

1. Agenda

Documents:

[02-10-25 CC REG MTG AGENDA.PDF](#)

2. Agenda Packet

Documents:

[02-10-25 CC REG MTG AGENDA - COPY.PDF](#)

**CITY OF SHOREWOOD
CITY COUNCIL REGULAR MEETING
MONDAY, FEBRUARY 10, 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

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 Work Session Minutes of January 27, 2025 | Minutes |
| B. City Council Regular Meeting Minutes of January 27, 2025 | Minutes |
| C. Verified Claims List | Claims List |
| D. Mound/St Bonifacius Fire JPA | City Administrator Memo
Resolution 25-019 |
| E. Joint Powers Agreement – State of MN BCA | City Clerk/HR Director Memo |

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

**CITY OF SHOREWOOD
CITY COUNCIL REGULAR MEETING
MONDAY, FEBRUARY 10, 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

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 Work Session Minutes of January 27, 2025 | Minutes |
| B. City Council Regular Meeting Minutes of January 27, 2025 | Minutes |
| C. Verified Claims List | Claims List |
| D. Mound/St Bonifacius Fire JPA | City Administrator Memo
Resolution 25-019 |
| E. Joint Powers Agreement – State of MN BCA | City Clerk/HR Director Memo |

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

CITY OF SHOREWOOD
CITY COUNCIL WORK SESSION MEETING
MONDAY, JANUARY 27, 2025

5755 COUNTRY CLUB ROAD
COUNCIL CHAMBERS
6:00 P.M.

MINUTES

1. CONVENE CITY COUNCIL WORK SESSION MEETING

Mayor Labadie called the meeting to order at 6:00 P.M.

A. Roll Call

Present: Mayor Labadie; Councilmembers Maddy, Sanschagrín, Gorham, and DiGruttolo; City Administrator Nevinski; Planning Director Darling;

Absent: None

B. Review Agenda

Sanschagrín moved, Gorham seconded, approving the agenda as presented. Motion passed 5/0.

2. MOUND/ST. BONIFACIUS FIRE PARTNERSHIP

City Administrator Nevinski reminded the Council that discussions had been taking place among the communities that are part of the Mound fire contract with the Mound Fire Department and the St. Bonifacius Fire Department. He explained that they were in discussions about the potential for some type of merger and noted that they were currently considering creating a Joint Powers Agreement. He stated that Shorewood was a very small part of this operation because they have about one-hundred thirteen parcels on the islands that are protected by the Mound Fire Department. He noted that he felt that the Mound Fire Department has done a good job with this and explained that the Excelsior Fire District just cannot get to them in a reasonable amount of time. He stated that there was information included in the meeting packet that outlined the amount and types of services calls from 2015 through 2024. He explained that he and Councilmember Maddy had been attending the meetings where the potential fire partnership had been discussed and felt that the conversations they had had were collaborative and productive. He noted that as their conversations have been getting a little 'meatier', he and Councilmember Maddy felt it would be a good idea to touch base with the full Council in order to see what their direction would be with regard to the potential for a JPA.

Councilmember Maddy noted that the City currently gives the Mound Fire Department about thirty thousand dollars per year for their services to the islands, which is only a small percentage of their overall budget. He explained that as their possible partnership discussions continued, he did not believe that Shorewood would be part of the Joint Powers Agreement, unless they really wanted to be, and noted that he felt it was most likely that the City would end up as a contract City for them.

Mayor Labadie noted that the City, through its police JPA, is involved in one of the oldest agreements in the State and was also involved in another very successful JPA as part of the Excelsior Fire District, but cautioned that disagreements do arise, even in a successful JPA.

CITY OF SHOREWOOD WORK SESSION COUNCIL MEETING MINUTES

JANUARY 27, 2025

Page 2 of 6

Councilmember Sanschagrín asked if Shorewood was the only City that was partially covered by this fire department.

City Administrator Nevinski stated that the way it was currently set up is that Mound covers the northeastern quadrant, the southeastern quadrant of Minnetrista and St. Bonifacius covers the balance of Minnetrista but noted that they also respond in mutual aid situations.

Councilmember Sanschagrín asked if this JPA would unify all the other cities, except for Shorewood.

City Administrator Nevinski stated that he did not really have a good sense about what the City's costs would be under the JPA and reiterated that as those discussions began to get more serious, they wanted to get an idea of where the full Council was on this topic regarding the level of involvement, they felt the City should have.

Councilmember Maddy noted that both fire chiefs' kind have shrugged and said that thirty thousand dollars a year for essentially three calls meant that Shorewood was not really getting their money's worth out of the contract. He stated that he would describe Shorewood's role in the financial discussions as being 'lightly involved' but stressed that they do want to make sure that the one hundred or so homes on the islands have adequate fire services coverage.

City Administrator Nevinski explained that he believed the cities involved were hoping that by the middle of 2025 there would be some form starting to take place where the cities would need to begin doing some budgeting and considering possible operational changes, but did not know how far out the full transition may be.

Councilmember DiGruttolo stated that she would not necessarily say that the City was not getting their money's worth out of this situation because there were only three calls and compared it to car insurance premiums that need to be paid, even if you do not have any accidents. She stated that she would like to know some of the pros and cons of a JPA, especially, if what the current arrangement was working. She stated that if it was not currently working well for the City, she asked if there were things that would change with a JPA that would make it work better for the City.

Councilmember Maddy clarified that the City was currently not in a JPA with them right now and were just under a contract.

Councilmember Sanschagrín stated that the advantage of being in a contract situation is that it would give the City some flexibility to potentially go somewhere else, if they wanted to. He asked if they could do an evaluation of which fire services provided the best quality or the best potential coverage and what the cost would be. He stated that one of the statistics that he appreciated in the packet was the two-hundred sixty-five dollars per parcel on an annual basis.

Councilmember Maddy cautioned that they had to be careful with those numbers and noted that for every other surrounding fire department, their Public Works Departments manage a lot of fixed costs for their fire coverage, which was not included in their 'per call' information. He gave the example of Minnetonka being cheaper than Shorewood but noted that they have full-time staff and an entire department that manages their fixed costs, so that does not show up in the bottom

CITY OF SHOREWOOD WORK SESSION COUNCIL MEETING MINUTES

JANUARY 27, 2025

Page 3 of 6

line for the fire department. He stated that there was a substantial amount of mutual aid, so in that respect, they would be getting their money's worth.

Mayor Labadie gave the example of the home that was a total loss on Kathleen Court where there were five or six agencies there helping to fight the fire and get water to the area.

Councilmember DiGruttolo asked about possible trends and noted that when she spoke with Excelsior Fire District Chief Mackey during her orientation process, he told her that they were seeing a shift away from fires and more towards emergency services, which she felt could factor into costs. She explained that she would like to see more information about what they were seeing related to these kinds of trends and how they may affect this decision.

Councilmember Maddy stated that the shift away from fire calls has been happening for decades. He shared an example of a 911 call for a lift assist and how many times it is an 'all call' and everyone shows up, even though it would not all be needed. He stated that if they broaden the net of their fire services coverage, that means they can have duty crews and have firefighters who were all ready to go that could go take care of that kind of call without having to do an 'all call'. He stated that he saw opportunities for efficiencies by broadening the fire services net to include the duty crew model. He stated that he felt the idea of where Mound and St. Bonifacius were going was great but was not sure that the City wanted to be a voting member, on the front lines or if they should just contract for this service. He stated that a contract would also give the City the ability to switch fire service providers if things were not going well, for example, to Long Lake Fire Department. He noted that he felt that the City would be able to have good coverage for the islands, regardless of how they moved forward because he had faith in all the adjacent fire agencies.

Councilmember Gorham stated that it sounded like Councilmember Maddy was saying that Shorewood would be monitoring this situation, dipping their toes in a bit to help them along, but was keeping their options open.

Councilmember Maddy stated that he agreed and felt it was a great place for the City to be.

Councilmember Gorham explained that he did not want to over-negotiate and would like to make sure that there is a fall-back plan in order to make sure that Shorewood and the islands were not left behind.

City Administrator Nevinski noted that he was not sure what would happen with the situation between the Orono Fire Department and the Long Lake Fire Department and if they may be a viable alternative for the City to consider. He stated that he liked the idea of staying engaged and involved in the discussions between Mound and St. Bonifacius in order to get more information and see what the numbers end up looking like. He clarified that he had not intended this agenda item to be a protracted discussion but had wanted to be able to participate in the discussions in a way that aligned with Council.

Councilmember Gorham asked about the risk of bowing out of the JPA and then having no contract for services.

City Administrator Nevinski stated that the Fire Chief from St. Bonifacius has indicated that they cover some of the other townships, and that they were only interested in being under a contract.

CITY OF SHOREWOOD WORK SESSION COUNCIL MEETING MINUTES

JANUARY 27, 2025

Page 4 of 6

He reiterated that staff just wanted to get some direction from the Council in order to know what they are actually driving towards when they are part of these meetings.

Councilmember Maddy confirmed that St. Bonifacius currently had two contract cities where they cover about one hundred structures similar to what Mound does for Shorewood. He explained that he had not formed an opinion on whether the City should be a full voting member of the JPA or if they should just be a contracted negotiation that could bid it out with more than one fire service but was leaning towards not being part of the JPA to have the ability to shop around.

Councilmember Sanschagrin stated that he felt having a contract made a lot of sense.

Mayor Labadie stated that she agreed.

Councilmember Sanschagrin asked about the resolution that was included in the packet.

Councilmember Maddy clarified that it was essentially a 'political' resolution and did not actually apply to anything.

City Administrator Nevinski explained that he had shared it with the Council because all of the cities had been asked to pass a resolution because they wanted to make sure that there was direction from each council to move forward with the exploration of a JPA. He noted that the resolution language could be modified to say that Shorewood was supportive of the exploration of a JPA, but that the City may not elect to participate in it. He stated that the input he heard from the Council tonight was that they want to remain engaged in the conversation and that they were probably leaning towards a contract rather than being part of the JPA.

3. SUBDIVISION REGULATIONS AMENDMENTS

Planning Director Darling stated that staff had been working with a consultant to complete an overhaul of the subdivision regulations and have submitted rough drafts of the sections related to applications and procedures, as well as park dedication. She explained that in order to complete these sections they were looking for some direction from the Council related to lot line adjustments/subdivision of two-family lots and if this could be reviewed by staff; protection of steep slopes and possible new regulations; and a possible requirement for extension of watermains for subdivisions. She reviewed the areas they were looking for feedback and outlined the advantages and disadvantages for each.

Mayor Labadie stated that she wanted to hear from Councilmembers Gorham and Maddy because they had both served, in the past, as Chair of the Planning Commission.

Councilmember Gorham stated that he felt that the idea raised related to the lot line adjustment would have been something that the Planning Commission would typically have given a green light to and did not see any issues with what was being recommended.

Councilmember Maddy stated that in his twelve years of experience on the Planning Commission there has never been any controversy over two private parties wanting to adjust a lot line between them and has always been essentially a 'rubber stamp' of approval. He stated that he felt that this type of thing would not need a public hearing and could just be handled administratively.

CITY OF SHOREWOOD WORK SESSION COUNCIL MEETING MINUTES

JANUARY 27, 2025

Page 5 of 6

Councilmember Gorham gave the example of a recent property that had bluffs and a steep slope and how this would have effected their request.

Councilmember Maddy stated that he felt it made sense to pay attention because the people that were downhill also have some skin in the game. He stated that he was not sure how much the City would want to give to this process.

Councilmember Sanschagrín asked Planning Director Darling if she remembered any situations were going through the Council changed the result of the application related to subdivisions.

Planning Director Darling stated that nothing had changed in those instances and noted that if the subdivision met all the requirements, the City did not have the ability to turn it down.

Councilmember Sanschagrín stated that he supported what staff had proposed because it sounded like a rubber stamp kind of situation.

Councilmember Maddy stated that regarding the possible requirement of watermains for subdivisions, there are a lot of external forces behind whether it makes sense to expand the water distribution network. He explained that he did not want to have a rule that would not be accommodating to what the City had already built. He stated that he did not believe that this was a 'one size fits all' conversation and asked if Planning Director Darling was giving the Council a recommendation on this item.

Planning Director Darling stated that staff was recommending that the City require municipal water with all subdivisions.

Councilmember Gorham asked if, in a situation where it was topographically outrageous to get water to the subdivision, whether there would be any mechanism in place where the developer could come to the City and ask for mercy in that situation.

Planning Director Darling explained that they could apply for a subdivision variance.

Councilmember Gorham stated that he felt it would be good for the City to start building tools in order to expand water and this could be the beginning.

Councilmember Sanschagrín asked if there were a lot of properties that would be impacted by this.

Planning Director Darling confirmed that there were a lot of properties that could be impacted by this and noted that only about fifty percent of Shorewood properties were hooked up to municipal water.

Councilmember Maddy stated that he was fine with what staff had proposed.

Mayor Labadie agreed and explained that she felt that the City needed to be more forward-thinking and start looking ahead.

4. ADJOURN

Maddy moved, Sanschagrín seconded, Adjourning the City Council Work Session Meeting of January 27, 2025, at 6:50 P.M. Motion passed 5/0.

ATTEST:

Jennifer Labadie, Mayor

Sandie Thone, City Clerk

DRAFT

CITY OF SHOREWOOD
CITY COUNCIL REGULAR MEETING
MONDAY, JANUARY 27, 2025

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 7:00 P.M.

A. Pledge of Allegiance

B. Roll Call

Present. Mayor Labadie; Councilmembers Maddy, Sanschagrin, Gorham, and DiGruttolo; 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

C. Review Agenda

Sanschagrin moved, Gorham seconded, approving the agenda as presented.

Motion passed.

2. CONSENT AGENDA

Mayor Labadie reviewed the items on the Consent Agenda.

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

A. City Council Regular Meeting Minutes of January 13, 2025

B. Approval of the Verified Claims List

C. Hennepin County All-Hazard Mitigation Plan, Adopting RESOLUTION NO. 25-016, "A Resolution Approving Adoption of the Hennepin County 2024 Hazard Mitigation Plan."

~~D. Agreement Renewal for Davey Resource Group (moved to General New Business, 8.A.)~~

E. Cannabis Business Registration, Adopting RESOLUTION NO. 25-017, "A Resolution providing consent for Hennepin County to register cannabis microbusinesses with a retail operations endorsement, cannabis mezzobusinesses with a retail operations endorsement, cannabis retailers, and lower-potency hemp edible retailers, and to

perform compliance checks of every such business or retailer with a registration issued by Hennepin County, in the City of Shorewood, in accordance with Minnesota Statutes Section 342.22 , as amended.”

F. Permanent Appointment – Finance Director

G. Professional Services Agreement – Campbell Knutson

Councilmember Sanschagrín asked to remove item 2.D. for separate discussion.

Motion passed.

3. MATTERS FROM THE FLOOR

4. REPORTS AND PRESENTATIONS

5. PARKS

A. Report by Commissioner Garske on January 14, 2025 Park Commission Meeting

Park Commissioner Garske gave a brief overview of the discussion and recommendations from the January 14, 2025 Park Commission meeting.

Councilmember Sanschagrín stated that he would like to hold a Work Session meeting with the Park Commission and asked if there was a mechanism in place for a situation where the Park Commission needed feedback from the Council and could have that item placed on the Council agenda.

City Administrator Nevinski stated that the appropriate route in that situation would be for the Park Commission to have some discussion, working off their work plan, and then work through staff to bring the matter to the Council as an agenda item. He stated that they could schedule a Work Session with the Park Commission but felt that the Council needed to have some conversations around their broader goals first, in order to more clearly define it before they have conversations the various Commissions.

Councilmember Gorham stated that some things to keep in mind was the schedule for the Park Commission to make progress on their own work plan. He stated that, to him, holding a Work Session with the Park Commission would allow the Council to give the Park Commission some feedback on priorities but would also connect them more closely.

Mayor Labadie stated that she also felt holding a joint Work Session with the Park Commission was a good idea.

6. PLANNING

A. Report by Commissioner Holker on January 7, 2025 Planning Commission Meeting

Planning Commissioner Holker gave a brief overview of the discussion and recommendations from the January 7, 2025 Planning Commission meeting.

B. Review Variance to Side Yard Abutting a Street Setback
Location: 6040 Cajed Lane
Applicant: Eric and Pamela Magistad

Planning Director Darling reviewed the request for a variance to a side yard abutting a street setback in order for the applicant to construction a portico over their front entry. She noted that staff and the Planning Commission recommended approval of the variance request.

Councilmember Sanschagrin asked if there were any circumstances where the City would not approve this request.

Planning Director Darling stated that there were no circumstances where the City would not approve this request and noted that this request was pretty small and innocuous.

Councilmember Sanschagrin suggested that there could be some modifications made to the Code so this kind of thing would not need to come before the Council for regulation.

Planning Director Darling explained that the non-conformity section of the Code was on the list of things for the City to look at.

Eric Magistad, 6040 Cajed Lane, introduced himself and stated that he felt that their request was for a small, modest, innocuous project and was hopeful that the City would approve their plans.

Councilmember Maddy stated that this was not the first time the City has discussed porticos and suggested that the City also consider modifying the Code in order to allow this kind of thing, because he had never heard anyone speak against a portico.

Sanschagrin moved, Maddy seconded, Adopting RESOLUTION NO. 25-018, “A Resolution Approving a Variance to the Side Yard Abutting a Street Setback to Accommodate Construction of a Portico for Property Located at 6040 Cajed Lane.”

Motion passed.

7. ENGINEERING/PUBLIC WORKS

8. GENERAL/NEW BUSINESS

A. Agreement Renewal for Davey Resource Group (formerly Consent Agenda item 2.D.)

Public Works Director Morreim reviewed the proposed renewal of the service agreement between the City and Davey Resource Group for their forestry consulting services. He clarified that this agreement was just for consulting services and did not include tree removal. He noted that he believes that Davey had been the City's consultant in this area for at least a decade.

Councilmember Sanschagrin asked if there was a point where the City should take a look and see if there were any other service providers for this type of work. He asked if the City was sure that Davey Resource Group was the best solution for the City of Shorewood.

CITY OF SHOREWOOD REGULAR COUNCIL MEETING MINUTES

JANUARY 27, 2025

Page 4 of 6

Public Works Director Morreim explained that Davey was a very reputable consultant for forestry services and have a lot of experience in the area. He stated that while there are other companies that do this sort of work, he felt that Davey's familiarity with the area and the residents was a significant factor that should be considered. He noted that the cost of the agreement was usually about ten thousand dollars a year and was not sure how much money the City may be able to save with another provider.

Councilmember Sanschagrín stated that the last time an urban forest inventory was done was in 2017 and asked Public Works Director Morreim when he thought it should be done again.

Public Works Director Morreim stated that they were kind of at that point right now and noted that last year they did a draft invasive species plan that they wanted to roll into a larger vegetation management plan that would incorporate all living things, including trees. He stated that he expects this to be a topic of conversation sometime in 2025 for the City to consider moving down that pathway.

Sanschagrín moved, Gorham seconded, Approving the Renewal of the Davey Resource Group Agreement for Services in 2025.

Motion passed.

9. STAFF AND COUNCIL REPORTS AND DISCUSSION

A. Staff

Park and Recreation Manager Czech stated that the City held their Arctic Fever event last Friday which had a really good turnout with about one-hundred forty-four attendees. He thanked all the volunteers and event sponsors who helped make the event a success. He stated that he wanted to give a shoutout to Recreation Specialist Vasser for making seventy-seven appointments for the tax appointments.

Public Works Director Morreim stated that staff was keeping busy with general maintenance duties including right-of-way tree trimming and the utility staff was working on getting all meters operable as well as completing their lead service inventory.

City Engineer Budde stated that staff was working on the design for the mill and overlay project which should be brought to the Council sometime in February. He stated that he and Public Works Director Morreim were also reviewing the Pavement Management Plan which would also be brought before the Council in February.

City Clerk/HR Director Thone stated that it had been really nice working with Planning Director Darling for the last eight years and wished her well in her retirement.

Planning Director Darling stated that staff was continuing to monitor the State legislature and explained that they have heard that there will be additional legislation on the 'missing middle' and also possibly moving approval of all subdivisions being done administratively. She stated that she wanted to thank the City of Shorewood for the wide variety of opportunities she had been given during her time with the City.

CITY OF SHOREWOOD REGULAR COUNCIL MEETING MINUTES

JANUARY 27, 2025

Page 5 of 6

City Administrator Nevinski noted that the Planning Director position had been posted and stated that he wanted to express his appreciation to Planning Director Darling for her service to the City. He explained that he had been very impressed with her talent and capabilities during his two years at the City. He stated that staff was still working on finalizing the upcoming Council Retreat and explained that the plan was to focus on big-picture/strategic items.

B. Mayor and City Council

Councilmember DiGruttolo stated that she had attended a presentation last week by the Vantage Group related to marijuana and its impact on youth in communities. She stated that she felt it was a really good presentation and asked if they could be invited to present this information to the Council because she had found it very informative.

Councilmember Gorham thanked Planning Director Darling for her service to the city and noted that he could not think of very many times where she had been asked a question and did not know the answer. He stated that her knowledge on Planning, Zoning, and pretty much any topic, was incredible and noted that she always showed patience with the Planning Commission in how she mentored and guided them through difficult decisions. He stated that he understood that it was a lot of work being a Planning Director and wanted her to know that her hard work was appreciated and she would be missed.

Councilmember Sanschagrín stated that he wished Planning Director Darling best wishes on her retirement.

Councilmember Maddy noted that he wanted to bring attention to the fact that Finance Director Schmuck had been with the City for six months and was out of the probationary period and thanked her for what she had already done for the City. He stated that he had enjoyed working with Planning Director Darling all the years she had been with the City and expressed his appreciation to everything she had given to the City and noted that she would definitely be missed. He shared examples of times when he had forgotten to officially open a public hearing and Planning Director Darling would literally run out of the door in order to bring the applicant back to the meeting in order to follow the appropriate procedures.

Mayor Labadie stated that she had attended a meeting last week which had been set up by Hennepin County Commissioner Edelson to discuss EMS services. She stated that she also wanted to thank Planning Director Darling for all her years putting up with the back and forth that happened on the Planning Commission with former Planning Commissioners Gorham and Riedel, but clarified that they were two of her favorites. She noted that she also wanted to thank Planning Director Darling for being able to take a group of average residents that have varying degrees of knowledge and working with them to help educate them because she felt that had helped make Shorewood a better place. She stated that she also wanted to thank Planning Director Darling for all the patience she had always given and wished her the best.

Councilmember Gorham suggested that the Council direct people to the Name a Plow contest.

Park and Recreation Manager Czech stated that voting was open for the Name a Plow contest through January 31, 2025, and encouraged people to go to www.shorewoodmn.gov/vote. He noted that he believed the City ended up receiving about fifty submissions for the contest.

Mayor Labadie asked for an update on the warming houses and the ice rinks.

CITY OF SHOREWOOD REGULAR COUNCIL MEETING MINUTES

JANUARY 27, 2025

Page 6 of 6

Parks and Recreation Manager Czech stated that there were warming houses available at Cathcart Park and Manor Park and explained that their hours were available on the City website, but noted that they have been fluctuating a bit due to college students returning to their campuses. He explained that live updates were available on the ice rinks and warming houses webpage which gave hours information and highlighted any changes.

Mayor Labadie asked City Clerk/HR Director Thone to touch on the application process for the openings on the Parks Commission and the Planning Commission.

City Clerk/HR Director Thone explained that applications for those positions would be open until the end of January and noted that they were still looking for applicants for both Commissions.

10. ADJOURN

Maddy moved, Sanschagrin seconded, Adjourning the City Council Regular Meeting of January 27, 2025, at 7:45 P.M.

Motion passed.

ATTEST:

Jennifer Labadie, Mayor

Sandie Thone, City Clerk



City of Shorewood

City Council Meeting Item

Item 2C

Title/Subject: **Verified Claims**
Meeting Date: February 10, 2025
Prepared by: Michelle Nguyen, Senior Accountant
Reviewed by: Jeanne Schmuck, Finance Director
Attachments: **Claims Lists**

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-01-27-2025-ACH	\$57,729.65
Payroll-01-27-2025-ACH-Chris P.	\$546.82
Payroll-01-27-2025-Checks	\$212.34
Payroll-01-27-2025-AP	\$86,600.33
Council-02-10-2025 for 2024 items	\$88,544.83
Council-02-10-2025	\$238,889.07
Council-02-10-2025-LMC	\$50.00

Total Claims: Checks & ACH **\$472,573.04**

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: 01/27/2025 - 2:54PM
Batch: 00027.01.2025



Account Number	Debit	Credit	Account Description
700-00-1010-0000	0.00	57,729.65	CASH AND INVESTMENTS
700-00-2170-0000	57,729.65	0.00	GROSS PAYROLL CLEARING
	<hr/>	<hr/>	
	57,729.65	57,729.65	
	<hr/>	<hr/>	
Report Totals:	57,729.65	57,729.65	
	<hr/>	<hr/>	

Payroll

Computer Check Register

User: mnguyen
Printed: 01/27/2025 - 2:22PM
Batch: 00002.01.2025 - PR-01-27-2025



Check No	Check Date	Employee Information		Amount
69316	01/27/2025	LABAC	Charlotte Labadie	141.56
69317	01/27/2025	WHITG	Gavin Whiteside	70.78
Total Number of Employees:		2	Total for Payroll Check Run:	212.34

Clearing House

Distribution Report

User: mnguyen
Printed: 01/28/2025 - 1:32PM
Batch: 00028.01.2025



Account Number	Debit	Credit	Account Description
700-00-1010-0000	0.00	546.82	CASH AND INVESTMENTS
700-00-2170-0000	546.82	0.00	GROSS PAYROLL CLEARING
	<hr/>	<hr/>	
	546.82	546.82	
	<hr/>	<hr/>	
Report Totals:	546.82	546.82	
	<hr/>	<hr/>	

Accounts Payable

Computer Check Proof List by Vendor

User: mnguyen
 Printed: 01/28/2025 - 3:05PM
 Batch: 00005.01.2025 - Payroll-01-27-2025



Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 4	AFSCME CO 5 MEMBER HEALTH FUND-UNION DENTAL				
PR-01-14-2025	PR Batch 00001.01.2025 Dental-Union Benefit	105.00	01/14/2025	700-00-2185-0000	ACH Enabled: True PR Batch 00001.01.2025 Dental-Union Be
PR-01-27-2025	PR Batch 00002.01.2025 Dental-Union Benefit	105.00	01/27/2025	700-00-2185-0000	PR Batch 00002.01.2025 Dental-Union Be
	Check Total:	210.00			
Vendor: 12	AFSCME MN COUNCIL 5 - UNION DUES				
PR-01-14-2025	PR Batch 00001.01.2025 Union Dues	209.51	01/14/2025	700-00-2182-0000	ACH Enabled: True PR Batch 00001.01.2025 Union Dues
PR-01-27-2025	PR Batch 00002.01.2025 Union Dues & Tim Kos	209.51	01/27/2025	700-00-2182-0000	PR Batch 00002.01.2025 Union Dues
	Check Total:	419.02			
Vendor: 1511	ALLSTATE BENEFITS				
PR-01-14-2025	PR Batch 00001.01.2025 Insurance-Accident Be	42.28	01/14/2025	700-00-2189-0000	ACH Enabled: True PR Batch 00001.01.2025 Insurance-Accide
PR-01-14-2025	PR Batch 00001.01.2025 Insurance-Hospital Ber	141.03	01/14/2025	700-00-2189-0000	PR Batch 00001.01.2025 Insurance-Hospit
PR-01-14-2025	PR Batch 00001.01.2025 Insurance-Critical Ben	264.05	01/14/2025	700-00-2189-0000	PR Batch 00001.01.2025 Insurance-Critica
PR-01-27-2025	PR Batch 00002.01.2025 Insurance-Hospital Ber	141.03	01/27/2025	700-00-2189-0000	PR Batch 00002.01.2025 Insurance-Hospit
PR-01-27-2025	PR Batch 00002.01.2025 Insurance-Critical Ben	264.05	01/27/2025	700-00-2189-0000	PR Batch 00002.01.2025 Insurance-Critica
PR-01-27-2025	PR Batch 00002.01.2025 Insurance-Accident Be	42.28	01/27/2025	700-00-2189-0000	PR Batch 00002.01.2025 Insurance-Accide
PR-01-27-2025Ad	Adj for Jan-2025	-0.26	01/27/2025	700-00-2189-0000	
PR-01-27-2025Ad	Adj for Dec-2024	-0.35	01/27/2025	700-00-2189-0000	
	Check Total:	894.11			
Vendor: 5	EFTPS - FEDERAL W/H				
01-28-25Pratley	PR Batch 00003.01.2025 FICA Employee Portio	44.49	01/28/2025	700-00-2174-0000	ACH Enabled: True PR Batch 00003.01.2025 FICA Employee
01-28-25Pratley	PR Batch 00003.01.2025 Medicare Employer Po	10.40	01/28/2025	700-00-2174-0000	PR Batch 00003.01.2025 Medicare Emplo;
01-28-25Pratley	PR Batch 00003.01.2025 Medicare Employee Pc	10.40	01/28/2025	700-00-2174-0000	PR Batch 00003.01.2025 Medicare Emplo;
01-28-25Pratley	PR Batch 00003.01.2025 Federal Income Tax	42.47	01/28/2025	700-00-2172-0000	PR Batch 00003.01.2025 Federal Income T

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
01-28-25Pratley	PR Batch 00003.01.2025 FICA Employer Portio	44.49	01/28/2025	700-00-2174-0000	PR Batch 00003.01.2025 FICA Employer I
PR-01-27-2025	PR Batch 00002.01.2025 FICA Employee Portio	5,565.27	01/27/2025	700-00-2174-0000	PR Batch 00002.01.2025 FICA Employee
PR-01-27-2025	PR Batch 00002.01.2025 Federal Income Tax	9,447.07	01/27/2025	700-00-2172-0000	PR Batch 00002.01.2025 Federal Income I
PR-01-27-2025	PR Batch 00002.01.2025 Medicare Employee Pe	1,301.55	01/27/2025	700-00-2174-0000	PR Batch 00002.01.2025 Medicare Emplo;
PR-01-27-2025	PR Batch 00002.01.2025 Medicare Employer Po	1,301.55	01/27/2025	700-00-2174-0000	PR Batch 00002.01.2025 Medicare Emplo;
PR-01-27-2025	PR Batch 00002.01.2025 FICA Employer Portio	5,565.27	01/27/2025	700-00-2174-0000	PR Batch 00002.01.2025 FICA Employer I
	Check Total:	23,332.96			
Vendor: 1165	FIDELITY SECURITY LIFE INSURANCE COMPANY			Check Sequence: 5	ACH Enabled: False
PR-01-14-2025	PR Batch 00001.01.2025 Vision-Avesis Benefit	132.89	01/14/2025	700-00-2186-0000	PR Batch 00001.01.2025 Vision-Avesis Be
PR-01-27-2025	PR Batch 00002.01.2025 Vision-Avesis Benefit	140.34	01/27/2025	700-00-2186-0000	PR Batch 00002.01.2025 Vision-Avesis Be
PR-01-27-2025Ad	Adj-Jan-2025	-0.22	01/27/2025	700-00-2186-0000	
	Check Total:	273.01			
Vendor: 1510	GEN DIGITAL, INC.			Check Sequence: 6	ACH Enabled: True
PR-01-14-2025	PR Batch 00001.01.2025 Protection-NortonLife	57.99	01/14/2025	700-00-2188-0000	PR Batch 00001.01.2025 Protection-Norto;
PR-01-27-2025	PR Batch 00002.01.2025 Protection-NortonLife	57.99	01/27/2025	700-00-2188-0000	PR Batch 00002.01.2025 Protection-Norto;
	Check Total:	115.98			
Vendor: 6	HEALTH PARTNERS-MEDICAL			Check Sequence: 7	ACH Enabled: True
PR-01-14-2025	PR Batch 00001.01.2025 Health Insurance - CoF	370.75	01/14/2025	700-00-2171-0000	PR Batch 00001.01.2025 Health Insurance
PR-01-14-2025	PR Batch 00001.01.2025 Health Insurance-HSA	1,326.31	01/14/2025	700-00-2171-0000	PR Batch 00001.01.2025 Health Insurance
PR-01-14-2025	PR Batch 00001.01.2025 Health Insurance-CoPa	3,543.50	01/14/2025	700-00-2171-0000	PR Batch 00001.01.2025 Health Insurance
PR-01-14-2025	PR Batch 00001.01.2025 Health Insurance-HSA	9,076.78	01/14/2025	700-00-2171-0000	PR Batch 00001.01.2025 Health Insurance
PR-01-27-2025	PR Batch 00002.01.2025 Health Insurance-HSA	1,326.31	01/27/2025	700-00-2171-0000	PR Batch 00002.01.2025 Health Insurance
PR-01-27-2025	PR Batch 00002.01.2025 Health Insurance-CoPa	4,876.62	01/27/2025	700-00-2171-0000	PR Batch 00002.01.2025 Health Insurance
PR-01-27-2025	PR Batch 00002.01.2025 Health Insurance-HSA	9,076.78	01/27/2025	700-00-2171-0000	PR Batch 00002.01.2025 Health Insurance
PR-01-27-2025	PR Batch 00002.01.2025 Health Insurance - CoF	370.75	01/27/2025	700-00-2171-0000	PR Batch 00002.01.2025 Health Insurance
PR-01-27-2025Ad	Adj-Jan-2025	-0.16	01/27/2025	700-00-2171-0000	
	Check Total:	29,967.64			
Vendor: 1166	HEALTHPARTNER-DENTAL			Check Sequence: 8	ACH Enabled: True
PR-01-14-2025	PR Batch 00001.01.2025 Dental-Non Union Ben	927.78	01/14/2025	700-00-2184-0000	PR Batch 00001.01.2025 Dental-Non Unio
PR-01-27-2025	PR Batch 00002.01.2025 Dental-Non Union Ben	1,037.10	01/27/2025	700-00-2184-0000	PR Batch 00002.01.2025 Dental-Non Unio

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	1,964.88			
Vendor: 2	ICMA RETIREMENT TRUST-302131-457				ACH Enabled: True
PR-01-27-2025	PR Batch 00002.01.2025 Deferred-MissionsQ-FI	1,896.20	01/27/2025	700-00-2176-0000	PR Batch 00002.01.2025 Deferred-Mission
	Check Total:	1,896.20			
Vendor: 686	KANSAS CITY LIFE INSURANCE COMPANY				ACH Enabled: True
PR-01-14-2025	PR Batch 00001.01.2025 Short Term Disability I	493.21	01/14/2025	700-00-2181-0000	PR Batch 00001.01.2025 Short Term Disat
PR-01-14-2025	PR Batch 00001.01.2025 Long Term Disability E	458.98	01/14/2025	700-00-2181-0000	PR Batch 00001.01.2025 Long Term Disat
PR-01-27-2025	PR Batch 00002.01.2025 Long Term Disability E	458.98	01/27/2025	700-00-2181-0000	PR Batch 00002.01.2025 Long Term Disat
PR-01-27-2025	PR Batch 00002.01.2025 Short Term Disability I	493.21	01/27/2025	700-00-2181-0000	PR Batch 00002.01.2025 Short Term Disat
PR-01-27-2025Aj	Adj-Jan-2025	-0.08	01/27/2025	700-00-2181-0000	
	Check Total:	1,904.30			
Vendor: 11	MINNESOTA DEPARTMENT OF REVENUE				ACH Enabled: True
01-28-25Pratley	PR Batch 00003.01.2025 State Income Tax	26.68	01/28/2025	700-00-2173-0000	PR Batch 00003.01.2025 State Income Tax
PR-01-27-2025	PR Batch 00002.01.2025 State Income Tax	4,292.84	01/27/2025	700-00-2173-0000	PR Batch 00002.01.2025 State Income Tax
	Check Total:	4,319.52			
Vendor: 7	MINNESOTA LIFE INSURANCE COMPANY				ACH Enabled: True
PR-01-14-2025	PR Batch 00001.01.2025 MN-Life Insurance Ben	589.21	01/14/2025	700-00-2180-0000	PR Batch 00001.01.2025 MN-Life Insuran
PR-01-27-2025	PR Batch 00002.01.2025 MN-Life Insurance Ben	609.01	01/27/2025	700-00-2180-0000	PR Batch 00002.01.2025 MN-Life Insuran
PR-01-27-2025Aj	Adj-Jan-2025	-0.09	01/27/2025	700-00-2180-0000	
	Check Total:	1,198.13			
Vendor: 1091	MSRS-MN DEFERRED COMP PLAN 457				ACH Enabled: True
PR-01-27-2025	PR Batch 00002.01.2025 Deferred Comp-MSRS	3,500.00	01/27/2025	700-00-2176-0000	PR Batch 00002.01.2025 Deferred Comp-l
PR-01-27-2025	PR Batch 00002.01.2025 Deferred Comp-MSRS	25.00	01/27/2025	700-00-2176-0000	PR Batch 00002.01.2025 Deferred Comp-l
	Check Total:	3,525.00			
Vendor: 10	NCPERS GROUP LIFE INSURANCE				ACH Enabled: True
PR-01-14-2025	PR Batch 00001.01.2025 PERA Life Benefit	80.00	01/14/2025	700-00-2180-0000	PR Batch 00001.01.2025 PERA Life Benel
PR-01-27-2025	PR Batch 00002.01.2025 PERA Life Benefit	80.00	01/27/2025	700-00-2180-0000	PR Batch 00002.01.2025 PERA Life Benel

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	160.00			
Vendor: 665	OPTUM BANK			Check Sequence: 15	ACH Enabled: True
PR-01-27-2025	PR Batch 00002.01.2025 HSA-Optum Bank-Ber	1,215.03	01/27/2025	700-00-2183-0000	PR Batch 00002.01.2025 HSA-Optum Ban
PR-01-27-2025	PR Batch 00002.01.2025 HSA-Optum Bank-Em	2,441.25	01/27/2025	700-00-2183-0000	PR Batch 00002.01.2025 HSA-Optum Ban
	Check Total:	3,656.28			
Vendor: 9	PERA			Check Sequence: 16	ACH Enabled: True
01-28-25Pratley	PR Batch 00003.01.2025 MN-PERA Deduction	46.64	01/28/2025	700-00-2175-0000	PR Batch 00003.01.2025 MN-PERA Dedu
01-28-25Pratley	PR Batch 00003.01.2025 MN PERA Benefit Em	53.81	01/28/2025	700-00-2175-0000	PR Batch 00003.01.2025 MN PERA Benel
PR-01-27-2025	PR Batch 00002.01.2025 MN PERA Benefit Em	6,677.84	01/27/2025	700-00-2175-0000	PR Batch 00002.01.2025 MN PERA Benel
PR-01-27-2025	PR Batch 00002.01.2025 MN-PERA Deduction	5,787.46	01/27/2025	700-00-2175-0000	PR Batch 00002.01.2025 MN-PERA Dedu
	Check Total:	12,565.75			
Vendor: 1512	PRE-PAID LEGAL SERVICES, INC			Check Sequence: 17	ACH Enabled: True
PR-01-14-2025	PR Batch 00001.01.2025 Protection-LegalShield	98.82	01/14/2025	700-00-2187-0000	PR Batch 00001.01.2025 Protection-Legal
PR-01-27-2025	PR Batch 00002.01.2025 Protection-LegalShield	98.82	01/27/2025	700-00-2187-0000	PR Batch 00002.01.2025 Protection-Legal
PR-01-27-2025 Ad	Adj-Jan-2025	-0.09	01/27/2025	700-00-2187-0000	
	Check Total:	197.55			
	Total for Check Run:	86,600.33			
	Total of Number of Checks:	17			

Accounts Payable

Computer Check Proof List by Vendor

User: mnguyen
 Printed: 02/05/2025 - 1:28PM
 Batch: 00012.12.2024 - 2024 Items-Paid-02-10-2025



Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 216	HENNEPIN COUNTY RECORDER'S OFFICE				ACH Enabled: False
Res#24-042-Torrans	Res.#24-042 - Torrans	66.00	12/31/2024	Check Sequence: 1 101-13-4400-0000	Record
	Check Total:	66.00			
Vendor: 1176	SCHNEIDER EXCAVATING & GRADING, INC.				ACH Enabled: False
PV#1-2024-PMI-Mary	PV#1 - 2024 Pond Maint. Improvement-Mary L	84,722.60	12/31/2024	Check Sequence: 2 631-00-4303-0000	
	Check Total:	84,722.60			
Vendor: 360	SOUTH LAKE MINNETONKA POLICE DEPARTMENT				ACH Enabled: True
1 & 2Qtr/2024HC	1st & 2nd Qtr/2024-HCPF	1,907.56	12/31/2024	Check Sequence: 3 101-21-4440-0000	
3 & 4Qtr/2024HC	3rd & 4th Qtr/2024-HCPF	914.96	12/31/2024	101-21-4440-0000	
	Check Total:	2,822.52			
Vendor: 1410	MELISSA KAY STRANDMO				ACH Enabled: True
12/30/24-Mileag	Dec/2024 Mileage	8.71	12/31/2024	Check Sequence: 4 101-18-4331-0000	
	Check Total:	8.71			
Vendor: 1288	MATTHEW ROBERT VANLITH				ACH Enabled: True
2024-HealthExp	2024-Health Care Benefits Reimbursement	925.00	12/31/2024	Check Sequence: 5 700-00-2179-0000	
	Check Total:	925.00			
	Total for Check Run:	88,544.83			
	Total of Number of Checks:	5			

Accounts Payable

Computer Check Proof List by Vendor

User: mnguyen
 Printed: 02/05/2025 - 1:47PM
 Batch: 00001.02.2025 - Council-02-10-2025



Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 105	ADVANCED IMAGING SOLUTIONS				
INV348847	Konica Minolta/C658 Copier	47.00	02/10/2025	101-19-4221-0000	ACH Enabled: True
	Check Total:	47.00			
Vendor: 1509	BLUE NET INC				
61714	Annual Microsoft Licenses	720.00	02/10/2025	101-19-4321-0000	ACH Enabled: True
61727	Computer-Laptop-Planning Director	1,983.18	02/10/2025	403-00-4640-0000	
61732	Docking Station-Brenda	331.25	02/10/2025	403-00-4640-0000	
	Check Total:	3,034.43			
Vendor: 136	CENTERPOINT ENERGY-GAS				
01-23-2025	20630 Manor Rd	133.71	02/10/2025	101-52-4380-0000	ACH Enabled: True
01-23-2025	5735 Country Club Rd-SCEC	536.44	02/10/2025	201-00-4380-0000	
01-29-2025	5755 Country Club Rd	538.55	02/10/2025	101-19-4380-0000	
01-29-2025	28125 Boulder Bridge	316.84	02/10/2025	601-00-4396-0000	
01-29-2025	20405 Knightsbridge Rd	150.69	02/10/2025	601-00-4394-0000	
01-29-2025	24200 Smithtown Rd	1,499.03	02/10/2025	101-32-4380-0000	
01-29-2025	6000 Eureka Road	442.97	02/10/2025	101-52-4380-0000	
	Check Total:	3,618.23			
Vendor: 137	CENTURY LINK				
01-25-2025	Acct#334037388-C.H.-952-470-6340	123.59	02/10/2025	101-19-4321-0000	ACH Enabled: True
01-25-2025	Acct#333532729-SCEC-952-470-7819	131.32	02/10/2025	201-00-4321-0000	952-474-6340-989-C.H.
01-25-2025	Acct#333778780-PW's-952-470-2294	70.16	02/10/2025	101-32-4321-0000	952-470-7819-261-SCEC
	Check Total:	325.07			952-470-2294-642-PW's

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 167	ECM PUBLISHERS INC			Check Sequence: 5	ACH Enabled: True
1032775	PH Minor Sub/Var	50.00	02/10/2025	101-18-4351-0000	
1032776	PH Final Plat	56.25	02/10/2025	101-18-4351-0000	
1032777	PH Zoning Ordinance	56.25	02/10/2025	101-18-4351-0000	
1032778	Ordinance #613	81.25	02/10/2025	101-13-4351-0000	
1032779	Ordinance #612	75.00	02/10/2025	101-13-4351-0000	
1032780	Ordinance #615	68.75	02/10/2025	101-13-4351-0000	
1032781	Ordinance #614	370.00	02/10/2025	101-13-4351-0000	
1032952	Ordinance #613	55.90	02/10/2025	101-13-4351-0000	
1032953	Ordinance #612	51.60	02/10/2025	101-13-4351-0000	
1032954	Ordinance #615	47.30	02/10/2025	101-13-4351-0000	
1032955	Ordinance #614	260.80	02/10/2025	101-13-4351-0000	
	Check Total:	1,173.10			
Vendor: 186	FERGUSON WATERWORKS, LLC. No.2518			Check Sequence: 6	ACH Enabled: False
0538244-2	Water Meters Purchased	5,368.00	02/10/2025	601-00-4265-0000	
	Check Total:	5,368.00			
Vendor: 200	GOPHER STATE ONE CALL			Check Sequence: 7	ACH Enabled: True
5010750	Monthly Rental	51.77	02/10/2025	631-00-4400-0000	
5010750	Monthly Rental	51.76	02/10/2025	611-00-4400-0000	
5010750	Monthly Rental	51.77	02/10/2025	601-00-4400-0000	
	Check Total:	155.30			
Vendor: 1359	HOWLING WOLF EMBROIDERY			Check Sequence: 8	ACH Enabled: False
5263	Logo Wear	447.00	02/10/2025	101-13-4245-0000	
	Check Total:	447.00			
Vendor: 896	HUEBSCH SERVICES			Check Sequence: 9	ACH Enabled: True
20382237	SCEC - Mats	79.35	02/10/2025	201-00-4223-0000	
	Check Total:	79.35			
Vendor: 226	INTEGRATED FIRE & SECURITY, INC.			Check Sequence: 10	ACH Enabled: True
99090	Fire Monitoring @ PW	635.40	02/10/2025	101-32-4223-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	635.40			
Vendor: 1515	KATH FUEL OIL SERVICE CO.			Check Sequence: 11	ACH Enabled: False
818947	Fuel	1,074.12	02/10/2025	101-32-4212-0000	
	Check Total:	1,074.12			
Vendor: 243	KLM ENGINEERING, INC.			Check Sequence: 12	ACH Enabled: False
10687	Antenna Inspection Svc T-Mobile-Old Market Tr	5,100.00	02/10/2025	880-00-2200-0000	
10688	Antenna Inspection Svc T-Mobile-Smithtown Rc	5,100.00	02/10/2025	880-00-2200-0000	
	Check Total:	10,200.00			
Vendor: 247	DREW KRIESEL			Check Sequence: 13	ACH Enabled: False
451246-Jan-2025	SCEC Event Setup/Teardown	560.00	02/10/2025	201-00-4248-0000	
	Check Total:	560.00			
Vendor: 436	MARK HODGES MEDIA PRODUCTIONS			Check Sequence: 14	ACH Enabled: True
2025-001	Work Session - Council Recording	75.00	02/10/2025	101-11-4400-0000	
	Check Total:	75.00			
Vendor: 1378	MAYA MAINTENANCE LLC			Check Sequence: 15	ACH Enabled: True
1375	Janitorial Services-SCEC	460.00	02/10/2025	201-00-4400-0000	
1375	Janitorial Services-SCEC-Event Setup/Teardown	70.00	02/10/2025	201-00-4248-0000	
	Check Total:	530.00			
Vendor: 279	METROPOLITAN COUNCIL (WASTEWATER)			Check Sequence: 16	ACH Enabled: True
1183286	Monthly Waste Water Svc -March	89,535.36	02/10/2025	611-00-4385-0000	
	Check Total:	89,535.36			
Vendor: 602	MINNESOTA RECREATION & PARK ASSOCIATION			Check Sequence: 17	ACH Enabled: False
2025-Czech	MIRPA Membership Renewal-Mitch Czech	310.00	02/10/2025	101-53-4433-0000	
	Check Total:	310.00			
Vendor: 1161	NORTHWEST ASPHALT, INC			Check Sequence: 18	ACH Enabled: False
PV#6-2024-M&O	PV#6-2024 Mill & Overlay & Smithtown Rd Dr:	110,539.42	02/10/2025	419-00-4680-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	110,539.42			
Vendor: 305 1284406	SAFEBUILD LLC-LOCKBOX #88135 Inspection Services	1,268.46	02/10/2025	Check Sequence: 19 101-24-4400-0000	ACH Enabled: False
	Check Total:	1,268.46			
Vendor: 355 178283	SHRED-N-GO_446138 Shredded Svc	78.93	02/10/2025	Check Sequence: 20 101-19-4223-0000	ACH Enabled: True
	Check Total:	78.93			
Vendor: 1181 95962	SPLIT ROCK MANAGEMENT, INC. Custodial Service-CH Building	487.00	02/10/2025	Check Sequence: 21 101-19-4223-0000	ACH Enabled: True
	Check Total:	487.00			
Vendor: 1101 INV-019764	SPRINGBROOK HOLDING COMPANY LLC Springbrook-CivicPay Fees	303.75	02/10/2025	Check Sequence: 22 601-00-4450-0000	ACH Enabled: True
INV-019764	Springbrook-CivicPay Fees	303.75	02/10/2025	611-00-4450-0000	
INV-019764	Springbrook-CivicPay Fees	303.75	02/10/2025	631-00-4450-0000	
INV-019764	Springbrook-CivicPay Fees	303.75	02/10/2025	621-00-4450-0000	
	Check Total:	1,215.00			
Vendor: 657 2970302	SUMMIT FIRE PROTECTION SECC-Fire Extinguisher Inspection	146.00	02/10/2025	Check Sequence: 23 201-00-4223-0000	ACH Enabled: True
2971484	PWs - Fire Extinguisher Inspection	1,307.25	02/10/2025	101-32-4400-0000	
2991566	City Hall-Sprinkler Inspection	723.00	02/10/2025	101-19-4223-0000	
	Check Total:	2,176.25			
Vendor: 694 29865	TIMESAVER OFF SITE SECRETARIAL, INC. Council Meeting	286.14	02/10/2025	Check Sequence: 24 101-13-4400-0000	ACH Enabled: True
29876	Council Meeting	312.25	02/10/2025	101-13-4400-0000	
29877	Park Meeting	243.01	02/10/2025	101-53-4400-0000	
	Check Total:	841.40			
Vendor: 1083	UNIFIRST CORPORATION			Check Sequence: 25	ACH Enabled: True

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
1562857-Jan2025	Account#1562857 - Uniforms Services	608.48	02/10/2025	101-32-4400-0000	
	Check Total:	608.48			
Vendor: 411	XCEL ENERGY, INC.			Check Sequence: 26	ACH Enabled: True
912346558	24253 Smithtown Rd	1,015.75	02/10/2025	601-00-4395-0000	24253 Smithtown Rd
912375354	5735 Country Club Rd	939.65	02/10/2025	201-00-4380-0000	5735 Country Club Rd
912403110	5755 Country Club Rd	356.17	02/10/2025	101-19-4380-0000	5755 Country Club Rd
912539044	5700 County Rd 19 - Unit Light	256.91	02/10/2025	101-32-4399-0000	5700 County Rd 19 - Unit Light
912539044	5700 County Rd 19	75.07	02/10/2025	101-32-4399-0000	5700 County Rd 19
912790610	4931 Shady Isalnd Road	33.85	02/10/2025	611-00-4380-0000	4931 Shady Isalnd Road
912817702	28125 Boulder Bridge Drive	1,829.37	02/10/2025	601-00-4396-0000	28125 Boulder Bridge Drive
	Check Total:	4,506.77			
	Total for Check Run:	238,889.07			
	Total of Number of Checks:	26			

Accounts Payable

Computer Check Proof List by Vendor

User: mnguyen
 Printed: 02/05/2025 - 2:03PM
 Batch: 00002.02.2025 - Council-02-10-2025-LMC



Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 531	LEAGUE OF MINNESOTA CITIES				ACH Enabled: False
421257	PSHRA MN Chapter Membership Dues	50.00	02/10/2025	Check Sequence: 1 101-13-4433-0000	
	Check Total:	50.00			
	Total for Check Run:	50.00			
	Total of Number of Checks:	1			



City Council Meeting Item

Title/Subject: Resolution Regarding Mound & St. Bonifacius Fire JPA
Meeting Date: February 10, 2025
Prepared by: Marc Nevinski, City Administrator
Attachments: Resolution

2D

Background

For many years the City of Mound provided fire protection services through a contract with the cities of Minnetrista, Spring Park, and the approximately 113 parcels in Shorewood on the islands (3212 parcels in the remainder of Shorewood). In 2024, conversations with these cities, as well as the City of St. Bonifacius began to explore the potential of delivering services under a different organizational model to better manage costs, maintain high level of service, and attract and retain firefighters. Over the past several months, the cities have met with the fire chiefs, firefighters, elected officials and administrators for a series of discussions facilitated by the State Fire Marshal's office. The discussions have included reasons for a possible change (i.e. sustainability of fire protection) and various options (maintain status quo, establish a taxing district, or create a JPA).

At this point the cities are considering developing a joint powers agreement similar to the Excelsior Fire District. At a recent meeting of the cities, discussions occurred regarding setting up subcommittees to explore possible funding formulas and a draft JPA document. Additionally, the Fire Chiefs are discussing operational and organizational changes and logistics to enhance collaboration in the near-term and prepare for potential integration in the longer-term. The cities also discussed potential timing of subcommittee work so that budgets can be prepared for 2026.

On January 27, 2025 the Shorewood City Council met in a work session to discuss its potential involvement in a JPA. The Council concluded that it most likely would prefer to continue to contract for fire protection services on Enchanted and Shady Islands, but that it would continue to participate in discussions about a JPA and to provide insights as desired about operating within public safety JPAs.

Financial or Budget Considerations

In recent years, Shorewood has spent approximately \$30,000 annually on its contract with the Mound Fire Department. For comparison, the 2025 budget for the Excelsior Fire District is \$844,000. In both arrangements, the per parcel cost of fire protection is approximately \$265 annually.

Action Requested

Motion to adopt the attached resolution.

**CITY OF SHOREWOOD
COUNTY OF HENNEPIN
STATE OF MINNESOTA
RESOLUTION 25-019**

**RESOLUTION SUPPORTING THE FORMATION OF A FIRE JOINT POWERS AGREEMENT
(JPA) BETWEEN THE CITIES OF MINNETRISTA, MOUND, SAINT BONIFACIUS, AND SPRING
PARK WITH COLLABORATION OF SHOREWOOD**

WHEREAS, the cities of Minnetrista, Mound, Saint Bonifacius, Shorewood, and Spring Park have recognized a shared need for efficient and reliable fire protection services for their respective communities; and

WHEREAS, the cities of Shorewood, Minnetrista, and Spring Park have historically collaborated for fire protection services with the City of Mound; and

WHEREAS, as growth and development to the west increases, collaborative efforts through a Joint Powers Agreement (JPA) will enable these cities to pool resources, optimize response times, and improve emergency services through unified regional fire protection; and

WHEREAS, a Joint Powers Agreement for fire protection would allow for more consistent service delivery across municipal boundaries, leveraging shared resources, personnel, and infrastructure to the benefit of all participating communities; and

WHEREAS, the proposed Joint Powers Agreement would promote fiscal responsibility and sustainability, enabling a cost-effective model for fire protection and emergency response services; and

WHEREAS, collaboration between the cities of Minnetrista, Mound, Saint Bonifacius, Shorewood, and Spring Park will enhance the safety and welfare of their residents through improved fire protection capabilities;

WHEREAS, that the City Councils of Minnetrista, Mound, Saint Bonifacius, and Spring Park have expressed full support for the continuing development of a Joint Powers Agreement among the cities for the purpose of establishing a regional fire protection authority; and

WHEREAS, the City of Shorewood has historically contracted with the City of Mound for fire protection services to service approximately one hundred and thirteen residential properties located Enchanted and Shady Islands; and

WHEREAS, the City of Shorewood has over two decades of experience as a member of two JPAs providing public safety services; and

WHEREAS, the Shorewood City Council discussed on January 27, 2025 the work Minnetrista, Mound Saint Bonifacius and Spring Park are doing to explore the formation of a JPA for fire protections services, is supportive of this work.

NOW THEREFORE BE IT RESOLVED by the Shorewood City Council that:

1. Shorewood is supportive of the work Minnetrista, Mound, Saint Bonifacius, and Spring Park are doing to explore the formation of a JPA for fire protection services; and
2. Shorewood is likely to prefer to continue to contract for fire protection services for properties located on Enchanted and Shady Islands; and
3. Shorewood wishes at this time for its designated representatives to continue to participate in the JPA discussions to fully understand its options and provide insights about operating within a JPA, if desired by the other cities.

Adopted by the City Council of Shorewood, Minnesota this 10th day of February, 2025.

Jennifer Labadie, Mayor

Attest:

Sandie Thone, City Clerk



City Council Meeting Item

Title/Subject: JPA with State of MN (BCA) Federal Background Checks
Meeting Date: February 10, 2025
Prepared by: Sandie Thone, City Clerk/Human Resources Director
Reviewed by: Jared Shepherd, City Attorney.
Marc Nevinski, City Administrator
Attachments: Joint Powers Agreement (JPA) with State of MN (BCA)

Background

Under MN State Statutes §471.59, the BCA and the City of Shorewood Human Resources Department (as the Governmental Unit) are empowered to engage in such agreements to exercise their powers. The City of Shorewood Human Resources Department utilizes the Bureau of Criminal Apprehension (BCA) to conduct finger-print based background investigations in association with employment, specifically employment requiring National Child Protection Act (NCPA) background checks.

Human Resources Director Sandie Thone (authorized representative) and City Administrator Marc Nevinski (back-up) went through the necessary training and certification process to conduct these backgrounds, obtain access to the data, and manage the background data for the City of Shorewood. This agreement is effective upon approval by the city council and submittal to the BCA and will expire five (5) years from the effective date.

Action Requested

Motion to approve Joint Powers Agreement (JPA) with State of Minnesota (BCA) for Federal Background Checks.

A simple majority vote required.



Joint Powers Agreement

State of Minnesota

Federal Background Checks

ORI – NCJMN0039
SWIFT Contract # 261993

This Agreement is between the State of Minnesota, acting through its commissioner of Public Safety on behalf of the Bureau of Criminal Apprehension ("BCA"), and the City of Shorewood on behalf of its Human Resources Department ("Governmental Unit").

Recitals

- 1 Under Minnesota Statutes § 471.59, the BCA and Governmental Unit are empowered to engage in such agreements as are necessary to exercise their powers.
- 2 The BCA is the State Identification Bureau for the State of Minnesota and is responsible for fingerprint identification services including submission of civil, fingerprint-based background checks to the Federal Bureau of Investigation ("FBI") subsequent to conducting Minnesota records checks.
- 3 The Governmental Unit has a state statute, Minnesota Statutes, § 299C.62, that has been approved by the United States Attorney General as compliant with Public Law 92-544.
- 4 The Governmental Unit wants to access federal data in support of its duties to conduct background checks as provided by law.
- 5 The purpose of this Joint Powers Agreement is to memorialize the requirements for Governmental Unit to obtain access and the limitations that apply to the information that Governmental Unit obtains.

Agreement

- 1 **Term of Agreement**
 - 1.1 **Effective Date.** This Agreement is effective on the date the BCA obtains all required signatures under Minnesota Statutes § 16C.05, subdivision 2.
 - 1.2 **Expiration Date.** This Agreement expires five years from the date it is effective.
- 2 **Agreement Between the Parties**
 - 2.1 **Request Submission.** Governmental Unit agrees that it will collect fingerprints from those individuals for whom a Minnesota and federal fingerprint-based background check will be conducted. Governmental Unit will forward the fingerprints and other documentation to the BCA. The fingerprints will be captured so they meet the requirements of National Institute of Standards and Technology Special Publication 500-290. The Governmental Unit will ensure that all fields required on the fingerprint card are completed.

Fingerprints received by Governmental Unit will be forwarded to the BCA using a secure method.
 - 2.2 **Request Processing.** On receipt of fingerprints that conform to the requirements of Clause 2.1, the BCA will conduct a check of the Minnesota criminal history repository for any records that match the fingerprints submitted. Any results of a fingerprint

match in Minnesota will be returned to the Governmental Unit with the federal results.

The BCA will also forward the fingerprints to the FBI for processing. The BCA will receive the response from the FBI, redact any data the Governmental Unit is not entitled to receive and forward the results to the Governmental Unit.

- 2.3 Policies.** The FBI and BCA have laws and policies on access, use, audit, dissemination, screening (pre-employment), security, training, and use of the criminal history results. These FBI and BCA policies, as amended and updated from time to time, are incorporated into this Agreement by reference. The policies are available at <https://bcanextest.x.state.mn.us//noncrim/launchpad/index.pl>. Governmental Unit has created its own policies to ensure that Governmental Unit's employees and contractors comply with all applicable requirements. Governmental Unit ensures this compliance through appropriate enforcement.
- 2.4 Limitations on Access.** BCA agrees that it will comply with applicable state and federal laws when making information accessible. Governmental Unit agrees that it will comply with applicable state and federal laws when accessing, using, disseminating, and storing data. Each party is responsible for its own compliance with the most current applicable state and federal laws.
- 2.5 Requirement to Update Information.** The parties agree that if there is a change to any of the information, whether required by law or this Agreement, the party will send the new information to the other party in writing within 30 days of the change.
- 2.6 Compliance with Personnel Security Requirements.** Per Minnesota Statutes § 299C.46, employees of a Governmental Unit who review results of background checks will be required to take security awareness training and pass a federal, fingerprint-based background check. Any information technology staff who support the work of Governmental Unit and who have physical or logical access to criminal history information will also be required to take security awareness training and pass a federal, fingerprint-based background check and may need to sign a security addendum certification. All required training by Governmental Unit employees will be completed prior to reviewing or handling background checks.

3 Payment

Governmental Unit will pay the BCA for all services performed under this Agreement. For each background check that is processed by BCA, Governmental Unit will pay the fee identified at <https://dps.mn.gov/divisions/bca/bca-divisions/criminal-justice-information-services/background-checks/background-check-fees>. There is an additional \$10.00 fee if the fingerprints are taken at BCA.

4 Authorized Representatives

BCA's Authorized Representative is the person below, or her successor:

Name: Diane Bartell, Deputy Superintendent
Address: Dept. of Public Safety; Bureau of Criminal Apprehension
1430 Maryland Avenue East
Saint Paul, MN 55106
Telephone: 651.793.2590
Email Address: Diane.Bartell@state.mn.us

Governmental Unit's Authorized Representative is the person below, or his/her successor:

Name: Sandie Thone, City Clerk/HR Director
Address: 5755 Country Club Rd
Shorewood, MN 55331-8927
Telephone: 952.960.7911
Email Address: sthone@ci.shorewood.mn.us

5 **Assignment, Amendments, Waiver, and Agreement Complete**

- 5.1 Assignment.** Neither party may assign nor transfer any rights or obligations under this Agreement.
- 5.2 Amendments.** Any amendment to this Agreement, except that described in Clause 2.5 above, must be in writing and will not be effective until it has been signed and approved by the same parties who signed and approved the original agreement, or their successors in office.
- 5.3 Waiver.** If either party fails to enforce any provision of this Agreement, that failure does not waive the provision or the right to enforce it.
- 5.4 Agreement Complete.** This Agreement contains all negotiations and agreements between the BCA and the Governmental Unit. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

6 **Liability**

The BCA and the Governmental Unit agree each party will be responsible for its own acts and behavior and the results thereof to the extent authorized by law and shall not be responsible or liable for the acts of any others and the results thereof. The BCA's liability shall be governed by provisions of the Minnesota Torts Claims Act, Minnesota Statutes § 3.736, and other applicable law. The Governmental Unit's liability shall be governed by the Minnesota Municipal Tort Claims Act, Minnesota Statutes Chapter 466, and other applicable law.

7 **Audits**

- 7.1** Under Minnesota Statutes § 16C.05, subdivision 5, the Governmental Unit's books, records, documents, internal policies and accounting procedures and practices relevant to this Agreement are subject to examination by the BCA, State Auditor, or Legislative Auditor, as appropriate, for a minimum of six (6) years from the end of this Agreement. The examination shall be limited to the books, records, documents, and accounting procedures and practices that are relevant to this Agreement.
- 7.2** Under applicable state and federal law and policy, the Governmental Unit's records are subject to examination by the BCA and the FBI to ensure compliance with laws, regulations and policies about access, use, and dissemination of data.

8 **Government Data Practices**

- 8.1 BCA and Governmental Unit.** The BCA and Governmental Unit must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data accessible under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Governmental Unit under this Agreement. The remedies of Minnesota Statutes §§ 13.08 and 13.09 apply to the release of the data referred to in this clause by either the BCA or the Governmental Unit.

9 **Investigation of Alleged Violations; Sanctions**

For purposes of this clause, "Individual User" means an employee or contractor of

Governmental Unit.

9.1 Investigation. Governmental Unit and BCA agree to cooperate in the investigation and possible prosecution of suspected violations of federal law, state law, and policies and procedures referenced in this Agreement. When BCA becomes aware that a violation may have occurred, BCA will inform Governmental Unit of the suspected violation, subject to any restrictions in applicable law. When Governmental Unit becomes aware that a violation has occurred, Governmental Unit will inform BCA subject to any restrictions in applicable law.

9.2 Sanctions.

9.2.1 Under this Agreement, Governmental Unit must determine if and when an involved Individual User is disciplined due to inappropriate use of data. Governmental Unit may decide to suspend or terminate access and the decision must be made as soon as alleged violation is discovered, after notice of an alleged violation is received, or after an investigation has occurred. Governmental Unit must report the status of the Individual User's access to BCA without delay. BCA reserves the right to temporarily suspend or eliminate an Individual User's access to data and will notify Governmental Unit if an Individual User is affected.

9.2.2 If the BCA determines the Governmental Unit has jeopardized the integrity of the information, BCA may temporarily stop providing some or all the information under this Agreement until the failure is remedied to the BCA's satisfaction. If Governmental Unit's failure is continuing or repeated, Clause 11.1 does not apply and BCA may terminate this Agreement immediately.

10 Venue

Venue for all legal proceedings involving this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

11 Termination

11.1 Termination. The BCA or the Governmental Unit may terminate this Agreement at any time, with or without cause, upon 30 days' written notice to the other party's Authorized Representative.

11.2 Termination for Insufficient Funding. Either party may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written notice to the other party's authorized representative. The Governmental Unit is not obligated to pay for any services that are provided after notice and effective date of termination. However, the BCA will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. Neither party will be assessed any penalty if the agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. Notice of the lack of funding must be provided within 30 days of the affected party receiving that notice.

12 E-Verify Certification (In accordance with Minnesota Statutes § 16C.075)

For services valued in excess of \$50,000, Governmental Unit certifies that as of the date of services performed by the BCA, Governmental Unit and all its subcontractors will have implemented or be in the process of implementing the federal E-Verify Program for all newly hired employees in the United States who will perform work on behalf of the

Governmental Unit. Governmental Unit is responsible for collecting all subcontractor certifications and may do so utilizing the *E-Verify Subcontractor Certification Form* available at <http://www.mmd.admin.state.mn.us/doc/EverifySubCertForm.doc>. All subcontractor certifications must be kept on file with Governmental Unit and made available to the BCA upon request.

13 Continuing Obligations

The following clauses survive the expiration or cancellation of this Agreement: 6. Liability; 7. Audits; 8. Government Data Practices; 9. Investigation of Alleged Violations; Sanctions; and 10. Venue.

BCA and the Governmental Unit indicate their agreement and authority to execute this Agreement by signing below.

GOVERNMENTAL UNIT

Governmental Unit certifies that the appropriate person(s) has(have) executed this Agreement on behalf of the Governmental Unit and its jurisdictional government entity as required by applicable articles, laws, by-laws, resolutions, or ordinances.

By and Title: _____
Governmental Unit

_____ Date

DEPARTMENT OF PUBLIC SAFETY, BUREAU OF CRIMINAL APPREHENSION

By and Title: _____
(with delegated authority)

_____ Date

COMMISSIONER OF ADMINISTRATION

As delegated to the Office of State Procurement

By: _____

_____ Date



City of Shorewood

City Council Meeting Item

Item
4A

Title/Subject: Recycling Update
Meeting Date: February 10, 2025
Prepared by: Eric Wilson, Communications & Recycling Coordinator
Attachments: Certified Recycling 2024 Invoice (Spring Cleanup)

Background

Recycling Program

Since 2015, the City of Shorewood has contracted with Republic Services for organized recycling collection. In 2024, 96% of total households in Shorewood regularly set out recycling carts for collection. Cardboard, mixed paper, and glass make up 76% of the total materials that residents recycle. Residual garbage makes up 12.9% of the materials found in residents' recycling carts.

Organics Program

In accordance with Hennepin County's Ordinance 13 requirements (regulates the separation of mixed recyclables and organic material), the City of Shorewood operates 3 organics recycling drop-off sites at Freeman Park, Southshore Park, and Haralson Park. This service is free to residents of Shorewood and neighboring communities of Deephaven, Greenwood and Woodland. To participate, residents register online. 149 households have registered for the organics program, as of December 31, 2024.

Material Tonnage

The table below demonstrates the type of materials that are disposed of by Shorewood residents. Recycling material and residual tonnage data is provided by Republic Services. Organics are calculated at 6 lbs/household/month (for 149 HH). Household hazardous waste and problem materials data is collected at the Spring Cleanup event. *Please note that not all material tonnage data from spring cleanup is provided below. See Certified Recycling Invoice for specific data.*

Material	Single Family Curbside (lbs)	Drop-Off Sites (lbs)	Clean Up Events (lbs)	Total Tons
Paper				
Cardboard	490,762			245.38
Mixed	471, 311			235.66
Metal				
Mixed Aluminum/Steel/Tin	19,301			9.65
Mixed Glass	201,990			101
Plastic				
#1 PET	85,284			42.64

#2 HDPE natural/clear	16,308			8.15
#2 HDPE mixed colors	17,356			8.68
Residual garbage in the recycling				
Residual Garbage	193,013			96.51
Organics				
Organics		46,488*		23.24
Household Hazardous Waste & Problem Materials				
Electronics			4,681	2.34
Appliances			7,950	3.98
Batteries			488	0.24
Tires			625	0.31
Fluorescent Lamps			70.50	0.04
Total Tons				777.81

Contract & Budget Information

At the June 10, 2024, Work Session, City Council approved an extension agreement with Republic Services that will expire on December 31, 2025. In 2024, the City paid \$4.71 per household per month to Republic for recycling services. Residents were charged \$5.33 per month, which is reflected in a quarterly utility billing statement at \$16 per quarter. The breakdown of cost is as follows:

- Republic Services Recycling Service Fee = \$4.04/month/household
- Republic Services Processing Fee = \$0.67/month/household
- City of Shorewood Recycling Program costs* = \$0.62/month/household

**Program costs include staff time and expenses associated with education and outreach efforts (see below)*

The City of Shorewood’s organics drop-off sites are free to residents. These sites cost on average \$370/month. These are required regardless of participation rate per Hennepin County Ordinance 13.

Education & Outreach

City of Shorewood’s Communications and Recycling Coordinator is responsible for conducting outreach and providing education on City of Shorewood’s recycling and organics programs. They utilize various resources from Hennepin County and gain additional support from residents who volunteer their time with the City’s Recycling Committee.

In 2019, the Recycling Advisory Committee was formed to help guide the City’s efforts related to waste reduction and support the steps that were required for the city to comply with Hennepin County’s Ordinance 13 requirements. Since it first began in 2019, the committee has worked on various activities to meet the committee’s goals. Activities have included residential sorts and awareness campaigns.

Recycling education and outreach completed in 2024

<ul style="list-style-type: none">• Distribution of recycling calendar to residents• Newsletter articles• Social media posts• Utility Bill message• Outreach at events• Promotion of County programs (HHW events, Fix-it clinics, educational campaigns, etc.)• Pumpkin drop event (22 HH participated)• Monthly electronic newsletter (836 subscribers)	<ul style="list-style-type: none">• First Committee-hosted field trip to SMSC Organics Site (10 participants)• Door knocking (86 HH reached)• Piloted a yard sign drop-off (42 signs collected)• Spring cleanup and paper shred event support• Worked with 2 VANTAGE program groups to design a survey and a short video to promote organics recycling
---	--

2025 Next Steps

Recycling Program

Republic Services has increased recycling fees from \$4.04/month/household to \$4.65/month/household. The number of participating households has also increased from 2,890 in 2024 to 2,910 beginning January 1, 2025. Recycling fees in the 2025 Master Fee Schedule have been increased to \$18/quarter to reflect this change. In preparation for contract terms to expire on December 31, 2025, City staff is preparing an RFP to contract recycling services beginning on January 1, 2026. The first draft of the RFP is expected to be prepared by and discussed at the February 24 City Council Work Session.

Organics Program

The City will continue to provide drop-off sites in contract with Republic Services and to meet Ordinance 13 requirements as outlined by Hennepin County. Minn. Stat. § 473.149 – a long-range policy plan for solid waste management, prepared by the MN Pollution Control agency – introduced a future requirement for cities with populations over 5,000 to provide curbside organics services for all residents. While the date of when this requirement will take effect is unknown, the City will include curbside organics services in the recycling RFP in order to begin to obtain pricing information and to explore as a possible service to offer to residents.

City Staff will continue to work with Shorewood’s Recycling Committee to provide education and outreach to residents utilizing county approved messaging and terminology through various communication tools, including direct mail, electronic newsletters, events, and the city’s website.

The first recycling committee meeting for 2025 is tentatively schedule for Tuesday, March 11 at 5:30 p.m.

Financial Considerations: None

Action Requested: None



Invoice #: 80552

Collection Date: 5-18-24

Submitted Date: 5-24-24

City of Shorewood Spring Clean up Event

24200 Smithtown Road Shorewood MN 55331

Certified Recycling | 14305 Ewing Ave Burnsville MN 55306 | Ph: 952-894-1448 | Fax: 952-224-9055 |

Appliance	Quantity	Price Per Item	Total Price
Air Conditioner	1	\$15.00	\$15.00
Dehumidifier	8	\$15.00	\$120.00
Dishwasher	4	\$15.00	\$60.00
Water Cooler	2	\$15.00	\$30.00
Stove/Stove Top	4	\$15.00	\$60.00
Microwave	13	\$15.00	\$195.00
Refrigerators	11	\$15.00	\$165.00
Water Softner	3	\$30.00	\$90.00
Electric Pumps	4	\$15.00	\$60.00
Sandwich Press	1	\$15.00	\$15.00
Heater	1	\$15.00	\$15.00
Fire Place Insert	1	\$15.00	\$15.00
Light Bulbs	Quantity	Price Per Item	Total Price
4' and Under- Straight	56	\$1.00	\$56.00
Halogen	2	\$1.00	\$2.00
Compact	13	\$2.00	\$26.00
Flood	7	\$3.00	\$21.00
Shatter Shield	1	\$3.00	\$3.00
LED	13	\$3.00	\$39.00
Incandescent	1	\$1.00	\$1.00
HID	1	\$3.00	\$3.00
Misc. Items	Quantity	Price Per Item	Total Price
Car/Passenger Tire without rim	15	\$10.00	\$150.00
Car/Passenger Tire with rim	10	\$20.00	\$200.00
Electronics (in LBS)	4,681 LBS	\$0.40/LB	\$1,872.40
Lead Acid Style Batteries	488 LBS	No charge / No credit	\$0.00
Ballasts	12 LBS	\$1.50/LB	\$18.00
Push Mower	8	\$35.00	\$280.00
Snow Blower	5	\$35.00	\$175.00
Small Gas Equipment	24	\$10.00	\$240.00
Pressure washer	2	\$35.00	\$70.00
Exercise Bike	1	\$35.00	\$35.00
20 lb. Propane Tank	2	\$10.00	\$20.00
1 lb. Propane Tank	11	\$10.00	\$110.00
Fire Extingisher	1	\$10.00	\$10.00

Price Breakdown by category on next page

Item by Category	Quantity	Price Per Item	Total Price
Appliances	53	See Pricing per type above	\$840.00
Light Bulbs	94	See Pricing per type above	\$151.00
Car/Passenger Tire without rim	15	\$10.00	\$150.00
Car/Passenger Tire with rim	10	\$20.00	\$200.00
Electronics (in LBS)	4,681 LBS	\$0.40/LB	\$1,872.40
Lead Acid Style Batteries	488 LBS	No charge / No credit	\$0.00
Ballasts	12 LBS	\$1.50/LB	\$18.00
Push Mower	8	\$35.00	\$280.00
Snow Blower	5	\$35.00	\$175.00
Small Gas Equipment	24	\$10.00	\$240.00
Pressure washer	2	\$35.00	\$70.00
Exercise Bike	1	\$35.00	\$35.00
20 lb. Propane Tank	2	\$10.00	\$20.00
1 lb. Propane Tank	11	\$10.00	\$110.00
Fire Extingisher	1	\$10.00	\$10.00
Staffing	4	\$70/hr/staff for 5 hrs + 1hr travel	\$1,680.00
		Total Invoice Amount Due:	\$5,851.40

Thank you, We appreciate your business!!



City Council Meeting Item

Title/Subject: Commission Appointments
Meeting Date: February 10, 2025
Prepared by: Sandie Thone, City Clerk/Human Resources Director
Attachments: Resolution

Item 8A

Background

Pursuant to Minnesota Statute 462.354, Subdivision 1, and Shorewood City Code Chapter 201, the Shorewood Planning Commission was established and shall be advisory to the City Council. The Commission shall consist of five members who are current residents of Shorewood. Terms of appointment commence on March 1 and terminate on the last day of February and run for three years. Duly appointed Planning Commission members shall be required to attend no less than half the official meetings held in one year. The Planning Commission shall have the powers and duties given to city planning agencies generally by law, including authority to conduct public hearings directed by the City Council or city policy and may exercise the duties conferred upon it by Shorewood City Code Chapter 201.

Pursuant to Shorewood City Code Chapter 202, the Shorewood Park Commission was established and shall be advisory to the City Council. The Commission shall consist of five members who are current residents of Shorewood. Terms of appointment commence on March 1, run for three years and terminate on the last day of February. Duly appointed Park Commission members shall be required to attend no less than half the official meetings held in one year. The purpose of the Park Commission shall be to aid the City Council in the expenditure of monies so that the greatest benefit may be obtained from the use and maintenance of the parks.

City staff actively recruited applicants for the vacancies that exist due to two commissioners being elected to the City Council and for upcoming term expirations. As of March 1, 2025, three openings on each commission will exist. The city council interviewed the following eight candidates at their work session this evening.

- Mike Hirner
- Amy Wenner
- Jeff Casale
- Ralph Ballard
- Eric Magistad
- Cindy Holker
- Daniele Longo
- Janet Sylvester

The City Council hereby recommends the following appointments to the Planning Commission:

Term: March 1, 2025 through February 2028: _____

Term: March 1, 2025 through February 2028: _____

*Term: March 1, 2025 through February 2026: _____

* Remainder of Nat Gorham's Term

The City Council hereby recommends the following appointments to the Park Commission:

Term: March 1, 2025 through February 2028: _____

Term: March 1, 2025 through February 2028: _____

**Term: March 1, 2025 through February 2027: _____

** Remainder of Michelle DiGruttolo's Term

Action Requested

Motion to approve the attached Resolution appointing planning and park commissioners for the terms effective March 1, 2025.

A simple majority vote is required.

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

RESOLUTION 25-020

**A RESOLUTION APPOINTING COMMISSIONERS TO THE
PARK COMMISSION AND PLANNING COMMISSION**

WHEREAS, the City of Shorewood has established commissions consisting of Shorewood residents to consider and advise the City Council on matters relating to land use and park and recreation activities; and

WHEREAS, the City appoints Shorewood residents to serve on the boards of other organizations the City is a member or participant in; and

WHEREAS, the City annually seeks applicants to serve on its commissions and boards when vacancies occur and when terms expire; and

WHEREAS, the City has received applications from residents to serve on its various commissions and boards, has interviewed applicants and discussed their appointments;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHOREWOOD, MINNESOTA THAT APPOINTMENTS TO ITS COMMISSIONS AND BOARDS ARE MADE AS FOLLOWS:

- | | | |
|------------------------|--------------------|-------|
| 1. Planning Commission | Term 3/25 to 2/28 | _____ |
| 2. Planning Commission | Term 3/25 to 2/28 | _____ |
| 3. Planning Commission | Term 3/25 to 2/26* | _____ |
| 4. Park Commission | Term 3/25 to 2/28 | _____ |
| 5. Park Commission | Term 3/25 to 2/28 | _____ |
| 6. Park Commission | Term 3/25 to 2/27* | _____ |

*Remainder of terms left vacant by newly elected Councilmembers

Adopted by the City Council of Shorewood, Minnesota this 10th day of February 2025.

Jennifer Labadie, Mayor

Attest:

Sandie Thone, City Clerk