
24 would not necessarily need to have electricity that would typically be found in a home.

25
26 Commissioner Johnson stated that she would assume that there would be no recourse against
27 the City for lack of electricity to these units.

28
29 City Planner Griffiths stated that the way the Statute is set up it is clear that the City has a very
30 limited role in regulating these units.

31
32 Commissioner Gorham asked if State Statute 327.30, subd. 4 governed micro dwellings.

33
34 City Planner Griffiths explained that subd. 4 was the section of State Statute that referenced the
35 laundry list of requirements that these units were required to meet, such as having staff members
36 on-site and a severe weather plan.

37
38 Commissioner Gorham stated that it appeared as though these dwellings could have any look at
39 all, including being different from each other.

40
41 City Planner Griffiths stated that was correct and there were no restrictions on that type of thing.

42
43 Commissioner Holker asked if there was a limit on the number of units.

44
45 City Planner Griffiths stated that there were no limits on the number of units and gave an overview
46 of the certification process that staff would undertake for this type of use.

47
48 Commissioner Holker asked if any churches within the community have asked about this type of
49 dwelling.

50

1 City Planner Griffiths explained that the point of this was to clarify how they would be approved
2 and that the setback for manufactured homes would also apply to the micro units.

3
4 Chair Eggenberger opened the Public Hearing at 7:14 P.M. noting the procedures used in a Public
5 Hearing. There being no comment, he closed the Public Hearing.

6
7 **Commissioner Johnson moved, Commissioner Holker seconded, recommending approval**
8 **of the City Code Amendments regarding Sacred Communities and Micro Unit Dwellings,**
9 **as presented. Motion passed 4/0.**

10
11 **B. PUBLIC HEARING – CITY CODE AMENDMENTS – ADMINISTRATION,**
12 **AMENDMENTS, CONDITIONAL USE PERMITS AND INTERIM USE PERMITS**

13 **Applicant: City of Shorewood**

14 **Location: City-wide**

15
16 City Planner Griffiths reviewed the proposed City Code amendments to the City's zoning code
17 related to Conditional Use Permits, Interim Use Permits, and zoning text amendments. He
18 explained that this was really a clean-up of the code related to a section that had been accidentally
19 removed during a previous update and also updating some of the terminology.

20
21 Chair Eggenberger asked if staff had found any areas that were concerning when this was
22 reviewed or if the changes needed were just cosmetic.

23
24 Planning Director Darling explained that the cause for concern was that at some point the section
25 of the code regarding the review criteria was accidentally removed and needed to be reinstated,
26 as soon as possible.

27
28 Chair Eggenberger opened the Public Hearing at 7:20 P.M. noting the procedures used in a Public
29 Hearing. There being no comment, he closed the Public Hearing.

30
31 **Commissioner Holker moved, Commissioner Johnson seconded, recommending approval**
32 **of the City Code Amendments – Administration, Amendments, Conditional Use Permits**
33 **And Interim Use Permits, as presented. Motion carried 4/0.**

34
35 **5. OTHER BUSINESS –**

36
37 **A. Discussion of Subdivision Code Amendments**

38
39 Beth Richmond, HKGi, gave an overview of their company and explained that over the next few
40 months, they will be working through the process of updating the City's subdivision code in order
41 to modernize it, make it more user-friendly, incorporate the City's best practices and also ensure
42 Code consistency.

43
44 Commissioner Johnson asked how HKGi wanted the Commission's feedback and noted that they
45 want their feedback today, but they do not have anything to actually look at.

46
47 Ms. Richmond explained that they are planning to come back to the Commission at their February
48 meeting in order to get feedback on the actual code language. She explained that tonight they
49 were just looking for general feedback from the Commission about whether there may be specific
50 areas within the code that they have seen that have caused problems. She noted that she can
51 review some of the findings that HKGi has found in their initial review and noted that may trigger

1 some areas where the Commission could give feedback as well. She noted that the major themes
2 that they saw in their review were: the need to improve the usability of the code because its
3 organization and language are difficult and confusing; implement the Comprehensive Plan;
4 update and simplify the subdivision review procedures; enhance park dedication requirements;
5 and modernization of the design standards.

6
7 Chair Eggenberger asked what would happen if the City changes the code and it affects
8 someone's property.

9
10 Planning Director Darling stated that there are some regulations within State Statute that would
11 pertain because they cannot apply changes that they make to subdivisions until at least two years
12 after they have been recorded. She stated that they would have legal non-conforming rights once
13 they are approved so, in the future this could make some properties non-conforming.

14
15 The Commission asked questions about the process for changes and requirements that will be
16 needed for subdivisions.

17
18 Ms. Richmond outlined some recommendations they will make to organize and consolidate the
19 document, numbering within the document, increasing efficiencies, and possibly lowering the
20 costs, and noted that they wanted to have a conversation about non-platted subdivisions as well.
21 She reiterated that tonight they were looking for feedback from the Commission about whether
22 they have seen things as they have worked with the subdivision code and if there were specific
23 things that they found confusing or challenging. She stated that if they did not have the specific
24 language in front of them tonight, they were welcome to send them to staff so they could be
25 forwarded to HKGi.

26
27 Commissioner Holker asked if all the updates would require approval by the Planning
28 Commission, the City Council and would also require a public hearing. She asked if they would
29 have several meetings to go through the updates or if it would all be approved at one time.

30
31 Ms. Richmond stated that they were planning to come to the Planning Commission at their
32 February meeting.

33
34 Planning Director Darling asked if they intended to have the Commission look at the entire section
35 all at once.

36
37 Ms. Richmond explained that they have the ability through Conveyo, where they can post drafts
38 of the document so the Commission can look at and it add comments, which would give them
39 the opportunity to review it without having to do it on the fly. She stated that would be the tool that
40 would allow the Commission to be able to look at the new proposed text in full and be able to
41 understand what it will look like.

42
43 Planning Director Darling confirmed that they would also hold a public hearing.

44
45 Commissioner Gorham asked if Ms. Richmond had taken a look at the City's PUD section.

46
47 Ms. Richmond stated that the PUD section was not in the subdivision code and explained that
48 their intent was to try to specifically stay within the subdivision code.

49

Commissioner Gorham asked about subdivisions, as they related to the Comprehensive Plan, how HKGi would incorporate things like statements relating to physical appearance or Shorewood's unique character.

Ms. Richmond stated that typically when a city has unique characteristics or things that they want to memorialize, they talk to staff about what that looks like as far as the subdivisions that they are creating. She stated that it could be something where they reference the Comprehensive Plan to certain maps that show topography or natural features that should be protected and reiterated that for these types of things, they will often work closely with staff.

Commissioner Gorham stated that the City has not seen a lot of subdivisions, but the last two that came through there was some discussion about their effect on the character of Shorewood and asked if this was something that Ms. Richmond saw being addressed within the code.

Ms. Richmond stated that was a tricky comment to make because it was hard to know if that was something that was controlled by the subdivision code or the zoning code.

Planning Director Darling stated that the subdivision ordinance only pertains to how property is subdivided and not what it is subdivided for and the zoning ordinance will tell them what they use the property for.

The Commission discussed the notification process including when a public hearing would be necessary, when things would be handled administratively versus needing Planning Commission/City Council involvement, and ways to make sure it was not subjective.

Ms. Richmond thanked the Commission for their feedback and questions and reiterated that if anything came to mind following the meeting to let staff know so they can pass the information along to her.

6. REPORTS

- **Council Meeting Report**

Council Liaison Zerby reported on matters considered and actions taken during the Council's recent meetings.

Chair Eggenberger expressed his appreciation to Council Liaison Zerby for everything he did for both the Planning Commission and the City.

- **Draft Next Meeting Agenda**

Planning Director Darling stated the next agenda the Commission would review the medium density ordinance amendments and a small variance request for a portico. She explained that tonight would be Commissioner Gorham's last meeting with the Commission because of his swearing-in as a Councilmember.

Chair Eggenberger thanked Commissioner Gorham for his service on the Commission. He suggested that they take time tonight to choose liaisons for the upcoming City Council meetings.

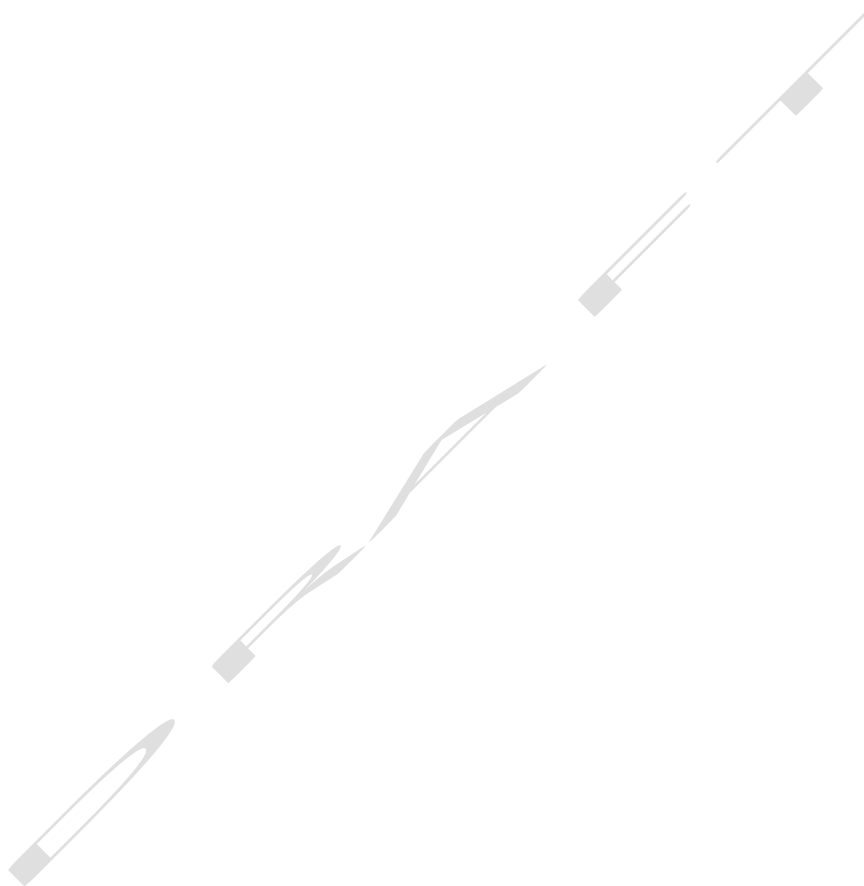
January – Commissioner Holker

February – Commissioner Eggenberger

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7. ADJOURNMENT

Commissioner Holker moved, Commissioner Gorham seconded, adjourning the Planning Commission Meeting of December 3, 2024, at 8:17 P.M. Motion passed 4/0.



ORDINANCE 613

CITY OF SHOREWOOD COUNTY OF HENNEPIN STATE OF MINNESOTA

AN ORDINANCE APPROVING AN AMENDMENT TO SHOREWOOD CITY CODE CHAPTER 1201 RELATIVE TO ADMINISTRATION, AMENDMENTS, CONDITIONAL USE PERMITS, AND INTERIM USE PERMITS

THE CITY COUNCIL OF THE CITY OF SHOREWOOD, MINNESOTA, ORDAINS:

SECTION 1: City Code Section 1201.02 is hereby amended as set forth below by adding the underlined language and deleting the ~~striketrough~~ language as follows:

1201.02. DEFINITIONS.

...

INTERIM ~~CONDITIONAL~~ USE. A temporary use of property until a particular date, until the occurrence of a particular event or until the use is no longer allowed by zoning regulations.

INTERIM ~~CONDITIONAL~~ USE PERMIT. A permit issued by the City Council in accordance with procedures specified in § 1201.04 of this code.

...

SECTION 2: City Code Section 1201.03, Subd. 2. c. is hereby amended as set forth below by adding the underlined language and deleting the ~~striketrough~~ language as follows:

1201.03 GENERAL PROVISIONS.

Subd. 2. General building and performance requirements.

c. Property development.

...

(4) Except in the case of planned unit development as provided for in § 1201.06 of this chapter, not more than one principal building shall be located on a lot. The city may, by interim ~~conditional~~ use permit, allow a single-family residential dwelling to remain on a lot while a new dwelling is being constructed on the same lot, provided that:

(a) The new dwelling shall conform to the setback requirements of the zoning district in which it is located;

(b) Construction of the new dwelling shall not result in substantially greater site alteration (for example, tree removal or grading) than if the original house is first removed;

(c) The property owner must provide an estimate from a licensed contractor for the cost of removing the original dwelling and restoring the site. From this estimate the city shall require a cash escrow or letter of credit in the amount of 150% of the estimate to ensure that the original dwelling will be removed within two weeks of the date that a certificate of occupancy is issued for the new dwelling. In no instance shall the original home remain on the property longer than two years;

(d) The property owner shall provide the cash escrow or letter of credit referenced in (c) above at the time a building permit is issued for the new dwelling. The new dwelling shall not be occupied until a certificate of occupancy has been issued; and

(e) The request shall be subject to the requirements of § [1201.04](#) Subd. 4. of this chapter.

...

SECTION 3: City Code Section 1201.03, Subd. 17 is hereby amended as set forth below by adding the underlined language and deleting the ~~striketrough~~ language as follows:

Subd. 17. *Plan review.*

a. *Purpose.* The purpose of this subdivision is to establish a formal plan review procedure and provide regulations pertaining to the enforcement of site design and construction standards as agreed to by the contractor through ~~his or her~~ their officially submitted plan documents. The provisions of Section 1201.04 apply to plan review applications with the exception of public notice and public hearing requirements.

b. *Plans required.* In addition to other plan requirements outlined in this chapter, site and construction plans will be required and shall be submitted to and approved by the ~~Building Official~~ Zoning Administrator prior to the issuance of any building permit.

c. *City Council action.* Except in the case of minor projects, additions or alterations as determined by the Zoning Administrator, all building and site plans for multiple- family or commercial construction shall be subject to review by the Planning Commission and approval by the City Council.

d. *Plan agreements.* All site and construction plans officially submitted to the city shall be treated as a formal agreement between the ~~building-contractor~~ applicant and the city. Once approved, no changes, modifications or alterations shall be made to any plan detail, standard or specification without prior submission of a plan modification request to the ~~Building Official~~ Zoning Administrator for ~~his or her~~ their review and approval.

e. *Performance agreement and guarantee.* A performance agreement and guarantee may be required to be executed for plan reviews in accordance with City Code 1201.04, Subd. 3. f. when recommended by the Zoning Administrator and approved by the City Council.

~~e~~f. *Enforcement.* The Building Official or Zoning Administrator shall have the authority to order the stopping of any and all site improvement activities, when and where a violation of the

provisions of this section has been officially documented by the Building Official or Zoning Administrator.

SECTION 4: City Code Section 1201.04 is hereby amended as set forth below by adding the underlined language and deleting the ~~striketrough~~ language as follows:

1201.04 ADMINISTRATION, AMENDMENTS, ~~AND~~ AND CONDITIONAL USE PERMITS AND INTERIM USE PERMITS.

Subd. 1. *Procedure.*

a. Pursuant to M.S. § 15.99, an application for a conditional use permit shall be approved or denied within 60 days from the date of its official and complete submission unless extended pursuant to statute or a time waiver is granted by the applicant. Pursuant to M.S. § 15.99, the city staff is hereby authorized to extend the 60-day time limit by a time period not to exceed 60 additional days, provided written notice of such extension is provided to the applicant before the end of the initial 60-day period.

b. *Application.* Notwithstanding anything to the contrary in this chapter, all applications for any amendments to map or Chapter, site plan, conditional use permit, interim use permit, land use permit, variance, or for any other city approval required by this chapter, or to amend this chapter, shall be made in writing on a form provided by the city, if the city has a form, to the Zoning Administrator.

The application shall be accompanied by a fee and escrow deposit as provided for by City Council ordinance. This fee shall not be refunded.

The application shall also be accompanied by one hard copy and one electronic copy (in a format identified by the Zoning Administrator) of detailed written and graphic materials fully explaining the proposed change, development or use and as may be listed elsewhere in City Code.

The Zoning Administrator is authorized to reject in writing any incomplete application within 15 business days of receipt, stating the reasons ~~or~~ for its rejection, including what information is missing. This rejection shall be sent by first-class mail or email to the applicant. Every application shall contain the legal description of the property and a statement of the specific permit or action being sought. Nothing in this section shall be deemed to prevent the city from requesting additional information from the applicant upon which to base a decision.

c. *Staff review/technical assistance reports.* Upon receipt of a complete application for an amendment, ~~or~~ conditional or interim use permit, the Zoning Administrator shall, when deemed necessary, refer the request to appropriate staff to ~~insure~~ ensure that informational requirements are complied with. When all informational requirements have been complied

with, the request shall be considered officially submitted. Also, when deemed necessary, the Zoning Administrator shall instruct the appropriate staff persons to prepare technical reports and/or provide general assistance in preparing a recommendation on the request to the Planning Commission and City Council. The Zoning Administrator shall also instruct the appropriate staff persons to mail notice to property owners within the required public notification distance for the respective application and post signage on or in front of the subject property indicating that an application is under consideration.

~~—(1) Notwithstanding anything to the contrary in this chapter, all applications for any site plan, conditional use permit, land use permit, variance, or for any other city approval required by this chapter, or to amend this chapter, shall be made in writing on a form provided by the city, if the city has a form, to the Zoning Administrator. The Zoning Administrator is authorized to reject in writing any incomplete application within 15 business days of receipt if the application is incomplete, stating the reasons or its rejection, including what information is missing. This rejection shall be sent by first class mail to the applicant. Every application shall contain the legal description of the property and a statement of the specific permit or action being sought. Nothing in this section shall be deemed to prevent the city from requesting additional information from the applicant upon which to base a decision.~~

~~—(2) If a dispute arises over a specific fee imposed by the city, the amount of the fee must be deposited and held in escrow, and the person aggrieved by the fee may appeal to district court, as provided by M.S. § 462.361, as it may be amended from time to time. The application shall proceed as if the fee had been paid, pending a decision of the court.~~

d. *Public hearing.* Upon official submission of the request, the Zoning Administrator shall set a public hearing on the request for amendments, conditional use permits or interim use permits for a regularly scheduled Planning Commission meeting and publish a notice in the official newspaper no less than ten days prior to the hearing. The notice shall contain a description of the request and the time and place of the public hearing. Written notification of the hearing shall also be mailed at least ten working days prior to the date of the hearing to all owners of land within 500 feet of the boundary of the property related to a conditional/interim use permit and 750 feet of the boundary of the property related to an amendment. Failure of a property owner to receive the notice shall not invalidate any proceedings as set forth within this chapter.

e. *Referral to City Council.* Upon receipt of the Planning Commission report and recommendation, the Zoning Administrator shall place the request and any report and recommendation on the agenda of the next an upcoming regularly scheduled meeting of the City Council.

f. *City Council action.* Upon receiving the request and any report and recommendation of the Planning Commission and the city staff, the City Council ~~shall have the option to set and hold a public hearing if deemed necessary and~~ shall make a decision on the request and record as deemed necessary adopt findings of fact.

(1) Approval of a request for a zoning district amendment, where the classification of a property will change from residential to commercial, shall require passage by a four-fifths vote of the full City Council. Requests for all other zoning district amendments, text amendments and conditional and interim use permits shall require a simple majority vote of the full City Council.

(2) In the case of a conditional or interim use permit, the Council may impose any condition it considers necessary to protect the public health, safety and welfare.

(3) In the case of an amendment, the amendment shall not become effective until the time as the City Council approves an ordinance reflecting the amendment and after the ordinance is published in the official newspaper.

(4) Whenever an application for an amendment, ~~or conditional~~ or interim use permit, or site plan review has been considered and denied by the City Council, a similar application ~~for the amendment or conditional use permit~~ affecting substantially the same property shall not be considered again by the Planning Commission or City Council for at least six months from the date of its denial; a subsequent application affecting substantially the same property shall likewise not be considered again by the Planning Commission or City Council for an additional six months from the date of the second denial, unless a decision to reconsider the matter is made a simple majority of the full City Council.

Subd. 2. *Amendments.*

a. *Initiation.* The City Council or Planning Commission may, upon their own motion, initiate a request to amend the text or the district boundaries of this chapter. Any person owning real estate, or anyone who has received a property owner's written authorization, within the city may initiate a request to amend the district boundaries or text of this chapter so as to affect his or her own real estate.

b. *Review criteria.* Requests to amend the text or the district boundaries of this chapter shall be consistent with the Comprehensive Plan and shall be found by the City Council to meet at least one of the following review criteria:

- (1) The zoning district boundary or designation was originally adopted in error or is no longer consistent with the Comprehensive Plan.
- (2) Times and conditions have changed since the text or district boundaries were adopted.

Subd. 3. *Conditional use permit.*

a. *Purpose.* The purpose of a conditional use permit is to provide the City of Shorewood with a reasonable degree of discretion in determining the suitability of certain designated uses upon the general welfare, public health and safety. ~~In making this determination, whether or not the conditional use is to be allowed, the city may consider the nature of the adjoining land or buildings, whether or not a similar use is already in existence and located on the same premises or on other lands immediately close by, the effect upon traffic into and from the premises or on any adjoining roads and all other or future factors as the city shall deem a prerequisite of consideration in determining the effect of the use on the general welfare, public health and safety.~~

b. *Informational requirement.* The information required for all conditional use permit applications generally consists of the following items and shall be submitted with the application.

(1) Certified survey prepared by a registered licensed surveyor, at a scale of one inch to ten feet, 20 feet, 30 feet, 40 feet, 50 feet or 60 feet, which shall include, but not be limited to:

(a) The location and dimensions of boundary lines, buildings, structures, topography, wetlands, and similar features, and the like;

(b) The distance between boundary lines and buildings, structures and other improvements;

(c) The location of adjacent buildings located within 20 feet of the exterior boundaries of the property in question;

(d) The area of the lot and a detailed description of the existing and proposed impervious surface coverage;

(e) The legal description of the property;

(f) Any public or private easements;

(g) Any municipal utilities, private wells or private on-site wastewater treatment systems, and other utilities.

(2) Site development plans at a scale of one inch to ten feet, 20 feet, 30 feet, 40 feet, 50 feet or 60 feet (unless indicated otherwise), which shall include:

(a) Location and dimensions of all proposed buildings on lots and the distance between proposed buildings and structures to property lines;

(b) Location and number of existing and proposed parking spaces;

(c) Vehicular circulation and dimensions;

(d) Architectural elevations (type and materials used in all external surfaces) and concept floor or room plans at a scale of one inch to four feet, eight feet, 16 feet or as may be appropriate as determined by the Zoning Administrator;

(e) Lighting plan consistent with § [1201.03](#) Subd. 2.v. of this chapter;

(f) Curb cuts, driveways, number of parking spaces.

(3) Grading plan, which shall include:

(a) Existing contour;

(b) Proposed grading elevations;

(c) Drainage configuration;

(d) Storm sewer catch basins and invert elevations;

(e) Spot elevations;

(f) Proposed road profile;

(g) Graphic scale: all plans shall be expressed as one inch to ten feet, 20 feet, 30 feet, 40 feet, 50 feet or 60 feet.

(4) Landscape plan, which shall include:

(a) Location of all existing trees, type, diameter and which trees will be removed;

(b) Location, type and diameter of all proposed plantings;

(c) Location of and material used for all screening devices;

(5) Proof of ownership of the land for which a conditional use permit is requested;

(6) A narrative indicating the proposed use, operational features of the use including, but not limited to, hours of operation, number of employees, and the like, and compliance with § [1201.04](#) Subd. 1.d. of this chapter;

(7) Any information required by the applicable zoning district;

(8) Other information as determined by the Zoning Administrator or City Council.

c. *Review criteria.* In reviewing a Conditional Use Permit, the City Council shall consider the recommendation of the Planning Commission and the following review criteria:

(1) The proposed use, and its related construction, would be consistent with the policies and provisions of the Comprehensive Plan.

(2) The proposed use would be compatible with present and future land uses in the area and would not tend to or depreciate the area in which it is proposed.

(3) Adequate public facilities and services, including existing and anticipated traffic concerns, are available or can be reasonably provided to accommodate the proposed use.

(4) The proposed use conforms to the applicable regulations of the zoning district in which it is located and otherwise conforms to all applicable regulations of the City Code.

(5) The proposed use will not be detrimental to the health, safety and general welfare of the occupants of surrounding lands.

d. *Conditions of approval.* In permitting a new conditional use permit or amending an existing conditional use permit, the Planning Commission may recommend and the City Council may impose, in addition to the standards and requirements expressly specified by this code, additional conditions that the Planning Commission or City Council consider necessary to protect the best interest of the surrounding area or the community as a whole. These conditions may include but are not limited to the following:

(1) Increasing the required lot size or yard dimension;

(2) Limiting the height, size or location of buildings;

(3) Controlling the location and number of vehicular access points;

(4) Increasing the street width;

(5) Increasing the number of required off-street parking spaces;

(6) Limiting the number, size, location and lighting of signs;

(7) Requiring fencing, screening, landscaping or other facilities to protect adjacent or nearby property.

(8) The property on which the conditional use is located shall not become in violation of any requirements of the Shorewood City Code or any conditions imposed by City Council.

e. *Lapse of conditional use permit by non-use.* Whenever, within one year after granting a conditional use permit, the use as permitted by the permit shall not have been completed or utilized, then the permit shall become null and void unless a petition for an extension of time in which to complete or utilize the use has been granted by the City Council. The extension shall be requested in writing and filed with the Zoning Administrator at least 30 days before the expiration of the original conditional use permit. ~~There shall be no charge for the filing of the petition.~~ The extension request shall be accompanied by a fee set by the City of Shorewood Fee Schedule as may be amended. The request for extension shall state facts showing all efforts to

complete or utilize the use permitted in the conditional use permit. The petition shall be presented to the Planning Commission for a recommendation and to the City Council for a decision. The Conditional Use Permit or any amendments thereto shall be recorded at the Office of the County Recorder.

d.f. *Performance agreement and guarantee.*

(1) Except in the case of ~~non-income-producing residential property~~ single-family and two-family properties, upon approval of a conditional use permit, interim use permit, or site plan, the developer shall execute a performance agreement in the form drafted by the Zoning Administrator and approved by the City Council and provide a letter of credit, or cash deposit prior to the issuance of building permits or beginning the proposed improvements or development and shall remain in place until the project is completed. The letter of credit shall automatically renew until all approved improvements have been completed as determined by the Zoning Administrator/City Engineer and shall guarantee conformance and compliance with the conditions of the conditional use permit and the ordinances of the city. The Zoning Administrator may periodically reduce the financial guarantee based on the completion of improvements, as outlined in the agreement.

(2) The security shall be in the amount of one and one-half times the City Engineer's or City Building Official's estimated costs of labor and materials for the proposed improvements or development. The project can be handled in stages ~~up~~ upon the discretion of the City Engineer and Building Official-Zoning Administrator.

(3) The city shall hold the security until completion of the proposed improvements or development and a certificate of occupancy indicating compliance with the conditional use permit and ordinances of the city has been issued by the City Building Official.

(4) Failure to comply with the conditions of the conditional use permit, interim use permit, site plan, or City Code ~~the ordinances of the city~~ shall result in forfeiture of the security.

f. Revocation. A conditional use permit may be revoked if there is not substantial compliance with the conditions of approval.

Subd. 4. *Interim ~~conditional~~ use permit.*

a. *Purpose.* The purpose and intent of an Interim ~~conditional~~ Use Permit is:

(1) To allow a use for a brief period of time while permanent location is obtained or constructed; or

(2) To allow a use that is presently judged acceptable by the City Council, but that with anticipated development or redevelopment, will not be acceptable in the future; or

(3) To allow a use that is reflective of anticipated long-range change to an area and that is in compliance with the Comprehensive Plan, provided that the use maintains harmony and compatibility with surrounding uses and is in keeping with the performance standards of this code; or

(4) To provide a mechanism for allowing changes to a nonconforming use of property contingent upon a plan for cessation of the nonconforming use within a specified period of time.

b. *Informational requirement and procedure.* The information required and the procedure to be followed for all interim ~~conditional~~ use permit applications shall be the same as that required for a conditional use permit as provided for in this section.

c. *Termination.* An interim ~~conditional~~ use shall terminate on the happening of any of the following events, whichever occurs first:

(1) The date or event stated in the permit;

(2) Upon violation of conditions under which the permit was issued;

(3) Upon change in the city's zoning regulations that renders the use nonconforming;

(4) The redevelopment of the use and property upon which it is located to a permitted or conditional use as allowed within the respective zoning district.

d. *General standards.* An interim ~~conditional~~ use permit shall comply with all of the following:

(1) Conform to the applicable general building and performance requirements of § 1201.03, Subd. 2 of this code;

(2) The use is allowed as an interim use in the respective zoning district;

(3) The date or event that will terminate the use can be identified with certainty;

(4) The use will not impose additional unreasonable costs on the public if it is necessary for the public to take the property in the future;

(5) The user agrees to any conditions that the City Council deems appropriate for permission of the use. The conditions shall be set forth in a development agreement between the property owner and the city, which agreement shall be recorded with the Hennepin County Recorder or Registrar of Deeds.

e. *Conditions of approval.* In permitting a new interim ~~conditional~~ use permit or amending an existing interim ~~conditional~~ use permit, the Planning Commission may recommend and the

City Council may impose, in addition to the standards and requirements expressly specified by this code, additional conditions that the Planning Commission or City Council consider necessary to protect the best interest of the surrounding area or the community as a whole. These conditions may include but are not limited to the following:

- (1) Increasing the required lot size or yard dimension;
- (2) Limiting the height, size or location of buildings;
- (3) Controlling the location and number of vehicular access points;
- (4) Increasing the street width;
- (5) Increasing the number of required off-street parking spaces;
- (6) Limiting the number, size, location and lighting of signs;
- (7) Requiring fencing, screening, landscaping or other facilities to protect adjacent or nearby property.

(8) The property on which the interim use is located shall not become in violation of any requirements of the Shorewood City Code or any conditions imposed by City Council.

~~f. *Violations.* After two nuisance or code violation complaints have been made and verified with written notice to the holder of the interim conditional use permit, a public hearing may be called within 60 days of the last complaint to reconsider the interim conditional use permit.~~

f. *Lapse of interim use permit by non-use.* Whenever, within one year after granting an interim use permit, the use as permitted by the permit shall not have been completed or utilized, then the permit shall become null and void unless a petition for an extension of time in which to complete or utilize the use has been granted by the City Council. The extension shall be requested in writing and filed with the Zoning Administrator at least 30 days before the expiration of the original interim use permit. The extension request shall be accompanied by a fee set by the City of Shorewood Fee Schedule as may be amended. The request for extension shall state facts showing all efforts to complete or utilize the use permitted in the interim use permit. The petition shall be presented to the Planning Commission for a recommendation and to the City Council for a decision. The Interim Use Permit or any amendments thereto shall be recorded at the Office of the County Recorder.

g. *Revocation.* An interim use permit may be revoked if:

- (1) The property is found to be in violation of the conditions listed in the interim ~~conditional~~ use permit; or

- (2) If access to the property for purpose of making an inspection is refused to the Zoning Administrator or its their designee. ~~The same process established for granting the interim conditional use permit shall be followed when considering revocation of an interim conditional use permit.~~

(1987 Code, § 1201.04) (Am. Ord. 383, passed 3-25-2002; Am. Ord. 389, passed 8-12-2002; Am. Ord. 550, passed - -2018; Am. Ord. 569, passed 8-26-2019; Am. Ord. 575, passed 12-14-2020)

SECTION 5: This Ordinance shall take effect upon publication in the City's official newspaper.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF SHOREWOOD, MINNESOTA this 13th day of January, 2025.

JENNIFER LABADIE, MAYOR

ATTEST:

SANDIE THONE, CITY CLERK

**CITY OF SHOREWOOD
COUNTY OF HENNEPIN
STATE OF MINNESOTA**

RESOLUTION 25-015

**A RESOLUTION APPROVING THE PUBLICATION OF ORDINANCE 613 REGARDING
ADMINISTRATION, AMENDMENTS, CONDITIONAL USE PERMITS, AND INTERIM USE PERMITS**

WHEREAS, at a duly called meeting on January 13, 2025, the City Council of the City of Shorewood adopted Ordinance No. 613 entitled “An Ordinance Approving an Amendment to Shorewood City Code Chapter 1201 Relative to Administration, Amendments, Conditional Use Permits, and Interim Use Permits”; and,

WHEREAS, the City Council adopted a lengthy ordinance amending City Code Chapter 1201 (Zoning Regulations) including but not limited to definitions, general provisions, plan review, administration, amendments, conditional use permits and interim use permits; and,

WHEREAS, the purpose of this summary is to inform the public of the intent and effect of the ordinance and to public only a summary of the ordinance with the full ordinance being on file in the office of the City Clerk during regular office hours and available on the City’s website.

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHOREWOOD:

1. The City Council finds that the above title and summary of Ordinance No. 613 clearly informs the public of the intent and effect of the ordinance.
2. The City Clerk is directed to publish Ordinance No. 613 by title and summary, pursuant to Minnesota Statutes, Section 412.191, Subdivision 4. Such summary is to be substantially the same as the attached ordinance.
3. A full copy of the ordinance is available at Shorewood City Hall and on the City’s website.

Adopted by the City Council of Shorewood, Minnesota this 13th day of January, 2025.

JENNIFER LABADIE, MAYOR

ATTEST:

SANDIE THONE, CITY CLERK



City of Shorewood

Item
7A

City Council Meeting Item

Title/Subject: Purchase of Single Axle Hook Truck, Medium-Duty Truck and Associated Equipment

Meeting Date: January 13, 2025

Prepared by: Matt Morreim, Public Works Director

Reviewed by: Marc Nevinski, City Administrator
Jeanne Schmuck, Finance Director

Attachments: 2024 & 2025 Capital Improvement Plan Excerpts
City Benefit Analysis – Equipment Purchases
Quotes – Boyer Trucks, Crysteel Truck Equipment, Saxon Fleet Services, Aspen Equipment

Background:

The 2025 Capital Improvement Plan (CIP) (see attachment) equipment replacement fund has the following equipment schedule for replacement:

- Single-axle dump truck with plow and salt spreader: \$256,000,
- Medium-duty dump truck with plow and salt spreader: \$104,000,
- Single-axle hook water truck with plow and salt spreader: \$200,000. This is a 2024 CIP item (see attachment) that has been delayed into 2025 due to the Minnesota State Contract Renewal process.

All of the equipment has been programmed in the CIP to replace aging equipment that has deteriorated and requires additional maintenance.

Staff continually assess the CIP and equipment for current maintenance and operational needs and ways to improve equipment utilization. Through this process, staff have identified the following changes to the CIP that affect the aforementioned CIP items:

- Revise the originally approved purchase of a water truck in 2022 to a single-axle hook truck with a water tank, dump box, salt spreader and plow. The change will increase the utilization of the truck by being able to perform winter maintenance operations including anti-icing along with its original intended purposes in utilities and parks operations.
- Install a plow and salt spreader on existing truck 14, a 2018 Ford F550 dump truck that had a semi-permanently installed pothole patching unit on it. In the future, Shorewood is planning to cooperatively utilize a trailer mounted pothole patch unit that the City of Excelsior currently owns. Moving forward, truck 14 will be a daily work truck that will be able to perform winter maintenance, tow the pothole patch trailer, and other routine public works and parks maintenance.
- Install a plow on existing truck 28, a 2024 Ford F350. Truck 28 is a daily work truck that will be able to perform winter maintenance in addition to the daily usage.

- Forego the purchase of the single axle dump truck with plow. Public works plans to utilize the new single-axle hook truck, truck 14, truck 28 and the new medium-duty dump truck for normal operations and winter maintenance. The smaller trucks will provide greater flexibility during winter maintenance operations in cul-de-sacs and other narrow and dead-end streets.

The monetary and non-monetary benefits of the aforementioned equipment purchases and changes are detailed in the attached city benefit analysis. Monetary benefits include reduction in equipment maintenance, winter maintenance efficiencies and reduction in fleet equipment. Non-monetary benefits include safer and more flexible maintenance operations and an increased level-of-service.

There are multiple separate quotes for the trucks and associated equipment. The city purchases the truck cab and chassis for the medium-duty and single-axle trucks separate from the additional equipment. The major additional equipment includes the dump box, hydraulics, plows, salt spreader and lighting.

The cost details are described below and the quotes are attached for reference:

1. Single-axle cab and chassis to replace the existing water truck.
 - a. Boyer Trucks is supplying a Freightliner. Shorewood currently has all Freightliner large plow trucks and it is a quality truck that is reasonably priced. Having a consistent large truck fleet aids in familiarity with equipment when it is used and when it needs to be maintained.
 - b. Cost: \$117,713.54
2. Single-axle associated equipment for new truck.
 - a. Crysteel Truck Equipment is supplying and installing Monroe plow and spreader equipment, Stellar hoist, Force America hydraulics, Varitech tank system and truck safety lighting and miscellaneous components.
 - b. Cost: \$206,201.00
3. Medium-duty cab and chassis to replace the existing F550 truck.
 - a. Saxon Fleet Services is supplying a Ford F550 Super Duty truck. It is a diesel 4-wheel drive truck. Shorewood Public Works has all Ford trucks in our small to medium sized truck fleet. Having a consistent small to medium truck fleet aids in familiarity with equipment when it is used and when it needs to be maintained.
 - b. Cost: \$73,031.25
4. Medium-duty associated equipment for new and existing (#14) trucks.
 - a. Aspen Equipment's is supplying and installing Western plows, Henderson spreaders, Force America hydraulics and truck safety lighting and miscellaneous components.
 - b. Cost: \$75,117.00 (new), \$28,994.00 (existing)
5. Pick-up plow for existing truck #28
 - a. Aspen Equipment's work includes supplying and installing Western plow.
 - b. Cost: \$10,633.00

The total cost of the above items \$511,689.79. Estimated sales tax not included in quotes in \$10,000. All of the quotes were obtained through the State of Minnesota's Cooperative Purchasing Venture (CPV) which allows government agencies to purchase goods under state contracts.

Staff is recommending that existing water truck #85, existing single-axle dump truck #92 and existing medium-duty truck #91 be surplusd at a later date.

Financial Considerations:

CIP funding details for the trucks and associated equipment are as follows:

- \$256,000 – 403 Equipment Replacement Fund, Item #092 (2025)
- \$104,000 – 403 Equipment Replacement Fund, Item #091 (2025)
- \$200,000 – 50% from 601 Water Fund and 50% from 611 Sanitary Sewer Fund (2024)

A total funding of \$560,000 in the CIP is adequate to fully fund the truck and associated equipment purchases of \$521,689.79.

Action Requested:

Motion to approve the quotes and purchases of the single-axle truck, medium duty truck and associated equipment.

A majority vote by the Council is required.

City of Shorewood, Minnesota
Capital Improvement Program

2024 thru 2033

PROJECTS BY FUNDING SOURCE

Source	#	Priority	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Total
601 - Water Fund													
Truck - Ford 550 w/crane, Utility Truck 50%	007	n/a					101,250						101,250
Air Compressor - Ingersall Rand 185	038	n/a		34,200									34,200
Dodge Grand Caravan (Pool) - Water	077	n/a										70,200	70,200
Utilities Hook Truck - 50%	107	n/a	100,000										100,000
Mill & Overlay and Striping	LR-99-100	n/a	33,075	121,551		76,577		21,107		93,080		102,620	448,010
Edgewood Rd reclaim	ST-21-01	n/a								938,554			938,554
Grant Lorenz Rd reclaim	ST-23-02	n/a						703,550					703,550
Vine Ridge Road Watermain	ST-23-05	n/a		871,692									871,692
Noble Rd recon	ST-24-01	n/a				524,552							524,552
Galpin Lake Rd/Trail	ST-24-03	n/a				605,085							605,085
Mill Street Trail Construction - Led by Hpn County	ST-27-03	n/a		2,546,775									2,546,775
Rebuild Well Pump SE VT Well	W-19-05	n/a		25,000									25,000
Rebuild Well Pump Amesbury VT Well	W-20-05	n/a			25,000								25,000
Rebuild Well Pump Badger VT Well	W-21-02	n/a					35,000						35,000
Rebuild Well Pump Boulder Bridge VT Well	W-22-02	n/a				35,000							35,000
Rebuild Well Pump Amesbury Submersible Well	W-23-01	n/a						36,000					36,000
Water Meter Replacement Project	W-23-04	n/a	30,000	30,000	30,000	35,000	35,000	35,000	35,000	35,000	35,000		335,000
Rebuild Well Pump Boulder Bridge Submersible Well	W-24-01	n/a	30,000										30,000
East Water Tower Paint & Reconditioning	W-24-02	n/a	380,000										380,000
Replace VFD SE Area Well	W-24-03	n/a	10,000										10,000
Replace VFD Badger Well	W-26-01	n/a			12,000								12,000
Watermain Reconstruction Activity	W-99-01	n/a	105,000	110,000	115,000	120,000	125,000	130,000	135,000	140,000	145,000	150,000	1,275,000
601 - Water Fund Total			688,075	3,739,218	182,000	1,396,214	296,250	925,657	170,000	1,206,634	180,000	357,820	9,141,868

Source	#	Priority	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Total
611 - Sanitary Sewer Fund													
Truck - Ford 550 w/crane, Utility Truck 50%	007	n/a					101,250						101,250
Utilities Hook Truck - 50%	107	n/a	100,000										100,000
CIP Sewer Repairs Assoc with	SS-99-01	n/a	51,500	53,000	54,500	56,000	57,500	59,000	60,500	62,000	63,500	65,000	582,500
Roadway Reconstr Televising & Cleaning	SS-99-02	n/a											
Sewer Additional	SS-99-04	n/a	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	300,000
Infiltration and Inflow Reduction	SS-99-05	n/a	26,000	27,000	28,000	29,000	30,000	31,000	32,000	33,000	34,000	35,000	305,000
Edgewood Rd reclaim	ST-21-01	n/a	82,500	85,000	87,500	90,000	92,500	95,000	97,500	100,000	102,500	105,000	937,500
Grant Lorenz Rd reclaim Eureka	ST-23-02	n/a						164,631		271,482			271,482
Rd N Reclaim	ST-23-03	n/a		135,442									164,631
Vine Ridge Road Watermain	ST-23-05	n/a		52,093									135,442
Noble Rd recon	ST-24-01	n/a				223,349							52,093
611 - Sanitary Sewer Fund Total			290,000	382,535	200,000	428,349	311,250	379,631	220,000	496,482	230,000	235,000	3,173,247

2025 through 2034

Capital Improvement Plan

Shorewood, Mn

Department	Project #	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
201 - Community & Event Center												
SCEC - Mechanical Systems	SCEC-19-01	11,000	11,500	12,000	12,500	13,000	13,500	14,000	14,500	15,000	15,500	132,500
SCEC - Exterior Doors	SCEC-21-01								15,000			15,000
SCEC - Activity Rm Counters/Sinks/Lighting/Floor	SCEC-22-04						25,000					25,000
SCEC - Banquet Chairs - 200	SCEC-23-04			10,000								10,000
SCEC-Painting	SCEC-25-01	5,000			5,000			5,000			5,000	20,000
SCEC - Banquet tables & rectangle tables	SCEC-26-01			6,000								6,000
Prep Kitchen	SCEC-26-02	5,000	30,000									35,000
201 - Community & Event Center		21,000	41,500	28,000	17,500	13,000	38,500	19,000	29,500	15,000	20,500	243,500
Source Grand Total		21,000	41,500	28,000	17,500	13,000	38,500	19,000	29,500	15,000	20,500	243,500

402 - Park Capital Improvement

Freeman Park North Playground	P0110		350,000									350,000
Cathcart Park Resurface Tennis Court	P0200						18,000					18,000
Cathcart Park Hockey Boards	P0201						150,000					150,000
Cathcart Park Playground Equipment	P0202	200,000										200,000
Badger Park Tennis Courts	P0301		22,500									22,500
Manor Park Outdoor Ampitheatre & Perimeter Trail	P0403									150,000		150,000
Manor Park Surface	P0404								250,000			250,000
Manor Tennis Court Striping/Retaining Wall/Nets	P0405		22,500									22,500

Department	Project #	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
South Shore Park Master Plan	P0700	40,000										40,000
South Shore Park Reconstruction Project	P0701				90,000	350,000						440,000
402 - Park Improvements		240,000	45,000	350,000	90,000	350,000	168,000		250,000	150,000		1,643,000
Source Grand Total		240,000	45,000	350,000	90,000	350,000	168,000	0	250,000	150,000	0	1,643,000

403 - Equipment Replacement

Dump Truck - Freightliner	004				260,000							260,000
Dump Truck - Freightliner	005						270,200					270,200
MultiOne Articulated Tractor	006							90,200				90,200
Truck - Ford 550 w/crane, Utility Truck 50%	007				202,500							202,500
Freightliner Dump Truck	009										343,400	343,400
Pickup - 4 x 4 Ford F250 (LFS)	010				56,000							56,000
Pickup - 4 x 4 Ford F150 (DPW)	011					48,500						48,500
Truck - Ford F550 One Ton Patch Truck	014										166,800	166,800
Pickup - 4x4 Ford F150 (St. Inspect)	022									64,700		64,700
Pickup - 4x4 Ford F250	024									64,700		64,700
Pickup - 4x4 Ford F150 (Bldg Off when arrive)	025								56,600			56,600
Loader - Cat 930H	056		235,000									235,000
Mower - Toro Z 72098 Wing Mower 96	075							75,400				75,400
Mower - Toro Groundsmaster 7210	084							49,200				49,200
Pickup - 4 x 4 Ford F350 (On Loan Bldg Off)	090								64,400			64,400
Truck - Ford 550 One Ton Dump Truck	091	104,000										104,000
Mower - Toro Groundsmaster 7210	091b		44,000							55,400		99,400
Dump Truck - Freightliner	092	256,000							304,600			560,600
Roller - Cat CB14XW	096							65,600				65,600
Skid Steer - Case SV185	097								90,500			90,500

Department	Project #	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Dump Truck - Freightliner	098	260,000										260,000
Pelican Street Sweeper	099											351,200
City Hall Building Generator	102											121,000
Attach Skid Steer - Blower	A03	14,800										25,700
Attach Skid Steer - plow blade	A05											5,500
Attach skid steer - grapple	A06											4,600
Attach Skid Steer - snow bucket	A08	8,600										8,600
Attach MultiOne - blower	A09	10,300										10,300
Attach MultiOne - snow broom	A11	14,800										14,800
Color Copier Replacement	T-13-03	15,000										48,000
800 Mhz Radio Replacement	T-19-01	36,000										36,000
Computer Upgrades	T-99-99	10,900	11,200	11,500	11,800	12,100	12,400	12,700	13,000	13,300	13,600	122,500
403 - Equipment Replacement Fund		370,900	301,100	322,500	67,800	320,600	307,200	333,000	529,100	576,400	644,800	3,773,400
601 - Water Fund		101,250										101,250
611 - Sanitary Sewer Fund		101,250										101,250
Source Grand Total		370,900	301,100	322,500	270,300	320,600	307,200	333,000	529,100	576,400	644,800	3,975,900

404 - Street Reconstruction

Pavement Maintenance	LR-99-099	310,000	315,000	320,000	325,000	330,000	335,000	340,000	345,000	350,000	355,000	3,325,000
Mill & Overlay and Striping	LR-99-100	787,500		868,219		957,211		1,055,325		1,163,496		4,831,751
Edgewood Rd reclaim	ST-21-01							2,772,102				2,772,102
Grant Lorenz Rd reclaim	ST-23-02					1,970,214						1,970,214
Vine Ridge Road Watermain	ST-23-05			752,456								752,456
Shorewood Ln Ravine	ST-23-06	315,000										315,000
Noble Rd recon	ST-24-01				2,880,155							2,880,155
Noble Rd Reclaim	ST-24-02				617,836							617,836

Department	Project #	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Galpin Lake Rd/Trail	ST-24-03		2,367,459									2,367,459
Noble Road Channel Widening	ST-27-02		266,254									266,254
Grant Lorenz Channel	ST-29-01					293,545						293,545
Local Share TH7 Improvements	ST-29-03					3,828,845						3,828,845
404 - Street Reconstruction Fund		1,045,000	315,000	2,521,109	2,440,787	5,442,419	335,000	2,781,432	345,000	1,435,930	355,000	17,016,677
601 - Water Fund		52,500		1,359,167	475,784	701,955		921,651		77,566		3,588,623
611 - Sanitary Sewer Fund					202,584	149,325		246,243				598,152
631 - Stormwater Management Fund		315,000		427,858	970,090	1,086,116		218,101				3,017,165
Source Grand Total		1,412,500	315,000	4,308,134	4,089,245	7,379,815	335,000	4,167,427	345,000	1,513,496	355,000	24,220,617

405 - MSA Construction

Eureka Rd N Reclaim	ST-23-03	630,000										630,000
Chaska Road Trail	ST-27-01			810,338								810,338
Mill Street Trail Construction - Led by Hpn County	ST-27-03		3,263,400									3,263,400
Vinehill Road Improv (partner with Minnetonka)	ST-29-02					2,169,678		1,442,278				3,611,956
Mill Street Trail ROW - County Led	7017	157,500										157,500
404 - Street Reconstruction Fund		63,000		405,169				1,160,858				1,629,027
405 - MSA Road Reconstruction Fund		724,500	837,900	405,169		1,914,422						3,881,991
601 - Water Fund			2,425,500									2,425,500
631 - Stormwater Management Fund						255,256		281,420				536,676
Source Grand Total		787,500	3,263,400	810,338	0	2,169,678	0	1,442,278	0	0	0	8,473,194

601 - Water

Air Compressor - Ingersall Rand 185	038	34,200										34,200
Dodge Grand Caravan (Pool) - Water	077									70,200		70,200
SE Area Well Filter, Chlorination, Controls	24-008	375,000										375,000

Department	Project #	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Rebuild Well Pump & Add VFD SE Well Well	W-19-05	75,000										75,000
Rebuild Well Pump Badger VT Well	W-21-02				35,000							35,000
Rebuild Well Pump Boulder Bridge VT Well	W-22-02			35,000								35,000
Rebuild Well Pump Amesbury Submersible Well	W-23-01					36,000						36,000
Water Meter Replacement Project	W-23-04	30,000	30,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000		305,000
Replace VFD Badger Well	W-26-01		12,000									12,000
Watermain Reconstruction Activity	W-99-01	110,000	115,000	120,000	125,000	130,000	135,000	140,000	145,000	150,000	155,000	1,325,000
211 - American Rescue Plan Act		231,088										231,088
601 - Water Fund		393,112	157,000	190,000	195,000	201,000	170,000	175,000	180,000	255,200	155,000	2,071,312
Source Grand Total		624,200	157,000	190,000	195,000	201,000	170,000	175,000	180,000	255,200	155,000	2,302,400

611 - Sewer

CIP Sewer Repairs Assoc with Roadway Reconstr	SS-99-01	53,000	54,500	56,000	57,500	59,000	60,500	62,000	63,500	65,000	66,500	597,500
Televising & Cleaning	SS-99-02	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	300,000
Sewer Additional	SS-99-04	27,000	28,000	29,000	30,000	31,000	32,000	33,000	34,000	35,000	36,000	315,000
Infiltration and Inflow Reduction	SS-99-05	85,000	87,500	90,000	92,500	95,000	97,500	100,000	102,500	105,000	107,500	962,500
611 - Sanitary Sewer Fund		195,000	200,000	205,000	210,000	215,000	220,000	225,000	230,000	235,000	240,000	2,175,000
Source Grand Total		195,000	200,000	205,000	210,000	215,000	220,000	225,000	230,000	235,000	240,000	2,175,000

631 - Stormwater Management

Pump - 4' Discharge Trailer Mtd	050			74,700								74,700
Catch Basin Reconstruction	STM-99-01	53,000	54,500	56,000	57,500	59,000	60,500	62,000	63,500	65,000	66,500	597,500
Disposal of Street Sweepings	STM-99-02	39,400	40,200	41,000	41,800	42,600	43,400	44,200	45,000	45,800	46,400	429,800
Storm Water Additional	STM-99-03	110,000	0	120,000	0	130,000	0	140,000	0	150,000	0	650,000
Storm Pond Sediment Cleaning & Disposal	STM-99-04	110,000	115,000	120,000	125,000	130,000	135,000	140,000	145,000	150,000	155,000	1,325,000

Department	Project #	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
631 - Stormwater Management Fund		312,400	209,700	411,700	224,300	361,600	238,900	386,200	253,500	410,800	267,900	3,077,000
Source Grand Total		312,400	209,700	411,700	224,300	361,600	238,900	386,200	253,500	410,800	267,900	3,077,000
GRAND TOTAL		3,963,500	4,532,700	6,625,672	5,096,345	11,010,693	1,477,600	6,747,905	1,817,100	3,155,896	1,683,200	46,110,611

City Benefit Analysis - Equipment Purchases

Shorewood, Minnesota

1/7/2025

Initial Investment		Comments
Equipment - Single-axle hook truck	\$323,914.54	Replaces existing water truck, adds plowing/spreading capabilities
Equipment - Medium-duty truck	\$148,148.25	Replaces existing medium-duty truck
Equipment - Plow & spreader	\$28,994.00	Installed on existing medium-duty truck
Equipment - Plow	\$10,633.00	Installed on existing pick-up
Total initial investments	\$511,689.79	

Benefits	Annual	Long-term	Comments
Reduction equipment maintenance	\$20,000.00		Estimated for existing equipment
More efficient plowing	\$5,000.00		OT costs. Does not include reduction in comp time.
Reduction in fleet equipment	n/a	\$325,000.00	Replacement cost of single-axle plow truck
Reduction in salt usage	\$2,500.00		Will require more purchasing of salt brine.
Safer maintenance operations	n/a	n/a	Trucks include upgraded controls
More flexible maintenance operations	n/a	n/a	More staff can operate non-CDL vehicles
Total benefits	\$27,500.00	\$325,000.00	

Single Axle Cab & Chassis

Exhibit D: Price Schedule

VENDOR NAME Boyer Trucks

MAKE AND MODEL Freightliner 114 SD+

This section for use when ordering

WB	161"	Grand Total \$ 117,713.54
CA	96"	
AF	63"	
Rear Ratio	5.38	
Cab Color	Green	
Wheel Color	Aluminum	
Notes	City of Shorewood 114SD 4x2	

Code	Spec #	Description	Qty	2024 Price	Subtotal
	1.0	Price for base unit:	1	\$ 84,487.00	\$ 84,487.00
MC	2.1	Front frame extension	1	\$ 576.00	\$ 576.00
551-002	2.4	Frame fastener option (bolt or huck spun)	1	\$ 223.00	\$ 223.00
MC	2.20	2,592,000 / 21.6 / 120,000 / up to 119" CA	1	\$ 384.00	\$ 384.00
547-034	2.71	PARTIAL INNER FRAME REINFORCEMENT AT FRONT SUSPENSION	1	\$ 483.00	\$ 483.00
549-002	2.73	24 INCH INTEGRAL FRONT FRAME EXTENSION	1	\$ 417.00	\$ 417.00
002-003	3.1	Set back/forward front axle option	1	\$ 1,348.00	\$ 1,348.00
427-001	3.13	Front brake dust shields	1	\$ 28.00	\$ 28.00
536-055	3.14	Dual front auxiliary steering gear	1	\$ 689.00	\$ 689.00
400-1BA	3.26	DETROIT DA-F-18.0-5 18,000# FL1 71.0 KPI/3.74 DROP SINGLE FRONT AXLE	1	\$ 1,371.00	\$ 1,371.00
402-030	3.39	MERITOR 16.5X6 Q+ CAST SPIDER CAM FRONT BRAKES, DOUBLE ANCHOR, FABRICATED SHOES	1	\$ 5.00	\$ 5.00
419-001	3.49	CAST IRON OUTBOARD FRONT BRAKE DRUMS	1	\$ 7.00	\$ 7.00
405-031	3.63	HALDEX AUTOMATIC FRONT SLACK ADJUSTERS WITH STAINLESS STEEL CLEVIS PINS	1	\$ 36.00	\$ 36.00
534-003	3.72	4 QUART POWER STEERING RESERVOIR	1	\$ 29.00	\$ 29.00
533-004	3.73	OIL/AIR POWER STEERING COOLER MOUNTED ABOVE FRONT CLOSING CROSSMEMBER	1	\$ 205.00	\$ 205.00
620-013	3.84	18,000# TAPERLEAF FRONT SUSPENSION	1	\$ 862.00	\$ 862.00
410-001	3.98	FRONT SHOCK ABSORBERS	1	\$ 73.00	\$ 73.00
425-002	4.25	Rear brake dust shield	1	\$ 39.00	\$ 39.00
420-051	4.28	RS-23-160 23,000# R-SERIES SINGLE REAR AXLE	1	\$ 818.00	\$ 818.00
452-001	4.54	DRIVER CONTROLLED TRACTION DIFFERENTIAL - SINGLE REAR AXLE	1	\$ 443.00	\$ 443.00
434-012	4.69	BRAKE CAMS AND CHAMBERS ON REAR SIDE OF DRIVE AXLE(S)	1	\$ 5.00	\$ 5.00
451-023	4.74	CONMET CAST IRON REAR BRAKE DRUMS	1	\$ 26.00	\$ 26.00
428-031	4.93	HALDEX AUTOMATIC REAR SLACK ADJUSTERS WITH STAINLESS STEEL CLEVIS PINS	1	\$ 32.00	\$ 32.00
622-1DF	4.117	30,000# FLAT LEAF SPRING REAR SUSPENSION WITH HELPER AND RADIUS ROD	1	\$ 1,043.00	\$ 1,043.00
	6.21	FRONT TIRE SURCHARGE	2	\$ 140.00	\$ 280.00

Code	Spec #	Description	Qty	2024 Price	Subtotal
093-2CC	6.59	MICHELIN XZU-S2 315/80R22.5 20 PLY RADIAL FRONT TIRES	1	\$ 701.00	\$ 701.00
	6.71	REAR TIRE SURCHARGE	4	\$ 280.00	\$ 1,120.00
094-0GP	6.91	MICHELIN XDN2 11R22.5 16 PLY RADIAL REAR TIRES	1	\$ 5.00	\$ 5.00
450-060	6.129	CONMET PRESET PLUS PREMIUM IRON REAR HUBS	1	\$ 5.00	\$ 5.00
502-664	6.143	ALCOA ULTRA ONE 89U63X 22.5X9.00 10-HUB PILOT 3.12 INSET 10-HD ALUMINUM FRONT WHEELS	1	\$ 286.00	\$ 286.00
505-766	6.173	ALCOA ULA18X 22.5X8.25 10-HUB PILOT ALUMINUM DISC REAR WHEELS	1	\$ 391.00	\$ 391.00
498-011	6.231	NYLON WHEEL GUARDS FRONT AND REAR ALL INTERFACES	1	\$ 19.00	\$ 19.00
477-004	7.2	Manual cable drain valves on air tanks	1	\$ 4.00	\$ 4.00
490-1AU	7.11	WABCO 4S/4M ABS WITH TRACTION CONTROL WITH ATC SHUT OFF SWITCH	1	\$ 248.00	\$ 248.00
460-1AE	7.39	STEEL AIR TANKS MOUNTED FOR MAX GROUND CLEARANCE, (BELLY PLOW - AA3-073)	1	\$ 100.00	\$ 100.00
101-3BU	8.37	CUM L9 370 HP @ 2100 RPM; 2100 GOV RPM, 1250 LB-FT @ 1200 RPM	1	\$ 4,690.00	\$ 4,690.00
PNZ-001	8.72	CARB-COMPLIANT BASE WARRANTY DD5/DD8 SS/B6.7/L9 <=325	1	\$ 1,215.00	\$ 1,215.00
016-1E2	8.86	RAISED RH OUTBOARD UNDER STEP MOUNTED HORIZONTAL AFTERTREATMENT SYSTEM ASSEMBLY WITH RH B-PILLAR MOUNTED VERTICAL TAILPIPE	1	\$ 826.00	\$ 826.00
28F-014	8.90	ENGINE AFTERTREATMENT DEVICE, AUTOMATIC OVER THE ROAD REGENERATION AND VIRTUAL REGENERATION REQUEST SWITCH IN CLUSTER	1	\$ 5.00	\$ 5.00
239-026	8.95	10 FOOT 06 INCH (126 INCH+0/-5.9 INCH) EXHAUST SYSTEM HEIGHT	1	\$ 5.00	\$ 5.00
242-011	8.115	ALUMINUM AFTERTREATMENT DEVICE/MUFFLER/TAILOPIPE SHIELD(S)	1	\$ 5.00	\$ 5.00
204-192	8.154	50 GALLON/189 LITER RECTANGULAR ALUMINUM FUEL TANK - LH	1	\$ 122.00	\$ 122.00
218-005	8.188	RECTANGULAR FUEL TANK(S)	1	\$ 5.00	\$ 5.00
212-011	8.195	FUEL TANK(S) FORWARD - RAISED MOUNTING	1	\$ 217.00	\$ 217.00
122-1H4	8.235	DETROIT FUEL/WATER SEPARATOR WITH WATER IN FUEL SENSOR AND 12 VOLT PREHEATER	1	\$ 18.00	\$ 18.00
014-108	9.7	Donaldson Single Stage Air cleaner per spec 12.1	1	\$ 339.00	\$ 339.00
168-002	9.77	LOWER RADIATOR GUARD	1	\$ 70.00	\$ 70.00
360-016	9.79	1310 ADAPTER FLANGE FOR FRONT PTO PROVISION	1	\$ 824.00	\$ 824.00
138-011	9.87	PHILLIPS-TEMRO 1000 WATT/115 VOLT BLOCK HEATER	1	\$ 56.00	\$ 56.00
140-022	9.92	CHROME ENGINE HEATER RECEPTACLE MOUNTED UNDER LH DOOR	1	\$ 4.00	\$ 4.00
155-058	9.95	DELCO 12V 38MT HD STARTER WITH INTEGRATED MAGNETIC SWITCH	1	\$ 5.00	\$ 5.00
342-582	10.53	ALLISON 3000 RDS AUTOMATIC TRANSMISSION WITH PTO PROVISION	1	\$ 3,330.00	\$ 3,330.00
345-003	10.86	PUSH BUTTON ELECTRONIC SHIFT CONTROL, DASH MOUNTED	1	\$ 153.00	\$ 153.00
370-015	10.87	WATER TO OIL TRANSMISSION COOLER, IN RADIATOR END TANK	1	\$ 166.00	\$ 166.00
721-003	11.7	Back up alarm (Preco Factory Model)	1	\$ 46.00	\$ 46.00
292-236	11.19	(3) DTNA GENUINE, FLOODED STARTING, MIN 3000CCA, 555RC, THREADED STUD BATTERIES	1	\$ 64.00	\$ 64.00
282-001	11.34	SINGLE BATTERY BOX FRAME MOUNTED LH SIDE UNDER CAB	1	\$ 11.00	\$ 11.00

Code	Spec #	Description	Qty	2024 Price	Subtotal
353-074	11.50	QUICKFIT BODY LIGHTING CONNECTOR UNDER CAB, WITH BLUNTCUTS	1	\$ 5.00	\$ 5.00
4CH-006	11.60	6 EXTRA PROGRAMMABLE SWITCHES/INDICATORS	1	\$ 81.00	\$ 81.00
198-003	11.81	DASH MOUNTED AIR RESTRICTION INDICATOR WITH GRADUATIONS	1	\$ 24.00	\$ 24.00
721-001	11.86	97 DB BACKUP ALARM	1	\$ 28.00	\$ 28.00
148-072	11.100	ENGINE REMOTE INTERFACE WITH ONE OR MORE SET SPEEDS	1	\$ 81.00	\$ 81.00
48H-002	11.105	QUICKFIT POWERTRAIN INTERFACE CONNECTOR LOCATED BETWEEN SEATS WITH BLUNTCUTS	1	\$ 10.00	\$ 10.00
48C-004	11.128	QUICKFIT PROGRAMMABLE INTERFACE CONNECTOR(S) UNDER CAB WITH BLUNTCUTS	1	\$ 28.00	\$ 28.00
864-001	11.138	2 INCH TRANSMISSION OIL TEMPERATURE GAUGE	1	\$ 24.00	\$ 24.00
372-123	11.145	PTO CONTROLS FOR ENHANCED VEHICLE ELECTRIC/ELECTRONIC ARCHITECTURE	1	\$ 24.00	\$ 24.00
679-023	11.175	CENTER OVERHEAD INSTRUMENT PANEL BLANK	1	\$ 101.00	\$ 101.00
35M-012	11.179	QUICKFIT PROGRAMMABLE INTERFACE MODULE + (8) 20 AMP FUSED RELAYS	1	\$ 153.00	\$ 153.00
746-137	11.197	AM/FM/WB WORLD TUNER RADIO WITH BLUETOOTH, USB AND AUXILIARY INPUTS, J1939	1	\$ 91.00	\$ 91.00
753-001	11.202	AM/FM ANTENNA MOUNTED ON FORWARD LH ROOF	1	\$ 14.00	\$ 14.00
748-006	11.205	POWER AND GROUND WIRING PROVISION OVERHEAD	1	\$ 5.00	\$ 5.00
749-001	11.209	ROOF/OVERHEAD CONSOLE CB RADIO PROVISION	1	\$ 5.00	\$ 5.00
6TS-008	11.218	(2) TMC RP1226 ACCESSORY CONNECTORS: (1) LOCATED BEHIND PASSENGER SIDE REMOVABLE DASH PANEL (1) CENTER OF OVERHEAD CONSOLE	1	\$ 20.00	\$ 20.00
329-133	11.245	FOUR EXTRA HARDWIRED SWITCHES IN DASH, ROUTE TO BETWEEN SEATS, BLUNTCUT	1	\$ 91.00	\$ 91.00
4C1-025	11.260	HARDWIRE SWITCH #1, ON/OFF LATCHING, 20 AMPS IGNITION POWER	1	\$ 9.00	\$ 9.00
4C2-011	11.269	HARDWIRE SWITCH #2, ON/OFF LATCHING, 30 AMPS IGNITION POWER	1	\$ 18.00	\$ 18.00
4C3-016	11.278	HARDWIRE SWITCH #3, ON/OFF LATCHING, 20 AMPS IGNITION POWER	1	\$ 9.00	\$ 9.00
4C4-016	11.283	HARDWIRE SWITCH #4, ON/OFF LATCHING, 20 AMPS IGNITION POWER	1	\$ 9.00	\$ 9.00
81Y-005	11.302	PRE-TRIP INSPECTION FEATURE FOR EXTERIOR LAMPS ONLY	1	\$ 7.00	\$ 7.00
264-030	11.339	(1) OVERHEAD MOUNTED LANYARD CONTROL FOR DRIVER AIR HORN	1	\$ 5.00	\$ 5.00
660-001	11.348	SINGLE ELECTRIC WINDSHIELD WIPER MOTOR WITH DELAY AND ARCTIC TYPE BLADES	1	\$ 10.00	\$ 10.00
882-018	11.354	ONE VALVE PARKING BRAKE SYSTEM WITH DASH VALVE CONTROL AUTONEUTRAL AND WARNING INDICATOR	1	\$ 24.00	\$ 24.00
726-002	12.1	Dual electric horns	1	\$ 8.00	\$ 8.00
744-1BC	12.5	Heated mirrors per Spec 12.5	1	\$ 147.00	\$ 147.00
667-037	12.38	SHORT FENDER WITH MUDFLAP	1	\$ 85.00	\$ 85.00
754-017	12.40	BOLT-ON MOLDED FLEXIBLE FENDER EXTENSIONS	1	\$ 69.00	\$ 69.00
678-018	12.42	LH AND RH EXTERIOR GRAB HANDLES WITH SINGLE RUBBER INSERT	1	\$ 43.00	\$ 43.00
690-007	12.49	HOOD LINER INSULATION WITH SINGLE FIREWALL INSULATION	1	\$ 58.00	\$ 58.00
727-1AM	12.57	DUAL 24 INCH ROUND POLISHED ALUMINUM AIR HORNS ROOF MOUNTED	1	\$ 102.00	\$ 102.00

Code	Spec #	Description	Qty	2024 Price	Subtotal
314-824	12.74	WIRING AND SWITCH FOR CUSTOMER FURNISHED SNOW PLOW LAMPS WITH DUAL CONNECTIONS AT BUMPER	1	\$ 98.00	\$ 98.00
743-204	12.114	LH AND RH 8 INCH BRIGHT FINISH CONVEX MIRRORS MOUNTED UNDER PRIMARY MIRRORS	1	\$ 5.00	\$ 5.00
74A-001	12.115	RH DOWN VIEW MIRROR	1	\$ 13.00	\$ 13.00
74B-080	12.118	RH AND LH 8 INCH STAINLESS STEEL FENDER MOUNTED CONVEX MIRRORS WITH TRIPOD BRACKETS	1	\$ 121.00	\$ 121.00
677-062	12.128	FIXED CAB MOUNTED STEPS LH AND RH FOR CAB ENTRY, BELLY PLOW BODY WITH HIGH GROUND CLEARANCE DOES NOT COMPLY FMCSR 399	1	\$ 64.00	\$ 64.00
661-004	12.139	TINTED DOOR GLASS LH AND RH WITH TINTED OPERATING WING WINDOWS	1	\$ 71.00	\$ 71.00
663-029	12.145	1-PIECE BONDED HEATED WIPER PARK SOLAR GREEN GLASS WINDSHIELD	1	\$ 255.00	\$ 255.00
659-006	12.147	8 LITER (2 GAL) WINDSHIELD WASHER RESERVOIR, CAB MOUNTED, WITH FLUID LEVEL INDICATOR	1	\$ 57.00	\$ 57.00
647-001	12.154	WHITE WINTERFRONT	1	\$ 36.00	\$ 36.00
654-011	13.5	Power window/both passenger and driver window	1	\$ 132.00	\$ 132.00
532-002	13.16	Tilt & telescope steering wheel	1	\$ 288.00	\$ 288.00
055-018	13.21	ELITE TRIM PACKAGE	1	\$ 169.00	\$ 169.00
785-034	13.24	ASH CUP AND (1)LIGHTER, (1)12V POWER OUTLET, (1)DASH MTD DUAL USB-C OUTLET	1	\$ 41.00	\$ 41.00
696-012	13.31	CENTER STORAGE CONSOLE MOUNTED ON BACKWALL	1	\$ 16.00	\$ 16.00
720-003	13.38	5 LB. FIRE EXTINGUISHER	1	\$ 36.00	\$ 36.00
701-008	13.44	STANDARD HVAC DUCTING WITH SNOW SHIELD FOR FRESH AIR INTAKE	1	\$ 19.00	\$ 19.00
170-045	13.48	STANDARD HEATER PLUMBING WITH BALL SHUTOFF VALVES AT SUPPLY LINES ONLY	1	\$ 10.00	\$ 10.00
739-034	13.50	PREMIUM INSULATION	1	\$ 87.00	\$ 87.00
324-1B2	13.51	PREMIUM LED CAB LIGHTING	1	\$ 34.00	\$ 34.00
655-005	13.55	LH AND RH ELECTRIC DOOR LOCKS	1	\$ 60.00	\$ 60.00
722-002	13.60	TRIANGULAR REFLECTORS WITHOUT FLARES	1	\$ 19.00	\$ 19.00
756-339	13.64	PREMIUM ISRINGHAUSEN HIGH BACK AIR SUSPENSION DRIVERS SEAT WITH 2 AIR LUMBAR, INTEGRATED CUSHION EXTENSION, TILT AND ADJUSTABLE SHOCK	1	\$ 250.00	\$ 250.00
759-007	13.104	DUAL DRIVER SEAT ARMRESTS, NO PASSENGER SEAT ARMRESTS	1	\$ 42.00	\$ 42.00
758-022	13.109	BLACK MORDURA CLOTH DRIVER SEAT COVER	1	\$ 15.00	\$ 15.00
761-023	13.118	BLACK MORDURA CLOTH PASSENGER SEAT COVER	1	\$ 13.00	\$ 13.00
540-070	13.133	4-SPOKE 18 INCH (450MM) LEATHER WRAPPED STEERING WHEEL WITH CHROME SWITCH BEZELS	1	\$ 75.00	\$ 75.00
	20.1	Percentage Upcharge for the following Model Year Base Unit	1	4.90%	\$ 4,139.86
	20.2	Percentage Upcharge for the following Model Year Options	1	4.90%	\$ 1,358.67
Total Cost:					\$ 117,713.54

Prepared for:
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Phone: 715-394-2460

A proposal for
SHOREWOOD CITY OF

Prepared by
BOYER TRUCKS DULUTH-SUPERIOR
Bill Fischer

Dec 31, 2024

Freightliner 114SD Plus



Components shown may not reflect all spec'd options and are not to scale



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SPECIFICATION PROPOSAL

Description
Price Level
SD PRL-29D (EFF:MY26 ORDERS)
Data Version
SPECPRO21 DATA RELEASE VER 022
Vehicle Configuration
114SD PLUS CONVENTIONAL CHASSIS 2026 MODEL YEAR SPECIFIED SET BACK AXLE - TRUCK STRAIGHT TRUCK PROVISION, NON-TOWING LH PRIMARY STEERING LOCATION
General Service
TRUCK CONFIGURATION DOMICILED, USA (EXCLUDING CALIFORNIA AND CARB OPT-IN STATES) EPA CLEAN IDLE LABEL FOR INITIAL REGISTRATION IN EPA OR ACT STATES - (INCLUDES 6X4 INCH LABEL ON LOWER FORWARD OF DRIVER DOOR) UTILITY/REPAIR/MAINTENANCE SERVICE GOVERNMENT BUSINESS SEGMENT DIRT/SAND/ROCK COMMODITY TERRAIN/DUTY: 100% (ALL) OF THE TIME, IN TRANSIT, IS SPENT ON PAVED ROADS MAXIMUM 8% EXPECTED GRADE SMOOTH CONCRETE OR ASPHALT PAVEMENT - MOST SEVERE IN-TRANSIT (BETWEEN SITES) ROAD SURFACE FREIGHTLINER SD VOCATIONAL WARRANTY EXPECTED FRONT AXLE(S) LOAD : 18000.0 lbs EXPECTED REAR DRIVE AXLE(S) LOAD : 23000.0 lbs



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Description

EXPECTED GROSS VEHICLE WEIGHT CAPACITY
: 41000.0 lbs

Truck Service

BELLY PLOW BODY WITH HIGH GROUND
CLEARANCE
TOWMASTER TRUCK EQUIPMENT

Engine

CUM L9 370 HP @ 2100 RPM; 2100 GOV RPM,
1250 LB-FT @ 1200 RPM

Electronic Parameters

70 MPH ROAD SPEED LIMIT
CRUISE CONTROL SPEED LIMIT SAME AS ROAD
SPEED LIMIT
PTO MODE ENGINE RPM LIMIT - 1100 RPM
PTO RPM WITH CRUISE SET SWITCH - 1000
RPM
PTO RPM WITH CRUISE RESUME SWITCH - 800
RPM
FUEL DOSING OF AFTERTREATMENT ENABLED
IN PTO MODE-CLEANS HYDROCARBONS AT
HIGH TEMPERATURES ONLY
PTO MINIMUM RPM - 700
REGEN INHIBIT SPEED THRESHOLD - 5 MPH
PTO 1, WITH SWITCH, TEM SUPPLIED REQUEST
AND INTERLOCKS, WITH PTO CONNECTIONS,
ENGAGE WHILE DRIVING INTERLOCKS

Engine Equipment

EPA 2010/GHG 2024 CONFIGURATION
STANDARD OIL PAN
ENGINE MOUNTED OIL CHECK AND FILL
SIDE OF HOOD AIR INTAKE WITH FIREWALL
MOUNTED DONALDSON AIR CLEANER WITH
SAFETY ELEMENT AND INSIDE/OUTSIDE AIR
WITH SNOW DOOR
DR 12V 160 AMP 28-SI QUADRAMOUNT PAD
ALTERNATOR WITH REMOTE BATTERY VOLT
SENSE
(3) DTNA GENUINE, FLOODED STARTING, MIN
3000CCA, 555RC, THREADED STUD BATTERIES
BATTERY BOX FRAME MOUNTED
STANDARD BATTERY JUMPERS

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Description

SINGLE BATTERY BOX FRAME MOUNTED LH
SIDE BACK OF CAB
WIRE GROUND RETURN FOR BATTERY CABLES
WITH ADDITIONAL FRAME GROUND RETURN
NON-POLISHED BATTERY BOX COVER
PROGRESSIVE LOW VOLTAGE DISCONNECT AT
12.3 VOLTS FOR DESIGNATED CIRCUITS
CUMMINS TURBOCHARGED 18.7 CFM AIR
COMPRESSOR WITH INTERNAL SAFETY VALVE
ELECTRONIC ENGINE INTEGRAL SHUTDOWN
PROTECTION SYSTEM
CUMMINS ENGINE INTEGRAL BRAKE WITH
VARIABLE GEOMETRY TURBO ON/OFF
RAISED RH OUTBOARD UNDER STEP
MOUNTED HORIZONTAL AFTERTREATMENT
SYSTEM ASSEMBLY WITH RH B-PILLAR
MOUNTED VERTICAL TAILPIPE
ENGINE AFTERTREATMENT DEVICE,
AUTOMATIC OVER THE ROAD REGENERATION
AND VIRTUAL REGENERATION REQUEST
SWITCH IN CLUSTER
10 FOOT 06 INCH (126 INCH+0/-5.9 INCH)
EXHAUST SYSTEM HEIGHT
RH CURVED VERTICAL TAILPIPE B-PILLAR
RAISED UNDER STEP MOUNTED
AFTERTREATMENT SYSTEM
6 GALLON DIESEL EXHAUST FLUID TANK
100 PERCENT DIESEL EXHAUST FLUID FILL
STANDARD DIESEL EXHAUST FLUID PUMP
MOUNTING
LH MEDIUM DUTY STANDARD DIESEL EXHAUST
FLUID TANK LOCATION
STANDARD DIESEL EXHAUST FLUID TANK CAP
ALUMINUM AFTERTREATMENT
DEVICE/MUFFLER/TAILOUT SHIELD(S)
AIR POWERED ON/OFF ENGINE FAN CLUTCH
AUTOMATIC FAN CONTROL WITHOUT DASH
SWITCH, NON ENGINE MOUNTED
CUMMINS SPIN ON FUEL FILTER
COMBINATION FULL FLOW/BYPASS OIL FILTER
NO COOLANT FILTER
1300 SQUARE INCH ALUMINUM RADIATOR
ANTIFREEZE TO -34F, OAT (NITRITE AND
SILICATE FREE) EXTENDED LIFE COOLANT



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Description

GATES BLUE STRIPE COOLANT HOSES OR
EQUIVALENT
CONSTANT TENSION HOSE CLAMPS FOR
COOLANT HOSES
RADIATOR DRAIN VALVE
LOWER RADIATOR GUARD
1310 ADAPTER FLANGE FOR FRONT PTO
PROVISION
PHILLIPS-TEMRO 1000 WATT/115 VOLT BLOCK
HEATER
CHROME ENGINE HEATER RECEPTACLE
MOUNTED UNDER LH DOOR
ELECTRIC GRID AIR INTAKE WARMER
DELCO 12V 38MT HD STARTER WITH
INTEGRATED MAGNETIC SWITCH

Transmission

ALLISON 3000 RDS AUTOMATIC TRANSMISSION
WITH PTO PROVISION

Transmission Equipment

ALLISON VOCATIONAL PACKAGE 223 -
AVAILABLE ON 3000/4000 PRODUCT FAMILIES
WITH VOCATIONAL MODELS RDS, HS, MH AND
TRV
ALLISON VOCATIONAL RATING FOR ON/OFF
HIGHWAY APPLICATIONS AVAILABLE WITH ALL
PRODUCT FAMILIES
PRIMARY MODE GEARS, LOWEST GEAR 1,
START GEAR 1, HIGHEST GEAR 6, AVAILABLE
FOR 3000/4000 PRODUCT FAMILIES ONLY
SECONDARY MODE GEARS, LOWEST GEAR 1,
START GEAR 1, HIGHEST GEAR 6, AVAILABLE
FOR 3000/4000 PRODUCT FAMILIES ONLY
S1 PERFORMANCE PRIMARY SHIFT SCHEDULE,
AVAILABLE FOR 3000/4000 PRODUCT FAMILIES
ONLY
S1 PERFORMANCE SECONDARY SHIFT
SCHEDULE, AVAILABLE FOR 3000/4000
PRODUCT FAMILIES ONLY
2100 RPM PRIMARY MODE SHIFT SPEED
2100 RPM SECONDARY MODE SHIFT SPEED
2ND GEAR ENGINE BRAKE ALTERNATE
PRESELECT WITH MODERATE DOWNSHIFT
STRATEGY

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Description

FUEL SENSE 2.0 PLUS - DYNACTIVE:
PERFORMANCE, NEUTRAL AT STOP: ACTIVE
DRIVER SWITCH INPUT - DEFAULT - NO
SWITCHES
DIRECTION CHANGE ENABLED WITH
MULTIPLEXED SERVICE BRAKES - ALLISON 5TH
GEN TRANSMISSIONS
NO AMT HOLD MODE
QUICKFIT BODY LIGHTING CONNECTOR UNDER
CAB, WITH BLUNTCUTS
ELECTRONIC TRANSMISSION WIRING TO
CUSTOMER INTERFACE CONNECTOR
MAGNETIC PLUGS, ENGINE DRAIN,
TRANSMISSION DRAIN, AXLE(S) FILL AND
DRAIN
PUSH BUTTON ELECTRONIC SHIFT CONTROL,
DASH MOUNTED
TRANSMISSION PROGNOSTICS - ENABLED 2013
WATER TO OIL TRANSMISSION COOLER, IN
RADIATOR END TANK
TRANSMISSION OIL CHECK AND FILL WITH
ELECTRONIC OIL LEVEL CHECK
SYNTHETIC TRANSMISSION FLUID (TES-295
COMPLIANT)

Front Axle and Equipment

DETROIT DA-F-18.0-5 18,000# FL1 71.0 KPI/3.74
DROP SINGLE FRONT AXLE
MERITOR 16.5X6 Q+ CAST SPIDER CAM FRONT
BRAKES, DOUBLE ANCHOR, FABRICATED
SHOES
NON-ASBESTOS FRONT BRAKE LINING
CONMET CAST IRON FRONT BRAKE DRUMS
FRONT BRAKE DUST SHIELDS
FRONT OIL SEALS
VENTED FRONT HUB CAPS WITH WINDOW,
CENTER AND SIDE PLUGS - OIL
STANDARD SPINDLE NUTS FOR ALL AXLES
HALDEX AUTOMATIC FRONT SLACK
ADJUSTERS WITH STAINLESS STEEL CLEVIS
PINS
STANDARD KING PIN BUSHINGS
TRW THP-60 POWER STEERING WITH RCH45
AUXILIARY GEAR



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Matt Morreim
SHOREWOOD CITY OF
5755 Country Club Road
Shorewood, MN 55331
Phone: 952-960-7913

Prepared by:
Bill Fischer
BOYER TRUCKS DULUTH-
SUPERIOR
1202 SUSQUEHANNA AVE.
SUPERIOR, WI 54880
Phone: 715-394-2460

Description

POWER STEERING PUMP
4 QUART POWER STEERING RESERVOIR
OIL/AIR POWER STEERING COOLER
CURRENT AVAILABLE SYNTHETIC 75W-90
FRONT AXLE LUBE

Front Suspension

18,000# TAPERLEAF FRONT SUSPENSION
MAINTENANCE FREE RUBBER BUSHINGS -
FRONT SUSPENSION
FRONT SHOCK ABSORBERS

Rear Axle and Equipment

MERITOR RS-23-160 23,000# R-SERIES SINGLE
REAR AXLE
5.38 REAR AXLE RATIO
IRON REAR AXLE CARRIER WITH STANDARD
AXLE HOUSING
MXL 17T MERITOR EXTENDED LUBE MAIN
DRIVELINE WITH HALF ROUND YOKES
DRIVER CONTROLLED TRACTION
DIFFERENTIAL - SINGLE REAR AXLE
(1) DRIVER CONTROLLED DIFFERENTIAL LOCK
REAR VALVE FOR SINGLE DRIVE AXLE
INDICATOR LIGHT FOR EACH DIFFERENTIAL
LOCKOUT SWITCH, ENGAGE <5 MPH,
DISENGAGE >25 MPH
MERITOR 16.5X7 Q+ CAST SPIDER CAM REAR
BRAKES, DOUBLE ANCHOR, FABRICATED
SHOES
NON-ASBESTOS REAR BRAKE LINING
BRAKE CAMS AND CHAMBERS ON REAR SIDE
OF DRIVE AXLE(S)
CONMET CAST IRON REAR BRAKE DRUMS
REAR BRAKE DUST SHIELDS
REAR OIL SEALS
BENDIX EVERSURE LONGSTROKE 1-DRIVE
AXLE SPRING PARKING CHAMBERS
HALDEX AUTOMATIC REAR SLACK ADJUSTERS
WITH STAINLESS STEEL CLEVIS PINS
CURRENT AVAILABLE SYNTHETIC 75W-90 REAR
AXLE LUBE
STANDARD REAR AXLE BREATHER(S)



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Rear Suspension

30,000# FLAT LEAF SPRING REAR SUSPENSION
WITH HELPER AND RADIUS ROD
SPRING SUSPENSION - NO AXLE SPACERS
STANDARD AXLE SEATS IN AXLE CLAMP
GROUP
FORE/AFT CONTROL RODS

Pusher / Tag Equipment

NO PUSHER/TAG BRAKE DUST SHIELDS

Brake System

WABCO 4S/4M ABS WITH TRACTION CONTROL
WITH ATC SHUT OFF SWITCH
REINFORCED NYLON, FABRIC BRAID AND WIRE
BRAID CHASSIS AIR LINES
FIBER BRAID PARKING BRAKE HOSE
STANDARD BRAKE SYSTEM VALVES
STANDARD AIR SYSTEM PRESSURE
PROTECTION SYSTEM
STD U.S. FRONT BRAKE VALVE
RELAY VALVE WITH 5-8 PSI CRACK PRESSURE,
NO REAR PROPORTIONING VALVE
WABCO SYSTEM SAVER HP WITH INTEGRAL
AIR GOVERNOR AND HEATER
AIR DRYER FRAME MOUNTED
STEEL AIR TANKS MOUNTED FOR MAX
GROUND CLEARANCE, (BELLY PLOW - AA3-073)
PULL CABLES ON ALL AIR RESERVOIR(S)

Trailer Connections

NO TRAILER AIR HOSE
NO AIR HOSE HANGER
NO TRAILER ELECTRICAL CABLE

Wheelbase & Frame

4100MM (161 INCH) WHEELBASE
7/16X3-9/16X11-1/8 INCH STEEL FRAME
(11.11MMX282.6MM/0.437X11.13 INCH) 120KSI
PARTIAL INNER FRAME REINFORCEMENT AT
FRONT SUSPENSION
TEM TO EVALUATE AND INSTALL FRAME RAIL
REINFORCEMENT AS NEEDED FOR FRONT
FRAME MOUNTED EQUIPMENT

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Description

1600MM (63 INCH) REAR FRAME OVERHANG
FRAME OVERHANG RANGE: 61 INCH TO 70
INCH
24 INCH INTEGRAL FRONT FRAME EXTENSION
CALC'D BACK OF CAB TO REAR SUSP C/L (CA) :
95.87 in
CALCULATED EFFECTIVE BACK OF CAB TO
REAR SUSPENSION C/L (CA) : 92.87 in
CALC'D FRAME LENGTH - OVERALL : 294.01 in
CALCULATED FRAME SPACE LH SIDE : 37.29 in
CALCULATED FRAME SPACE RH SIDE : 63.25 in
CALC'D SPACE AVAILABLE FOR DECKPLATE :
0.0 in
SQUARE END OF FRAME
FRONT CLOSING CROSSMEMBER
STANDARD WEIGHT ENGINE CROSSMEMBER
STANDARD MIDSHIP #1 CROSSMEMBER(S)
STANDARD REARMOST CROSSMEMBER
STANDARD SUSPENSION CROSSMEMBER

Chassis Equipment

OMIT FRONT BUMPER, CUSTOMER INSTALLED
SPECIAL BUMPER, DOES NOT COMPLY WITH
FMCSR 393.203
NO MUDFLAP BRACKETS
NO REAR MUDFLAPS
GRADE 8 THREADED HEX HEADED FRAME
FASTENERS
EXTERIOR HARNESES WRAPPED IN
ABRASION TAPE

Fifth Wheel

NO FIFTH WHEEL

Fuel Tanks

50 GALLON/189 LITER RECTANGULAR
ALUMINUM FUEL TANK - LH
RECTANGULAR FUEL TANK(S)
PLAIN ALUMINUM/PAINTED STEEL
FUEL/HYDRAULIC TANK(S) WITH PAINTED
BANDS
FUEL TANK(S) FORWARD - RAISED MOUNTING
PLAIN STEP FINISH

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Description

FUEL TANK CAP(S)
DETROIT FUEL/WATER SEPARATOR WITH
WATER IN FUEL SENSOR AND 12 VOLT
PREHEATER
EQUIFLO INBOARD FUEL SYSTEM
HIGH TEMPERATURE REINFORCED NYLON
FUEL LINE

Tires

MICHELIN XZU-S2 315/80R22.5 20 PLY RADIAL
FRONT TIRES
MICHELIN XDN2 11R22.5 16 PLY RADIAL REAR
TIRES

Hubs

CONMET PRESET PLUS PREMIUM IRON FRONT
HUBS
CONMET PRESET PLUS PREMIUM IRON REAR
HUBS

Wheels

ALCOA ULTRA ONE 89U63X 22.5X9.00 10-HUB
PILOT 3.12 INSET 10-HD ALUMINUM FRONT
WHEELS
ALCOA ULA18X 22.5X8.25 10-HUB PILOT
ALUMINUM DISC REAR WHEELS
FRONT WHEEL MOUNTING NUTS
REAR WHEEL MOUNTING NUTS
NYLON WHEEL GUARDS FRONT AND REAR ALL
INTERFACES

Cab Exterior

114 INCH BBC FLAT ROOF ALUMINUM
CONVENTIONAL CAB
AIR CAB MOUNTING
NONREMOVABLE BUGSCREEN MOUNTED
BEHIND GRILLE
SHORT FENDER WITH MUDFLAP
BOLT-ON MOLDED FLEXIBLE FENDER
EXTENSIONS
LH AND RH EXTERIOR GRAB HANDLES WITH
SINGLE RUBBER INSERT
STATIONARY BLACK GRILLE
BLACK HOOD MOUNTED AIR INTAKE GRILLE
FIBERGLASS HOOD

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Description

HOOD LINER INSULATION WITH SINGLE
FIREWALL INSULATION
DUAL 24 INCH ROUND POLISHED ALUMINUM
AIR HORNS ROOF MOUNTED
DUAL ELECTRIC HORNS
DUAL HORN SHIELDS
REAR LICENSE PLATE MOUNT END OF FRAME
HALOGEN COMPOSITE HEADLAMPS WITH
BLACK BEZELS
LED AERODYNAMIC MARKER LIGHTS
WIRING AND SWITCH FOR CUSTOMER
FURNISHED SNOW PLOW LAMPS WITH DUAL
CONNECTIONS AT BUMPER
DAYTIME RUNNING LIGHTS
INTEGRAL LED STOP/TAIL/BACKUP LIGHTS
STANDARD FRONT TURN SIGNAL LAMPS
DUAL WEST COAST BRIGHT FINISH HEATED
MIRRORS WITH LH AND RH REMOTE
DOOR MOUNTED MIRRORS
102 INCH EQUIPMENT WIDTH
LH AND RH 8 INCH BRIGHT FINISH CONVEX
MIRRORS MOUNTED UNDER PRIMARY
MIRRORS
RH DOWN VIEW MIRROR
RH AND LH 8 INCH STAINLESS STEEL FENDER
MOUNTED CONVEX MIRRORS WITH TRIPOD
BRACKETS
STANDARD SIDE/REAR REFLECTORS
FIXED CAB MOUNTED STEPS LH AND RH FOR
CAB ENTRY, BELLY PLOW BODY WITH HIGH
GROUND CLEARANCE DOES NOT COMPLY
FMCSR 399
63X14 INCH TINTED REAR WINDOW
TINTED DOOR GLASS LH AND RH WITH TINTED
OPERATING WING WINDOWS
RH AND LH ELECTRIC POWERED WINDOWS
1-PIECE BONDED HEATED WIPER PARK SOLAR
GREEN GLASS WINDSHIELD
8 LITER (2 GAL) WINDSHIELD WASHER
RESERVOIR, CAB MOUNTED, WITH FLUID
LEVEL INDICATOR
WHITE WINTERFRONT

Cab Interior



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Description

ELITE TRIM PACKAGE
MIST CLOTH & CARBON VINYL INTERIOR
"ELITE"
CARBON WITH PREMIUM WOOD ACCENT
(ELITE)
MOLDED PLASTIC DOOR PANEL
MOLDED PLASTIC DOOR PANEL
BLACK MATS WITH SINGLE INSULATION
ASH CUP AND (1)LIGHTER, (1)12V POWER
OUTLET, (1)DASH MTD DUAL USB-C OUTLET
FORWARD ROOF MOUNTED CONSOLE
CENTER STORAGE CONSOLE MOUNTED ON
BACKWALL
LH AND RH DOOR STORAGE POCKETS
INTEGRATED INTO MOLDED DOOR PANELS
DIGITAL ALARM CLOCK IN DRIVER DISPLAY
(2) CUP HOLDERS LH AND RH DASH
M2/SD DASH
5 LB. FIRE EXTINGUISHER
HEATER, DEFROSTER AND AIR CONDITIONER
STANDARD HVAC DUCTING WITH SNOW
SHIELD FOR FRESH AIR INTAKE
MAIN HVAC CONTROLS WITH RECIRCULATION
SWITCH
STANDARD HEATER PLUMBING WITH BALL
SHUTOFF VALVES AT SUPPLY LINES ONLY
VALEO HEAVY DUTY A/C REFRIGERANT
COMPRESSOR
BINARY CONTROL, R-134A
PREMIUM INSULATION
SOLID-STATE CIRCUIT PROTECTION AND
FUSES
12V NEGATIVE GROUND ELECTRICAL SYSTEM
PREMIUM LED CAB LIGHTING
NO SECURITY DEVICE
DOOR LOCKS AND IGNITION SWITCH KEYED
THE SAME
KEY QUANTITY OF 2
LH AND RH ELECTRIC DOOR LOCKS
NO MATTRESS
TRIANGULAR REFLECTORS WITHOUT FLARES



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Description

PREMIUM ISRINGHAUSEN HIGH BACK AIR
SUSPENSION DRIVERS SEAT WITH 2 AIR
LUMBAR, INTEGRATED CUSHION EXTENSION,
TILT AND ADJUSTABLE SHOCK
BASIC ISRI HIGH BACK NON SUSPENSION
PASSENGER SEAT
DUAL DRIVER SEAT ARMRESTS, NO
PASSENGER SEAT ARMRESTS
LH AND RH INTEGRAL DOOR PANEL ARMRESTS
BLACK MORDURA CLOTH DRIVER SEAT COVER
BLACK MORDURA CLOTH PASSENGER SEAT
COVER
BLACK SEAT BELTS
ADJUSTABLE TILT AND TELESCOPING
STEERING COLUMN
4-SPOKE 18 INCH (450MM) LEATHER WRAPPED
STEERING WHEEL WITH CHROME SWITCH
BEZELS
DRIVER AND PASSENGER INTERIOR SUN
VISORS

Instruments & Controls

6 EXTRA PROGRAMMABLE
SWITCHES/INDICATORS
ELECTRONIC ACCELERATOR CONTROL
NO INSTRUMENT PANEL-DRIVER
FULLY CONFIGURABLE CENTER INSTRUMENT
PANELS
ENGINE REMOTE INTERFACE WITH PARK
BRAKE INTERLOCK
BRIGHT ARGENT FINISH GAUGE BEZELS
LOW AIR PRESSURE INDICATOR LIGHT AND
AUDIBLE ALARM
DUAL NEEDLE PRIMARY AND SECONDARY AIR
PRESSURE GAUGE
DASH MOUNTED AIR RESTRICTION INDICATOR
WITH GRADUATIONS
97 DB BACKUP ALARM
ELECTRONIC CRUISE CONTROL WITH
CONTROLS ON STEERING WHEEL SPOKES
KEY OPERATED IGNITION SWITCH AND
INTEGRAL START POSITION; 4 POSITION
OFF/RUN/START/ACCESSORY
PREMIUM INSTRUMENT CLUSTER WITH 5.0
INCH TFT COLOR DISPLAY



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Description

DIGITAL PANEL LAMP DIMMER SWITCH IN
DRIVER DISPLAY

HEAVY DUTY ONBOARD DIAGNOSTICS
INTERFACE CONNECTOR LOCATED BELOW LH
DASH

2 INCH ELECTRIC FUEL GAUGE

ENGINE REMOTE INTERFACE WITH ONE OR
MORE SET SPEEDS

QUICKFIT POWERTRAIN INTERFACE
CONNECTOR LOCATED BETWEEN SEATS WITH
BLUNTCUTS

QUICKFIT PROGRAMMABLE INTERFACE
CONNECTOR(S) UNDER CAB WITH BLUNTCUTS

ENGINE REMOTE INTERFACE CONNECTOR AT
POWERTRAIN INTERFACE CONNECTOR

ELECTRICAL ENGINE COOLANT TEMPERATURE
GAUGE

ELECTRIC ENGINE OIL PRESSURE GAUGE

2 INCH TRANSMISSION OIL TEMPERATURE
GAUGE

ELECTRONIC OUTSIDE TEMPERATURE
SENSOR DISPLAY IN DRIVER MESSAGE
CENTER

ENGINE AND TRIP HOUR METERS INTEGRAL
WITHIN DRIVER DISPLAY

PTO CONTROLS FOR ENHANCED VEHICLE
ELECTRIC/ELECTRONIC ARCHITECTURE

NO OBSTACLE DETECTION SYSTEM

NO DR ASSIST SYSTEM

NO VEHICLE STABILITY ADVISOR OR CONTROL

NO LANE DEPARTURE WARNING SYSTEM

NO REVERSE PROXIMITY SENSOR

CENTER OVERHEAD INSTRUMENT PANEL
BLANK

1 QUIKFIT PROGRAMABLE MODULE (QPMXMC)
W/ (8) 20AMP FUSED RELAYS

AM/FM/WB WORLD TUNER RADIO WITH
BLUETOOTH, USB AND AUXILIARY INPUTS,
J1939

DASH MOUNTED RADIO

(2) RADIO SPEAKERS IN CAB

AM/FM ANTENNA MOUNTED ON FORWARD LH
ROOF

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Description

POWER AND GROUND WIRING PROVISION
OVERHEAD
ROOF/OVERHEAD CONSOLE CB RADIO
PROVISION
NO MULTIBAND ANTENNA
NO DIGITAL SATELLITE AUDIO RECEIVER
ANTENNA
ELECTRONIC MPH SPEEDOMETER WITH
SECONDARY KPH SCALE, WITHOUT
ODOMETER
STANDARD VEHICLE SPEED SENSOR
ELECTRONIC 3000 RPM TACHOMETER
DETROIT CONNECT PLATFORM HARDWARE
3 YEARS DAIMLER CONNECTIVITY BASE
PACKAGE ON (FEATURES VARY BY MODEL)
POWERED BY DETROIT CONNECT ON
CUMMINS ENGINES
NO ASE DATA SVCE EXTENSION
NO EXTENSIONS
(2) TMC RP1226 ACCESSORY CONNECTORS: (1)
LOCATED BEHIND PASSENGER SIDE
REMOVABLE DASH PANEL (1) CENTER OF
OVERHEAD CONSOLE
IGNITION SWITCH CONTROLLED ENGINE STOP
FOUR EXTRA HARDWIRED SWITCHES IN DASH,
ROUTE TO BETWEEN SEATS, BLUNTCUT
HARDWIRE SWITCH #1, ON/OFF LATCHING, 20
AMPS IGNITION POWER
HARDWIRE SWITCH #2, ON/OFF LATCHING, 30
AMPS IGNITION POWER
HARDWIRE SWITCH #3, ON/OFF LATCHING, 20
AMPS IGNITION POWER
HARDWIRE SWITCH #4, ON/OFF LATCHING, 20
AMPS IGNITION POWER
PRE-TRIP INSPECTION FEATURE FOR
EXTERIOR LAMPS ONLY
(1) OVERHEAD MOUNTED LANYARD CONTROL
FOR DRIVER AIR HORN
NO TRAILER HAND CONTROL BRAKE VALVE
DIGITAL VOLTAGE DISPLAY INTEGRAL WITH
DRIVER DISPLAY
SINGLE ELECTRIC WINDSHIELD WIPER MOTOR
WITH DELAY AND ARCTIC TYPE BLADES



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Description

ROTARY HEADLAMP SWITCH, MARKER
LIGHTS/HEADLIGHTS SWITCH WITH PULL OUT
FOR OPTIONAL FOG/ROAD LAMPS

ONE VALVE PARKING BRAKE SYSTEM WITH
DASH VALVE CONTROL AUTONEUTRAL AND
WARNING INDICATOR

SELF CANCELING TURN SIGNAL SWITCH WITH
DIMMER, HEADLAMP FLASH,
WASH/WIPE/INTERMITTENT

INTEGRAL ELECTRONIC TURN SIGNAL
FLASHER WITH 40 AMP (20 AMP PER SIDE)
TRAILER LAMP CAPACITY

NO WRG/SW-OPTL #2, CHAS, AIR

Design

PAINT: ONE SOLID COLOR

Color

CAB COLOR A: L0455EY SIGNAL GREEN ELITE
EY

BLACK, HIGH SOLIDS POLYURETHANE CHASSIS
PAINT

STANDARD E COAT/UNDERCOATING

Certification / Compliance

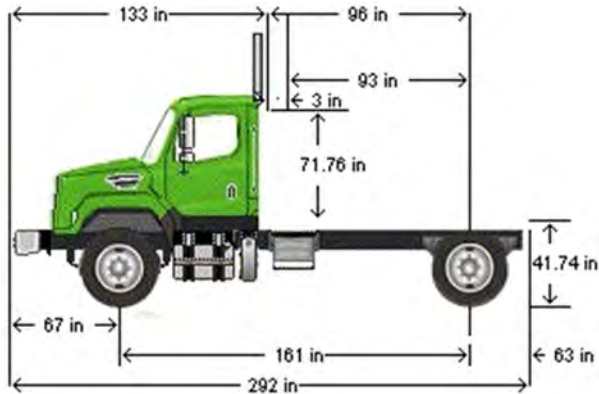
U.S. FMVSS CERTIFICATION, EXCEPT SALES
CABS AND GLIDER KITS

(***) All cost increases for major components (Engines, Transmissions, Axles, Front and Rear Tires) and government mandated requirements, tariffs, and raw material surcharges will be passed through and added to factory invoices.

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DIMENSIONS



VEHICLE SPECIFICATIONS SUMMARY - DIMENSIONS

Model	114SD
Wheelbase (545).....	4100MM (161 INCH) WHEELBASE
Rear Frame Overhang (552).....	1600MM (63 INCH) REAR FRAME OVERHANG
Fifth Wheel (578)	NO FIFTH WHEEL
Mounting Location (577)	NO FIFTH WHEEL LOCATION
Maximum Forward Position (in)	0
Maximum Rearward Position (in).....	0
Amount of Slide Travel (in)	0
Slide Increment (in)	0
Desired Slide Position (in).....	0.0
Cab Size (829)	114 INCH BBC FLAT ROOF ALUMINUM CONVENTIONAL CAB
Sleeper (682)	NO SLEEPER BOX/SLEEPER CAB
Exhaust System (016).....	RAISED RH OUTBOARD UNDER STEP MOUNTED HORIZONTAL AFTERTREATMENT SYSTEM ASSEMBLY WITH RH B-PILLAR MOUNTED VERTICAL TAILPIPE

TABLE SUMMARY - DIMENSIONS

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Dimensions	Inches
Bumper to Back of Cab (BBC)	132.9
Bumper to Centerline of Front Axle (BA)	67.3
Front Axle to Back of Cab (AC)	65.6
Min. Cab to Body Clearance (CB)	3.0
Back of Cab to Centerline of Rear Axle(s) (CA)	95.9
Effective Back of Cab to Centerline of Rear Axle(s) (Effective CA)	92.9
Back of Cab Protrusions (Exhaust/Intake) (CP)	2.0
Back of Cab Protrusions (Side Extenders/Trim Tab) (CP)	0.0
Back of Cab Protrusions (CNG Tank)	0.0
Back of Cab Clearance (CL)	3.0
Back of Cab to End of Frame	158.9
Cab Height (CH)	71.8
Wheelbase (WB)	161.4
Frame Overhang (OH)	63.0
Overall Frame Length	294.0
Overall Length (OAL)	291.7
Rear Axle Spacing	0.0
Unladen Frame Height at Centerline of Rear Axle	41.7

Performance calculations are estimates only. If performance calculations are critical, please contact Customer Application Engineering.



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 1-800-722-0588
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www.crysteeltruck.com

AN EQUAL OPPORTUNITY EMPLOYER

Date: 1/8/2025
 Company: City of Shorewood
 Contact: Matt Morreim
 Phone#: 952-960-7913
 Email: mmorreim@ci.shorewood.mn.us

Reference: S/A Hook Truck Package
 Address: 24200 Smithtown Road

City: Shorewood

State: MN

Dealer	Chassis Estimated Delivery	
Truck Make	Front Frame Extension	Yes/NO
Model Year	Front Mount Hyd or PTO	
Truck Model	Air Tank Location	
CA or CT	Air Dryer Location	
Transmission	Battery Box Location	
Cab Color	Exhaust clearance	
	Def/Fuel Tank clearance	

REFERENCE: COOPERATIVE PURCHASE OF EQUIPMENT FROM STATE OF MINNESOTA

RELEASE NO: S-863(5)

1-UNIT

STATE COOPERATIVE PRICING

QTY

Price Each

Extended

1.0 Body OPTIONS				
1	1.6	10' x 96" Crysteel Elliptical SS Body Specifications: Crysteel Select Stainless Steel Elliptical Body Single axle Side board style-NO FENDERS 10' x 96" 30" Side Single Wall Elliptical, 7ga 201 SS 46" Front, 7ga SS, Pressed in front brace 1/4" AR450 Front 14" wide, 7ga 201 SS rear posts & rubrail Western I-Beam 36" Tailgate, air trip hardware, 7ga 201 SS, 2H Braces, spreader chain, banjo 1.5" off set top hinge Standard FMVSS 108 LED lights Crysteel 5 year limited-Years 1,2,& 3 100% Parts and labor-Year 4 & 5 50-50 Parts	\$20,302.00	\$20,302.00
1	1.3	Air operated tailgate latch Elliptical SS SA	Standard	Standard
1	1.5	Installation of body Elliptical SS SA	\$1,899.00	\$1,899.00
-3	1.003	Add for 2" of Front Height (PFOB)	\$45.00	-\$135.00
3	1.004	Add for 2" of Side Height (PFOB) ***40" front, 36" sides and rear***	\$65.00	\$195.00
10	1.019	Full Length Grip Strut Walkway-Stainless Steel (PFOB)	\$80.00	\$800.00
1	1.021	Receiver Tubes Welded To Underside of Body for Walk Rail Insert-SS-Single Axle Ellip.	\$797.00	\$797.00

1	1.049	Sander fitting in front face of rear pillar, manifold mount	\$337.00	\$337.00
1	1.065	24" Stainless Steel Free Standing Cabshield adjustable height-Mild Steel uprights	\$2,988.00	\$2,988.00
1	1.067	35 Gal Reservoir-Mild Steel-Black-2" suction, in tank return line filter	\$1,624.00	\$1,624.00
1	1.073	(2) shovel holders in stationary cab shield uprights - Vertical	\$304.00	\$304.00
1	1.074	(2) Pair Surface Mount LED Amber Strobes Mounted in stationary cabshield-2 forward facing & 1 on each side	\$756.00	\$756.00
1	1.075	One (1) Pair Surface Mount LED Amber Strobes Mounted in Customer Supplied Location	\$410.00	\$410.00
1	1.076	Add for lighted license plate bracket on free standing cab shield	\$279.00	\$279.00
1	1.096	(1) set single axle poly fenders w/ LED lights Minimizer MIN2260LB	\$1,430.00	\$1,430.00
1	1.101	(1) set front mount anti-sail mud flaps installed	\$222.00	\$222.00
<u>2.0 Hoist</u>				
1	2.1	Installation of Stellar SA hoist	\$4,830.00	\$4,830.00
1	2.11	Stellar 96-10-24 Hoist w/54" hook height	\$24,266.00	\$24,266.00
2	2.21	12' skid assembly w/8.5"x10" rear roller assemblies *(1) FOR BODY AND (1) FOR VARITECH SYSTEM*	\$6,275.00	\$12,550.00
<u>3.0 Scraper</u>				
1	3.1	Installation of MF5 - underbody plow only	\$3,568.00	\$3,568.00
1	3.2	Monroe MF-510 Under Body Scraper 00049824	\$8,230.00	\$8,230.00
1	5.20	(2) side plates of 3/4" material	\$790.00	\$790.00
1	3.11	MF5-Add for moving driver side fuel tank out and up for scraper install	\$695.00	\$695.00
1	3.12	MF5-Add for moving air tank for proper scraper install-per air tank	\$443.00	\$443.00
1	3.13	MF5-Add for moving battery box for proper scraper install	\$759.00	\$759.00
1	3.14	MF5-Add for moving air dryer for proper scraper install	\$443.00	\$443.00
<u>5.0 Front Hitch</u>				
1	5.1	Installation of front hitch	\$2,823.00	\$2,823.00
1	5.2	Added installation cost for power reversing plow	\$570.00	\$570.00
1	5.13	QCP/FFLA Flat fold lift arm hitch with integral QCP receiver 00023329	\$3,331.00	\$3,331.00
1	5.20	(2) side plates of 3/4" material	\$790.00	\$790.00
1	5.28	4" x 10" DA lift cylinder 05002953	\$745.00	\$745.00
<u>6.0 Plows</u>				
1	6.108	QCP loop hitch Swivel Plate, 2.0" OSC-Bolt On - 00023427i	\$1,183.00	\$1,183.00
1	6.128	ABL LED Headlights	\$1,043.00	\$1,043.00
1	6.132	LED plow light brackets	\$485.00	\$485.00
1	6.4	Monroe MPPJ45R12-ISTT "J" Style Torsion-Trip Reversible00066202-2160#	\$14,984.00	\$14,984.00
1	6.17	ISTT-CURB GUARD KIT,WRAP AROUND .625X6.0 INSTALLED - EACH	\$110.00	\$110.00
1	6.20	ISTT-JACK KIT,PARKING,REMOVABLE - SCREW ADJ	\$248.00	\$248.00
1	6.21	ISTT-MARKERS,36"ORANGE WITH HARDWARE,NO CABLE	\$156.00	\$156.00
12	6.23	ISTT-12" X 3/8" 2-PLY RUBBER BELT INSTALLED - PER FOOT OF PLOW	\$34.00	\$408.00
<u>7.0 Pup Hitch</u>				
1	7.1	Installation of 3/4" Pull Plate	\$1,327.00	\$1,327.00
1	7.2	Hitch plate assy-D-rings, Gussets, Plug, Gladhands	\$775.00	\$775.00
<u>8.0 Sander</u>				
1	8.1	Installation of Under Tailgate Sander	\$1,855.00	\$1,855.00
1	8.7	SPREADER,UT,MS969-OW/DD-DD,304	\$7,713.00	\$7,713.00
1	8.8	4" PITCH ILO 6' PITCH AUGER ON 9" SPREADER- ADD	\$218.00	\$218.00
1	8.10.	UTS-SPINNER ASSY,TGT,LH,304,POLY DISC,SEAL SAVER	\$1,490.00	\$1,490.00

1	8.11	UTS-SPEED SENSOR IN DRIVE MOTOR,100 PPR ADD	\$694.00	\$694.00
1	8.17	UTS-SHIELD WLDMT,TGT,MS-UT,RH,304	\$359.00	\$359.00
1	8.18	UTS-SHIELD WLDMT,TGT,MS-UT,LH,304	\$485.00	\$485.00
2	8.22	UTS-(1) 4" LED sander light installed 605-1492110	\$339.00	\$678.00
1	8.1	Installation of Radius Body Pre-Wet Vari Tech	\$3,063.00	\$3,063.00
1	8.3	1087614 (2-60 Gal Rb Dual Lid Tank Kit Radius body) VAR RB 120	\$1,360.00	\$1,360.00
1	8.4	1087615 (2-60 Gal Rb Ss tank Mk mounting Kit) VARRB120-DT-MK-SS	\$2,705.00	\$2,705.00
1	8.9	1087407 Rb-dt Fill Suction Kit radius body plumbing VAR9516X001	\$774.00	\$774.00
<u>9.0 HYDRAULICS</u>				
1	9.005	7 Functions-6100EX Electric Controlled-INSTALLED	\$32,729.00	\$32,729.00
1	9.009	6100 - Scraper Kit -- (Auto Reverse Lift - Accumulator)	\$2,895.00	\$2,895.00
1	9.013	6100 - Add for Floor Mount Option	\$881.00	\$881.00
1	9.017	6100 - Add for Optional LCD Display mounting Bracket	\$100.00	\$100.00
1	9.018	6100 - Add for read Scraper Pressure LCD	\$423.00	\$423.00
1	9.028	6100 - PTO Hyd ILO Front Pump - 280 Hot Shift PTO & TXV92 5.6 CID Pump	\$2,094.00	\$2,094.00
2	9.036	6100 - Add for Prewet Closed Loop Feedback Cable	\$212.00	\$424.00
1	9.041	6100 - Add for Adapter harness for Camera	\$100.00	\$100.00
1	9.042	6100 - Add for Camera Kit	\$542.00	\$542.00
1	9.045	6100 - Add for 6100-GEN5-ARC-WIRED	\$1,119.00	\$1,119.00
1	9.047	6100 - Add for Double acting plow float (includes 1959A001)	\$558.00	\$558.00
1	9.052	6100 - Add for C10038-E Return Line Manifold	\$471.00	\$471.00
1	9.053	6100 - Add for C10190 Pressure Release Valve	\$176.00	\$176.00
1	9.057	6100 - Add for 4 Ported 1/2"Stucchi Multi Coupler Plate (42Z06080801C)	\$1,612.00	\$1,612.00
1	9.058	6100 - Add for 4 Ported Parking Station (815606283)	\$355.00	\$355.00
1	9.062	6100 - Add for Optional Harness for Gravity Prewet	\$341.00	\$341.00
<u>11.0 Anti-Icing</u>				
1	11.0.	Vari-Tech Ind LDS AI1300-DAS/SC	\$13,532.00	\$13,532.00
1	11.1	Installation of LDS AI1300-DAS/SC Anti-icing system	\$4,552.00	\$4,552.00
	11.4	VT16 - Add for 1 lane spray bar (stainless steel)	\$1,424.00	\$1,424.00
1	11.8	VT13 - Add for Tank Tamer Ball Baffle System	\$2,719.00	\$2,719.00

Total Package Price

\$206,201.00

OPTIONS -- The below options are NOT included in the above package pricing

<u>1.0 Body OPTIONS</u>				
1	1.078	Hard mount strobe light brackets on cab shield outer corners	\$559.00	\$559.00
1	1.082	Whelen SYS405D Super-LED System: Two Micro 400 With 60' TPR Cable, Rear Stainless Steel Lighthouse Options With 30' Cables, LED Flasher/Junction Box and Install Kit.	\$5,004.00	\$5,004.00
<u>7.0 Pup Hitch</u>				
1	7.4	Electronic brake controller	\$959.00	\$959.00
1	NCI	(1) Electronic 97DB back up alarm installed	\$148.00	\$148.00
<u>9.0 HYDRAULICS</u>				
1	9.055	6100 - Add for 2 Ported 1/2" Stucchi Multi Coupler Plate (42Z04080801C)	\$1,123.00	\$1,123.00
1	9.056	6100 - Add for 2 Ported Parking Station (815606271)	\$345.00	\$345.00

PRICES SHOWN DO NOT INCLUDE ANY APPLICABLE TAXES OR FEES

Cost Per Loaded Mile for Delivery:

\$4.00

Starting Point:

Lake Crystal, MN

*A WRITTEN PURCHASE ORDER MUST BE RETURNED SPECIFYING PURCHASE OF THIS EQUIPMENT OFF THE STATE OF MINNESOTA COOPERATIVE PURCHASE CONTRACT

*NO EXHAUST WORK INCLUDED FOR TRUCKS WITH NEW EMISSION CONTROL EXHAUST SYSTEMS. EXHAUST SYSTEMS CANNOT BE MODIFIED.

*ALL LABOR COSTS ARE BASED ON INSTALLING EQUIPMENT ON A TRUCK CHASSIS WITH ALL TRUCK ITEMS OUT OF THE WAY FOR EQUIPMENT INSTALLATION. IF CRYSTEEL HAS TO MOVE FUEL TANKS, AIR TANKS, AIR DRYER, ETC. EXTRA CHARGES MAY APPLY

Vendor Name:	Crysteel Truck Equipment-Fridley
Contact Person:	Josh Taylor
Street Address:	1130 73rd Ave NE
City, State, Zip:	Fridley, MN 55432
Phone #:	(763) 235-5487
Toll Free #:	(800) 795-1280
Fax #:	(763) 571-5091
Email Address:	jtaylor@crysteeltruck.com

Shorewood

Prepared For: Matt Morreim

FAN QH248

Contract ID 261525

[Fleet] 2025 Ford Super Duty F-550 DRW (W5H) XL 4WD Crew Cab 179" WB 60" CA (2)



2025 Price	\$67,931.00
Sales Tax	\$4,670.25
Fed Excise	\$20.00
Reg, title, plates	\$410.00

Plus Body cost x 6.875% sales tax
on cost of body

[Fleet] 2025 Ford Super Duty F-550 DRW (W5H) XL 4WD Crew Cab 179" WB 60" CA (2) ( Complete)

Price Summary

PRICE SUMMARY	
	Invoice
Base Price	\$50,001.00
Total Options	\$11,410.00
Vehicle Subtotal	\$70,520.00
Dealer Advertising Adjustment	\$0.00
Destination Charge	\$1,995.00
Grand Total	\$72,524.00

Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided. Data Version: 24267, Data updated Dec 22, 2024 6:43:00 PM PST

[Fleet] 2025 Ford Super Duty F-550 DRW (W5H) XL 4WD Crew Cab 179" WB 60" CA (2) ( Complete)

Selected Model and Options

MODEL		
CODE	MODEL	Invoice
W5H	2025 Ford Super Duty F-550 DRW XL 4WD Crew Cab 179" WB 60" CA	\$59,081.00

COLORS	
CODE	DESCRIPTION
Z1	Oxford White

OPTIONS		
CODE	DESCRIPTION	Invoice
153	Front License Plate Bracket	\$0.00
43C	120V/400W Outlet	\$160.00
44G	Transmission: TorqShift 10-Speed Automatic -inc: 10R140 w/neutral idle, SelectShift and selectable drive modes: normal, tow/haul, eco, slippery roads and off-road (STD)	\$0.00
473	Snow Plow Prep Package -inc: pre-selected springs (see order guide supplemental reference for springs/FGAWR of specific vehicle configurations), Note 1: Restrictions apply; see supplemental reference or body builders layout book for details, Note 2: Also allows for the attachment of a winch, Note 3: Highly recommended to add (86M) dual battery on 7.3L gas engine, Adding (67B) 410 amp dual alternators for diesel engine is highly recommended for max power output	\$228.00
52B	Trailer Brake Controller	\$273.00
660A	Order Code 660A	\$0.00
67B	410 Amp Dual Alternators -inc: 250 Amp + 160 Amp	\$104.00
67E	250 Amp Alternator	\$0.00
76C	Exterior Backup Alarm (Pre-Installed)	\$200.00
86M	Dual 68 AH/65 AGM Battery	Inc.
872	Rear View Camera & Prep Kit -inc: Pre-installed content includes cab wiring and frame wiring to the rear most cross member, Upfitters kit includes camera w/mounting bracket, 20' jumper wire and camera mounting/aiming instructions	\$377.00
99T	Engine: 6.7L 4V OHV Power Stroke V8 Turbo Diesel B20 -inc: Operator Commanded Regeneration (OCR), Diesel Exhaust Fluid (DEF) tank, intelligent oil-life monitor and manual push -button engine-exhaust braking, 4.10 Axle Ratio, 250 Amp Alternator, Dual 68 AH/65 AGM Battery	\$9,551.00
AS	Medium Dark Slate, HD Vinyl 40/20/40 Split Bench Seat -inc: center armrest, cupholder, storage, 2-way adjustable driver/passenger headrests and driver's side manual lumbar	\$0.00
TGK	Tires: 225/70Rx19.5G BSW Traction (TGK) -inc: 4 traction tires on the rear and 2 traction tires on the front, Not recommended for over the road applications; could incur irregular front tire wear and/or NVH	\$195.00
X4N	Limited Slip w/4.10 Axle Ratio	\$360.00
Z1	Oxford White	\$0.00

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[Fleet] 2025 Ford Super Duty F-550 DRW (W5H) XL 4WD Crew Cab 179" WB 60" CA (2) ( Complete)

OPTIONS		
CODE	DESCRIPTION	Invoice
	Options Total	\$11,448.00

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CORPORATE HEADQUARTERS: 9150 Pillsbury Avenue South, Bloomington, MN 55420-3686 - Phone: (952) 888-2525 · Fax: (952) 656-7159 · Website: www.aspenequipment.com

Cust Name: **City of Shorewood**
Contact: **Matt Moreim**
Phone: **952-960-7913**
Fax:
Dealership:
Contact:

Configuration #:
EQT004615_v1

Proposal Date: 12/20/2024

E-Mail:

Aspen Equipment, LLC. is pleased to offer the following proposal for your consideration

<u>Qty</u>	<u>Part/Spec Number</u>	<u>Description</u>	<u>Price</u>
1	5.16 913QRSSAR4-57-BP20	Henderson 9' 6" SS, 13" sides, Elec BP20 sciss, AR400 floor Single wall 10 GA 201 S.S. sides & tailgate w/ Debris shedding top rail Single handle quick release Stainless Steel fold down sides & tailgate Quick Release Double acting Stainless Steel tailgate 12 gauge, 50" Stainless Steel tapered head sheet w/ integral cab shield 12 gauge, Stainless Steel 4 3/4" x 8" full depth rear corner posts Crossmemberless design w/ structural longills 45-degree dirt shedding floor/side intersection One-piece 3/16" steel floor AR400 Steel Complete LED FMVSS108 lighting package with sealed wiring harness. Greaseable fold-down side hinges Installation includes: 1 set mudflaps w/ anti-sail brackets, ICC bumper Stainless Steel mudflap, Fuel hanger brackets	\$17,978.00
1	5.25 Base MKIII Installation	Install dump body per specifications	\$3,927.00
1	5.31 Paint Underbody Body	Paint contractor underbody single stage black	\$1,539.00
1	8.7 Poly Fenders LT	Minimizer poly fender pair, fits 19.5" wheel, Stainless brackets	\$1,444.00
1	5.32 Side Stops	Prevents fold-down sides from rubbing rear tire	\$500.00
1	Henderson Note:	Deduct elctric power pack from dump body	-\$867.00
1	6.3 01040019	5/8" pull plate, 2 d-rings, 2-1/2" receiver tube hitch, Up to 20,000 lbs	\$1,953.00
1	6.16 10057	2 5/16" Pintle/Ball combo, rigid mount, 20,000# G.T.W.	\$259.00
1	6.17 PM25812	Buyers 2.5" x 2.5" Pintle mount, (4) 5/8" hole plate, 20,000# G.T.W.	\$117.00
1	6.13 01070025	Pin and clip for 2"x2" receiver tube hitch	\$5.00
1	6.49 560700	7-way flat pin trailer socket	\$303.00
1	8.4 Backup Camera	Cab Chassis - Relocate factory supplied backup camera system	\$413.00
1	14.2	Fabricate eyebrow over back-up camera	\$96.00
1	8.58 Backup Alarm	ECCO Back-up alarm	\$171.00
1	5.39 RTSSS	Henderson Tailgate replaceable Sander, direct drive auger, 304 stainless 6" auger with paddle agitator Dual hydraulic motors 3/8" thick auger flighting welded to a 2 1/2" schedule 40 pipe. 1 1/4" auger shaft with polyurethane hubs Hydraulic safety interlock system 7 ga trough and bottom cleanout door 1/4" endplate material Continuous welded seams 18" polyurethane spinner disc with formed fins.	\$9,596.00
1	5.44 Custom Mount	Upcharge for mounting spreader on non-standard (Henderson or Aspen) body	\$685.00

Continued On Next Page

Submitted by,

Mitch Buzzo
952-656-7133

* Equipment Specifications subject to change.

** Manufacture's Surcharges may be added to this proposal.

*** Chassis modifications including, but not limited to alterations or relocation of components related to fuel tanks, air tanks, brakes, exhaust systems, battery boxes, protrusions above and below the frame rails, shortening or lengthening frame rails and the like will be added to the selling price.

Exhaust Systems: With the new EPA mandated diesel exhaust systems for 2007 and newer many changes are taking place. Manufacturers are often unable to depict accurately how the exhaust systems are configured and have difficulty stipulating whether certain components (i.e. PTOs and pumps) may fit in the confined spaces beneath the truck. 2007 EPA COMPLIANT DIESEL EXHAUST SYSTEMS CANNOT BE MODIFIED, RELOCATED OR REPLACED BY ASPEN EQUIPMENT, LLC. Due to evolving designs, Aspen Equipment, LLC. can not maintain expertise on every chassis/engine/transmission/exhaust configuration possible, regardless of who orders or specifies it. Nor can Aspen Equipment, LLC. guarantee that a chassis ordered today will not change in design prior to delivery from the factory. Therefore, Aspen Equipment, LLC. does not warrant that proposed products can be installed on a chassis without modifications to the chassis or products installed. As such, Aspen Equipment, LLC. will not be responsible for the cost of modifications due to exhaust systems conflicting with the installation of proposed products. Aspen Equipment, LLC. will make every reasonable effort to ensure that installations are completed without additional charges to the customer.



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Cust Name: **City of Shorewood**
Contact: **Matt Moreim**
Phone: **952-960-7913**
Fax:
Dealership:
Contact:

Configuration #:
EQT004615_v1

Proposal Date: 12/20/2024

Aspen Equipment, LLC. is pleased to offer the following proposal for your consideration

Qty	Part/Spec Number	Description	Price
1	7.31 2010H	Force hoist and electric 5150EX sander controls, SSVT-15 with joy stick Q # 1285163-1	\$13,735.00
1	7.36 VT15 SS Upgrade	Adder VT 15 stainless steel upgrade is standard	\$1,420.00
1	7.2 Hotshift PTO	Hotshift PTO for Automatic Transmission	\$4,396.00
1	7.6 Single Section DM pump	Single section ≈ 3200 PSI direct mount pump	\$1,793.00
2	8.241 3510A	ECCO 1.1" x 3.3" Surface Mount Amber LED Strobe, Class 1	\$226.00
2	8.271 L32LAF	Whelen LED Beacon, SAE Class 1, LoPro, Permanent (Amber)	\$768.00
2	8.348 Light Bracket "L"	Fabricate and install "L" style bracket for light mounting	\$360.00
2	8.245 3861A	ECCO 2" x 6" Grommet Mount Amber LED Strobe, Class 1	\$168.00
2	8.345 LB383SST	Oval Strobe mounting box, Stainless Steel	\$310.00
2	8.347 50-60700-3	Rubber Grommet for strobe lights,	\$12.00
3	8.218 Strobe Installation PR	Mount strobe pair, route wire to switch, tie-up and guard.	\$1,980.00
1	8.221 Wire Hot	Wire Strobes Hot	\$165.00
1	14.2	Route bulkhead STT & strobe wiring though stainless steel tubing behind bulkhead	\$192.00
	Build Note:	3510A to front Grill, 3861A to rear of body & L32LAF to bulkhead	
1	3.132 UTMVP3SS105	Western 10'6" Stainless Steel MVP3 Flared wing V-plow, Ultramount 2 35" (Center height) Flared wing blade, 45" at ends Blade gauge is 12 GA steel Six (6) trip springs Eight (8) vertical ribs Pivot bar Power bar provides torsional strength Trip Edge protection Lift ram is 1-3/4" x 8" UltraLock Double-Acting angling rams are 2" x 11" 1-1/4" Heat treated steel center hinge pin Abrasion resistant curb guards are standard Blade angle stops standard Plow width at full angle is 9'9" Plow width at scoop is 9'7" Plow width at full v is 9'11" Approximate weight of plow is 1,196lbs. 1/2" x 6" high carbon steel cutting edge Disc Shoes are optional Poly blade guides	\$10,312.00
1	3.209 72525	Adder for NIGHTHAWK LED Headlight Kit, Complete	\$550.00

Continued On Next Page

Submitted by,

Mitch Buzzo
952-656-7133

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Cust Name: **City of Shorewood**
Contact: **Matt Moreim**
Phone: **952-960-7913**
Fax:
Dealership:
Contact:

Configuration #:
EQT004615_v1

Proposal Date: 12/20/2024

Aspen Equipment, LLC. is pleased to offer the following proposal for your consideration

<u>Qty</u>	<u>Part/Spec Number</u>	<u>Description</u>	<u>Price</u>
1	3.167 86873	Western 10'6" MVP 3 deflector Kit - Std 10" D	\$446.00
1	3.212 Diesel Engine	Adder for plow installation on truck with Diesel engine	\$165.00

Important Note: Truck rating and compatibilty MUST be verified prior to plow installation

State of Minnesota Contract 229754, 230110

Tax Note: Applicable sales tax and/or FET estimates will be confirmed and added to the final invoice

Submitted by,		Budgetary Sub Total:	\$75,117.00
Mitch Buzzo		<i>Does not include</i>	
952-656-7133		<i>Applicable Taxes</i>	
		Budgetary Total:	\$75,117.00

* Equipment Specifications subject to change.

** Manufacture's Surcharges may be added to this proposal.

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Exhaust Systems : With the new EPA mandated diesel exhaust systems for 2007 and newer many changes are taking place. Manufacturers are often unable to depict accurately how the exhaust systems are configured and have difficulty stipulating whether certain components (I.e. PTOs and pumps) may fit in the confined spaces beneath the truck. 2007 EPA COMPLIANT DIESEL EXHAUST SYSTEMS CANNOT BE MODIFIED, RELOCATED OR REPLACED BY ASPEN EQUIPMENT, LLC. Due to evolving designs, Aspen Equipment, LLC. can not maintain expertise on every chassis/engine/transmission/exhaust configuration possible, regardless of who orders or specifies it. Nor can Aspen Equipment, LLC. guarantee that a chassis ordered today will not change in design prior to delivery from the factory. Therefore, Aspen Equipment, LLC. does not warrant that proposed products can be installed on a chassis without modifications to the chassis or products installed. As such, Aspen Equipment, LLC. will not be responsible for the cost of modifications due to exhaust systems conflicting with the installation of proposed products. Aspen Equipment, LLC. will make every reasonable effort to ensure that installations are completed without additional charges to the customer.



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Cust Name: **City of Shorewood**
Contact: **Matt Morreim**
Phone: **952-960-7913**
Fax:
Dealership:
Contact:

Configuration #:
EQT004613_v1

Proposal Date: 12/19/2024

E-Mail:

Aspen Equipment, LLC. is pleased to offer the following proposal for your consideration

<u>Qty</u>	<u>Part/Spec Number</u>	<u>Description</u>	<u>Price</u>
1	3.132 UTMVP3SS105	Western 10'6" Stainless Steel MVP3 Flared wing V-plow, Ultramount 2 35" (Center height) Flared wing blade, 45" at ends Blade gauge is 12 GA steel Six (6) trip springs Eight (8) vertical ribs Pivot bar Power bar provides torsional strength Trip Edge protection Lift ram is 1-3/4" x 8" UltraLock Double-Acting angling rams are 2" x 11" 1-1/4" Heat treated steel center hinge pin Abrasion resistant curb guards are standard Blade angle stops standard Plow width at full angle is 9'9" Plow width at scoop is 9'7" Plow width at full v is 9'11" Approximate weight of plow is 1,196lbs. 1/2" x 6" high carbon steel cutting edge Disc Shoes are optional Poly blade guides	\$10,312.00
1	3.209 72525	Adder for NIGHTHAWK LED Headlight Kit, Complete	\$550.00
1	3.167 86873	Western 10'6" MVP 3 deflector Kit - Std 10" D	\$446.00
1	3.212 Diesel Engine	Adder for plow installation on truck with Diesel engine	\$165.00

Ford F-550

Important Note:

Truck rating and compatibility MUST be verified prior to plow installation

State of Minnesota Contract 229754, 230110

Tax Note:

Applicable sales tax and/or FET estimates will be confirmed and added to the final invoice

Submitted by,		Budgetary Sub Total:	\$11,473.00
Mitch Buzzo 952-656-7133		<i>Does not include Applicable Taxes</i>	
		Budgetary Total:	\$11,473.00

* Equipment Specifications subject to change.

** Manufacture's Surcharges may be added to this proposal.

*** Chassis modifications including, but not limited to alterations or relocation of components related to fuel tanks, air tanks, brakes, exhaust systems, battery boxes, protrusions above and below the frame rails, shortening or lengthening frame rails and the like will be added to the selling price.

Exhaust Systems : With the new EPA mandated diesel exhaust systems for 2007 and newer many changes are taking place. Manufacturers are often unable to depict accurately how the exhaust systems are configured and have difficulty stipulating whether certain components (i.e. PTOs and pumps) may fit in the confined spaces beneath the truck. 2007 EPA COMPLIANT DIESEL EXHAUST SYSTEMS CANNOT BE MODIFIED, RELOCATED OR REPLACED BY ASPEN EQUIPMENT, LLC. Due to evolving designs, Aspen Equipment, LLC. can not maintain expertise on every chassis/engine/transmission/exhaust configuration possible, regardless of who orders or specifies it. Nor can Aspen Equipment, LLC. guarantee that a chassis ordered today will not change in design prior to delivery from the factory. Therefore, Aspen Equipment, LLC. does not warrant that proposed products can be installed on a chassis without modifications to the chassis or products installed. As such, Aspen Equipment, LLC. will not be responsible for the cost of modifications due to exhaust systems conflicting with the installation of proposed products. Aspen Equipment, LLC. will make every reasonable effort to ensure that installations are completed without additional charges to the customer.



CORPORATE HEADQUARTERS: 9150 Pillsbury Avenue South, Bloomington, MN 55420-3686 - Phone: (952) 888-2525 · Fax: (952) 656-7159 · Website: www.aspenequipment.com

Cust Name: **City of Shorewood**
Contact: **Matt Moreim**
Phone: **952-960-7913**
Fax:
Dealership:
Contact:

Configuration #:
EQT004614_v1

Proposal Date: 12/20/2024

E-Mail:

Aspen Equipment, LLC. is pleased to offer the following proposal for your consideration

<u>Qty</u>	<u>Part/Spec Number</u>	<u>Description</u>	<u>Price</u>
1	5.39 RTSSS	Henderson Tailgate replaceable Sander, direct drive auger, 304 stainless 6" auger with paddle agitator Dual hydraulic motors 3/8" thick auger flighting welded to a 2 1/2" schedule 40 pipe. 1 1/4" auger shaft with polyurethane hubs Hydraulic safety interlock system 7 ga trough and bottom cleanout door 1/4" endplate material Continuous welded seams 18" polyurethane spinner disc with formed fins.	\$9,596.00
1	5.44 Custom Mount	Upcharge for mounting spreader on non-standard (Henderson or Aspen) body	\$685.00
1	QT001-2015854-1	Force add a Spin-A-Veyor to existing 2010 valve & 5100EX kit	\$4,600.00
1	14.2	Labor to install	\$2,640.00

State of Minnesota Contract 229754, 230110

Tax Note: Applicable sales tax and/or FET estimates will be confirmed and added to the final invoice

Submitted by,		Budgetary Sub Total:	\$17,521.00
Mitch Buzzo 952-656-7133		<i>Does not include Applicable Taxes</i>	
		Budgetary Total:	\$17,521.00

* Equipment Specifications subject to change.

** Manufacture's Surcharges may be added to this proposal.

*** Chassis modifications including, but not limited to alterations or relocation of components related to fuel tanks, air tanks, brakes, exhaust systems, battery boxes, protrusions above and below the frame rails, shortening or lengthening frame rails and the like will be added to the selling price.

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CORPORATE HEADQUARTERS: 9150 Pillsbury Avenue South, Bloomington, MN 55420-3686 - Phone: (952) 888-2525 · Fax: (952) 656-7159 · Website: www.aspenequipment.com

Cust Name: **City of Shorewood**
Contact: **Matt Morreim**
Phone: **952-960-7913**
Fax:
Dealership:
Contact:

Configuration #:
EQT004612_v1

Proposal Date: 12/19/2024

E-Mail:

Aspen Equipment, LLC. is pleased to offer the following proposal for your consideration

<u>Qty</u>	<u>Part/Spec Number</u>	<u>Description</u>	<u>Price</u>
1	3.127 UTMVP3SS95	Western 9'6" Stainless Steel MVP3 Flared Wing V-plow, Ultramount 2 31" (Center height) Flared wing blade Blade gauge is 14 GA steel Six (6) trip springs Eight (8) vertical ribs Pivot bar Power bar provides torsional strength Trip Edge protection Lift ram is 1-3/4" x 8" UltraLock Double-Acting angling rams are 1-3/4" x 11" Plow width at full angle is 8'6" Plow width at scoop is 8'2" Plow width at full v is 8'7" Approximate weight of plow is 1,022lbs. 1-1/4" Heat treated steel center hinge pin 1/2" x 6" high carbon steel cutting edge Disc Shoes are optional Blade guides	\$9,339.00
1	3.209 72525	Adder for NIGHTHAWK LED Headlight Kit, Complete	\$550.00
1	3.165 41810-1	Western MVP 3 & Enforcer deflector Kit - Std 10" D	\$394.00
1	3.190 43885	Western Curb Guards, HTS, Midweight, Pro Plus, Enforcer, MVP PLUS, MVP 3 (Pair)	\$350.00

Important Note: Truck rating and compatibility MUST be verified prior to plow installation

State of Minnesota Contract 229754, 230110

Tax Note: Applicable sales tax and/or FET estimates will be confirmed and added to the final invoice

Submitted by,		Budgetary Sub Total:	\$10,633.00
Mitch Buzzo 952-656-7133		<i>Does not include Applicable Taxes</i>	
		Budgetary Total:	\$10,633.00

* Equipment Specifications subject to change.

** Manufacture's Surcharges may be added to this proposal.

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City Council Meeting Item

Title/Subject: **Utility & Recycling Rates Ordinance**
Meeting Date: January 13, 2025
Prepared by: Jeanne Schmuck, Finance Director
Reviewed by: Marc Nevinski, City Administrator
Attachments: **Water Utility Rates Comparison**
2025 – 2034 Capital Improvement Plan
Ordinance 614 for Utility Service and Recycling Charges

Background

In 2019, the City reported that its water, sewer and stormwater rates would experience annual increases. In September and November, the City Council reviewed the detail within the overall ten-year capital improvement plan and a five-year street reconstruction plan. The street reconstruction plan provides for the implementation of infrastructure projects, many of which include utility improvements to be financed by general obligation bonds.

The 2025-2034 10-year capital improvement plan is attached.

The capital improvement plan, including the street reconstruction plan, will require the City to increase utility rates to cover utility fund expenses, including increasing operating costs, capital outlays, and debt service payments on bonds. Without rate increases, the utility fund balances will be insufficient to cover utility fund costs. The utility rate analysis has planned annual increases over a ten-year period.

Beginning in 2024, rate increases are effective the first quarter. These rate changes will include the effective usage dates of January 2025 through March 2025, billable approximately April 1, 2025.

For a property using an average of 15,000 gallons of water per quarter, the projected utility fees for the next several years are calculated as follows (the highlighted rows are the proposed rates for the 1st, 2nd, 3rd, and 4th quarters of 2025.)

Quarterly Utilities

15,000 Average Gallons per Quarter

	Water	Sanitary Sewer	Storm Water **	Increase Per Quarter
2021	\$ 59.70	\$ 94.57	\$ 31.97	\$ 15.60
2022	\$ 65.72	\$ 103.08	\$ 34.53	\$ 17.09
2023	\$ 72.26	\$ 112.36	\$ 37.29	\$ 18.58
2024	\$ 79.49	\$ 122.47	\$ 40.27	\$ 20.32
2025	\$ 87.43	\$ 142.25	\$ 43.49	\$ 30.95
2026	\$ 96.18	\$ 155.05	\$ 46.97	\$ 25.03
2027	\$ 105.80	\$ 169.01	\$ 50.73	\$ 27.33
2028	\$ 116.38	\$ 184.22	\$ 54.79	\$ 29.85
2029	\$ 128.01	\$ 200.80	\$ 59.17	\$ 32.60
2030	\$ 140.81	\$ 218.87	\$ 63.90	\$ 35.61

** Lots 10,000 to 50,000 sq. ft.

Annual Utilities

15,000 Average Gallons per Quarter

	Water	Sanitary Sewer	Storm Water **	Increase Per Year
2021	\$ 238.80	\$ 378.27	\$ 127.87	\$ 62.39
2022	\$ 262.88	\$ 412.32	\$ 138.10	\$ 68.35
2023	\$ 289.04	\$ 449.43	\$ 149.15	\$ 74.32
2024	\$ 317.94	\$ 489.88	\$ 161.08	\$ 81.28
2025	\$ 349.74	\$ 569.00	\$ 173.97	\$ 123.81
2026	\$ 384.71	\$ 620.21	\$ 187.89	\$ 100.10
2027	\$ 423.18	\$ 676.03	\$ 202.92	\$ 109.32
2028	\$ 465.50	\$ 736.87	\$ 219.15	\$ 119.39
2029	\$ 512.05	\$ 803.19	\$ 236.68	\$ 130.40
2030	\$ 563.26	\$ 875.48	\$ 255.62	\$ 142.43

** Lots 10,000 to 50,000 sq. ft.

The Water, and Stormwater Management funds include 10%, and 8% annual increases, respectively. The Sanitary Sewer fund has rates increasing to \$142.25 per quarter, or 16.15%, to provide for a balanced budget this year. The utility rates are subject to analysis and review at least on an annual basis.

Water Fund

Of a total of approximately 3,050 utility customers, the Water Fund operates with a customer base of 1,600 connections and 435 hydrants. The Water Fund finances the infrastructure which is supplied with ground water from six active wells, and 36 miles of infrastructure throughout the City managed through two major storage reservoirs and a water distribution system. There are approximately 1,500 utility accounts not utilizing City water.

Various factors have caused the Water Fund cash to decrease to a deficit position. In order to fund current and future Water Fund infrastructure improvements, the City has used financing through the issuance of bonded indebtedness. In 2020 through 2023, the City did issue G.O. bonds for projects including water capital improvements. Water utility rates are projected to increase in order to provide a repayment mechanism for the debt service on the bonds.

These rates are increasing based on a 2019 analysis. This utility rate analysis has planned annual increases over a ten-year period. Based on this analysis, the 2025 rates will require an increase of 10% to almost provide sufficient revenue to cover the debt service payment of approximately \$230,118 as well as inflation.

<i>Water (continued)</i>		
<i>Type of Charge/Fee</i>	<i>City Code Reference</i>	<i>Charge/Fee</i>
Water service	903.09.1a	
1 st 5,000 gallons	Ord. 603614	\$29.55 <u>32.51</u>
Per 1,000 gallons in excess of 5,000 and up to 50,000 gallons		\$4.99 <u>5.49</u>
Per 1,000 gallons in excess of 50,000 gallons per quarter		\$7.17 <u>7.89</u>
Water service - low income per quarter	903.09.1a Ord. 603614	\$25.37 <u>27.91</u> minimum

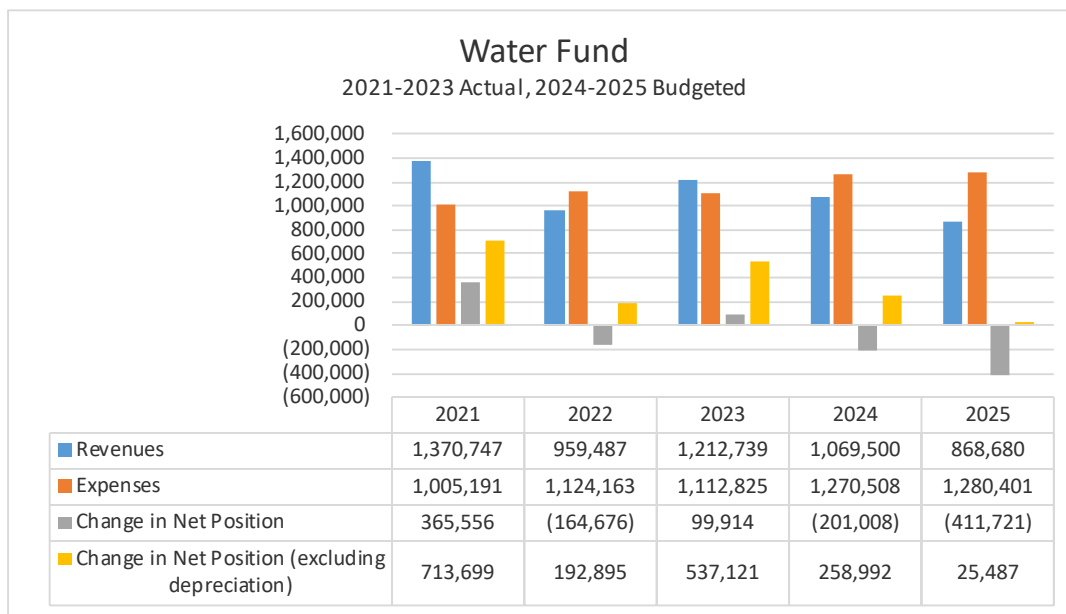
In recent years, rates have increased by 10% per year, as part of a response to a declining cash balance of the Water Fund. The water rates have a projected need to increase the rates by 10.0%, or \$7.94 per quarter for a medium-usage (15,000 gallons/quarter) residential customer.

The Water Availability Charge (WAC) is to remain flat at \$10,000. The WAC fees are budgeted at \$25,000 in revenue for 2025. The WAC fees may be paid by cash or by special assessment. The number of water hookups in the past several years has been lower than expected, averaging around 10-15 per year. Financed by the issuance of revenue bonded debt, the Water Fund has incurred significant infrastructure costs over the past several years. The repayment of this debt expected a greater amount of WAC fee revenues, which has contributed to the Water Fund's

declining cash balance. New connections have decreased from highs of 40 per year from 2018-2022. This rate of \$10,000 has been in place for over 25 years.

Staff have established the following budget which includes the proposed rate increase. This budget also reflects the proposed capital improvements. Depreciation and excess revenues have been utilized to build a reserve and are available to fund depreciation and future capital projects or purchases. The proposed budget will tap into those reserves for that very purpose.

The City financed substantial water improvements with the issuance of bonded debt in 2020 through 2023 and may plan for additional G.O. bonds in the future.



Further review will be needed in 2025 for a more inclusive recommendation of the rate structure within the Water Fund. It is proposed that the original plan for a 10% rate increase be maintained until the long-term financial management plan is developed.

Sanitary Sewer Fund

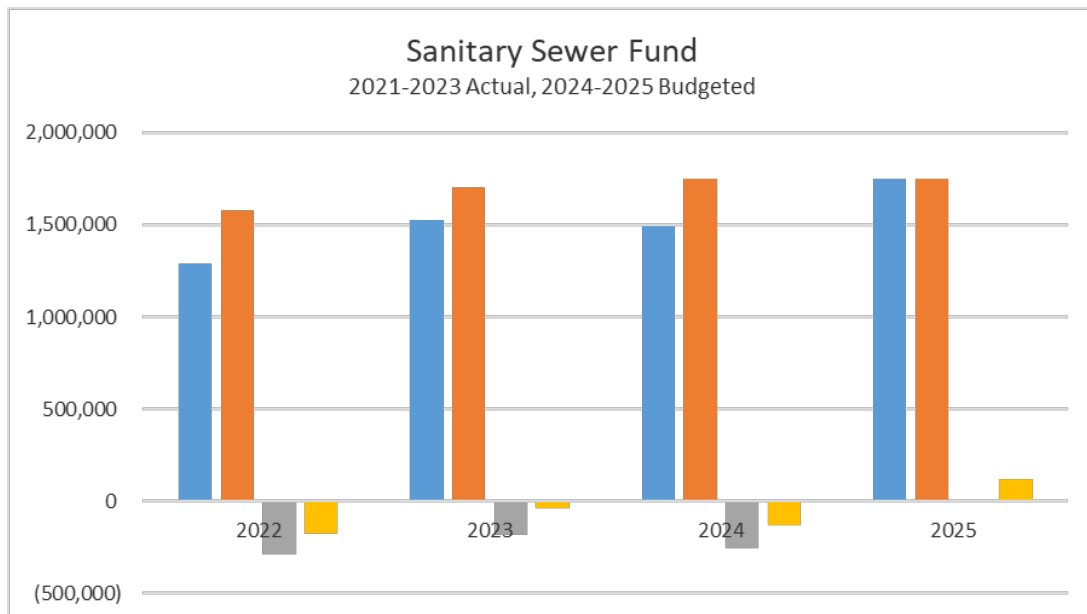
The Sanitary Sewer Fund operates with a 3,050-customer base throughout the City. The Sanitary Sewer Fund finances the operation and maintenance of the City's wastewater collection, including fourteen sanitary sewer lift stations throughout the system. As well as cleaning, televising and repairing sewer mains to control inflow and infiltration. Sewage treatment is performed by Metropolitan Council Environmental Services (MCES) and is provided for in this area.

Quarterly sanitary sewer rates for the City are based on a flat rate. The Sanitary Sewer Fund has been operating at a loss since 2017 mainly due to MCES costs increasing at a faster rate than the City's sanitary sewer utility charge revenues.

Based on City Council direction from the November 12th City Council work session to increase rates sufficient to balance the budget, Staff have established the following budget which includes the proposed rate increase of 16.15%. It also includes the proposed capital improvements. Depreciation and excess revenues have been utilized to build a reserve and are available to fund future capital projects or purchases.

Sanitary Sewer		
Type of Charge/Fee	City Code Reference	Charge/Fee
Sewer connection permit	904.07.1	\$150
<u>Sanitary Sewer Service</u>	904.15.1a	
Residential:	Ord. 603 612	
Sewer Only per quarter		\$122.47 142.25
Low Income Sewer per quarter		\$81.64 94.83
Commercial:	Ord. 603 612	
Base Charge		\$13.84 16.08
1-28,500 gallons per quarter		\$122.47 142.25
1,000 gallons <u>in excess of</u> 28,500 gallons per quarter		\$3.18 3.69

The City financed substantial sanitary sewer improvements with the issuance of bonded debt in 2020 through 2023 and may plan for additional G.O. bonds in the future.



Stormwater Management Fund

The Stormwater Management Fund is utilized to provide the operation, maintenance and repair of the stormwater conveyance system, including 14 miles of infrastructure, including catch basins, drainage ditches, and retention posts. As well as implementation of the city-wide Stormwater Pollution Prevention Program (SWPPP) for compliance with the NPDES Municipal Separate Storm Sewer System (MS4) permit program, which authorized the City to discharge stormwater runoff. Infrastructure and stormwater facilities are properly maintained to manage, convey, and treat stormwater runoff. In addition, infrastructure improvements are constructed and repaired as deemed necessary.

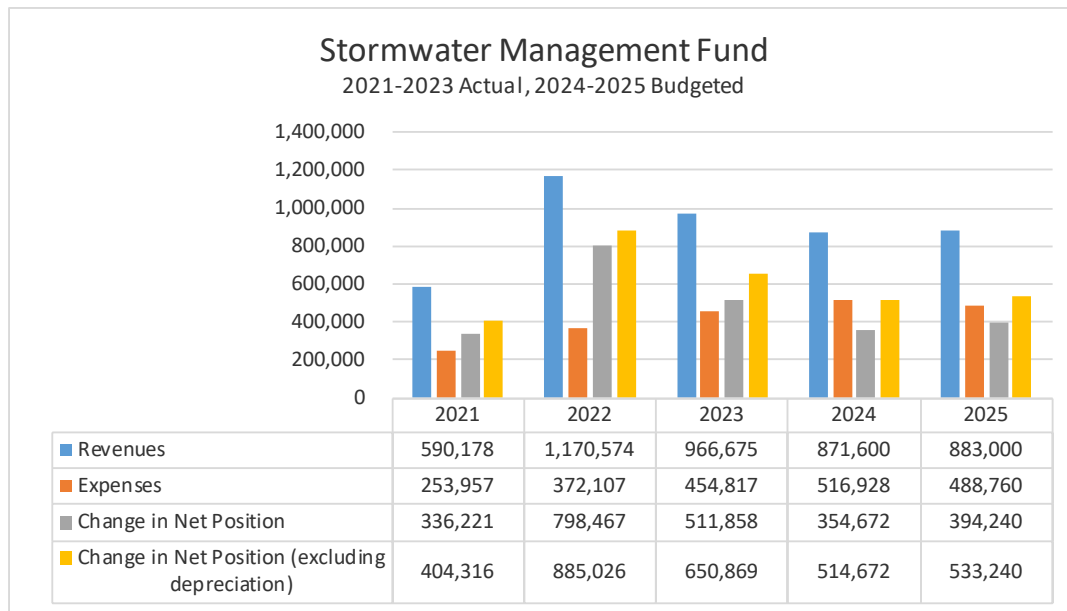
There are 3,152 REFs and 82 explicit calculations within the City. REFs are Residential Equivalent Factor, which equals 3,500 square feet of impervious surface. Each single-family residential property is considered to be one REF based on lot square footage less than 50,000 square feet and 1.3 REF for single-family residential great than 50,000 square feet. The other developed property is individually assigned a certain number of REFs based on property size, and land use.

Stormwater revenue is mainly generated through the stormwater rate charge per REF throughout the City. In recent years, rates have increased by 8% per year, as part of a response to a declining cash balance of the Stormwater Management Fund. Similar to the Water and Sanitary Sewer Fund cash balances, without rate increase, the Stormwater Management Fund cash balance is projected to decrease over the next several years.

These rates are increasing based on a 2019 analysis. This utility rate analysis has planned annual increases over a ten-year period. Based on this analysis, the 2025 rates will require an increase of 8% to provide sufficient revenue to cover the debt service payment of approximately \$134,615 as well as inflation.

Stormwater Management		
Type of Charge/Fee	City Code Reference	Charge/Fee
Stormwater Management Utility	905.03	
<u>Basic System Rate</u>	Ord. 603 612	\$40.27 43.49
Lots less than 10,000 s/f per quarter		\$28.20 30.46
Lots 10,000-50,000 s/f per quarter		\$40.27 43.49
Lots 50,000 plus s/f per quarter		\$52.42 56.61
MS4 Illicit Discharge Appeal	907.11	\$200.00

Staff have established the following budget which includes the proposed rate increase. This budget does reflect the proposed capital improvements. Depreciation and excess revenues have been utilized to build a reserve and are available to fund depreciation and future capital projects or purchases.



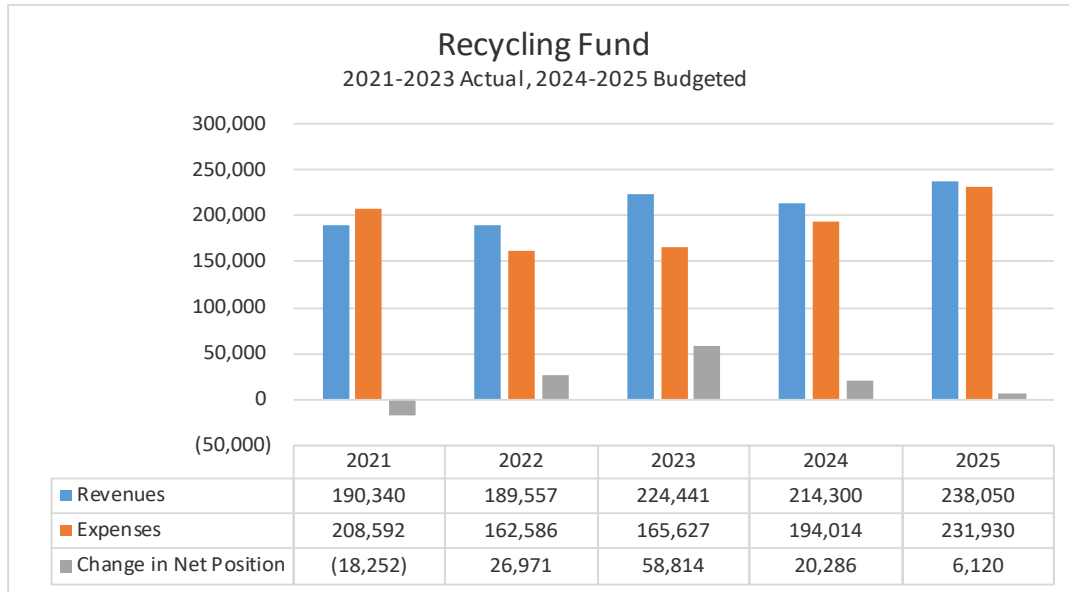
The large street and infrastructure improvement projects place a difficult burden on the fund to pay for the portions of the projects related directly to the stormwater system. With the proposed rate increases, the fund will continue to generate sufficient revenues.

Recycling Fund

The Recycling Fund operates with a 2,890-customer base throughout the City. The City contracts with Republic Services for residential recycling. Each single-family home up to four-plex is covered under the service contract.

Staff has established the following budget which includes the increase expense of 15% from Republic Services. Staff is proposing a \$2 rate increase to offset this expense increase.

Recycling		
Type of Charge/Fee	City Code	Charge/Fee
Residential recycling fee	Ord. 603 612	\$16 18/quarter/household



2025-2034 Capital Improvement Plan

Annually, the City Council will adopt the ten-year capital improvement plan (CIP). The CIP lists major capital improvements, and the sources to pay for them. Items in the CIP are not mandated, and the Council reviews capital spending throughout the year. The CIP provides an estimation of the timing and cost of future projects. The CIP includes activity of the four capital project funds detailed above as well as the enterprise funds activity. There are \$3,525,500 projects for 2025 and a total of \$30,747,310 for projects across the five years. Please find the attached breakdown of the ten-year CIP for the City along with the associated funding sources.

Financial Considerations

The four enterprise funds are projected to maintain affordable rates. The overall impact on an average residential utility bill would be an increase of \$32.95 per quarter or \$131.81 annually.

Action Requested

Motion to approve the attached Ordinance No. 614 Utility Service and Recycling Charges Ordinance.

A majority vote of the Council is required.

City of Shorewood Water Utility Rates Comparison 2024

Shorewood	Tonka Bay	Chanhasen	Minnetrista	Excelsior	Mound
* 1st 5,000 gallons * per 1,000 gallons in excess of 5,000 and up to 50,000 gallons * per 1,000 gallons in excess of 50,000 gallons per quarter	* Base per quarter 78.09	* Fixed Charge \$5.82	* Base per quarter \$36.26	* Fixed charge \$64.08	* Base per quarter \$60.18
\$29.55					
\$4.99	* 0-15,999 gallons \$7.54	* 0-5,000 gallons \$2.55	* 0-25,000 gallons \$5.10	* 0-20,000 gallons \$8.27	* 1-5,000 gallons \$5.22
\$7.17	* 16,000-30,999 \$8.22 * 31,000-45,999 \$8.91 * More than 46,000 \$9.59	* 5,001-10,000 \$3.94 * 10,001-20,000 \$4.67 * 20,001-30,000 \$5.22 * 30,001 + \$6.37	* 25,001-65,000 \$7.09 * Over 65,001 \$12.77	* 20,000-40,000 \$10.36 *Over 40,000 \$15.51	* 5,001-25,000 \$6.00 * 25,001 + \$6.90
Quarterly Usage (Gallons)	Quarterly Usage (Gallons)	Quarterly Usage (Gallons)	Quarterly Usage (Gallons)	Quarterly Usage (Gallons)	Quarterly Usage (Gallons)
Quarterly Fee	Quarterly Fee	Quarterly Fee	Quarterly Fee	Quarterly Fee	Quarterly Fee
5,000 \$30	5,000 \$116	5,000 \$19	5,000 \$62	5,000 \$105	5,000 \$86
15,000 \$79	15,000 \$191	15,000 \$62	15,000 \$113	15,000 \$188	15,000 \$146
25,000 \$129	25,000 \$273	25,000 \$111	25,000 \$164	25,000 \$281	25,000 \$206
50,000 \$352	50,000 \$494	50,000 \$270	50,000 \$341	50,000 \$592	50,000 \$379
Quarterly Usage (Gallons)	Quarterly Usage (Gallons)	Quarterly Usage (Gallons)	Quarterly Usage (Gallons)	Quarterly Usage (Gallons)	Quarterly Usage (Gallons)
Annual Fee	Annual Fee	Annual Fee	Annual Fee	Annual Fee	Annual Fee
5,000 \$118	5,000 \$463	5,000 \$74	5,000 \$247	5,000 \$422	5,000 \$345
15,000 \$318	15,000 \$765	15,000 \$246	15,000 \$451	15,000 \$753	15,000 \$585
25,000 \$517	25,000 \$1,091	25,000 \$444	25,000 \$655	25,000 \$1,125	25,000 \$825
50,000 \$1,409	50,000 \$1,976	50,000 \$1,081	50,000 \$1,364	50,000 \$2,361	50,000 \$1,515



2025-2029
CAPITAL IMPROVEMENT PLAN

CITY OF SHOREWOOD

2025-2034 CAPITAL IMPROVEMENT PLAN

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December 9, 2024

Honorable Mayor and City Council Members
Residents of the City of Shorewood

Dear Mayor and City Council:

2025-2034 CAPITAL IMPROVEMENT PLAN OVERVIEW

The 2025-2034 Capital Improvement Plan (CIP) is a coordinated schedule of municipal capital projects, improvements, and purchases for the years 2025 through 2029. This ten-year planning document represents the combined efforts of City Staff, advisory commission, residents, and the City Council. It is intended to alert the Council and residents to the major capital needs on the horizon. The first year of the plan becomes an adopted capital budget and relates almost completely to the operating budget that is approved on an annual basis. The remaining years represent an estimate of project and equipment needs and funding capabilities of the City.

A Capital Improvement Program (CIP) is a planning tool and is therefore structured to present a meaningful, long-range perspective of the City's capital needs. The CIP lists significant improvements in infrastructure and equipment that the City should plan for. It becomes a financial planning tool that identifies funding sources and funding availability and helps decision-makers to determine affordability. With the approval or amendment by the Council, the CIP provides an implementation program for Staff to work on.

A CIP should be developed to combine realistic needs with realistic expectations about expenditures and should reflect projects of other units of government (e.g. MnDOT, Hennepin County, watershed districts, etc.), when known, so that opportunities to coordinate City projects can be identified.

Shorewood has developed a philosophy about what is to be included when a CIP is presented. The following points, subject to Council modification, are part of that understanding.

- Projects in Shorewood's CIP are listed with particular care in terms of the likelihood that they will be implemented in the first or second year of the program.
- Projects listed in years three through five of the program identify projects and opportunities that merit further evaluation.

- There are programs for on-going outlays for which individual projects are not well-defined currently. For instance, the City has a pavement management program to assess the condition of local streets, and it is updated every year. It is acceptable to budget funds for bituminous overlays each year without listing specific streets after the first year.
- Placing a project or outlay in the CIP does not commit the City Council to accomplish it. The Council's normal processes of authorizing studies to be prepared and gaining public comment need to be followed. A CIP listing does not in any way imply a done deal.

The League of Minnesota Cities' Handbook for Minnesota Cities contains the following discussion of Capital Improvement Budgeting.

"Capital budgeting is a list of needed capital improvements, their order of priority, and the means of financing them. Besides being one of the major tools of planning, a capital budget can provide some or all of the following advantages:

- Keep the public informed of future needs and protect council members from pressure groups seeking projects rated low on the priority list
- Often reduce or stabilize the tax rate
- Establish an orderly capital improvement program, preventing the peaks and valleys in a community's debt retirement program
- Frequently allow a community to move gradually to a pay-as-you-go program of capital expenditure financing for a considerable portion of its improvements
- Capital improvements take place in a logical and orderly manner, rather than haphazardly.
- Integrate the plans and projects of all city departments and agencies, eliminating conflicting and overlapping projects
- By ensuring prior consideration for all capital improvements, it helps guarantee ample time for detailed and careful planning of the actual program.

"The City puts improvement projects into a multiple-year capital improvement program on the basis of the established priority. When the council reviews it in light of the community's financial situation, it may find the city should defer some of the projects beyond the improvement period and other projects indefinitely.

"Following this, the budget officer recommends projects for the coming budget year. The recommendations, in effect, become the recommended program.

"Priorities in the capital budget program for the following years remain tentative, and the council should review them annually. At that time, the council should consider the addition of new projects and the deletion of others."

A CIP is not a document set in stone. It is a snapshot of needs, schedule of improvements, and schedule of financing, typically five years into the future. It is intended that the CIP be reviewed and changed as physical conditions, financial conditions, and changes in priorities occur.

FUNDING SOURCES AND FINANCING

Planning for capital improvements requires sound and economical financing. The exact funding method is based on the City's general policies, past practices, legal and practical considerations. The preparation of a ten-year CIP requires City Staff to make material estimates about project scope, costs of labor and materials, future interest rates, and other items. Many times, these estimates come from Staff experience, projections published in other sources, vendor estimates, or a combination of several sources. Generally, the estimates for earlier years are more precise than later years.

Prioritization is a critical part of the CIP process because the City doesn't have enough resources to do all the projects that we would like. Some projects have reliable funding sources, but many do not.

CIP AND COMPREHENSIVE PLAN

The CIP is an implementation program of the City's Comprehensive Plan. Minn. Stat. §462.356 Subd. 2 and City Code 201.07 Subd. 10 provides that the City's Planning Commission is to review the CIP prior to its adoption by the City Council.

On October 1, 2024, the Shorewood Planning Commission reviewed the proposed CIP and found that the capital projects within the CIP are generally consistent with, and/or generally contemplated by the City's Comprehensive Plan.

SUMMARY

The 2025-2034 Capital Improvement Plan was prepared according to the priorities and direction of the City Council and Staff believes it provides a responsible plan to balance the City's infrastructure needs and financial position.

Respectfully submitted,



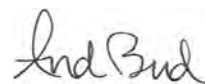
Marc Nevinski
City Administrator



Matt Morreim
Public Works Director



Jeanne Schmuck
Finance Director



Andrew Budde
City Engineer

CAPITAL IMPROVEMENTS FISCAL POLICY

GENERAL POLICY

Shorewood's Capital Improvements Program reflects an assessment of the community's needs and its ability to pay for major improvements. It is founded on the policy that reinvestment required for replacement, maintenance, or the increased efficiency of existing systems shall have priority over investments for expansion of existing systems or the provision of new services.

FUNDING PRIORITIES

Capital spending proposals will generally be funded on the following priority basis:

1. Those projects necessary for contributing to the public health and welfare.
2. Those projects which will help to maintain an existing system.
3. Those projects that will make an existing system more efficient.
4. Those projects representing the expansion of an existing system for new service or completely new public facility or service.

FUNDING PRINCIPLES

As a result, the following principles shall govern the implementation of the recommended Capital Improvements Program:

1. The City will make all capital improvements in accordance with the adopted Capital Improvements Program.
2. The City will develop a multi-year plan for Capital Improvements and update it annually.
3. The City will coordinate development of the Capital Improvements Program with development of the annual operating budget. Future optional costs associated with new capital improvements will be projected and included in operation budget forecasts.



To: Shorewood Mayor and City Council

From: Shorewood Planning Commission

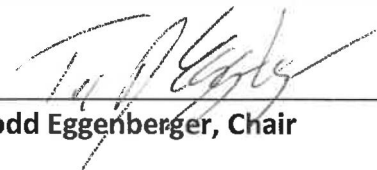
Date: October 1, 2024

Subject: 2025-2034 Capital Improvements Program (CIP)

At the October 1, 2024 meeting, the Planning Commission reviewed the proposed 2025-2034 Capital Improvements Program (CIP) pursuant to Minnesota Statutes 462.356 Subd. 2 and City Code § 201.07 Subd. 10.

Findings and Conclusions:

NOW, THEREFORE, in accordance with Minn. Stat. § 462.356 subd. 2 and City Code § 201.07 Subd. 10, the Planning Commission finds that the capital projects within the CIP are generally consistent with, generally implement, and/or are generally contemplated by the City's Comprehensive Plan.



Todd Eggenberger, Chair

ATTEST:



Sandie Thone, City Clerk

2025 through 2034
Capital Improvement Plan
 Shorewood, Mn

Source	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
201 - Community & Event Center	21,000	41,500	28,000	17,500	13,000	38,500	19,000	29,500	15,000	20,500	243,500
211 - American Rescue Plan Act	231,088										231,088
402 - Park Improvements	240,000	45,000	350,000	90,000	350,000	168,000		250,000	150,000		1,643,000
403 - Equipment Replacement Fund	370,900	301,100	322,500	67,800	320,600	307,200	333,000	529,100	576,400	644,800	3,773,400
404 - Street Reconstruction Fund	1,108,000	315,000	2,926,278	2,440,787	5,442,419	335,000	3,942,290	345,000	1,435,930	355,000	18,645,704
405 - MSA Road Reconstruction Fund	724,500	837,900	405,169		1,914,422						3,881,991
601 - Water Fund	445,612	2,582,500	1,549,167	772,034	902,955	170,000	1,096,651	180,000	332,766	155,000	8,186,685
611 - Sanitary Sewer Fund	195,000	200,000	205,000	513,834	364,325	220,000	471,243	230,000	235,000	240,000	2,874,402
631 - Stormwater Management Fund	627,400	209,700	839,558	1,194,390	1,702,972	238,900	885,721	253,500	410,800	267,900	6,630,841
GRAND TOTAL	3,963,500	4,532,700	6,625,672	5,096,345	11,010,693	1,477,600	6,747,905	1,817,100	3,155,896	1,683,200	46,110,611

2025 through 2034
Capital Improvement Plan
 Shorewood, Mn

Department	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
201 - Community & Event Center	21,000	41,500	28,000	17,500	13,000	38,500	19,000	29,500	15,000	20,500	243,500
402 - Park Capital Improvement	240,000	45,000	350,000	90,000	350,000	168,000		250,000	150,000		1,643,000
403 - Equipment Replacement	370,900	301,100	322,500	270,300	320,600	307,200	333,000	529,100	576,400	644,800	3,975,900
404 - Street Reconstruction	1,412,500	315,000	4,308,134	4,089,245	7,379,815	335,000	4,167,427	345,000	1,513,496	355,000	24,220,617
405 - MSA Construction	787,500	3,263,400	810,338		2,169,678		1,442,278				8,473,194
601 - Water	624,200	157,000	190,000	195,000	201,000	170,000	175,000	180,000	255,200	155,000	2,302,400
611 - Sewer	195,000	200,000	205,000	210,000	215,000	220,000	225,000	230,000	235,000	240,000	2,175,000
631 - Stormwater Management	312,400	209,700	411,700	224,300	361,600	238,900	386,200	253,500	410,800	267,900	3,077,000
GRAND TOTAL	3,963,500	4,532,700	6,625,672	5,096,345	11,010,693	1,477,600	6,747,905	1,817,100	3,155,896	1,683,200	46,110,611

2025 through 2034

Capital Improvement Plan

Shorewood, Mn

Department	Project #	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
201 - Community & Event Center												
SCEC - Mechanical Systems	SCEC-19-01	11,000	11,500	12,000	12,500	13,000	13,500	14,000	14,500	15,000	15,500	132,500
SCEC - Exterior Doors	SCEC-21-01								15,000			15,000
SCEC - Activity Rm Counters/Sinks/Lighting/Floor	SCEC-22-04						25,000					25,000
SCEC - Banquet Chairs - 200	SCEC-23-04			10,000								10,000
SCEC-Painting	SCEC-25-01	5,000			5,000			5,000			5,000	20,000
SCEC - Banquet tables & rectangle tables	SCEC-26-01			6,000								6,000
Prep Kitchen	SCEC-26-02	5,000	30,000									35,000
201 - Community & Event Center		21,000	41,500	28,000	17,500	13,000	38,500	19,000	29,500	15,000	20,500	243,500
Source Grand Total		21,000	41,500	28,000	17,500	13,000	38,500	19,000	29,500	15,000	20,500	243,500

402 - Park Capital Improvement

Freeman Park North Playground	P0110		350,000									350,000
Cathcart Park Resurface Tennis Court	P0200						18,000					18,000
Cathcart Park Hockey Boards	P0201						150,000					150,000
Cathcart Park Playground Equipment	P0202	200,000										200,000
Badger Park Tennis Courts	P0301		22,500									22,500
Manor Park Outdoor Ampitheatre & Perimeter Trail	P0403									150,000		150,000
Manor Park Surface	P0404								250,000			250,000
Manor Tennis Court Striping/Retaining Wall/Nets	P0405		22,500									22,500

Department	Project #	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
South Shore Park Master Plan	P0700	40,000										40,000
South Shore Park Reconstruction Project	P0701				90,000	350,000						440,000
402 - Park Improvements		240,000	45,000	350,000	90,000	350,000	168,000		250,000	150,000		1,643,000
Source Grand Total		240,000	45,000	350,000	90,000	350,000	168,000	0	250,000	150,000	0	1,643,000

403 - Equipment Replacement

Dump Truck - Freightliner	004				260,000							260,000
Dump Truck - Freightliner	005						270,200					270,200
MultiOne Articulated Tractor	006							90,200				90,200
Truck - Ford 550 w/crane, Utility Truck 50%	007				202,500							202,500
Freightliner Dump Truck	009										343,400	343,400
Pickup - 4 x 4 Ford F250 (LFS)	010				56,000							56,000
Pickup - 4 x 4 Ford F150 (DPW)	011					48,500						48,500
Truck - Ford F550 One Ton Patch Truck	014										166,800	166,800
Pickup - 4x4 Ford F150 (St. Inspect)	022									64,700		64,700
Pickup - 4x4 Ford F250	024									64,700		64,700
Pickup - 4x4 Ford F150 (Bldg Off when arrive)	025								56,600			56,600
Loader - Cat 930H	056		235,000									235,000
Mower - Toro Z 72098 Wing Mower 96	075							75,400				75,400
Mower - Toro Groundsmaster 7210	084							49,200				49,200
Pickup - 4 x 4 Ford F350 (On Loan Bldg Off)	090								64,400			64,400
Truck - Ford 550 One Ton Dump Truck	091	104,000										104,000
Mower - Toro Groundsmaster 7210	091b		44,000							55,400		99,400
Dump Truck - Freightliner	092	256,000							304,600			560,600
Roller - Cat CB14XW	096							65,600				65,600
Skid Steer - Case SV185	097								90,500			90,500

Department	Project #	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Dump Truck - Freightliner	098	260,000										260,000
Pelican Street Sweeper	099											351,200
City Hall Building Generator	102											121,000
Attach Skid Steer - Blower	A03	14,800										25,700
Attach Skid Steer - plow blade	A05											5,500
Attach skid steer - grapple	A06											4,600
Attach Skid Steer - snow bucket	A08	8,600										8,600
Attach MultiOne - blower	A09	10,300										10,300
Attach MultiOne - snow broom	A11	14,800										14,800
Color Copier Replacement	T-13-03	15,000										48,000
800 Mhz Radio Replacement	T-19-01	36,000										36,000
Computer Upgrades	T-99-99	11,500										122,500
403 - Equipment Replacement Fund		370,900	301,100	322,500	67,800	320,600	307,200	333,000	529,100	576,400	644,800	3,773,400
601 - Water Fund		101,250										101,250
611 - Sanitary Sewer Fund		101,250										101,250
Source Grand Total		370,900	301,100	322,500	270,300	320,600	307,200	333,000	529,100	576,400	644,800	3,975,900

404 - Street Reconstruction

Pavement Maintenance	LR-99-099	310,000	315,000	320,000	325,000	330,000	335,000	340,000	345,000	350,000	355,000	3,325,000
Mill & Overlay and Striping	LR-99-100	787,500		868,219		957,211		1,055,325		1,163,496		4,831,751
Edgewood Rd reclaim	ST-21-01	2,772,102										2,772,102
Grant Lorenz Rd reclaim	ST-23-02	1,970,214										1,970,214
Vine Ridge Road Watermain	ST-23-05	752,456										752,456
Shorewood Ln Ravine	ST-23-06	315,000										315,000
Noble Rd recon	ST-24-01	2,880,155										2,880,155
Noble Rd Reclaim	ST-24-02	617,836										617,836

Department	Project #	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Galpin Lake Rd/Trail	ST-24-03		2,367,459									2,367,459
Noble Road Channel Widening	ST-27-02		266,254									266,254
Grant Lorenz Channel	ST-29-01					293,545						293,545
Local Share TH7 Improvements	ST-29-03					3,828,845						3,828,845
404 - Street Reconstruction Fund		1,045,000	315,000	2,521,109	2,440,787	5,442,419	335,000	2,781,432	345,000	1,435,930	355,000	17,016,677
601 - Water Fund		52,500		1,359,167	475,784	701,955		921,651		77,566		3,588,623
611 - Sanitary Sewer Fund					202,584	149,325		246,243				598,152
631 - Stormwater Management Fund		315,000		427,858	970,090	1,086,116		218,101				3,017,165
Source Grand Total		1,412,500	315,000	4,308,134	4,089,245	7,379,815	335,000	4,167,427	345,000	1,513,496	355,000	24,220,617

405 - MSA Construction

Eureka Rd N Reclaim	ST-23-03	630,000										630,000
Chaska Road Trail	ST-27-01			810,338								810,338
Mill Street Trail Construction - Led by Hpn County	ST-27-03		3,263,400									3,263,400
Vinehill Road Improv (partner with Minnetonka)	ST-29-02					2,169,678		1,442,278				3,611,956
Mill Street Trail ROW - County Led	7017	157,500										157,500
404 - Street Reconstruction Fund		63,000		405,169				1,160,858				1,629,027
405 - MSA Road Reconstruction Fund		724,500	837,900	405,169		1,914,422						3,881,991
601 - Water Fund			2,425,500									2,425,500
631 - Stormwater Management Fund						255,256		281,420				536,676
Source Grand Total		787,500	3,263,400	810,338	0	2,169,678	0	1,442,278	0	0	0	8,473,194

601 - Water

Air Compressor - Ingersall Rand 185	038	34,200										34,200
Dodge Grand Caravan (Pool) - Water	077									70,200		70,200
SE Area Well Filter, Chlorination, Controls	24-008	375,000										375,000

Department	Project #	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Rebuild Well Pump & Add VFD SE Well Well	W-19-05	75,000										75,000
Rebuild Well Pump Badger VT Well	W-21-02				35,000							35,000
Rebuild Well Pump Boulder Bridge VT Well	W-22-02			35,000								35,000
Rebuild Well Pump Amesbury Submersible Well	W-23-01					36,000						36,000
Water Meter Replacement Project	W-23-04	30,000	30,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000		305,000
Replace VFD Badger Well	W-26-01		12,000									12,000
Watermain Reconstruction Activity	W-99-01	110,000	115,000	120,000	125,000	130,000	135,000	140,000	145,000	150,000	155,000	1,325,000
211 - American Rescue Plan Act		231,088										231,088
601 - Water Fund		393,112	157,000	190,000	195,000	201,000	170,000	175,000	180,000	255,200	155,000	2,071,312
Source Grand Total		624,200	157,000	190,000	195,000	201,000	170,000	175,000	180,000	255,200	155,000	2,302,400

611 - Sewer

CIP Sewer Repairs Assoc with Roadway Reconstr	SS-99-01	53,000	54,500	56,000	57,500	59,000	60,500	62,000	63,500	65,000	66,500	597,500
Televising & Cleaning	SS-99-02	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	300,000
Sewer Additional	SS-99-04	27,000	28,000	29,000	30,000	31,000	32,000	33,000	34,000	35,000	36,000	315,000
Infiltration and Inflow Reduction	SS-99-05	85,000	87,500	90,000	92,500	95,000	97,500	100,000	102,500	105,000	107,500	962,500
611 - Sanitary Sewer Fund		195,000	200,000	205,000	210,000	215,000	220,000	225,000	230,000	235,000	240,000	2,175,000
Source Grand Total		195,000	200,000	205,000	210,000	215,000	220,000	225,000	230,000	235,000	240,000	2,175,000

631 - Stormwater Management

Pump - 4' Discharge Trailer Mtd	050			74,700								74,700
Catch Basin Reconstruction	STM-99-01	53,000	54,500	56,000	57,500	59,000	60,500	62,000	63,500	65,000	66,500	597,500
Disposal of Street Sweepings	STM-99-02	39,400	40,200	41,000	41,800	42,600	43,400	44,200	45,000	45,800	46,400	429,800
Storm Water Additional	STM-99-03	110,000	0	120,000	0	130,000	0	140,000	0	150,000	0	650,000
Storm Pond Sediment Cleaning & Disposal	STM-99-04	110,000	115,000	120,000	125,000	130,000	135,000	140,000	145,000	150,000	155,000	1,325,000

Department	Project #	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
631 - Stormwater Management Fund												
		312,400	209,700	411,700	224,300	361,600	238,900	386,200	253,500	410,800	267,900	3,077,000
	Source Grand Total	312,400	209,700	411,700	224,300	361,600	238,900	386,200	253,500	410,800	267,900	3,077,000
	GRAND TOTAL	3,963,500	4,532,700	6,625,672	5,096,345	11,010,693	1,477,600	6,747,905	1,817,100	3,155,896	1,683,200	46,110,611

SPECIAL REVENUE

SHOREWOOD COMMUNITY AND EVENT CENTER FUND (201)

Fund Mission

This fund was established to account for the resources accumulated from events and activities held at the City's community center, and the payment of expenditures related to operations of the community center. The City has committed charges for services revenues for operations. Property taxes support the community center when fees generated from facility rental are not sufficient to cover expenses.

Fund Description/Services

The Shorewood Community & Event Center (SCEC) is nestled in the woods right next to Shorewood City Hall and Badger Park to provide recreational services and programs. Classes and programs are offered to accommodate a variety of ages and interests. The SCEC offers multiple room rentals, with spaces for birthday parties, graduations, weddings, receptions, memorials, HOA meetings, teleconferencing, dances, and more.

Revenue/Expenditures

Description	Actual 2022	Actual 2023	Budget 2024	Preliminary Budget 2025	Budget Change 2025	Percentage Change 2025
REVENUE						
Current Ad Valorem Taxes	\$ 102,300	\$ 102,300	\$ 105,000	\$ 122,000	\$ 17,000	16.2%
Rental Income	45,929	68,242	61,000	78,000	17,000	27.9%
Event Program Fees	96	0	500	0	(500)	-100.0%
Metro Dining Cards	1,600	0	0	0	0	N/A
Program (Class) Fees	105	1,164	0	0	0	N/A
Interest Earnings	(124)	4,293	0	3,150	3,150	N/A
Contributions and Donations	100	0	0	0	0	N/A
Miscellaneous Revenues	198	158	0	0	0	N/A
Revenue Totals:	\$ 150,204	\$ 176,157	\$ 166,500	\$ 203,150	\$ 36,650	22.0%
EXPENDITURES						
Personal Services	\$ 91,855	\$ 88,246	\$ 80,694	\$ 97,750	\$ 17,056	21.1%
Supplies	22,255	25,888	21,800	25,500	3,700	17.0%
Other Services and Charges	37,950	43,059	58,763	58,900	137	0.2%
Capital Outlay	10,790	15,074	29,000	21,000	(8,000)	-27.6%
Expenditure Totals:	162,850	172,268	190,257	203,150	12,893	6.8%
CHANGE IN FUND BALANCE	\$ (12,646)	\$ 3,889	\$ (23,757)	\$ -	\$ 23,757	-100.0%
ENDING FUND BALANCE						0.0%
(estimated for 2024 & 2025)	\$ 74,514	\$ 78,404	\$ 54,647	\$ 54,647	\$ -	

SPECIAL REVENUE

LOCAL FISCAL RECOVERY FUND ARPA (211)

Fund Mission

This fund was established to account for the resources accumulated from the American Rescue Plan Act and the payment of plan expenditures.

Fund Description/Services

The American Rescue Plan Act (ARPA) was passed by Congress and signed into law by President Biden in March 2021. The ARPA is intended to provide immediate relief to families and workers affected by the COVID-19 pandemic with direct relief payments, expanded tax credits, homeowner and renter assistance, and support for state, local, and tribal governments across the country.

Use of funds may include:

- Support public health expenditures
- Address negative economic impacts caused by the public health emergency
- Replace lost public sector revenue
- Provide premium pay for essential workers
- Invest in water, sewer, and broadband infrastructure

Funds must be obligated by December 31, 2024 and the period of performance will run until December 31, 2026, which will provide recipients a reasonable amount of time to complete projects funded with ARPA Funds.

Budgets are approved by independent resolutions through plan amendments.

Revenue/Expenditures

Description	Actual 2022	Actual 2023	Budget 2024	Budget 2025	Budget Change 2025	Percentage Change 2025
REVENUE						
Intergovernmental Revenue	\$ 551,580	\$ -	\$ -	\$ -	\$ -	N/A
Interest on Investments	(83)	20,315	-	-	-	N/A
Revenue Totals:	\$ 551,497	\$ 20,315	\$ -	\$ -	\$ -	N/A
EXPENDITURES						
Capital Improvements	\$ 65,898	\$ (126,108)	\$ 200,332		\$ (200,332)	-100.0%
Expenditure Totals:	\$ 65,898	\$ (126,108)	\$ 200,332	\$ -	\$ (200,332)	-100.0%
CHANGE IN FUND BALANCE	\$ 485,599	\$ 146,423	\$ (200,332)	\$ -	\$ 200,332	-100.0%
ENDING FUND BALANCE (estimated for 2024 & 2025)	\$ 486,176	\$ 380,383	\$ 180,051	\$ -	\$ (180,051)	-100.0%

CAPITAL IMPROVEMENT

PARK IMPROVEMENT CAPITAL FUND (402)

Fund Mission

This fund was established to account for the resources accumulated from events and activities held at the City's community center, and the payment of expenditures related to operations of the community center. The City has committed charges for services revenues for operations. Property taxes support the community center when fees generated from facility rental are not sufficient to cover expenses.

Fund Description/Services

The Park Improvement Capital Fund provides for major facilities and equipment for City parks. Fees collected from new subdivision development and transfers from the General Fund are dedicated for the development and improvement of City parks.

Revenue/Expenditures

	Actual 2022	Actual 2023	Budget 2024	Budget 2025
<u>REVENUES</u>				
Property Taxes	118,000	123,000		135,000
Park Dedication Fees	13,000	78,000	-	-
Interest Earnings	(65)	(3,748)	(117)	2,230
Transfers in - Excess Reserves	-	-	-	150,000
TOTAL REVENUES	175,935	197,252	127,883	287,230
<u>EXPENDITURES</u>				
Other Misc.	-	160		
Other Improvements	168,362	753,292	-	240,000
TOTAL EXPENDITURES	211,122	753,452	-	240,000
Revenues Over/(Under) Expenditures	(35,187)	(556,200)	127,883	47,230
Beginning Fund Balance	(54,471)	(89,658)	(645,858)	148,593
Ending Fund Balance	(89,658)	(645,858)	(517,975)	195,823

CAPITAL IMPROVEMENT

EQUIPMENT REPLACEMENT CAPITAL FUND (403)

Fund Mission

This fund was established for the purpose of funding the replacement of capital equipment.

Fund Description/Services

The Equipment Replacement Capital Fund is supported by Property Taxes and there have been transfers from the General Fund over the years as well. These sources provide for the accumulation of funds for acquisition and replacement of equipment utilized in City operations and infrastructure.

Revenue/Expenditures

	Actual 2022	Actual 2023	Budget 2024	Budget 2025
<u>REVENUES</u>				
Property Taxes	118,000	123,000	128,000	165,000
Interest Earnings	(235)	31,824	6,942	920
Sale of Capital Assets	-	39,597	-	-
Transfers in - Excess Reserves	-	-	-	400,000
TOTAL REVENUES	117,765	194,421	134,942	565,920
<u>EXPENDITURES</u>				
Public Works	51,589	166,654	362,200	360,000
Administration	4,630	11,049	21,211	10,900
Parks	12,044	-	-	-
TOTAL EXPENDITURES	68,263	177,703	383,411	370,900
Revenues Over/(Under) Expenditures	49,502	16,718	(248,469)	195,020
Beginning Fund Balance	242,606	292,108	694,229	61,306
Ending Fund Balance	292,108	308,826	445,760	256,326

CAPITAL IMPROVEMENT

STREET RECONSTRUCTION CAPITAL FUND (404)

Fund Mission

This fund was established for the purpose of funding the periodic maintenance, upgrade, and reconstruction of City streets and roadways.

Fund Description/Services

The Street Improvement Capital Fund is supported by Property Tax Levy, Bond Proceeds. There have also been transfers periodically to supplement the fund with general operating surplus. The City's strategy to finance projects has been to bond. Bonds were issued from 2020-2023 to finance various projects within the fund, the City's outstanding debt will essentially grow larger each year until the first bonds issued in 2020 are paid off.

Revenue/Expenditures

	Actual 2022	Actual 2023	Budget 2024	Budget 2025
REVENUES				
Interest Earnings	(4,756)	217,237	\$ 28,387	\$ 65,510
Transfers in - Fund 406 closure	-	-	-	428
Capital Levy	118,000	123,000	128,000	170,500
TOTAL REVENUES	\$ 3,677,147	\$ 3,836,530	\$ 156,387	\$ 236,438
EXPENDITURES				
CIP Street Program	-	-	\$ 771,750	\$ 798,000
Chip Seal/Replay/Crack Seal	197,508	278,595	305,000	310,000
TOTAL EXPENDITURES	\$ 200,508	\$ 341,187	\$ 1,076,750	\$ 1,108,000
Revenues Over/(Under) Expenditures	\$ 3,476,639	\$ 3,495,343	\$ (920,363)	\$ (871,562)

CAPITAL IMPROVEMENT

MUNICIPAL STATE AID CAPITAL FUND (405)

Fund Mission

This fund was established to account for the accumulation of Municipal State Aid (MSA) to fund the periodic reconstruction of MSA designated roads.

Fund Description/Services

The MSA Street Improvement Capital Fund is supported by Municipal State Aid (MSA) Funds. The MSA Street program is administered through the State of Minnesota's Department of Transportation. The funds are used for the maintenance, upgrade, and reconstruction of City streets and roadways designated on the City's MSA system.

Revenue/Expenditures

	Actual 2022	Actual 2023	Budget 2024	Budget 2025
REVENUES				
Interest Earnings	\$ (126)	\$ 1,537	\$ 193	\$ 580
MSA	-	-	-	724,500
TOTAL REVENUES	\$ (126)	\$ 1,537	\$ 193	\$ 725,080
EXPENDITURES				
Other Improvements	\$ -	\$ -	\$ -	\$ 724,500
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ 724,500
Revenues Over/(Under) Expenditures	\$ (126)	\$ 1,537	\$ 193	\$ 580
Beginning Fund Balance	\$ 38,458	\$ 38,332	\$ 38,524	\$ 38,910
Ending Fund Balance	\$ 38,332	\$ 39,869	\$ 38,716	\$ 39,490

CAPITAL IMPROVEMENT

COMMUNITY INFRASTRUCTURE CAPITAL FUND (450)

Fund Mission

This fund was established to account for various capital improvement public facilities projects that may be financed without the need to issue bonds.

Fund Description/Services

The Community Infrastructure Capital Fund provides for the accumulation of funds for acquisition, maintenance, and replacement of public facilities within the City.

Revenue/Expenditures

	Actual 2022	Actual 2023	Budget 2024	Budget 2025
REVENUES				
Interest Earnings	\$ (86)	\$ 3,220	\$ 1,158	\$ 1,240
Miscellaneous revenue	1,844	-	-	
TOTAL REVENUES	\$ 1,758	\$ 3,220	\$ 1,158	\$ 1,240
EXPENDITURES				
Other Improvements	\$ 1,844	\$ -	\$ -	
TOTAL EXPENDITURES	\$ 1,844	\$ -	\$ -	\$ -
Revenues Over/(Under) Expenditures	\$ (86)	\$ 3,220	\$ 1,158	\$ 1,240
Beginning Fund Balance	\$ 230,538	\$ 230,452	\$ 231,604	\$ 239,210
Ending Fund Balance	\$ 230,452	\$ 233,672	\$ 232,762	\$ 240,450
Land Held For Resale	\$ 150,068	\$ 150,068	\$ 150,068	\$ 150,068
Fund Balance, Excluding Land Held For Resale	\$ 80,384	\$ 83,604	\$ 82,694	\$ 90,382

ENTERPRISE

WATER FUND (601)

Fund Mission

This fund is used to account for the activities of the City water system. To provide a safe, clean, uninterrupted supply of drinking water to all City residents connected to the municipal water system.

Fund Description/Services

The municipal water fund is responsible for operation and maintenance of six (6) well systems, including all pumps and well houses, maintenance of water towers, and extension of new water-main and construction of new water facilities, as necessary. This fund provides for the operation of the water system so that a continuous quality supply of water is furnished to customers at a reasonable cost. The water supply is maintained at proper pressure levels and bacteria free. Metering devices are also maintained to account for usage. The primary services provided by this fund are production and distribution of potable water for the residents, businesses, and institutions in the City of Shorewood. The distribution system also provides the general fire protection system (hydrants) for the City and is also responsible for City utility locates under the Gopher State One Call system.

Revenue/Expenditures

	Actual 2022	Actual 2023	Budget 2024	Budget 2025	Budget Change 2025	Percentage Change 2025
<u>REVENUES</u>						
Utility Revenue	\$ 812,193	\$ 945,122	\$ 990,000	\$ 796,500	\$ (193,500)	-19.55%
Water Connection Fees	75,000	126,477	25,000	25,000	0	0.00%
Utility Permit Fees	1,050	1,680	1,000	0	(1,000)	-100.00%
Water Meter Sales	9,760	9,457	15,000	10,000	(5,000)	-33.33%
State Surcharge	0	74	0	0	0	
Miscellaneous Revenue	56,956	128,380	38,500	37,180	(1,320)	-3.4%
Capital Contribution	4,528	0	0	0	0	
Bonds Premium	0	1,549	0	0	0	
Total Revenues	\$ 959,487	\$ 1,212,739	\$ 1,069,500	\$ 868,680	\$ (200,820)	-18.78%
<u>EXPENSES</u>						
Personal Services	\$ 324,866	\$ 266,279	\$ 328,343	\$ 342,720	\$ 14,377	4.38%
Supplies	126,977	129,950	140,700	147,200	6,500	4.62%
Other Services and Charges	628,099	607,348	690,100	685,308	(4,792)	-0.69%
Non-Operating Expenses	44,221	109,249	111,365	105,173	(6,192)	-5.56%
Total Expenses	\$ 1,124,163	\$ 1,112,825	\$ 1,270,508	\$ 1,280,401	\$ 9,893	0.78%
Change in Net Position	\$ (164,676)	\$ 99,914	\$ (201,008)	\$ (411,721)	\$ (210,713)	104.83%

ENTERPRISE

SANITARY SEWER FUND (611)

Fund Mission

This fund is used to account for the activities of the City sanitary sewer system.

Fund Description/Services

The Sanitary Sewer Fund finances the operation and maintenance of the City's wastewater collection, including fourteen sanitary sewer lift stations throughout the system. As well as cleaning, televising and repairing sewer mains to control inflow and infiltration. Sewage treatment is performed by Metropolitan Council Environmental Services (MCES) and is provided for in this area.

Revenue/Expenditures

	Actual 2022	Actual 2023	Budget 2024	Budget 2025	Budget Change 2025	Percentage Change 2025
<u>REVENUES</u>						
Utility Revenue	\$ 1,285,352	\$ 1,388,300	\$ 1,476,950	\$ 1,735,410	\$ 258,460	17.50%
Sewer Connection Fees	2,400	21,760	5,000	5,000	0	0.00%
Utility Permit Fees	1,200	450	3,000	1,000	(2,000)	-66.67%
Miscellaneous Revenue	(846)	112,013	8,750	9,000	250	2.9%
Capital Contribution	0	0	0	0	0	
Bonds Premium	20	1,123	0	0	0	
Total Revenues	\$ 1,288,126	\$ 1,524,678	\$ 1,493,700	\$ 1,750,410	\$ 256,710	17.19%
<u>EXPENSES</u>						
Personal Services	\$ 267,761	\$ 199,682	\$ 279,520	\$ 289,150	\$ 9,630	3.45%
Supplies	8,716	14,671	15,150	15,450	300	1.98%
Other Services and Charges	1,264,249	1,394,659	1,360,272	1,355,690	(4,582)	-0.34%
Non-Operating Expenses	36,407	96,130	96,410	90,120	(6,290)	-6.52%
Total Expenses	\$ 1,577,133	\$ 1,705,142	\$ 1,751,352	\$ 1,750,410	\$ (942)	-0.05%
Change in Net Position	\$ (289,007)	\$ (180,464)	\$ (257,652)	\$ -	\$ 257,652	-100.00%

ENTERPRISE

STORMWATER MANAGEMENT FUND (631)

Fund Mission

This fund is used to account for the activities of the City Stormwater Management system.

Fund Description/Services

The Stormwater Management Fund is utilized to provide the operation, maintenance and repair of the stormwater conveyance system, including 14 miles of infrastructure, including catch basins, drainage ditches, and retention posts. As well as implementation of the city-wide Stormwater Pollution Prevention Program (SWPPP) for compliance with the NPDES Municipal Separate Storm Sewer System (MS4) permit program, which authorized the City to discharge stormwater runoff. Infrastructure and stormwater facilities are properly maintained to manage, convey, and treat stormwater runoff. In addition, infrastructure improvements are constructed and repaired as deemed necessary.

Revenue/Expenditures

	Actual 2022	Actual 2023	Budget 2024	Budget 2025	Budget Change 2025	Percentage Change 2025
<u>REVENUES</u>						
Utility Revenue	\$ 487,273	\$ 515,978	\$ 545,400	\$ 556,800	\$ 11,400	2.09%
Franchise Fees-Electric	171,464	172,318	171,200	171,200	-	0.00%
Franchise Fees-Gas	150,638	150,546	150,000	150,000	-	0.00%
Miscellaneous Revenue	(3,529)	127,833	5,000	5,000	-	0.0%
Capital Contribution	364,728	-	-	-	-	
Bonds Premium	-	1,201	-	-	-	
Total Revenues	\$ 1,170,574	\$ 966,675	\$ 871,600	\$ 883,000	\$ 11,400	10.23%
<u>EXPENSES</u>						
Personal Services	\$ 71,870	\$ 67,327	\$ 86,230	\$ 87,160	\$ 930	8.08%
Supplies	5,410	11,283	9,350	9,750	400	10.17%
Other Services and Charges	220,373	224,645	270,700	249,700	(21,000)	35.93%
Non-Operating Expenses	74,454	151,563	150,648	142,150	(8,498)	166.87%
Total Expenses	\$ 372,107	\$ 454,817	\$ 516,928	\$ 488,760	\$ (28,168)	49.71%
Change in Net Position	\$ 798,467	\$ 511,858	\$ 354,672	\$ 394,240	\$ 39,568	-16.93%

ORDINANCE NO. 614

CITY OF SHOREWOOD
COUNTY OF HENNEPIN
STATE OF MINNESOTA

AN ORDINANCE APPROVING AMENDMENTS TO SHOREWOOD CITY CODE
CHAPTER 1301.02 (UTILITY SERVICE AND RECYCLING CHARGES)

Section 1. City Code Section 1301.02 is hereby amended as follows. Language ~~stricken~~ is proposed to be deleted and language underlined is proposed to be added.

Section 1. Change the Water, Sanitary Sewer, Stormwater Management Utility Rates and Residential Recycling rate as follows:

Water Fund:

<i>Water (continued)</i>		
<i>Type of Charge/Fee</i>	<i>City Code Reference</i>	<i>Charge/Fee</i>
Water service	903.09.1a	
1 st 5,000 gallons	Ord. 603 <u>614</u>	\$29.55 <u>32.51</u>
Per 1,000 gallons <u>in excess of</u> 5,000 and up to 50,000 gallons		\$4.99 <u>5.49</u>
Per 1,000 gallons <u>in excess of</u> 50,000 gallons per quarter		\$7.17 <u>7.89</u>
Water service - low income per quarter	903.09.1a Ord. 603 <u>614</u>	\$25.37 <u>27.91</u> minimum

Sanitary Sewer Fund:

<i>Sanitary Sewer</i>		
<i>Type of Charge/Fee</i>	<i>City Code Reference</i>	<i>Charge/Fee</i>
Sewer connection permit	904.07.1	\$150
<u>Sanitary Sewer Service</u>	904.15.1a	
Residential:	Ord. 603 <u>614</u>	
Sewer Only per quarter		\$122.47 <u>142.25</u>
Low Income Sewer per quarter		\$81.64 <u>94.83</u>
Commercial:	Ord. 603 <u>614</u>	
Base Charge		\$13.84 <u>16.08</u>
1-28,500 gallons per quarter		\$122.47 <u>142.25</u>
1,000 gallons <u>in excess of</u> 28,500 gallons per quarter		\$3.18 <u>3.69</u>

Stormwater Management Fund:

<i>Stormwater Management</i>		
<i>Type of Charge/Fee</i>	<i>City Code Reference</i>	<i>Charge/Fee</i>
Stormwater Management Utility	905.03	
<u>Basic System Rate</u>	Ord. 603 614	\$40.27 43.49
Lots less than 10,000 s/f per quarter		\$28.20 30.46
Lots 10,000-50,000 s/f per quarter		\$40.27 43.49
Lots 50,000 plus s/f per quarter		\$52.42 56.61
MS4 Illicit Discharge Appeal	907.11	\$200.00

Recycling Fund:

<i>Recycling</i>		
<i>Type of Charge/Fee</i>	<i>City Code</i>	<i>Charge/Fee</i>
Residential recycling fee	Ord. 603 614	\$16 18/quarter/household

Section 2. EFFECTIVE DATE: This Ordinance 614 adopting the Amendments to City Code, Chapter 1301.02, Utility Service and Recycling Charges shall take effect January 1, 2025 following publication in the City's official newspaper.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF SHOREWOOD this 13th day of January, 2025.

Jennifer Labadie, Mayor

ATTEST:

Sandie Thone, City Clerk



City Council Meeting Item

Title/Subject: Consider adoption of Fee Increases for Land Use Fees
Meeting Date: January 13, 2025
Prepared by: Marie Darling, Planning Director
Reviewed by: Jeanne Schmuck, Finance Director
Marc Nevinski, City Administrator
Attachments: Planning Commission memo from November 19, 2024 meeting
Minutes from the November 19, 2024 Planning Commission meeting
Ordinance 615
Resolution for Summary Publication

Background

See attached memorandum for background. At their November 19, 2024 meeting, the Planning Commission held a public hearing and voted unanimously to recommend adoption of the proposed fee increases as proposed in the attached ordinance with no changes. Their discussion is summarized in the minutes. No one from the public requested to speak.

Public Notice: Notice of the Planning Commission public hearing was published in both official newspapers. In conformance with State Statute, notice of City Council consideration of the amendment was also posted at City Hall, on the website, and included in the email notification for general city information and notices.

Once adopted, the summary will be published in the official newspaper and the ordinance would become effective after the publication of the ordinance summary. All applications received prior to publication of the ordinance summary would be reviewed under the existing fee schedule.

Financial Considerations

The increase in the escrow amounts is proposed to cover the cost of having the city's consultants (engineers, planners, and attorney) review the applications. Staff found that when submitted on its own, the previous PUD Concept Plan escrow and in the situation where multiple applications are submitted together, the escrow wasn't adequate to cover the consultant review. As a result the city spends staff time collecting additional payments and also the developers can't accurately budget the cost of staff review of their application. Any escrow remaining after the application review is complete is returned.

Action Requested

Staff and the Planning Commission recommend approval of the attached ordinance and resolution for summary publication. Staff provide the following draft motions:

1. Move to approve an ordinance amending City Code section 1301.03 related to the escrows collected for development and land use applications.

2. Move to approve a resolution adopting a summary publication ordinance and the text of the summary pursuant to MN Statute 331A.01 which would inform the public of the intent and effect of the ordinance without publishing the entire ordinance.

Adoption of the above ordinance requires a majority of the entire City Council. Adoption of a resolution for summary publication requires a 4/5ths majority of the City Council.



Planning Commission Meeting Item

Item
4C

Title/Subject: Increase to Planning and Zoning Application Fees
Meeting Date: November 19, 2024
Prepared by: Marie Darling, Planning Director
Attachments: Draft Ordinance

APPLICANT: City of Shorewood
LOCATION: City-wide

REQUEST

The City of Shorewood is proposing the attached escrow increases to ensure that the city collects adequate funds to pay for the cost to have consultants (engineering, legal, and planners) review applications.

Toward that end, the City raised escrows one year ago, but staff continue to need to bill developers for overages because when costs exceed the escrow submitted, invoices would be sent to the applicants. Requiring the applicant to submit a larger escrow up front allows the applicant to better estimate their application costs before they submit the application and saves staff time drafting sometimes multiple invoices to applicants, who may or may not be property owners. If the escrow is not used or partially used, the remaining balance is returned to the applicant after the final charges are posted.

To ensure adequate escrows are retained, staff propose that the applicant would submit an escrow for the combined total of all the required escrow amounts for the various applications.

Additionally, staff has noticed one escrow that is too low for the amount of consultant review time it generates based on a recent application. Staff propose to increase the escrow from \$1,000 to \$2,000 for PUD Concept Plan applications. Staff anticipates that there will be more PUD Concept Plans submitted on their own in the future and this escrow needs to be able to cover the cost of reviewing the application.

RECOMMENDATION:

Staff recommend the changes proposed in the attached ordinance and recommend the Planning Commission hold a public hearing to consider this request.

**CITY OF SHOREWOOD
ORDINANCE NO. 615**

**CITY OF SHOREWOOD
COUNTY OF HENNEPIN
STATE OF MINNESOTA**

**AN ORDINANCE APPROVING AMENDMENTS TO SHOREWOOD CITY CODE
CHAPTER 1301.03 (LAND USE FEES)**

Section 1. City Code Section 1301.03 is hereby amended as follows. Language ~~stricken~~ is proposed to be deleted and language underlined is proposed to be added.

1301.03 LAND USE FEES.

<i>LICENSE, PERMIT, SERVICE CHARGES AND MISCELLANEOUS FEES</i>		
<i>Type of Charge/Fee</i>	<i>City Code Reference</i>	<i>Charge/Fee</i>
VI. Building, Zoning, Land Use*		
Comprehensive plan amendment Pre-application Formal application		\$200 \$800 plus \$3,000 escrow
Conditional use permit Residential Non-residential	<u>1201.04</u>	\$500 plus \$500 escrow \$600 plus \$1,000 escrow
Interim use permit Residential Non-residential	<u>1201.04</u>	\$500 plus \$500 escrow \$600 plus \$1,000 escrow
Planned Unit development Concept stage Development stage Final stage By conditional use permit	<u>1201.25</u> <u>1201.25</u> <u>1201.25</u> <u>1201.06</u>	\$500 plus \$1,000 <u>\$2,000</u> escrow \$700 plus \$2,000 escrow \$500 plus \$1,000 escrow \$500 plus \$1,000 escrow
Sign permits Temporary Permanent	<u>1201.03.11(f)</u>	See Zoning Permit 1997 U.B.C. Table 1-A
Site plan review	<u>1201.03</u>	\$200 plus \$1,000 escrow
Subdivision sketch plan review	<u>1202.03</u>	\$200
Subdivision (minor subdivision)	<u>1202.03</u>	\$500 plus \$2,000 escrow
Subdivision (preliminary plat) 5 or fewer lots Over 5 lots	<u>1202.03</u>	\$600 plus \$25/lot plus an escrow deposit as follows: \$2,000 \$3,000
Subdivision (final plat) 5 or fewer lots Over 5 lots	<u>1202.03</u>	\$500 plus \$25/lot plus an escrow deposit as follows: \$2,000 \$4,000

Traffic studies when required as part of another application	Multiple	Escrow for estimated cost of study to be reviewed by the City's consulting engineers plus \$500
Variances Residential Non-residential	1201.05 , 1201.09	\$500 plus \$500 escrow \$600 plus \$500
Zoning amendment (Text or Map)	1201.04	\$600 plus \$1,000 escrow
Zoning Verification Letter		\$50
Zoning permits	1201.07	\$25
Park dedication (cash in lieu of land)	1202.07	Residential projects: \$7,500/dwelling unit- or Commercial projects: 8% of raw land value
Extension of plat approval or amendment of development agreement	1202.03	\$200 plus \$1,000 escrow for amendments
Note: Base fees are non-refundable. Escrow deposits are to cover consulting planner, engineer, attorney, and other consultant expenses. Applicants are informed that any city expenses not covered by these fees will be billed to them. Unused escrow fees will be returned to applicant upon written request. Applications with more than one required escrow deposit shall be required to submit the escrow based on the highest required escrow amount <u>combined total of all escrow amounts</u>.		

Section 2. EFFECTIVE DATE: This Ordinance 615 adopting the Amendments to City Code, Chapter 1301.03, Land Use Fees shall take effect upon publication in the City's official newspaper.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF SHOREWOOD this 13th day of January, 2025.

Jennifer Labadie, Mayor

ATTEST:

Sandie Thone, City Clerk

**CITY OF SHOREWOOD
COUNTY OF HENNEPIN
STATE OF MINNESOTA**

RESOLUTION 25-xxx

**A RESOLUTION APPROVING THE SUMMARY PUBLICATION FOR ORDINANCE 615
AMENDMENTS TO SHOREWOOD CITY CODE, CHAPTER 1301.03 (LAND USE FEES)**

WHEREAS, at a duly called meeting on December 9, 2024, the City Council of the City of Shorewood adopted Ordinance No. 615 entitled “AN ORDINANCE APROVING AMENDMENTS TO SHOREWOOD CITY CODE CHAPTER 1301.03 (LAND USE FEES); and

WHEREAS, Ordinance No. 615 establishes the amounts for fees and escrow deposits related to zoning and subdivision applications related to development or redevelopment of properties within the City of Shorewood; and

WHEREAS, the escrows are proposed to increase to cover the costs of having the City’s consultants review development applications.

WHEREAS, Ordinance No. 615 is lengthy; and

WHEREAS, as authorized by Minnesota Statutes, Section 412.191, subd. 4, the City Council has determined that publication of the title and summary of the ordinance will clearly inform the public of the intent and effect of the ordinance.

NOW THEREFORE, IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHOREWOOD:

1. The City Council finds that the above title and summary of Ordinance No. 615 clearly informs the public of the intent and effect of the Ordinance.
2. The City Clerk is directed to publish Ordinance No. 615 by title and summary, pursuant to Minnesota Statutes, Section 412.191, Subdivision 4.
3. A full copy of the Ordinance is available at Shorewood City Hall during regular office hours and on the city’s website.

ADOPTED by the Shorewood City Council on this 13th day of January, 2025.

Jennifer Labadie, Mayor

Attest:

Sandie Thone, City Clerk



City of Shorewood

City Council Meeting Item

Item
8C

Title/Subject: 2025 Master Fee Schedule
Meeting Date: January 13, 2025
Prepared by: Jeanne Schmuck, Finance Director
Reviewed by: Marc Nevinski, City Administrator
Attachments: 2025 Master Fee Schedule
2025 Master Fee Schedule-Redline
Resolution 25-002 2025 Master Fee Schedule

Background

Pursuant to MN State Law municipalities shall set forth fees to be reimbursed for administrative costs and expenses associated with issuing permits, licenses and providing other city services and amenities. Cities should consider three things when setting fees: 1) Cities should not view the fees as a significant source of revenue, rather fees must approximate the direct and indirect costs associated with issuing the license, permit or service and with policing, regulating or administering the service or licensed activities; 2) The fee amount should sufficiently reimburse the city for all of the expenses related to the license regulations or providing the service but should not cover other unrelated expenses; 3) Fees should be set based on the city's particular situation and not based solely on what other cities have found reasonable.

The following summary of proposed fees will be incorporated into the City's 2025 Master Fee Schedule once approved and will be sent to all employees and city officials and will be posted on our website and at City Hall for public use. The following are the proposed fees and justification for said fees as recommended by Staff who have reviewed their respective departmental fees to approximate the direct and indirect costs associated with the services provided.

A discussion of **new (in red)** and proposed increased fees for 2025 is as follows:

Section I: License and Permit Service Fees

Several License and Permit Service Fees are proposed to increase to cover the cost of processing and issuing the licenses. The last section highlighted in blue has had fees previously but not reflected in the Master Fee Schedules.

Type of Charge/Fee	City Code Reference	Charge/Fee
I. License and Permit Service Fees (continued)		
Commercial lawn fertilizer application license (annual)	310.03.2d	\$3050

Dock - Multiple dock facility license	1201.24, Subd. 10	\$2 per slip/per year <u>or \$200 whichever is greater</u>
Solicitor permit (annual)	308.08	\$50 \$75
<u>Tree Trimmer License</u>	<u>305</u>	\$30 \$50

Section III: Utility Rates

Ordinance 614, which was presented at the January 13, 2025, City Council meeting for approval included increases as follows and will become effective January 1, 2025:

Recycling fees are proposed to increase \$2 per quarter to help offset the increase in contractual services. The City continues to expand its recycling communications, work, and education in the community.

Recycling		
Type of Charge/Fee	City Code	Charge/Fee
Residential recycling fee	Ord. 603 614	\$16 18/quarter/household
Water (continued)		
Type of Charge/Fee	City Code Reference	Charge/Fee
Water service	903.09.1a	
1 st 5,000 gallons	Ord. 603 614	\$29.55 32.51
Per 1,000 gallons <u>in excess of 5,000 and up to 50,000 gallons</u>		\$4.99 5.49
Per 1,000 gallons <u>in excess of 50,000 gallons per quarter</u>		\$7.17 7.89
Water service - low income per quarter	903.09.1a Ord. 603 614	\$25.37 27.91 minimum
Sanitary Sewer		
Type of Charge/Fee	City Code Reference	Charge/Fee
Sewer connection permit	904.07.1	\$150
<u>Sanitary Sewer Service</u>		
Residential:	904.15.1a Ord. 603 614	
Sewer Only per quarter		\$122.47 142.25
Low Income Sewer per quarter		\$81.64 94.83
Commercial:	Ord. 603 614	
Base Charge		\$13.84 16.08
1-28,500 gallons per quarter		\$122.47 142.25
1,000 gallons <u>in excess of 28,500 gallons per quarter</u>		\$3.18 3.69

Stormwater Management		
Type of Charge/Fee	City Code Reference	Charge/Fee
Stormwater Management Utility	905.03	
<u>Basic System Rate</u>	Ord. 603 <u>614</u>	\$40.27 <u>\$43.49</u>
Lots less than 10,000 s/f per quarter		\$28.20 <u>\$30.46</u>
Lots 10,000-50,000 s/f per quarter		\$40.27 <u>\$43.49</u>
Lots 50,000 plus s/f per quarter		\$52.42 <u>\$56.61</u>
MS4 Illicit Discharge Appeal	907.11	\$200.00

In 2019, the City reported that its water, sewer, and storm water rates would experience annual increases. The capital improvement plan, including the street reconstruction plan, will require the City to increase utility rates to cover utility fund expenses, including increasing operating costs, capital outlays, and debt service payments on bonds. Without rate increases, the utility fund balances will be insufficient to cover utility fund costs. The utility rate analysis has planned annual increases over a ten-year period. For 2025, these rates will be effective first quarter and would include the effective usage dates of January 2025 through March 2025, billable approximately April 1, 2025.

Section VI: Building and Right of Way Fees

The Note regarding escrows is proposed change to provide sufficient funding for City incurred fees.

VI. Building and Right of Way Fees		
Note: Base fees are non-refundable. Escrow deposits are to cover consulting engineer and attorney expenses. Applicants are informed that any city expenses not covered by these fees will be billed to them. Unused escrow fees will be returned to applicant upon written request. Applications with more than one required escrow deposit shall be required to submit the escrow based on the heist <u>required-escrow amount, combined total of all escrow amounts.</u>		
Type of Charge/Fee	City Code Reference	Charge/Fee
Building permit	1001.05	1997 UBC Sec. 107, Table 1A State Rule 1300.0160
Building permit plan review fee	1001.05	32.5% of permit fee (\$1k-\$3k <u>up to \$3,000</u>)
Reinspection fee		65% of permit fee (over \$3k <u>\$3,000</u>)
Residential		\$75
Roofing permit		\$135 <u>\$150</u>
Siding permit		\$135 <u>\$150</u>
Window permit	S.B.C.	\$135 <u>\$150</u>
Mechanical permit	S.B.C.	State Statute/2.5% of value
Plumbing permit	S.B.C.	\$80 minimum
Water heater, softener, purification system	S.B.C.	\$15/fixture with a \$80 minimum \$80 each or 2 for \$100
Demolition permit	S.B.C.	\$135-150 principal structure \$75 accessory structure
Grading/filling permit	S.B.C.	Per 1997 U.B.C. Table A-33-A and A-33-B
<u>Grading/filling permit plan review fee</u>		<u>65% of permit fee</u>

Building and demolition permits proposed increases are to account for increasing Staff and processing costs. Demolition permits also includes house moving permits in accordance with 1002.02.

Section VII: Zoning and Land Use Fees

Ordinance 615, which was presented at the January 13, 2025, City Council meeting for approval included increases as follows and will become effective January 1, 2025.

<i>VII. Zoning and Land Use Fees</i>		
Note: Base fees are non-refundable. Escrow deposits are to cover consulting engineer and attorney expenses. Applicants are informed that any city expenses not covered by these fees will be billed to them. Unused escrow fees will be returned to applicant upon written request. Applications with more than one required escrow deposit shall be required to submit the escrow-based-on-the-fee-required-escrow-amount; combined total of all escrow amounts.		
<i>Type of Charge/Fee</i>	<i>City Code Reference</i>	<i>Charge/Fee</i>
Planned unit development		
Concept Stage	1201.25	\$500 plus \$12 ,000
Development Stage	1201.25	escrow
Final Stage	1201.25	\$700 plus \$2,000 escrow
By Conditional Use Permit	1201.06	\$500 plus \$1,000 escrow
		\$500 plus \$1,000 escrow

Shorewood Community and Event Center

There are inflationary increases for all resident/non-resident rates. The total increase over all rates is a 4.24% increase. Non-resident rates have increased 4.43%, and resident rates have increased 4.0%. These percentages were also adjusted to maintain semi-round numbers, with similar reflections across the board (\$2 increase at most). The non-profit column will go away with an explanation noted at the bottom of the table as follows.

Non-Profit groups will receive a 25% discount on the hourly rental rate based on their business residency. Prior to receiving the discount, the group must submit documented proof of their non-profit status. Local non-profit groups are defined as having residency within the cities of Shorewood, Tonka Bay, Deephaven, Excelsior, and Greenwood. The discount is not applied to the custodial fee or damage deposit.

Financial Considerations

The city fees are expected to cover the cost of providing the services as delineated in the Master Fee Schedule.

Action Requested

Staff recommend approval of Resolution 25-002 adopting the 2025 Master Fee Schedule updates as proposed or make changes as deemed appropriate.

A simple majority vote is required.



MASTER FEE SCHEDULE

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Introduction

In May of 2017, the Shorewood City Council approved an amendment to Chapter 1300: Municipal Fees of the Shorewood City Code, removing the actual fees from the Code, with the exception of Land Use Fees, and replacing it with referencing the Master Fee Schedule which will establish fees by Council resolution. Land Use Fees are required pursuant to MN State statutes to be amended and established by ordinance in communities that collect in excess of \$5,000 in said fees on an annual basis.

Previous and future resolutions and ordinances amending or establishing new fees will be collated into the Master Fee Schedule as necessary and prudent. These updates are set forth by Council resolution (and ordinance in the case of Land Use Fees) and incorporated into the Master Fee Schedule upon adoption of the proposed established fees. This provides a cost-effective and expedient process for reviewing fees for relevance and providing annual updates to the schedule of city fees and a user-friendly document for public use.

A copy of the Master Fee Schedule is available on the city website at www.ci.shorewood.mn.us or at city offices located at 5755 Country Club Road in Shorewood, MN 55331. To obtain an electronic copy please email cityhall@shorewoodmn.gov.

LICENSE, PERMIT, SERVICE CHARGES AND MISCELLANEOUS FEES		
Type of Charge/Fee	City Code Reference	Charge/Fee
I. License and Permit Service Fees		
Administrative Enforcement	104.03	Class A Offenses: \$300 Violations of Public Health Regulations (Chapters 501-503, except those violations which are also Zoning Code Violations) Class B Offenses: \$300 Violations of Rental Housing Regulations (Chapter 1004) Subsequent Class B Violations \$1,000 Class C Offenses: \$300 Violations of Building Regulations (Chapters 1001-1003 and 1005) Violations of Wetland Regulations (Chapter 1102) Violations of Tree Preservation Regulations (Chapter 1103) Violations of Zoning Regulations (Chapter 1201) <u>Subsequent Class A & C Violations:</u> 2nd citation within 24 months: 25% increase over scheduled civil penalty 3rd citation within 24 months: 50% increase over scheduled civil penalty 4th citation within 24 months: 100% increase over scheduled civil penalty
Administrative Enforcement Appeal	104.03 Subd. 5	\$200
Administrative Non-Payment Fee	104.03 Subd. 5	\$100

LICENSE, PERMIT, SERVICE CHARGES AND MISCELLANEOUS FEES		
Type of Charge/Fee	City Code Reference	Charge/Fee
I. License and Permit Service Fees (continued)		
Adult use license	309	\$500
Investigative fee		\$1,675 + \$50/video booth or stall
Adult use facility license		
Animal impound fees	701.08.4	\$25 first offense of year, \$50 thereafter
Daily boarding fee		\$25
Additional services		\$95 inoculation
when required		\$35 bath
Commercial lawn fertilizer application license (annual)	310.03.2d	\$50
Dock - Boat docks and boat storage facility license	304.05	\$35
Dock - Multiple dock facility license	1201.24, Subd.10	\$2 per slip/per year or \$200 whichever is greater
Dog licenses, per animal	701.03.2	\$10/\$5 license late fee
Farm and other animals	704.09	\$50
Fire alarm permits	601.06.1	\$200 2nd false alarm and thereafter
Fire (recreational fire permit)	501.03	No charge-obtained at Excelsior Fire District
Fireworks dealer license/permit		\$100 per site/per year
Gambling permit - exempt	301.09.3	\$25
Gambling premises permit - new investigation fee	301.08.4	\$100
Horse permit	702.04	\$25
Kennel license	701.04.2	\$25/initial license \$10/renewal license
Police alarm permits	601.06.1	\$100 3rd false alarm and thereafter
Solicitor permit (annual)	308.08	\$75

LICENSE, PERMIT, SERVICE CHARGES AND MISCELLANEOUS FEES		
Type of Charge/Fee	City Code Reference	Charge/Fee
I. License and Permit Service Fees (continued)		
System contractor license		\$1,000 bond
Therapeutic Massage Massage Business License Massage Therapist License Massage Business License Investigation Fee Massage Therapist License Investigation Fee	Ord. 600	\$300 \$150 \$300 \$150
Tobacco Tobacco Retailer License Tobacco administrative fines: Tobacco licensees in violation Individuals in tobacco violation	302	\$250/premise \$75 first offense \$200 second offense within 24-month period \$250 thereafter within 24-month period \$50/offense
Tree Trimmer License	305	\$50

II. Liquor License Fees and Liquor Violation Fines		
<i>Type of Charge/Fee</i>	<i>City Code Reference</i>	<i>Charge/Fee</i>
Intoxicating liquor license - on-sale	401.06.1	\$7,500
Wine license - on-sale	401.06.1	\$1,000
Intoxicating liquor - off-sale	401.06.1	\$310
Liquor special club license	401.06.1	\$250
Special Sunday license	401.06.1	\$200
3.2% malt/liquor license - on-sale	401.06.2	\$300
3.2% malt liquor license - off-sale	401.06.2	\$50
3.2% malt liquor or intoxicating liquor Temporary license	401.06.2	\$25
Extended Sales (2:00 a.m.) liquor license (in addition to State required fee) for On- Sale Intoxicating and Malt Liquor Establishments	401.05	\$100
Liquor license investigation fee new license	401.06.1	\$500
Liquor license investigation fee - Renewal with change in managers/owners/like	401.06.1	\$250
Liquor licensee in violation	40121	\$500/first offense \$1,000 second offense in 24 months \$1,500 third offense in 24 months \$2,000 fourth offense in 24 months

III. Utility Rates		
Sanitary Sewer		
Type of Charge/Fee	City Code Reference	Charge/Fee
Sewer connection permit	904.07.1	\$150
<u>Sanitary Sewer Service</u>	904.15.1a	
Residential:	Ord. 614	
Sewer Only per quarter		\$142.25
Low Income Sewer per quarter		\$94.83
Commercial:	Ord.614	
Base Charge		\$16.08
1-28,500 gallons per quarter		\$142.25
1,000 gallons in excess of 28,500 gallons per quarter		\$3.69
Sanitary sewer surcharge	904.09.5	\$100/month
Local sewer availability charge	904.18.3	\$1,200
Water		
Type of Charge/Fee	City Code Reference	Charge/Fee
Water connection permit	903.03.1a	
Inside		\$60
Outside		\$60
Watering restriction violation	903.12	\$50 first violation \$25 increase each succeeding violation (e.g. 2nd violation \$75, 3rd violation \$100, and the like)
Water meter	903.04.1	
5/8" x 3/4" meter w/swivels		Cost plus 10%
5/8" x 3/4" copperhorn		Cost plus 10%
1" meter includes swivel		Cost plus 10%
1" copperhorn		Cost plus 10%
1" pressure-reducing valve		Cost plus 10%
1 1/2" meter (with flanges)		Cost plus 10%
2" meter (with flanges)		Cost plus 10%
1 1/2" pressure-reducing valve		Cost plus 10%
2" pressure-reducing valve		Cost plus 10%
Meter Test	903.08.4	\$80

III. Utility Rates (continued)		
Water (continued)		
Type of Charge/Fee	City Code Reference	Charge/Fee
Water service	903.09.1a	
1 st 5,000 gallons	Ord. 614	\$32.51
Per 1,000 gallons in excess of 5,000 and up to 50,000 gallons		\$5.49
Per 1,000 gallons in excess of 50,000 gallons per quarter		\$7.89
Water service - low income per quarter	903.09.1a Ord.614	\$27.91 minimum
Water turn-on and shut-off fee	903.04	\$50
Water connection fee	903.04	\$10,000
Single-family residential		See chart/formula in 903.04subd 3a
Multi-family residential, Commercial		See chart/formula in 903.04subd 3a
Schools, churches, government and other non-residential		
Stormwater Management		
Type of Charge/Fee	City Code Reference	Charge/Fee
Stormwater Management Utility	905.03	
<u>Basic System Rate</u>	Ord. 614	\$43.49
Lots less than 10,000 s/f per quarter		\$30.46
Lots 10,000-50,000 s/f per quarter		\$43.49
Lots 50,000 plus s/f per quarter		\$56.61
MS4 Illicit Discharge Appeal	907.11	\$200.00
Recycling		
Type of Charge/Fee	City Code	Charge/Fee
Residential recycling fee	Ord. 614	\$18/quarter/household

IV. Miscellaneous Fees and Charges		
Type of Charge/Fee	City Code Reference	Charge/Fee
Special assessment search		\$25
Mailed minutes (non-resident)		\$75 annual \$.25/page/individual
Mailed agendas		\$35 annual \$.25/page/individual
Copies (B&W)		\$.25/page/single side 8.5x11 \$.50/page/single side > 8.5x14 \$3/page/single side > 11x17
Color copies		\$1/page/single side \$2/page/single side > 8.5x14 \$4/page/single side > 11x17
Mailing labels (All city residents)		\$65 all residents on mailing labels
Aerial topography: Mylar copy Electronic		\$16/acre plus \$5/mylar \$50/megabyte of data
City code book CD rom Updates		\$75 \$25 \$25/year
City zoning code		\$.25 per page
Assessment certification fee	903.10.3(e)	\$50
Comprehensive plan (softbound color copy)		\$1.00 per page
City subdivision ordinance (softbound copy)		\$.25 per page
Election candidate filing fee		\$2
Sand/salt barrel charge		\$40 barrel + sand/salt, \$30 refill only
License application fee, per rental dwelling in building with one to five units (includes two inspections per unit) Rental housing licenses (3-year period) Appeal filing fee	1004.06.6	\$150 \$100

IV. Miscellaneous Fees and Charges (continued)		
Type of Charge/Fee	City Code Reference	Charge/Fee
License application fee, per rental dwelling in building with six or more rental units (includes up to two inspections per unit)	1004.03(3) (Res.17-089)	\$400 plus \$10 per rental unit up to \$750 maximum
Additional inspections as necessary	1004.03(3) (Res.17-089)	\$75/inspection
Rental license application fee for buildings with six (6) or more units constructed within one year from date of application shall be base license fee excluding \$10 per rental unit fee.	1004.03(3) (Res.20-022) 1004.03(3) (Res.17-089)	
Tree preservation - providing funds for planting trees on city property	1103	\$400 per tree
Wetland buffer monuments	1102.06 Subd.2	\$44 per marker + tax
Return check fee		\$25
Plans and specifications, paper copy		\$35
Plans and specifications, CD copy		\$25
Franchise Fees: These monthly fees are collected by the respective utilities and remitted to the City on a quarterly basis.	Ordinance 559 and 560 Adopted 6/25/2018	
Natural Gas Franchise Fee:		
Residential		\$4.00
Com-A		\$4.00
SVDF-A		\$4.00
SVDF-B		\$4.00
LG (Dual Fuel or Firm)		\$4.00
Com/Ind-B		\$10.00
Com/Ind-C		\$25.00
Electric Franchise Fee:		
Residential		\$4.00
Small C & I Non-Demand		\$8.00
Small C & I Demand		\$10.00
Large C & I		\$25.00

V. Park and Recreation		
<i>Type of Charge/Fee</i>	<i>City Code Reference</i>	<i>Charge/Fee</i>
Park and recreation use fees	902.06.3	
Organized sports participant skating rinks (per rink)		\$12 per participant, per sport, per season
Lights		\$30/hour
Tournament, per rink		\$30/day plus attendant
Tournament, city services		\$400
Tournament, parking overflow		\$500
Tournament, refundable deposit		\$500
Special Event Registration and Permit	505.02.4	\$50/day for events on public property with 75 or more attendees/participants
Community gardens		Resident & Non-Resident Fees \$35/resident \$50/non-resident
Soccer/Football/Baseball/Softball Fields (per field)		
Damage deposit, all fields		\$200 flat fee
Football field, unlighted		\$75/hour or \$550/day
Lights		\$30/hour
Diamond field (baseball)		\$50 for 4 hours
Freeman Park		\$260/day
Manor Park		\$160/day
Tennis Courts		\$10/court/hour
Picnic Pavilions		Resident & Non-Resident Fees
Manor/Freeman/Silverwood		\$45 + tax resident \$70 + tax non-resident
Eddy Station/Badger Park		\$75 + tax resident \$100 + tax non-resident

VI. Building and Right of Way Fees		
Note: Base fees are non-refundable. Escrow deposits are to cover consulting engineer and attorney expenses. Applicants are informed that any city expenses not covered by these fees will be billed to them. Unused escrow fees will be returned to applicant upon written request. Applications with more than one required escrow deposit shall be required to submit the combined total of all escrow amounts.		
Type of Charge/Fee	City Code Reference	Charge/Fee
Building permit	1001.05	1997 UBC Sec. 107, Table 1A
Building permit plan review fee	1001.05	State Rule 1300.0160 32.5% of permit fee (up to \$3,000) 65% of permit fee (over \$3,000)
Reinspection fee		\$75
Residential		
Roofing permit		\$150
Siding permit		\$150
Window permit	S.B.C.	\$150
Mechanical permit	S.B.C.	State Statute/2.5% of value
Plumbing permit	S.B.C.	\$80 minimum
Water heater, softener, purification system	S.B.C.	\$15/fixture with a \$80 minimum \$80 each or 2 for \$100
Removal or abandonment, underground tanks	U.F.C.	1997 UBC Section 107
Demolition permit or House moving permit	S.B.C. 1002.02	\$150 principal structure \$75 accessory structure
Sign permit application fee	1201.03.11f	See Zoning Permit (Temporary) Per 1997 U.B.C. Table 1-A (Permanent)
After-the-fact permit applications	S.B.C.	Double permit fees
Grading/filling permit	S.B.C.	Per 1997 U.B.C. Table A-33-A and A-33-B
Grading/filling permit plan review fee		65% of permit fee

VI. Building and Right of Way Fees (continued)

Note: Base fees are non-refundable. Escrow deposits are to cover consulting engineer and attorney expenses. Applicants are informed that any city expenses not covered by these fees will be billed to them. Unused escrow fees will be returned to applicant upon written request. Applications with more than one required escrow deposit shall be required to submit the combined total of all escrow amounts.

<i>Type of Charge/Fee</i>	<i>City Code Reference</i>	<i>Charge/Fee</i>
ROW administrative charge	901.03 Subd. 3	\$200 (in addition to actual costs)
ROW annual registration fee	901.06 Subd.1	\$400
ROW/easement encroachment ROW/encroachment permit	901 901.01.2	\$300 plus \$1,000 escrow \$40
ROW or public ground excavation permit	901.08 Subd. 2	\$200
Directional drilling or boring	901.08 Subd. 2	\$45 per 100 L. Ft. (in addition to permit fee)
Open trenching	901.08 Subd. 2	\$60 per 100 L. Ft. (in addition to permit fee)
Obstruction permit	901.08 Subd. 2	\$20
Small wireless facility (per site)	901.08 Subd. 2	\$150 (in addition to actual costs)
Security/damage deposit (non-utility)	901.08 Subd. 6	Varies
Pole/pole attachment	901.08 Subd. 2	\$20
Underground sprinkler/irrigation system permit	901.01.2d	Included in encroachment permit

VII. Zoning and Land Use Fees		
Note: Base fees are non-refundable. Escrow deposits are to cover consulting engineer and attorney expenses. Applicants are informed that any city expenses not covered by these fees will be billed to them. Unused escrow fees will be returned to applicant upon written request. Applications with more than one required escrow deposit shall be required to submit the combined total of all escrow amounts.		
Type of Charge/Fee	City Code Reference	Charge/Fee
Comprehensive plan amendment Pre-application Formal Application		\$200 \$800 plus \$3,000 escrow
Conditional use permit Residential Non-residential	1201.04	\$500 plus \$500 escrow \$600 plus \$1,000 escrow
Interim use permit Residential Non-residential	1201.04	\$500 plus \$500 escrow \$600 plus \$1,000 escrow
Planned unit development Concept Stage Development Stage Final Stage By Conditional Use Permit	1201.25 1201.25 1201.25 1201.06	\$500 plus \$2,000 escrow \$700 plus \$2,000 escrow \$500 plus \$1,000 escrow \$500 plus \$1,000 escrow
Sign permits Temporary Permanent	1201.03 Subd.11	See Zoning Permit Per 1997 U.B.C. Table 1-A
Site plan review	1201.03	\$200 plus \$1,000 escrow
Subdivision sketch plan review	1202.03	\$200
Subdivision (minor subdivision)	1202.03 (Ord. 576)	\$500 plus \$2,000 escrow
Subdivision (preliminary plat)	1202.03	\$600 plus \$25/lot plus escrow as follows:
5 or fewer lots		\$2,000
Over 5 lots		\$3,000

VII. Zoning and Land Use Fees (continued)

Note: Base fees are non-refundable. Escrow deposits are to cover consulting engineer and attorney expenses. Applicants are informed that any city expenses not covered by these fees will be billed to them. Unused escrow fees will be returned to applicant upon written request. Applications with more than one required escrow deposit shall be required to submit the combined total of all escrow amounts.

<i>Type of Charge/Fee</i>	<i>City Code Reference</i>	<i>Charge/Fee</i>
Subdivision (final plat) 5 or fewer lots Over 5 lots	1202.03	\$500 plus \$25/lot plus escrow as follows: \$2,000 \$4,000
Traffic studies when required as part of another application	Multiple	Escrow for estimated cost of study to be reviewed by the City's consulting engineers plus \$500.
Vacation of Easement or Right-of-Way	901	\$500 plus \$1,000 escrow
Variances Residential Non-residential	1201.05/1202.09	\$500 plus \$500 escrow \$600 plus \$500 escrow
Zoning amendment (text or map)	1201.04	\$600 plus \$1,000 escrow
Zoning permits	1201.07	\$25
Zoning verification letter		\$50
Park dedication (cash in lieu of land)	1202.07	\$7,500 dwelling unit/Resd'l 8% of raw land value/Comm'l
Extension of plat approval or amendment of development agreement	1202.03	\$200 plus \$1,000 escrow for amendments

SHOREWOOD COMMUNITY AND EVENT CENTER

All room and kitchen rentals are subject to availability. Rates schedule subject to change.

BANQUET ROOM

CAPACITY: 160 - ROUND TABLES, 180 - THEATRE STYLE

DAY OF WEEK	TIME OF DAY	MIN. HOURS	NON-RESIDENT	RESIDENT
Saturday	8:00 AM to 12:00 Midnight	6	\$72/hour	\$58/hour
Sunday	8:00 AM to 11:00 PM	4	\$58/hour	\$46/hour
Monday - Friday	9:00 AM to 12:00 Midnight	2	\$52/hour	\$42/hour
Damage Deposit			\$200	\$200
Custodial Fee			\$175	\$175

ACTIVITY ROOM

CAPACITY: 40 - BANQUET TABLES, 60 - THEATRE STYLE

DAY OF WEEK	TIME OF DAY	MIN. HOURS	NON-RESIDENT	RESIDENT
Saturday	9:00 AM to 12:00 Midnight	2	\$48/hour	\$38/hour
Sunday - Friday	9:00 AM to 11:00 PM	2	\$42/hour	\$34/hour
Custodial Fee			\$75	\$75

CONFERENCE ROOM

CAPACITY: 20

DAY OF WEEK	TIME OF DAY	MIN. HOURS	NON-RESIDENT	RESIDENT
Saturday	9:00 AM to 12:00 Midnight	4	\$37/hour	\$30/hour
Sunday - Friday	9:00 AM to 11:00 PM	2	\$35/hour	\$28/hour
Custodial Fee			\$40	\$40

ALL RENTAL ROOMS & LOBBY

CAPACITY: 300

DAY OF WEEK	TIME OF DAY	MIN. HOURS	NON-RESIDENT	RESIDENT
Saturday	9:00 AM to 12:00 Midnight	6	\$140/hour	\$110/hour
Sunday - Friday	9:00 AM to 11:00 PM	4	\$105/hour	\$82/hour
Damage Deposit			\$400	\$400
Custodial Fee			\$300	\$300

COMMERCIAL KITCHEN

DAY OF WEEK	RENTAL FEE	STORAGE FEE	SECURITY DEPOSIT
Monday-Friday	\$30/hour one time use	\$50/month for one rental area/\$25 additional space	\$200
Tier 1	\$350/month 0-16 hours		
Tier 2	\$600/month 17-49 hours		
Tier 3	\$950/month unlimited		

Non-Profit groups will receive a 25% discount on the hourly rental rate based on their business residency. Prior to receiving the discount, the group must submit documented proof of their non-profit status. Local non-profit groups are defined as having residency within the cities of Shorewood, Tonka Bay, Deephaven, Excelsior, and Greenwood. The discount is not applied to the custodial fee or damage deposit.

**SHOREWOOD COMMUNITY AND EVENT CENTER
RENTAL ITEMS**

Linens:

Rounds @ 12.00 ea.

Rectangles @ 12.00 ea.

All-inclusive dish rental:

\$2.50 per person

Water glass or coffee cup:

\$0.50 ea.

Coffee: \$10/pot

Additional fees and/or damage deposits may be required for unique set-up or decoration requests.



MASTER FEE SCHEDULE

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Previous and future resolutions and ordinances amending or establishing new fees will be collated into the Master Fee Schedule as necessary and prudent. These updates are set forth by Council resolution (and ordinance in the case of Land Use Fees) and incorporated into the Master Fee Schedule upon adoption of the proposed established fees. This provides a cost-effective and expedient process for reviewing fees for relevance and providing annual updates to the schedule of city fees and a user-friendly document for public use.

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Type of Charge/Fee	City Code Reference	Charge/Fee
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Administrative Enforcement Appeal	104.03 Subd. 5	\$200
Administrative Non-Payment Fee	104.03 Subd. 5	\$100

LICENSE, PERMIT, SERVICE CHARGES AND MISCELLANEOUS FEES		
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Additional services		\$95 inoculation
when required		\$35 bath
Commercial lawn fertilizer application license (annual)	310.03.2d	\$30 50
Dock - Boat docks and boat storage facility license	304.05	\$35
Dock - Multiple dock facility license	1201.24, Subd.10	\$2 per slip/per year <u>or \$200 whichever is greater</u>
Dog licenses, per animal	701.03.2	\$10/\$5 license late fee
Farm and other animals	704.09	\$50
Fire alarm permits	601.06.1	\$200 2nd false alarm and thereafter
Fire (recreational fire permit)	501.03	No charge-obtained at Excelsior Fire District
Fireworks dealer license/permit		\$100 per site/per year
Gambling permit - exempt	301.09.3	\$25
Gambling premises permit - new investigation fee	301.08.4	\$100
Horse permit	702.04	\$25
Kennel license	701.04.2	\$25/initial license \$10/renewal license
Police alarm permits	601.06.1	\$100 3rd false alarm and thereafter
Solicitor permit (annual)	308.08	\$50 75

LICENSE, PERMIT, SERVICE CHARGES AND MISCELLANEOUS FEES		
Type of Charge/Fee	City Code Reference	Charge/Fee
I. License and Permit Service Fees (continued)		
System contractor license		\$1,000 bond
Therapeutic Massage Massage Business License	Ord. 600	\$300
Massage Therapist License		\$150
Massage Business License		\$300
Investigation Fee		\$150
Massage Therapist License		\$150
Investigation Fee		
Tobacco Tobacco Retailer License	302	\$250/premise
Tobacco administrative fines:		\$75 first offense
Tobacco licensees in violation		\$200 second offense within 24-month period
		\$250 thereafter within 24-month period
Individuals in tobacco violation		\$50/offense
Tree Trimmer License	305	\$305 <u>50</u>

II. Liquor License Fees and Liquor Violation Fines		
<i>Type of Charge/Fee</i>	<i>City Code Reference</i>	<i>Charge/Fee</i>
Intoxicating liquor license - on-sale	401.06.1	\$7,500
Wine license - on-sale	401.06.1	\$1,000
Intoxicating liquor - off-sale	401.06.1	\$310
Liquor special club license	401.06.1	\$250
Special Sunday license	401.06.1	\$200
3.2% malt/liquor license - on-sale	401.06.2	\$300
3.2% malt liquor license - off-sale	401.06.2	\$50
3.2% malt liquor or intoxicating liquor Temporary license	401.06.2	\$25
Extended Sales (2:00 a.m.) liquor license (in addition to State required fee) for On- Sale Intoxicating and Malt Liquor Establishments	401.05	\$100
Liquor license investigation fee new license	401.06.1	\$500
Liquor license investigation fee - Renewal with change in managers/owners/like	401.06.1	\$250
Liquor licensee in violation	40121	\$500/first offense \$1,000 second offense in 24 months \$1,500 third offense in 24 months \$2,000 fourth offense in 24 months

III. Utility Rates		
Sanitary Sewer		
Type of Charge/Fee	City Code Reference	Charge/Fee
Sewer connection permit	904.07.1	\$150
<u>Sanitary Sewer Service</u>	904.15.1a	
Residential:	Ord. 603 614	
Sewer Only per quarter		\$122.47 142.25
Low Income Sewer per quarter		\$81.64 94.83
Commercial:	Ord. 603 614	
Base Charge		\$13.84 16.08
1-28,500 gallons per quarter		\$122.47 142.25
1,000 gallons in excess of 28,500 gallons per quarter		\$3.18 3.69
Sanitary sewer surcharge	904.09.5	\$100/month
Local sewer availability charge	904.18.3	\$1,200
Water		
Type of Charge/Fee	City Code Reference	Charge/Fee
Water connection permit		
Inside	903.03.1a	\$60
Outside		\$60
Watering restriction violation	903.12	\$50 first violation \$25 increase each succeeding violation (e.g. 2nd violation \$75, 3rd violation \$100, and the like)
Water meter	903.04.1	
5/8" x 3/4" meter w/swivels		Cost plus 10%
5/8" x 3/4" copperhorn		Cost plus 10%
1" meter includes swivel		Cost plus 10%
1" copperhorn		Cost plus 10%
1" pressure-reducing valve		Cost plus 10%
1 1/2" meter (with flanges)		Cost plus 10%
2" meter (with flanges)		Cost plus 10%
1 1/2" pressure-reducing valve		Cost plus 10%
2" pressure-reducing valve		Cost plus 10%
Meter Test	903.08.4	\$80

III. Utility Rates (continued)		
Water (continued)		
Type of Charge/Fee	City Code Reference	Charge/Fee
Water service	903.09.1a	
1 st 5,000 gallons	Ord. 603 614	\$29.55 32.51
Per 1,000 gallons in excess of 5,000 and up to 50,000 gallons		\$4.99 5.49
Per 1,000 gallons in excess of 50,000 gallons per quarter		\$7.17 7.89
Water service - low income per quarter	903.09.1a Ord. 603 614	\$25.37 27.91 minimum
Water turn-on and shut-off fee	903.04	\$50
Water connection fee	903.04	\$10,000
Single-family residential		See chart/formula in 903.04subd 3a
Multi-family residential, Commercial		See chart/formula in 903.04subd 3a
Schools, churches, government and other non-residential		
Stormwater Management		
Type of Charge/Fee	City Code Reference	Charge/Fee
Stormwater Management Utility	905.03	
Basic System Rate	Ord. 603 614	\$40.27 43.49
Lots less than 10,000 s/f per quarter		\$28.20 30.46
Lots 10,000-50,000 s/f per quarter		\$40.27 43.49
Lots 50,000 plus s/f per quarter		\$52.42 56.61
MS4 Illicit Discharge Appeal	907.11	\$200.00
Recycling		
Type of Charge/Fee	City Code	Charge/Fee
Residential recycling fee	Ord. 603 614	\$16 18/quarter/household

IV. Miscellaneous Fees and Charges		
<i>Type of Charge/Fee</i>	<i>City Code Reference</i>	<i>Charge/Fee</i>
Special assessment search		\$25
Mailed minutes (non-resident)		\$75 annual \$.25/page/individual
Mailed agendas		\$35 annual \$.25/page/individual
Copies (B&W)		\$.25/page/single side 8.5x11 \$.50/page/single side > 8.5x14 \$3/page/single side > 11x17
Color copies		\$1/page/single side \$2/page/single side > 8.5x14 \$4/page/single side > 11x17
Mailing labels (All city residents)		\$65 all residents on mailing labels
Aerial topography: Mylar copy Electronic		\$16/acre plus \$5/mylar \$50/megabyte of data
City code book CD rom Updates		\$75 \$25 \$25/year
City zoning code		\$.25 per page
Assessment certification fee	903.10.3(e)	\$50
Comprehensive plan (softbound color copy)		\$1.00 per page
City subdivision ordinance (softbound copy)		\$.25 per page
Election candidate filing fee		\$2
Sand/salt barrel charge		\$40 barrel + sand/salt, \$30 refill only
License application fee, per rental dwelling in building with one to five units (includes two inspections per unit) Rental housing licenses (3-year period) Appeal filing fee	1004.06.6	\$150 \$100

IV. Miscellaneous Fees and Charges (continued)		
Type of Charge/Fee	City Code Reference	Charge/Fee
License application fee, per rental dwelling in building with six or more rental units (includes up to two inspections per unit)	1004.03(3) (Res.17-089)	\$400 plus \$10 per rental unit up to \$750 maximum
Additional inspections as necessary	1004.03(3) (Res.17-089)	\$75/inspection
Rental license application fee for buildings with six (6) or more units constructed within one year from date of application shall be base license fee excluding \$10 per rental unit fee.	1004.03(3) (Res.20-022) 1004.03(3) (Res.17-089)	
Tree preservation - providing funds for planting trees on city property	1103	\$400 per tree
Wetland buffer monuments	1102.06 Subd.2	\$44 per marker + tax
Return check fee		\$25
Plans and specifications, paper copy		\$35
Plans and specifications, CD copy		\$25
Franchise Fees: These monthly fees are collected by the respective utilities and remitted to the City on a quarterly basis.	Ordinance 559 and 560 Adopted 6/25/2018	
Natural Gas Franchise Fee:		
Residential		\$4.00
Com-A		\$4.00
SVDF-A		\$4.00
SVDF-B		\$4.00
LG (Dual Fuel or Firm)		\$4.00
Com/Ind-B		\$10.00
Com/Ind-C		\$25.00
Electric Franchise Fee:		
Residential		\$4.00
Small C & I Non-Demand		\$8.00
Small C & I Demand		\$10.00
Large C & I		\$25.00

V. Park and Recreation		
<i>Type of Charge/Fee</i>	<i>City Code Reference</i>	<i>Charge/Fee</i>
Park and recreation use fees	902.06.3	
Organized sports participant skating rinks (per rink)		\$12 per participant, per sport, per season
Lights		\$30/hour
Tournament, per rink		\$30/day plus attendant
Tournament, city services		\$400
Tournament, parking overflow		\$500
Tournament, refundable deposit		\$500
Special Event Registration and Permit	505.02.4	\$50/day for events on public property with 75 or more attendees/participants
Community gardens		Resident & Non-Resident Fees \$35/resident \$50/non-resident
Soccer/Football/Baseball/Softball Fields (per field)		
Damage deposit, all fields		\$200 flat fee
Football field, unlighted		\$75/hour or \$550/day
Lights		\$30/hour
Diamond field (baseball)		\$50 for 4 hours
Freeman Park		\$260/day
Manor Park		\$160/day
Tennis Courts		\$10/court/hour
Picnic Pavilions		Resident & Non-Resident Fees
Manor/Freeman/Silverwood		\$45 + tax resident \$70 + tax non-resident
Eddy Station/Badger Park		\$75 + tax resident \$100 + tax non-resident

VI. Building and Right of Way Fees

Note: Base fees are non-refundable. Escrow deposits are to cover consulting engineer and attorney expenses. Applicants are informed that any city expenses not covered by these fees will be billed to them. Unused escrow fees will be returned to applicant upon written request. Applications with more than one required escrow deposit shall be required to submit the ~~escrow based on the highest required escrow amount.~~ combined total of all escrow amounts.

Type of Charge/Fee	City Code Reference	Charge/Fee
Building permit	1001.05	1997 UBC Sec. 107, Table 1A State Rule 1300.0160
Building permit plan review fee	1001.05	32.5% of permit fee (\$1k-\$3k <u>up to \$3,000</u>)
Reinspection fee		65% of permit fee (over \$3k <u>\$3,000</u>)
Residential		\$75
Roofing permit		\$135 <u>\$150</u>
Siding permit		\$135 <u>\$150</u>
Window permit	S.B.C.	\$135 <u>\$150</u>
Mechanical permit	S.B.C.	\$135 <u>\$150</u>
Plumbing permit	S.B.C.	State Statute/2.5% of value \$80 minimum
Water heater, softener, purification system	S.B.C.	\$15/fixture with a \$80 minimum \$80 each or 2 for \$100
Removal or abandonment, underground tanks	U.F.C.	1997 UBC Section 107
Demolition permit <u>or</u> <u>House moving permit</u>	S.B.C. <u>1002.02</u>	\$135-150 principal structure \$75 accessory structure
Sign permit application fee	1201.03.11f	See Zoning Permit (Temporary) Per 1997 U.B.C. Table 1-A (Permanent)
After-the-fact permit applications	S.B.C.	Double permit fees
Grading/filling permit <u>Grading/filling permit plan review fee</u>	S.B.C.	Per 1997 U.B.C. Table A-33-A and A-33-B <u>65% of permit fee</u>

VI. Building and Right of Way Fees (continued)

Note: Base fees are non-refundable. Escrow deposits are to cover consulting engineer and attorney expenses. Applicants are informed that any city expenses not covered by these fees will be billed to them. Unused escrow fees will be returned to applicant upon written request. Applications with more than one required escrow deposit shall be required to submit the ~~escrow based on the heist required~~
~~escrow amount~~combined total of all escrow amounts.

Type of Charge/Fee	City Code Reference	Charge/Fee
ROW administrative charge	901.03 Subd. 3	\$200 (in addition to actual costs)
ROW annual registration fee	901.06 Subd.1	\$400
ROW/easement encroachment ROW/encroachment permit	901 901.01.2	\$300 plus \$1,000 escrow \$40
ROW or public ground excavation permit	901.08 Subd. 2	\$200
Directional drilling or boring	901.08 Subd. 2	\$45 per 100 L. Ft. (in addition to permit fee)
Open trenching	901.08 Subd. 2	\$60 per 100 L. Ft. (in addition to permit fee)
Obstruction permit	901.08 Subd. 2	\$20
Small wireless facility (per site)	901.08 Subd. 2	\$150 (in addition to actual costs)
Security/damage deposit (non-utility)	901.08 Subd. 6	Varies
Pole/pole attachment	901.08 Subd. 2	\$20
Underground sprinkler/irrigation system permit	901.01.2d	Included in encroachment permit

VII. Zoning and Land Use Fees

Note: Base fees are non-refundable. Escrow deposits are to cover consulting engineer and attorney expenses. Applicants are informed that any city expenses not covered by these fees will be billed to them. Unused escrow fees will be returned to applicant upon written request. Applications with more than one required escrow deposit shall be required to submit the ~~escrow based on the highest required escrow amount.~~ combined total of all escrow amounts.

Type of Charge/Fee	City Code Reference	Charge/Fee
Comprehensive plan amendment Pre-application Formal Application		\$200 \$800 plus \$3,000 escrow
Conditional use permit Residential Non-residential	1201.04	\$500 plus \$500 escrow \$600 plus \$1,000 escrow
Interim use permit Residential Non-residential	1201.04	\$500 plus \$500 escrow \$600 plus \$1,000 escrow
Planned unit development Concept Stage Development Stage Final Stage By Conditional Use Permit	1201.25 1201.25 1201.25 1201.06	\$500 plus \$12,000 escrow \$700 plus \$2,000 escrow \$500 plus \$1,000 escrow \$500 plus \$1,000 escrow
Sign permits Temporary Permanent	1201.03 Subd.11	See Zoning Permit Per 1997 U.B.C. Table 1-A
Site plan review	1201.03	\$200 plus \$1,000 escrow
Subdivision sketch plan review	1202.03	\$200
Subdivision (minor subdivision)	1202.03 (Ord. 576)	\$500 plus \$2,000 escrow
Subdivision (preliminary plat) 5 or fewer lots Over 5 lots	1202.03	\$600 plus \$25/lot plus escrow as follows: \$2,000 \$3,000

VII. Zoning and Land Use Fees (continued)

Note: Base fees are non-refundable. Escrow deposits are to cover consulting engineer and attorney expenses. Applicants are informed that any city expenses not covered by these fees will be billed to them. Unused escrow fees will be returned to applicant upon written request. Applications with more than one required escrow deposit shall be required to submit the ~~escrow based on the highest required escrow amount.~~ combined total of all escrow amounts.

Type of Charge/Fee	City Code Reference	Charge/Fee
Subdivision (final plat) 5 or fewer lots Over 5 lots	1202.03	\$500 plus \$25/lot plus escrow as follows: \$2,000 \$4,000
Traffic studies when required as part of another application	Multiple	Escrow for estimated cost of study to be reviewed by the City's consulting engineers plus \$500.
Vacation of Easement or Right-of-Way	901	\$500 plus \$1,000 escrow
Variances Residential Non-residential	1201.05/1202.09	\$500 plus \$500 escrow \$600 plus \$500 escrow
Zoning amendment (text or map)	1201.04	\$600 plus \$1,000 escrow
Zoning permits	1201.07	\$25
Zoning verification letter		\$50
Park dedication (cash in lieu of land)	1202.07	\$7,500 dwelling unit/Resd'l 8% of raw land value/Comm'l
Extension of plat approval or amendment of development agreement	1202.03	\$200 plus \$1,000 escrow for amendments

SHOREWOOD COMMUNITY AND EVENT CENTER

All room and kitchen rentals are subject to availability. Rates schedule subject to change.

BANQUET ROOM

CAPACITY: 160 - ROUND TABLES, 180 - THEATRE STYLE

<u>DAY OF WEEK</u>	<u>TIME OF DAY</u>	<u>MIN. HOURS</u>	<u>NON-RESIDENT</u>	<u>RESIDENT</u>
<u>Saturday</u>	<u>8:00 AM to 12:00 Midnight</u>	<u>6</u>	<u>\$7072/hour</u>	<u>\$5658/hour</u>
<u>Sunday</u>	<u>8:00 AM to 11:00 PM</u>	<u>4</u>	<u>\$5558/hour</u>	<u>\$4446/hour</u>
<u>Monday - Friday</u>	<u>9:00 AM to 12:00 Midnight</u>	<u>2</u>	<u>\$5052/hour</u>	<u>\$4042/hour</u>
<u>Damage Deposit</u>			<u>\$200</u>	<u>\$200</u>
<u>Custodial Fee</u>			<u>\$175</u>	<u>\$175</u>

ACTIVITY ROOM

CAPACITY: 40 - BANQUET TABLES, 60 - THEATRE STYLE

<u>DAY OF WEEK</u>	<u>TIME OF DAY</u>	<u>MIN. HOURS</u>	<u>NON-RESIDENT</u>	<u>RESIDENT</u>
<u>Saturday</u>	<u>9:00 AM to 12:00 Midnight</u>	<u>2</u>	<u>\$4648/hour</u>	<u>\$3638/hour</u>
<u>Sunday - Friday</u>	<u>9:00 AM to 11:00 PM</u>	<u>2</u>	<u>\$4042/hour</u>	<u>\$3234/hour</u>
<u>Custodial Fee</u>			<u>\$75</u>	<u>\$75</u>

CONFERENCE ROOM

CAPACITY: 20

<u>DAY OF WEEK</u>	<u>TIME OF DAY</u>	<u>MIN. HOURS</u>	<u>NON-RESIDENT</u>	<u>RESIDENT</u>
<u>Saturday</u>	<u>9:00 AM to 12:00 Midnight</u>	<u>4</u>	<u>\$3537/hour</u>	<u>\$2830/hour</u>
<u>Sunday - Friday</u>	<u>9:00 AM to 11:00 PM</u>	<u>2</u>	<u>\$3335/hour</u>	<u>\$2628/hour</u>
<u>Custodial Fee</u>			<u>\$40</u>	<u>\$40</u>

ALL RENTAL ROOMS & LOBBY

CAPACITY: 300

<u>DAY OF WEEK</u>	<u>TIME OF DAY</u>	<u>MIN. HOURS</u>	<u>NON-RESIDENT</u>	<u>RESIDENT</u>
<u>Saturday</u>	<u>9:00 AM to 12:00 Midnight</u>	<u>6</u>	<u>\$135140/hour</u>	<u>\$108110/hour</u>
<u>Sunday - Friday</u>	<u>9:00 AM to 11:00 PM</u>	<u>4</u>	<u>\$100105/hour</u>	<u>\$8082/hour</u>
<u>Damage Deposit</u>			<u>\$400</u>	<u>\$400</u>
<u>Custodial Fee</u>			<u>\$300</u>	<u>\$300</u>

COMMERCIAL KITCHEN

<u>DAY OF WEEK</u>	<u>RENTAL FEE</u>	<u>STORAGE FEE</u>	<u>SECURITY DEPOSIT</u>
<u>Monday-Friday</u>	<u>\$30/hour one time use</u>	<u>\$50/month for one rental area/\$25 additional space</u>	<u>\$200</u>
<u>Tier 1</u>	<u>\$350/month 0-16 hours</u>		
<u>Tier 2</u>	<u>\$600/month 17-49 hours</u>		
<u>Tier 3</u>	<u>\$950/month unlimited</u>		

Non-Profit groups will receive a 25% discount on the hourly rental rate based on their business residency. Prior to receiving the discount, the group must submit documented proof of their non-profit status. Local non-profit groups are defined as having residency within the cities of Shorewood, Tonka Bay, Deephaven, Excelsior, and Greenwood. The discount is not applied to the custodial fee or damage deposit.

**SHOREWOOD COMMUNITY AND EVENT CENTER
RENTAL ITEMS**

Linens:

Rounds @ 12.00 ea.

Rectangles @ 12.00 ea.

All-inclusive dish rental:

\$2.50 per person

Water glass or coffee cup:

\$0.50 ea.

Coffee: \$10/pot

Additional fees and/or damage deposits may be required for unique set-up or decoration requests.

**CITY OF SHOREWOOD
COUNTY OF HENNEPIN
STATE OF MINNESOTA**

RESOLUTION 25-002

A RESOLUTION APPROVING THE 2025 MASTER FEE SCHEDULE

WHEREAS, The City of Shorewood has established fees for licensing, permits, programs, and services that include but are not limited to building, zoning, planning, business, community center, animal, park and recreation, rentals, solicitors, fire prevention, utility, franchise, administrative citations, and other miscellaneous fees that further the health, safety, and welfare of the community at large; and

WHEREAS, all fees and charges shall be fixed and determined by the council and set forth in the master fee schedule which will be adopted by resolution and uniformly enforced. All fees have been reviewed and audited for their effectiveness and were recommend in the following categories which will be included in the 2025 City Master Fee Schedule:

Section III: Utility Rates Ordinance 614 includes increases to Residential Recycling fees, Water rates, Sanitary Sewer rates, and Stormwater Management rates.

Section IV: Miscellaneous Fees and Charges to cover staffing costs of processing applications and providing inspections.

Section V: Park and Recreation to cover staffing, maintenance, operation, equipment and supplies for providing these services and amenities to the community.

Section VI: Building and Right of Way Fees to cover staffing costs of processing applications and providing inspections.

Section VII: Zoning and Land Use Fees Ordinance 613 includes increases to the city's zoning and land use fees allowing for the city to cover the increasing costs of processing and providing these services to the public.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHOREWOOD, MINNESOTA that the 2025 Master Fee Schedule updates are approved.

Adopted by the City Council of Shorewood, Minnesota this 13th day of January 2025.

Jennifer Labadie, Mayor

Attest:

Sandie Thone, City Clerk



City of Shorewood

Item
8D

City Council Meeting Item

Title/Subject: 2025 Annual Appointments and Designations
Meeting Date: January 13, 2025
Prepared by: Sandie Thone, City Clerk/Human Resources Director
Reviewed by: Marc Nevinski, City Administrator
Attachments: **Resolution 24-004: 2024 Appointments**
Resolution 25-003: 2025 Appointments
Advisory and Commission Liaison Expectations and Roles

Background

Minnesota State Statute requires the city council to conduct the following business at the first annual meeting of the year:

- Designate an official newspaper.
- Appoint an acting mayor from among the council members. The acting mayor shall perform the duties of the mayor if there is a vacancy in the mayor's position or during the mayor's disability or absence.
- Select an official depository for city funds (this must be done within 30 days of the start of the city's fiscal year).

In addition, although not required by state statute, city councils will also do the following at the first meeting of the year:

- Review different council appointments to city boards and commissions.
- Assign committee duties to members.
- Approve official bonds that have been filed with the clerk.

Attached you will find Resolution 24-004 which shows the appointments for 2024. The city council shall review and determine the appointments as delineated in the Draft Resolution for 2025 and make appointments. The city council shall review the Advisory and Commission Liaison Expectations and Roles.

Action Requested

Motion to approve Resolution 25-003 Approving 2025 Annual Appointments and Designations. Motion, second and simple majority vote is required.

**CITY OF SHOREWOOD
COUNTY OF HENNEPIN
STATE OF MINNESOTA**

RESOLUTION 24-004

**A RESOLUTION DESIGNATING 2024 ANNUAL APPOINTMENTS
TO CERTAIN OFFICES AND POSITIONS WITHIN THE CITY OF SHOREWOOD**

WHEREAS, it has been the policy of the Shorewood City Council to make annual appointments to fill certain offices and positions within the City government at the beginning of each year; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Shorewood as follows:

1. That the following persons are appointed to the following offices and positions:

Acting Mayor:

Councilmember Callies

Park Commission Liaison; January – June 2024:

Councilmember Maddy

Park Commission Liaison; July – December 2024:

Councilmember Callies

Planning Commission Liaison: January – June 2024:

Councilmember Sanschagrín

Planning Commission Liaison; July – December 2024:

Councilmember Zerby

Lake Minnetonka Communications Commission:

Councilmember Sanschagrín

Alternate Lake Minnetonka Communications Commission:

Councilmember Maddy

South Lake Minnetonka Police Department Coordinating Committee:

Mayor Labadie

Alternate South Lake Minnetonka Police Department Coordinating Committee:

Councilmember Callies

Excelsior Fire District Board Member:

Councilmember Maddy

Alternate Excelsior Fire District Board Member:

Councilmember Zerby

Mound Fire Department Advisory Committee:

Councilmember Maddy

Councilmember Sanschagrin (Alternate)

City Administrator Nevinski

Weed Inspector:

Mayor Labadie-per State Statute

Assistant Weed Inspector(s):

Public Works Director Morreim (or designee)

Electronic Funds Transfer Authority:

City Administrator Nevinski

Senior Accountant Nguyen

2. That the following other appointments are made:

City Attorney:

Jared Shepherd, Campbell Knutson, P.A.

City Prosecutor:

Alina Schwartz, Campbell Knutson, P.A.

3. Official Depositories:

Alerus Bank, 4M Fund, and other Depositories as necessary

4. Official Newspaper:

Sun Sailor (and Laker Pioneer News as applicable)

5. In absence of the City Clerk, the City Administrator is authorized to sign contracts on behalf of the City.

6. That Columbus Day will now be recognized as Indigenous People's Day.

That such appointments shall take effect on the date hereof and shall continue for the remainder of the year or until such time as a successor is appointed by the City Council.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF SHOREWOOD this 8th day of January 2024.

Jennifer Labadie, Mayor

ATTEST:

Sandie Thone, City Clerk

**CITY OF SHOREWOOD
COUNTY OF HENNEPIN
STATE OF MINNESOTA**

RESOLUTION 25-003

**A RESOLUTION DESIGNATING 2025 ANNUAL APPOINTMENTS
TO CERTAIN OFFICES AND POSITIONS WITHIN THE CITY OF SHOREWOOD**

WHEREAS, it has been the policy of the Shorewood City Council to make annual appointments to fill certain offices and positions within the City government at the beginning of each year; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Shorewood as follows:

1. That the following persons are appointed to the following offices and positions:

Acting Mayor:

Park Commission Liaison; January – June 2025:

Park Commission Liaison; July – December 2025:

Planning Commission Liaison: January – June 2025:

Planning Commission Liaison; July – December 2025:

Lake Minnetonka Communications Commission:

Alternate Lake Minnetonka Communications Commission:

South Lake Minnetonka Police Department Coordinating Committee:

Alternate South Lake Minnetonka Police Department Coordinating Committee:

Excelsior Fire District Board Member:

Alternate Excelsior Fire District Board Member:

Mound Fire Department Advisory Committee:

City Administrator Nevinski

Weed Inspector:

Mayor Labadie-per State Statute

Assistant Weed Inspector(s):

Public Works Director Morreim (or designee)

Electronic Funds Transfer Authority:

City Administrator Nevinski

Finance Director Jeanne Schmuck

Senior Accountant Nguyen

2. That the following other appointments are made:

City Attorney:

Jared Shepherd, Campbell Knutson, P.A.

City Prosecutor:

Alina Schwartz, Campbell Knutson, P.A.

3. Official Depositories:

Alerus Bank, 4M Fund, Oppenheimer & Co. Inc. and other Depositories as necessary

4. Official Newspaper:

Sun Sailor (and Laker Pioneer News as applicable)

5. In absence of the City Clerk, the City Administrator is authorized to sign contracts on behalf of the City.

That such appointments shall take effect on the date hereof and shall continue for the remainder of the year or until such time as a successor is appointed by the City Council.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF SHOREWOOD this 13th day of January 2025.

Jennifer Labadie, Mayor

ATTEST:

Sandie Thone, City Clerk



CITY OF SHOREWOOD

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EXPECTATIONS AND ROLES OF CITY COUNCIL LIAISONS TO ADVISORY COMMISSIONS AND COMMISSION LIAISONS TO CITY COUNCIL

The Shorewood City Council wants to foster good and thorough two-way communication with its advisory commissions and committees. For many years this communication has been performed through the role of liaisons.

What is a liaison? One dictionary defines it as follows:

Liaison - (1) Communication between different offices or units of an organization. (2) A channel or means of communication: *He served as the President's liaison with Congress.*

The following points are intended to be a guide—expectations of etiquette, if you will—that will foster productive and respectful liaison relationships.

City Council Liaisons to Commissions and Committees

The City Council has created advisory commissions and committees in order to study and make recommendations about a course of action that the City Council should take or pursue. Persons on the commission or committee should be providing informed recommendations to the Council, and free from bias or influence from the Council.

Accordingly, the Council liaison should:

- Respect the prerogatives of the commission/committee, and appreciate the separation of roles between the commission/committee and the Council.
- Refrain from active or direct participation in the deliberations of the commission/committee.
- Be willing to provide a perspective of the Council (and not of oneself) on a particular matter under consideration.
- Ask the commission/committee to address issues or points of particular interest to the Council (and again, not of oneself).
- Inform the commission/committee of recent City Council actions or business, as may be relevant or of interest.
- Be able to ask technical questions about the subject/material that would otherwise have to be asked during a council meeting.

Commission/Committee Liaisons to City Council

Persons serving as liaisons at City Council meetings have an opportunity to inform the Council and the public of the activities of their commission or committee. It is expected that the liaison will be a participant during the Council meeting, and accordingly the liaison will have “a place at the table”.

In order to be an effective contributor to the Council business, liaisons should:

- Provide a brief overview of the commission/committee activities following their own meeting(s) from "the table", rather than from the podium.
- Not review the minutes of their last meeting(s), but rather highlight matters other than those that may be on the Council's agenda that evening.
- Speak to individual agenda items during the Council meeting that have been reviewed by the commission/committee. Appear at any Council meeting when such items are scheduled on the agenda.
- Provide the Council with a summary of the action by the commission/committee, and relate the minority position(s) stated during its discussion of the matter.

Those seated around the Council and staff tables are expected to be attentive and respectfully listening while liaisons are giving reports of their commission/committee activities.