

1. Agenda

Documents:

[04-28-2 CC WS AGENDA.PDF](#)

2. Agenda Packet

Documents:

[04-28-2 CC WS AGENDA PACKET.PDF](#)

**CITY OF SHOREWOOD
CITY COUNCIL WORK SESSION
MONDAY, APRIL 28, 2025**

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

AGENDA

1. CONVENE CITY COUNCIL WORK SESSION

A. Roll Call

Mayor Labadie _____
Maddy _____
Sanschagrín _____
Gorham _____
DiGruttolo _____

B. Review Agenda

ATTACHMENTS

2. COUNCIL DISCUSSION WITH PARK COMMISSION

Park/Rec Manager Memo

**3. SHOREWOOD COMMUNITY AND EVENT CENTER TASK FORCE
DISCUSSION**

Park/Rec Manager Memo

4. COUNCIL BYLAWS

City Administrator Memo

5. ADJOURN

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City Council Work Session Item

Title/Subject: Council Discussion with Park Commission
Meeting Date: April 28, 2025
Prepared by: Mitchell Czech, Parks & Recreation Manager
Reviewed by: Marc Nevinski, City Administrator
Attachments: **DRAFT City Council Strategic Priorities**
DRAFT 2025 Park Commission Work Plan
Expectations of Liaison Policy
2025 Park Commission Handbook

Item 2

Background

The City will be going through the process of developing a Parks Master Plan in 2025. To ensure proper alignment of the City Council and Park Commission, a discussion of the two boards has been scheduled to review Park Commission roles and responsibilities, the City's strategic priorities, and the 2025 Park Commission work plan.

Roles and Responsibilities

City code identifies the powers and duties of the Park Commission as follows

- Consider, review, report and advise on all matters which the Council may refer to the Commission;
- Plan, on a long-term basis, for the future park and recreational needs of the city and recommend to the Council a feasible means of financing the long-term requirements;
- Recommend to the Council operating policies and procedures for use of existing parks;
- Develop and refer to the Council a recommended operational and capital improvement budget for parks for the ensuing year;
- Submit to the Planning Commission comments on any proposed subdivisions, as the same may or may not affect the city's park and playground requirements.
- Review park maintenance and provide comments to the Council on the maintenance program's overall effectiveness in managing park and open space amenities.

Additional guidance for the commission is also found in the Roles and Responsibilities policy and the Commission Handbook.

Work Plans

During their retreat in February 2025, the City Council developed strategic priorities to guide decision making and establish clear objectives for the City. Seven key areas were identified by the City Council and include the following:

1. Environmental Stewardship
2. Fiscal Responsibility
3. Safe and Secure Community

4. Organizational Strength and Good Governance
5. Functionally and Financially Sound Infrastructure
6. Comprehensive Approach to Planning and Development
7. Effective Engagement and Communications Goals

The Council has been working to formalize a Strategic Priorities document that outlines specific goals, objectives, and timelines.

The 2025 Park Commission work plan includes focus areas that are intended to align with the goals of Council. It also includes additional topics that may be discussed during the year as time allows, or as directed by Council. The work plan is approved annually by the Council.

Financial or Budget Considerations:

None

Discussion Requested:

1. Overview of the Park Commission roles and responsibilities, and what is expected out of their advisory role.
 - a. What information does the Council need from the Commission?
 - b. What direction does the Commission need from the Council?
 - c. Should the Expectations and Roles policy be updated?
 - d. The Park Commission Handbook was recently updated for orientation and reference. Is there additional information or training that would be helpful?
2. Discussion regarding City Council strategic priorities.
 - a. How do they align with the Park Commission?
 - b. What is needed from the Park Commission to achieve?
3. Discussion regarding the Park Commission 2025 Work Plan.
 - a. Does the work plan align with the priorities of City Council?
 - b. The goal statement was created in August 1996. Should any changes be made?
 - c. Are there additional items the Council wants to see included in the work plan?

1. Environmental Stewardship

Goals

- Clear and strategic environmental policies and practices

A. Vegetation Management Plan – A plan based on insights from the IPM report, Bee Safe resolution, experience, industry experts, documented best practices, and public input.	
Expected Outcomes	An approved plan identifying issues, strategies, policies and practices for addressing invasive species, trees and turf.
Milestones	<ul style="list-style-type: none"> • Draft to Park Commission • Public input • Council
Estimated Resources	Hours ⌚ ⌚ Funds \$\$
Target Date	End of 2025

B. Recycling RFP – Issue an RFP for recycling services	
Expected Outcomes	Execute a new contract for recycling and possibly curbside organics collection.
Milestones	<ul style="list-style-type: none"> • Issue RFP and conduct resident survey • Review proposals and recommend contractor • Approve contract • Information and education campaign for residents
Estimated Resources	Hours ⌚ ⌚ Funds \$\$
Target Date	End of 2025

C. Vegetation Management - Remove new-growth buckthorn from 2024 removal areas; Conduct “small area” buckthorn removals in parks and ROW; Conduct removal of dead ash trees.	
Expected Outcomes	Reduction in buckthorn and ash trees in public spaces.
Milestones	<ul style="list-style-type: none"> • Spring Removal • Winter Removal
Estimated Resources	Hours ⌚ ⌚ ⌚ ⌚ Funds \$\$\$
Target Date	Ongoing

1. Environmental Stewardship

Other

Future Years

- Green Step Cities program – Review and evaluate continued participation in Green Step Cities and outline options

DRAFT

① < 50	\$ 100s
① ① 51-120	\$\$ 1000s
① ① ① 121-250	\$\$\$ 10,000s
① ① ① ① 250>	\$\$\$\$ 100,000s
	\$\$\$\$\$ 1M+

2. Fiscal Responsibility

Goals

- Align City policies and practices with strategic direction
- Implement best practices to support sound financial management
- Maintain stable and predictable finances over the long-term

A. Long Term Financial Management Plan - Develop plan for operations and capital investments; Adopt policies to guide management and sustainability of the City's funds.	
Expected Outcomes	A model and approved plan that guides budget development and capital planning.
Milestones	<ul style="list-style-type: none"> • Development of model for budget development • Presentation and recommendation to Council
Estimated Resources	Hours ⌚ ⌚ Funds \$\$\$
Target Date	Q3 2025

B. SCEC Task Force - Establish a task force to explore and analyze strategies to increase use and revenue at the SCEC.	
Expected Outcomes	Report that outlines options, including implications, investments, implementation steps, and projections to minimize funding gap.
Milestones	<ul style="list-style-type: none"> • Discuss and approve task force charter, with goals, expectations, and timeline • Recruit members and form task force • Task force report • Council considers recommendations
Estimated Resources	Hours ⌚ ⌚ ⌚ ⌚ Funds \$\$
Target Date	Q2 2026

Other

- Document when cost savings occurs.

Future Years

⌚ < 50	\$ 100s
⌚ ⌚ 51-120	\$\$ 1000s
⌚ ⌚ ⌚ 121-250	\$\$\$ 10,000s
⌚ ⌚ ⌚ ⌚ 250>	\$\$\$\$ 100,000s
	\$\$\$\$\$ 1M+

3. Safe & Secure Community

Goals

- Safe built environment
- Strong, proactive, strategic, and cost-effective public safety services

A. Hwy 7 Safety – Support activities that result in safety enhancements along the Hwy 7 corridor, identify plans for safety improvements, and create structure to collaborate and advocate for improvements to Hwy 7.	
Expected Outcomes	Education, awareness, enforcement; Data and plans; Organizational structure for corridor wide collaboration and advocacy
Milestones	<ul style="list-style-type: none"> • Law enforcement agencies' Road Safe Grant – through June 2025 • MnDOT Corridor Study – through 2025 • Corridor Communities TMO Study – through June 2026
Estimated Resources	Hours: ⌚ ⌚ ⌚ ⌚ Funds: \$\$\$\$ (using State Grants)
Target Date	Q3 2025; Q3 2026 for TMO

B. Public Safety Engagement – Increase City Council and resident engagement with SLMPD and EFD to better understand direction of SLMPD and EFD and provide informed guidance to board representatives.	
Expected Outcomes	Increased understanding of departments by Council and residents. Informed direction for appointed board members.
Milestones	<ul style="list-style-type: none"> • Two to three interactions each with each Chief and the Council per year • Increase profile of departments in City communications.
Estimated Resources	Hours ⌚ Funds \$
Target Date	Q4 2025

3. Safe & Secure Community

C. Security and Access Control – Complete parks and facilities security project by adding cameras and access control points.

Expected Outcomes	Improved access controls to City facilities. Expanded camera coverage and better management of data.
Milestones	<ul style="list-style-type: none"> • Present plan for approval by Council • Installation of data lines and equipment
Estimated Resources	Hours ⌚ ⌚ ⌚ Funds \$\$\$\$
Target Date	Q4 2025

D. Local Road Safety Improvements - Identify road segments and intersections that have safety concerns. Identify short-term and long-term solutions.

Expected Outcomes	List of concerns Possible solutions, short and long term
Milestones	<ul style="list-style-type: none"> • Post speed reports on website to share hard data • Discuss locations of concern; focus on most prominent areas • Research and discuss available tools to address concerns • Include concerns and tools in 2050 Comp Plan and CIPs
Estimated Resources	Hours ⌚ ⌚ Funds \$\$
Target Date	Q4 2025

Other

Future Years

4. Organizational Strength & Good Governance

Goals

- Strategic and comprehensive long-term planning.
- Principled, data, and stakeholder driven decisions.
- Culture of *continuous improvement*.

A. Agenda Management Software – Implement agenda management software for Council and then Commissions to eliminate (or minimize) paper agendas.

Expected Outcomes	Efficient agenda production Improved access to meeting materials (???)
Milestones	<ul style="list-style-type: none"> • Define agenda structure and content • Establish procedure and train staff • Council decision about devices
Estimated Resources	Hours ⌚ ⌚ Funds \$\$
Target Date	Q3 2025

B. Commissions & Volunteers – Share Council direction and City updates with commission and volunteers to improve communications, enhance alignment, and acknowledge their contributions to the City.

Expected Outcomes	Business meeting to foster improved communication and alignment Acknowledge contribution of volunteers and commissions
Milestones	<ul style="list-style-type: none"> • Set Date and Agenda
Estimated Resources	Hours ⌚ Funds \$\$
Target Date	Q3 2025, ongoing annually

4. Organizational Strength & Good Governance

C. Adopt Council Bylaws – Establish Council’s standards and values regarding roles, responsibility and procedures.	
Expected Outcomes	Establish consensus about expectations and processes Clear and documented expectations and procedures
Milestones	<ul style="list-style-type: none"> • Discuss and modify draft bylaws • Adopt bylaws
Estimated Resources	Hours: ① Funds: \$
Target Date	Q2 2025

D. Review Engineering Services Structure – Evaluate the scope and structure of engineering services in Shorewood to determine costs and needs.	
Expected Outcomes	Thorough understanding of engineering services
Milestones	<ul style="list-style-type: none"> • Report and discussion • Contract consideration
Estimated Resources	Hours: ① Funds: \$
Target Date	Q3 2025

Other

- Code review and update – develop strategy/priorities, timing, progress updates/tracking to Council
- Implement paid FMLA, update benefits plan, cannabis management
- Agreements with athletic associations and SSSP
- Events analysis

Future Years Outlook

① < 50	\$ 100s
① ① 51-120	\$\$ 1000s
① ① ① 121-250	\$\$\$ 10,000s
① ① ① ① 250>	\$\$\$\$ 100,000s
	\$\$\$\$\$ 1M+

5. Functionally and Financially Sound Infrastructure

Goals

- Define standards and goals for infrastructure development
- Plans to finance infrastructure improvements, maintenance, and replacement

A. Municipal Water Policies - Review and discuss policies and strategies regarding municipal water.	
Expected Outcomes	Updated policies regarding water Direction regarding water related strategies and programing
Milestones	<ul style="list-style-type: none"> • Utilized Financial Management tool to understand funding • Work sessions to consider policies impacting municipal water
Estimated Resources	Hours ⌚ ⌚ Funds \$
Target Date	Q4 2025

B. Park Master Plan – Complete update of Park Master Plan	
Expected Outcomes	Identification of current and future needs and opportunities Broad community involvement Plan to inform CIP and budgets
Milestones	<ul style="list-style-type: none"> • Selection of Consultant • Community engagement • Updated Plan
Estimated Resources	Hours ⌚ ⌚ Funds \$\$\$
Target Date	Q1 2026

OTHER

- 2025 Mill & Overlay / Eureka
- SE Well Filtration project
- Discuss water extension with Mill Street trail project
- Pavement Management Plan (Done)

Future Years Outlook

- Asset Management Software 2026

⌚ < 50	\$ 100s
⌚ ⌚ 51-120	\$ \$ 1000s
⌚ ⌚ ⌚ 121-250	\$ \$ \$ 10,000s
⌚ ⌚ ⌚ ⌚ 250>	\$ \$ \$ \$ 100,000s
	\$ \$ \$ \$ \$ 1M+

6. Comprehensive Approach to Planning and Development

Goals

- Clear standards and processes for development with strong controls
- Align private development with public improvements
- Leverage resources (land use controls, EDA) to achieve outcomes
- Set clear plans and diligently work to achieve them.
- Balance desires of both new and long-term residents.

A. 2040 Comp Plan - Finish Implementation of 2040 Comprehensive Plan	
Expected Outcomes	Modified ordinances and rezonings to align official controls with plan
Milestones	<ul style="list-style-type: none"> • 2025 Legislature • Rezonings, Code updates
Estimated Resources	Hours ⌚ ⌚ Funds \$\$
Target Date	Q4 2025

B. 2050 Comp Plan - Begin 2050 Comprehensive Plan three - year update process, which will include engaging residents, leveraging tools, and aligning projects and strategies.	
Expected Outcomes	Develop schedule for entire process, noting topics, engagement, timing RFP for consultant
Milestones	<ul style="list-style-type: none"> • Consultant RFP • Schedule for plan update
Estimated Resources	Hours ⌚ ⌚ Funds \$
Target Date	Q4 2025

C. Shorewood EDA – Scope resources available through EDA to influence development and grow tax capacity.	
Expected Outcomes	Report outlining the EDA roles, powers, and possible levy impact. Understanding of EDA role in implementing Comprehensive Plan
Milestones	<ul style="list-style-type: none"> • Review report and provide direction
Estimated Resources	Hours: ⌚ Funds: \$
Target Date	Q3 2025

6. Comprehensive Approach to Planning and Development

D. MnDOT Turn Back Parcels – Evaluate opportunities, process, objectives for acquiring MnDOT parcels along Hwy 7.	
Expected Outcomes	Understand process and obligations Awareness of methods to achieve land use goals
Milestones	<ul style="list-style-type: none"> Report, discussion and direction
Estimated Resources	Hours ⌚ ⌚ Funds \$\$
Target Date	Q4 2026

OTHER TO DOs

- Discussion with Council and community about *Future Shorewood* to inform decisions and 2050 Comp Plan process.
- Hire Planner

Future Years

- Significant focus on 2050 Comp Plan
- Code updates

⌚ < 50	\$ 100s
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7. Effective Engagement and Communications Goals

Goals

- Prioritize communications and engagement
- Explore and experiment with different formats and mediums
- Be strategic about sharing information and obtaining input
- Dedicate time and resources to communication and engagement

A. Strategic Communications Policy – Plan to outline policies, practices, protocols, and measurements for City communications.	
Expected Outcomes	Comprehensive strategy for communications and engagement Consensus regarding Council objectives
Milestones	<ul style="list-style-type: none"> • Outline current activities • Discussion of Council goals, especially regarding “town halls” or hearings
Estimated Resources	Hours ⌚ ⌚ ⌚ Funds \$\$\$
Target Date	Q4 2025

Other

- Continue to use newsletter, website, email and social media to inform and educate residents and solicit feedback.
- Engage residents on key topics; use various electronic and in person formats.
- Implement new public alert system with JPA partner cities
- Resident survey

Future Years

⌚ < 50	\$ 100s
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⌚ ⌚ ⌚ ⌚ 250>	\$\$\$\$ 100,000s
	\$\$\$\$\$ 1M+



City of Shorewood
PARKS & RECREATION

2025

Work Plan



City of Shorewood
PARKS & RECREATION

2025 Park Commission

Parks & Recreation Manager

Mitchell Czech

Public Works Director

Matt Morreim

Park Commissioners

Amy Wenner

David Garske

Janet Sylvester

Mary Bahneman

Mike Hirner

City Administrator

Marc Nevinski

Mayor

Jennifer Labadie

City Council Members

Dustin Maddy

Guy Sanschagrín

Michelle DiGruttolo

Nat Gorham



Park Commission Overview

The 2025 Work Plan was developed by the Shorewood Park Commission with the input of staff to identify its priorities for the coming year.

The primary purpose of the work plan is to establish priorities for the year and ensure alignment among the Council, Commission, and staff. The work plan is a guide and should be followed, but objectives or priorities may shift or change over the course of the year. Review and evaluation of the work plan occurs annually.

The work plan has been reviewed and approved by the City Council. The Commission takes its direction from the Council and its role is advisory in nature. This means that its focus should align with goals and objectives identified in the work plan, and support other City adopted plans and directives of the Council. In practice, this might include recommending policy, setting project or funding priorities, relaying resident and user feedback regarding park facilities, and evaluating the City's level of service, among other activities.



City of Shorewood Mission Statement

The City of Shorewood is committed to providing residents quality public services, a healthy environment, a variety of attractive amenities, a sustainable tax base, and sound financial management through effective efficient, and visionary leadership.



Park Commission Goal Statement (August 1996)

The Shorewood Park Commission shall guide the development, implementation, and maintenance of Shorewood's recreational system. The recreational system, consisting of parks and a multi-purpose trail network, shall provide the community and neighborhoods with safe, attractive, and diverse recreational facilities and a designated trail system.

Focus Area #1

Parks Master Plan

Background

The Parks Capital Improvement Program (CIP) has dedicated funding for a Parks Master Plan. The Parks Master Plan will provide an outlook on all City parks with a focus on developing a conceptual master plan for South Shore Park. The plan will include a variety of components that are outlined in the Scope of Services below. The Park Commission will play an integral role in many of the components while developing the plan. Official tasks will evolve with selection of a consultant and development of the plan.



Anticipated Schedule of Events

Consultant Selection & Contract Approval

**April
2025**

Project Initiation

**May
2025**

Project Completion

**December
2025 to
Early 2026**

Commission Involvement

Ongoing



Scope of Services

Assess Existing Park Inventory, Conditions and Opportunities

The City reviews its 10-year Capital Improvement Plan on a yearly basis. The Commission's input will be valuable in the assessment of current amenities, along with identifying potential opportunities that may be lacking.

Community Engagement

Community engagement will be a critical component in the development of the Parks Master Plan. Commissioners will be involved with the planning and execution of engagement strategies and events.

Clear Vision, Goals, and Objectives

The Commission will provide valuable feedback in developing and recommending approval of community driven, future focused, vision with clear goals and objectives.

Funding Mechanisms

The Commission will review the Capital Improvement Plan and recommend a finalized plan to City Council. They may also recommend potential grant opportunities or other funding sources as they arise.

Guidelines for Implementation

The Master Plan will provide clear guiding principles for staff, the Park Commission, and City Council moving forward to successfully implement.



Focus Area #2

Event Analysis

Background

The City hosts a variety of free, family friendly, community events each year. These events include Arctic Fever, Oktoberfest, Concert in the Park, and Movie in the Park. In 2024, efforts were made to enhance current events including new activities, partnerships, and promotional items. Staff will provide statistics regarding current events including attendance numbers, expenses, and funding of events. The Commission will provide valuable input on current events and recommend changes or new events for future years.



Anticipated Discussion Date
April 2025

Focus Area #3

Athletic Associations

Background

Local athletic associations have been a valued partner within our parks system. The various athletic associations that utilize our City facilities will attend Commission meetings throughout the year to provide background on their organization, City field use, trends, challenges, and opportunities to continue to grow our partnership and strengthen our relationships.



Anticipated Discussion Date
Beginning March 2025.

A different association will attend and present throughout the year.



Focus Area #4

Community & Event Center

Background

The Shorewood Community & Event Center (SCEC) is available for rental and hosts a number of celebrations, parties, meetings, and special events each year. The SCEC also partners with the South Shore Senior Partners, a non-profit group focused on providing activities to seniors age 55+. At the 2025 City Council retreat, the Council expressed a desire to make a data driven decision regarding the future of the SCEC. The Commission will discuss and evaluate the current state of the SCEC including current utilization, rates, marketing, and future potential. A consultant may be involved, and a task force may be created to assist with assessing the facility.



Anticipated Discussion Date

Beginning May 2025

Focus Area #5

Cathcart Park Playground

Background

The Cathcart Park Playground has been identified as needing replacement in the 2025 Capital Improvement Program. With the Parks Master Plan taking place, it may make sense to postpone the project to 2026 so facilities and amenities can be properly evaluated. Planning will begin in 2025 to allow the City to apply for grants and discounted playground components if the project were to move forward after the master planning phase.



Anticipated Discussion Date

Beginning September 2025

Tentative Agenda Items

March

- Selection of 2025 Chair & Vice Chair
- City Council Liaison Dates
- 2025 Draft Workplan
- Minnetonka Football Association Presentation
- Off-Leash Dog Signage

April

- Park Commissioner Handbook
- **Event Analysis**

May

- **Shorewood Community & Event Center (SCEC) Discussion**
- **Park Master Plan Kick-off**
- Association Presentation TBD

*Generally when park tours would take place.

June

- Concert in the Park Preview
- Tonka United Association Presentation

*Generally when park tours would take place.

July

- CIP Discussion
- Park Maintenance Items
- Safety Camp Preview
- Association Presentation TBD

August

- Concert in the Park Recap
- Safety Camp Recap
- Association Presentation TBD

Note: Agenda items are subject to change. This is meant to provide a brief overview of the yearly schedule. Some agenda items will be brought back in future meetings (likely items indicated in red), and many items regarding the parks master plan will be added.

Tentative Agenda Items

September

- Cathcart Park Playground Planning
- Oktoberfest Preview

October

- Oktoberfest Recap

November

- TBD

December

- Year-end Slideshow
- Park Maintenance Yearly Recap

January

- 2026 Work Plan Discussion
- Arctic Fever Preview

February

- Arctic Fever Recap
- Movie in the Park Selection

Note: Agenda items are subject to change. This is meant to provide a brief overview of the yearly schedule. Some agenda items will be brought back in future meetings (likely items indicated in red), and many items regarding the parks master plan will be added.

Other Potential Topics



Parks & Recreation Programming

The City has attempted to offer programming in the past with minimal success. There is potential to implement and expand programming to help the department thrive. The Commission may discuss potential ideas, vendors, and formats for programming moving forward. Staff is meeting with Minnetonka Community Education to explore partnerships that may be discussed.



Vegetative Management Plan

In 2024, the City prepared a draft Invasive Species Management Plan that was presented to the Commission and received with positive feedback. The Invasive Species Management Plan is a portion of an overall Vegetative Management Plan that the City intends to implement, and will require Commission involvement



Off-Leash Dogs

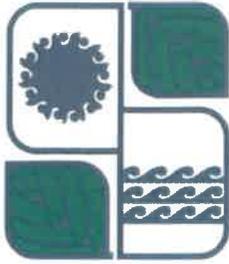
The Commission began discussions on ways to mitigate the issue regarding off-leash dogs in parks in 2024. Discussions will likely continue in 2025 on potential signage and ways to continue to educate park users.



Volunteer Program & Events

Community members have shown strong dedication and support for City parks over the years, most recently with the Freeman Park cleanup events. The Commission should explore or develop a volunteer program, such as "Adopt a Park," that creates an avenue for volunteers to contribute. The Commission should also explore potential volunteer events within the City.





CITY OF SHOREWOOD

5755 Country Club Road • Shorewood, Minnesota 55331 • 952-960-7900
Fax: 952-474-0128 • www.ci.shorewood.mn.us • cityhall@ci.shorewood.mn.us

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.

EXPECTATIONS AND ROLES OF
CITY COUNCIL LIAISONS TO ADVISORY COMMISSIONS
AND COMMISSION LIAISONS TO CITY COUNCIL
November 2003
Page 2

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.



Park Commissioner Handbook

2025

City of Shorewood Mission Statement of Purpose

The City of Shorewood is committed to providing residents quality public services, a healthy environment, a variety of attractive amenities, a sustainable tax base, and sound financial management through effective efficient, and visionary leadership.

Management Philosophy

The management philosophy sets the tone for operations throughout the City. It is the blueprint for how we are to function in achieving goals consistent with City values. Our management philosophy is:

1. Be recognized by Shorewood residents and businesses as a model of good government.
2. Respect employees, volunteers, and commissioners not only as our greatest asset, but as team members who, with a shared vision of increasing productivity and accountability, are the key to service excellence.
3. Provide the highest quality services and add value in municipal services.
4. Utilize “user friendly” systems and processes. Association with the City, in any capacity, should be as enjoyable and focused as possible.

Core City Values & Attributes

The Shorewood City Council, in its governing role, is responsible for setting policies for the City, which are implemented by the Administrator and City employees. Furthermore, the Administrator, employees, and City Commissions propose overall goals, specific objectives, service levels, and action plans for Council consideration and direction. This “team” makes decisions and acts based on a strong set of values. These are:

Respect: Showing consideration and understanding for co-workers, council members, and the public and treats them with fairness and dignity.

Integrity: Carrying out ones duties and responsibilities with a high degree of professionalism, honesty, and truthfulness.

Communication: Information is accurate, complete and provided in clear, direct, and understandable form whether written or verbal and is delivered in a professional manner. Actively listens to co-workers, the public and council and seeks to understand the others point of view.

Positive Attitude: Approaches situations, issues and problems with enthusiasm, an open mind and views each challenge as an opportunity.

Teamwork: Working cooperatively with other staff by providing constructive input on projects. Shares insights in an honest, respectful manner and is willing to ask for assistance as well as provide assistance to co-workers.

Responsiveness: Promptly responds to telephone calls and e-mails e.g. within 24 hours. Organizes workflow based on established deadlines and priorities. Communicates in a timely manner when a deadline will not be met and re-establishes a reasonable completion date.

Principles of Employee Management Relationship

- People want to be great. Our people should be challenged and encouraged to grow by being given authority and responsibility.
- Learning and responsibility are invigorating.
- We should strive to be self-starting, problem solving, responsible, and independent thinkers.
- We strive to be a group of people who function together in an extraordinary way – who trust one another, complement each other’s strengths and compensate for each other’s limitations, who have common goals that are larger than individual goals, and who produce extraordinary results . . . as a great team.
- Treat people the way you want to be treated.
- Teamwork, creativity, positive attitude, and excellent performance need to be acknowledged.
- Work should be enjoyable. Personal growth and balance between work and home are to be supported.
- New members of the team deserve to have a complete orientation including City vision, values, purpose, budgets, plans and personal expectations.

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Park Commission Staff Liaisons

Mitchell Czech

Parks & Recreation Manager
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 952-960-7925

Welcome Letter

Welcome to the Park Commission!

Congratulations on your appointment to the City of Shorewood Park Commission. Thank you for your willingness to serve our community and play an important role in the spaces our residents enjoy frequently.

The Park Commission serves as an advisory board to the City Council. The Commission plays a key role in providing recommendations to the Council that will shape the future of our parks, trails, and natural spaces.

This handbook is designed to provide you with information regarding your position to help you succeed and become comfortable in your new role. Along with reviewing the documents provided in this handbook, it is good to familiarize yourself with agendas and minutes from recent meetings to understand the recent topics and issues that have been discussed.

Fully understanding your role and developing an effective voice may take time and familiarity. We hope this handbook will serve as a useful tool to get you started and guide you through the process. Please reach out to the Parks & Recreation Manager if you have any questions. Your involvement on this commission is greatly appreciated by the City Council, city staff, and the residents of Shorewood.

Thank You,



Mitchell Czech
Parks & Recreation Manager
City of Shorewood

2025 Meeting Dates

2025 Meeting Schedule (4th Tuesday of the Month)	
<u>Meeting Date</u>	<u>Council Report Date</u>
January 14, 2025	January 27, 2025
February 11, 2025	February 24, 2025
March 25, 2025	April 14, 2025
April 22, 2025	May 12, 2025
May 20, 2025	June 9, 2025
June 24, 2025	July 14, 2025
July 22, 2025	August 11, 2025
August 26, 2025	September 8, 2025
September 23, 2025	October 14, 2025
October 28, 2025	November 10, 2025
November 25, 2025	December 8, 2025
December 9, 2025	January 12, 2026

Red text denotes meetings moved to an irregular date.

Park Commission Overview

Park Commission Goal Statement

The Shorewood Park Commission shall guide the development, implementation, and maintenance of Shorewood's recreational system. The recreational system, consisting of parks and a multi-purpose trail network, shall provide the community and neighborhoods with safe, attractive, and diverse recreational facilities and a designated trail system.

Regular Meetings

The Park Commission meets on the 4th Tuesday of each month at 7:00pm. All regular meetings that fall upon a legal holiday shall be rescheduled by Commission action; additionally, the Commission may re-schedule meetings that fall near a holiday or when a conflict arises among members. All Commission meetings are open to the public and are typically held in the Council Chambers at City Hall. Park Commission meetings are audio recorded.

A. Meeting Agendas

A formal Work Plan is developed and approved by the City Council on an annual basis. The staff liaison utilizes this work plan to develop agendas for each meeting. Additional items outside of the work plan may be added as needed by the staff liaison.

B. Adding Items to the Agenda

Matters for discussion which do not appear on the agenda shall be discussed during the Reports/Updates portion of the meeting. After discussion, if the Commission would like to add an item, a motion, a second, and a vote to add to a future meeting would occur. A majority vote applies. Any matters added shall be discussed at the appropriate time on the future agenda.

Park Commission Structure

Membership shall consist of five residents of the city appointed by the City Council. Terms of all members shall be for three years, unless otherwise authorized by Council, and the terms shall be staggered. All appointments shall be made by resolution. Terms of appointment commence on March 1 and terminate on the last day of February, or until the vacancy is filled. The Commission has a Chair & Vice-Chair, both elected by commissioners in March each year. In addition to the commission members, the Parks & Recreation Manager will attend commission meetings as staff liaisons to the commission. Other City staff members may also attend meetings on an as needed basis. A City Council member will also attend commission meetings as the council liaison.

Preparation for Meetings

Commissioners should thoroughly review the agenda packet, including agenda reports and any other materials *before* the meeting. If there are questions or further clarification is desired, contact the staff liaison prior to the meeting.

Park Commission Roles & Responsibilities

The Park Commission serves as an advisory board to the City Council. While the commission does not have major decision-making authority, its review and recommendations play a key role in the City parks, recreation, and trails. The Park Commission duties as stated in City Code (202.04 Powers and Duties) include the following:

1. Consider, review, report, and advise on all matters which the Council may refer to the Commission.
2. Plan, on a long-term basis, for the future park and recreational needs of the city and recommend to the Council a feasible means of financing the long-term requirements.
3. Recommend to the Council operating policies and procedures for use of existing parks.
4. Develop and refer to the Council a recommended operational and capital improvement budget for parks for the ensuing year.
5. Submit to the Planning Commission a recommended operational and capital improvement budget for parks for the ensuing year.
6. Review park maintenance and provide comments to the Council on the maintenance program's overall effectiveness in managing park and open space amenities.

The Park Commission plays a role in a number of different policies, procedures, and plans relating to parks and recreation. Core areas of responsibility are included below.

Commissioner Reports to City Council

After Park Commission meetings, one commissioner is assigned to present a report on the minutes to City Council. A draft of the minutes from the meeting will be provided to the designated commissioner prior to the meeting for reference. Reports should summarize the past meeting to give Council members a brief overview of the key talking points, recommendations, concerns, suggestions, and/or action items. The City Council receives a copy of the draft minutes, so a verbatim report is not required. Commissioner reporting dates for the year will be selected during the March Park Commission meeting. A formal policy regarding expectations and roles of liaisons is included in Appendix C.

Park Maintenance

Routine park maintenance is performed by the Public Works Department. Park maintenance operations are performed based on the standards approved by City Council, such as the Bee Safe Polies and Procedures included in Appendix E.

The Public Works Director will provide an annual report on park maintenance practices, projects, and operations to the Commission. The Commission is responsible for reviewing and providing feedback on the maintenance practices utilized. Commissioners should be actively engaged in the park system and provide feedback, comments, and suggestions related to park maintenance, as necessary.

Park Trails

The interconnected trail system within the City is a crucial part of the park system. Commissioners should view the trails similar to the parks as a whole. Understanding and being aware of the variety of trails that connect our City is crucial. Commissioners should be receptive to community input regarding the trails and bring comments to the Commission as needed. A copy of the Trail Plan Implementation Report from October 2011 is included in Appendix H.

Overlap with Other Commissions

There may be other special projects or topics the park commission discusses over time (such as the Comp plan or new developments), and the commission may also serve as a liaison to other commissions. Through these activities, the park commission instills the parks, recreation, and trails perspective into the local government's decision-making process.

Park Commission & Staff Expectations

The Park Commission works in conjunction with staff to align with the goals of City Council and enhance the quality of life for residents. To ensure the Commission is effective in meeting it's goals, it is expected that commissioners do the following:

1. Attend and actively participate in the monthly Park Commission meetings.
2. Prepare for monthly meetings by reading and understanding all materials provided in the agenda packet.
3. Ask questions, in advance whenever possible.
4. Examine all of the facts to make the best possible decision for the community.
5. Engage with the community and seek resident input whenever possible.

6. Volunteer for at least two City events per year.
7. Engage with the City Council by providing a detailed report of commission meetings, as scheduled.

To ensure the Park Commission is equipped for success, expectations for the City staff liaison are as follows:

1. Communicate thoroughly in advance to allow Commissioners to be knowledgeable on park related subjects.
2. Provide accurate and current information.
3. Provide short, well-written memos and reports that are absent of personal bias.
4. Provide guidance when requested.
5. Provide several options when suggesting possible solutions for a problem.
6. Be accessible, and provide information equally to all commissioners when requested.

Organizational Structure of the Parks & Recreation Department

The City of Shorewood's organizational chart is included in the appendix for reference and illustrates how the Park Commission and the Parks & Recreation Department fit into the overall structure of local government. As you already know, the Parks & Recreation Manager serves as staff liaison to the Park Commission. But, what does the Parks & Recreation Department actually do, and what other departments play a key role in our department?

The Parks & Recreation Department is responsible for the parks, park amenities, trails, special events, and recreation programs throughout the City. The department also oversees operations of the Shorewood Community & Event Center. A total of 1.5 staff members make up the department, with a full-time Parks & Recreation Manager and a part-time Recreation Specialist. The Shorewood Community & Event Center also employs casual part-time desk attendants, contracts for custodial services, and works with the South Shore Senior Partners, a non-profit group focused on offering senior programming. Public Works supplements the Parks & Recreation Department for many park maintenance needs throughout the city.

Parks and Recreation Manager

The Parks and Recreation Manager reports to the City Administrator and is responsible for providing leadership in the planning, coordinating, directing, communicating, and evaluating of a comprehensive parks and recreation program including the Shorewood Community and Event Center (SCEC). The Parks and Recreation Manager plans, organizes, coordinates, and evaluates park programs and events. The manager will serve as the lead staff representative to the Parks Commission. The manager maintains a wide variety of Parks and Recreation leadership, support, and responsibilities as well as oversees the day-to-day operations of the SCEC. Additionally, this position supervises part-time and volunteer staff at SCEC and recreation programs, collects and receipts payment, schedules staff, provides front-line customer service, website updates and provides administrative support for the Park Commission, as well as other city services.

Key areas include strategic planning and visioning for the department, program research, development, and evaluation, budgeting general fund, special fund and CIP for parks and the SCEC. Creating and executing creative and innovative marketing strategies and community engagement processes for parks, recreation programs and the SCEC. Ensuring a quality and safe park and recreation program by managing policies, emergency preparedness and best practices.

Recreation Specialist (Part-Time)

The Recreation Specialist is a part-time position reporting to the Parks and Recreation Manager. The primary objective of the position is to assist in the coordinator of, and to provide leadership in, a comprehensive parks and recreation program. Support is provided in the planning, organizing, coordinating and evaluation of programs. Focus areas include: field rentals, concessions, community gardens, ice rinks, special events and Summer programming. Additionally, the Recreation Specialist assists in customer service, marketing and other functions of the SCEC as assigned, including function as a Community Center Attendant as needed.

Community Center Attendants (6, Casual Part-Time)

Provides receptionist and general administrative support during open evening and weekend hours at the SCEC. Responsible for opening and closing the facility and reporting any concerns to supervisor. Greets and assists walk-in customers, provides tours of the facility, and provides

information abouts parks and recreation activities. Provides assistance to parks and recreation activities and events. Occasionally performs general facility cleaning and room set up to assure a well-maintained facility for guests.

Custodian (Contracted)

Provides custodial, building maintenance and room-set up/tear down services for the Shorewood Community and Event Center. Serves as on-call contact for a variety of needs and works up to seven days a week.

South Shore Senior Partners (Volunteer Non-Profit Group)

The SouthShore Senior Partners (SSSP) is a non-profit organization comprised of volunteers that offer senior programming out of the Community & Event Center. The SSSP board plans activities for seniors and develops marketing materials to promote programming. The City assists in minimal marketing and promotion of the programs and activities offered by the SSSP. Volunteers staff the information desk Monday -Thursday from 8:30AM – 3:30 PM and Friday mornings. Volunteers greet and direct guests and answer phones, with their focus being on senior users.

Public Works Staff

Supports the Parks & Recreation Department with needs in park maintenance, special events, and SCEC maintenance. The public works staff supports many areas throughout the city including park maintenance, street maintenance, utilities, and facilities. In regards to parks and recreation, the public works staff are responsible for emptying trash bins, maintaining dog waste stations, mowing lawn, flooding ice rinks, dragging softball and baseball fields, aerating fields, picking litter, invasive species removal and maintenance, maintaining buildings and restrooms, and various maintenance items at Christmas Lake Boat Launch. The Public Works Director and Public Works Supervisor work directly with the Parks & Recreation Manager on a variety of park related items such as turf management, the integrated pest management plan, warming houses and ice skating rinks, and much more.

The Meeting Agenda, Minutes, Documents

The meeting agenda is the order of business and the required items of business for a given meeting. It includes general information about the meeting time and location, plus standard items such as approval of minutes, new and old business, and so on. It will also include any special actions needed by the Commission. A sample agenda is included in the appendix for reference. Additional items may be placed on or removed from the agenda by request to the Chairperson and vote of the Commission. The Park Commission agenda is posted online and in the front entry of City Hall prior to the meeting. A sample agenda packet including minutes is included in Appendix I.

Minutes

All Park Commission meetings are recorded, and the audio is sent to the City's recording secretary to create meeting minutes. Minutes are then reviewed by the Commission and the following meeting and approved by a vote of the Commission. Meeting minutes are an important part of ensuring due process and are the official public record of the meeting. The meeting minutes are posted on the City's website after they are approved. Sample minutes are included in the appendix for reference.

Staff Reports

The Friday prior to the meeting, the Commission will be sent an information packet created by City staff outlining each of the items on the agenda. Staff reports will explain each of the requests and provide relevant review criteria and a recommendation from City staff. A sample information packet is included in the appendix for reference.

Work Plan

After input from the Commission, a Park Commission Work Plan is formed by City Staff that outlines goals for items to be completed during the upcoming year. The work plan is recommended for approval by the Commission and is officially approved by City Council. This helps to ensure the Park Commission is aligned with the goals and expectations of the City Council.

While agendas will be formulated around the outlined workplan, items may be moved and/or additional items may be added, depending on the materials and priorities. The draft 2025 Park Commission Work Plan has been included in Appendix D.

Open Meeting Law

The Minnesota open meeting law generally requires that all meetings of public bodies, including the Park Commission, must be noticed and open to the public. This presumption of openness serves three vital purposes:

- It prohibits actions from being taken at a secret meeting where it is impossible for the interested public to become fully informed concerning decisions of public bodies or detect improper influences.
- It ensures the public's right to be informed.
- It gives the public an opportunity to present its views to the public body.

For the Park Commission, City staff publish meeting agendas and packets online prior the meeting.

The most important thing to remember about Open Meeting Law and your role as a Park Commissioner, is that official business should only be discussed during the Park Commission meeting. This doesn't mean you need to hide from your fellow Park Commissioners while you are out and about in public, it just means you should refrain from talking about official Park Commission business. Telephone, email, and social media conversations also all generally fall under the scope of Open Meeting Law. Think of it this way – Park Commissioners should only discuss commission business during the Park Commission meeting. Once the meeting is adjourned, no further discussion related to an item on the agenda should take place.

Conflict of Interest

A conflict of interest for a Park Commissioner can happen when they have a personal or financial stake in a topic of discussion that could affect their ability to make fair and impartial decisions. This might be the case if a Commissioner stands to gain something from a decision they're involved in or has relationships that could influence their decision. In these situations, the Commissioner should step away, or recuse themselves, from any discussions or votes on that topic to ensure fairness and maintain the public's trust.

If you have questions on a potential conflict of interest, please contact city staff prior to the Park Commission meeting and they can assist in helping you navigate the situation.

Appendix

- A. Shorewood City Code Chapter 902 – Public Parks and Recreation Areas
- B. Shorewood City Code Chapter 202 – Park Commission
- C. Expectations and Roles of City Council Liaisons to Advisory Commissions and Commission Liaisons to City Council
- D. 2025 Draft Park Commission Work Plan
- E. Bee Safe Policies and Procedures (Resolution No. 14-066)
- F. City of Shorewood Organizational Chart
- G. Shorewood City Map
- H. Shorewood Community Profile
- I. 2009 Parks Master Plan
- J. Trail Plan Implementation Report
- K. Sample Agenda, Minutes, and Staff Reports
- L. Twelve Thoughts About Working Together



City Council Work Session Item

Title/Subject: Shorewood Community & Event Center Task Force Discussion
Meeting Date: April 28, 2025
Prepared by: Mitchell Czech, Parks & Recreation Manager
Reviewed by: Marc Nevinski, City Administrator
Attachments: None

Item 3

Background

The Shorewood Community & Event Center (SCEC) provides valuable space that is utilized for private rentals, senior programming, and civic events. The SCEC is an aging facility that will be in need of many capital improvements in upcoming years. However, building operating expenses have continued to rise more than revenue has increased.

During the 2025 City Council Retreat, the Council expressed interest in evaluating the long-term viability and potential of the facility. The idea of forming a task force was presented to help analyze the facility and provide recommendations for moving forward. Staff has developed a framework of what a potential SCEC Task Force may look like.

Potential roles and responsibilities for task force members would include:

- Evaluate current state of the facility to determine future investments needed.
- Review current operations including staffing, rental policies, pricing structure, and marketing tactics.
- Research comparable facilities and how they operate.
- Engage residents and facility stakeholders in various formats.
- Explore potential options for future use including renovating, repurposing, or partnerships with local businesses or organizations.
- Identify potential funding sources to assist in operations, enhancements, or repairs.
- Develop a set of recommendations for Council consideration.

The task force would likely consist of monthly meetings that include various phases to develop informed recommendations. A tentative timeline is as follows:

1. **Prepare a Task Force Charter** – May 2025
2. **Task Force Formation:** May – June 2025
3. **Kickoff Meeting:** July 2025
4. **Facility Review and Initial Discussions:** August - September 2025
5. **Community Engagement & Open House:** October 2025
6. **Development of Recommendations and Options:** November – February 2025
7. **Report of Recommendations:** March 2026

Financial or Budget Considerations:

The City currently provides levy support to the SCEC each year to maintain operations. The Council elected to have a balanced budget for 2025 which resulted in a 66% levy increase to support the facility. With the projected levy increases over the next 10 years, there is \$1.8 million in levy support for the SCEC. The SCEC fund balance has also continued to decline, with projections indicating it will fall below 20% in the coming years. The Council recently approved a fund balance policy of having 50% of next year's expenses and 100% of next year's capital expenses in the fund balance reserve.

The task force is expected to be comprised of volunteers within the community who have insights in areas such as marketing, hospitality, finance, and recreation. User perspectives should also be included on the task force or in the analysis somehow. Minnetonka Community Education has expressed a willingness to participate as well.

Prior to establishing a committee, staff recommends the Council establish a charter for the task force to clearly articulate the goals and expected outcomes of the task force, define the role of its members, provide operational guidelines, and establish a timeline. Clarity around these will produce better outcomes, better manage expectations and assist in recruitment.

Considerable staff time will likely be needed to organize the task force, prepare for meetings, execute meetings, and formalize documentation. If a consultant is brought in to assess the facility and its current conditions, there would be an additional expense. The Shorewood Community & Event Center Capital Improvement Plan currently has \$5,000 allocated in 2025 for a study of the commercial kitchen and \$30,000 in 2026 for a remodel of the kitchen.

Discussion Requested:

1. What are the primary goals and outcomes of a potential task force?
2. What backgrounds or expertise should be sought for the task force to ensure a quality mix of perspectives to provide balanced and informed recommendations?
3. Does the timeline seem reasonable and fit the expectations of Council? Are there other phases or deliverables that should be considered?
4. Should a consultant be involved in conducting a facility study or needs assessment?



City Council Work Session Item

Title/Subject: City Council Bylaws
Meeting Date: April 28, 2025
Prepared by: Marc Nevinski, City Administrator
Attachments: Draft Bylaws

Item 4

Background

It is common for city councils to have bylaws or rules of procedures to document core principles, policies, or practices and processes to provide guidance and ensure consistency over time. Minn. Stat. § 412.191, subd. 2 allow cities to establish such documents. Bylaws may contain statements about values, roles and responsibilities, and meeting procedures, among other topics. The bylaws do not supersede any laws or ordinances but may provide further guidance about how the City will apply them.

At times, a lack of clear, documented procedures has created ambiguity for the Council, staff and the public about how to appropriately to proceed. Additionally, every city has its own unique set of priorities and operational preferences. By establishing bylaws, the Council creates and documents its own procedural policies to guide its members, staff and residents, rather than relying on opaque past practices or developing solutions in the moment. While bylaws may not address every situation a council may encounter, they articulate the core values and promote consistency. The Council's bylaws will also provide the foundation for similar guidance for its commissions, boards or task forces.

The Council has reviewed draft bylaws at several work sessions in 2024, discussed and debated various provisions, and arrived at a consensus of a set of bylaws but choose not to formally adopt them until after the new Council was seated and had time to further consider them.

The attached bylaws generally reflect the Council's current policies and practices. If there is a desire to change Council's practices, the bylaws discussion provides a timely opportunity to consider modifications or indicate an interest for a future discussion. As drafted, the bylaws also add clarity to practices and processes where some confusion or debate has existed. They are written to be succinct rather than prescriptive; and are intended to be reviewed annually and may be modified by the Council.

The establishment of Council Bylaws aligns with the Council's stated Strategic Priority of *Organizational Strength and Good Governance*.

Financial or Budget Considerations

None

Discussion Requested

Council discussion about the bylaws is requested. Some questions for consideration include:

- What topics or matters are missing from the draft bylaws?
- What topics or policies need further discussion by the Council?
- Are there areas where more or less guidance is desired?



Bylaws of the Shorewood City Council

DRAFT

December 9, 2024

I. PURPOSE

The Members of the Shorewood City Council have determined that it is beneficial to adopt a set of bylaws to establish the policies and practices the council will follow in conducting the business of the City. In adopting these bylaws, the council intends to establish its procedures, outline member expectations, and promote good governance for the City of Shorewood.

II. AUTHORITY

City councils are authorized to adopt rules of procedure and provide for order at their meetings pursuant to Minn. Stat. § 412.191, subd. 2.

III. ROLES AND RESPONSIBILITIES OF COUNCIL MEMBERS

a. Duties

Council members' statutory duties shall be performed by the council *as a whole*. As individuals, council members have no administrative authority. The Council's statutory duties are to formulate policies, enter into contracts, attend meetings and vote, supervise administrative officers and affairs, and exercise city powers. Staff¹ direction shall be directed through the city administrator to ensure consistency with council direction, compliance with city policies, and regard for organizational structure.

b. Mayor's Duties

The mayor's duties and obligations are the same as those of other council members. However, the mayor also is the official head of the city, presides over meetings, represents the city and its policies, performs ceremonial duties, executes official ministerial documents, and carries out other statutory duties, including declaring local emergencies.

c. City Staff

The council is a policy-making body. It will rely on its professional staff and consultants to administer the ministerial affairs of the City in alignment with council direction, provide options and recommendations in the formulation of policy, and to implement council directives.

d. Meetings

Council members are expected to prepare and participate in council meetings and other board meetings.

¹ The term *staff* means personnel directly employed by the City, contracted personnel, and consultants.

IV. STANDARDS OF CONDUCT

a. Purpose

This code of conduct outlines appropriate behaviors and interactions of council members with each other, staff, and residents that council members agree to abide by. It does not supersede any statutory or constitutional rights or obligations of council members.

b. Public Interest

The council shall work for the common good of the residents of Shorewood and not for any private or personal interest. The council will conduct business in a civil, efficient, and cooperative manner. Members will listen intentionally, weigh all viewpoints, and consider matters thoroughly.

c. Respect

Members will strive to work collaboratively with one another, staff and residents to achieve the best outcome for Shorewood, recognizing that decisions will not always be unanimous. Members will treat all persons and matters appearing before the council in a fair, respectful and equitable manner.

d. Preparation

Members are expected to be prepared for council meetings and work sessions. Questions or concerns should be provided to staff ahead of a meeting so that responses can be provided to assist the council in its deliberations. Members will strive to learn and understand city processes, applicable laws, and community issues. The council supports annual attendance at the League of Minnesota Cities Elected Officials Training.

e. Council Assignments

Members are expected to regularly attend the board² meetings they are assigned to and adhere to the policies established by the specific board, commission or committee as well as those established by the council.

f. Ex Parte Communications and Due Process

Because the council may function in a quasi-judicial capacity, ex parte communications are prohibited to protect the city and the council member personally from a legal challenge.

Ex Parte communication means a private communication with a member of the public directed to the merits or outcome of an official city proceeding. To ensure

² The term *board* applies to boards, commissions, committees, task forces, etc...

due process, members will consider testimony and facts only at meetings open to the public to ensure council decisions are made consistent with the public interest and without improper influence. Procedural interactions with no bearing on the outcome of a proceeding are not considered ex parte communications.

g. Conflict of Interest

A member having a conflict of interest shall inform the City Administrator of the conflict as soon as possible. A member prevented from voting because of a conflict of interest must refrain from debate and voting and shall leave the chambers during debate and voting on the issue.

h. Gifts to Members

Members may not receive gifts from a person or entity with an interest in a matter the council may consider.

i. Communication

All council members shall receive the same information at the same time when deemed for distribution by staff.

j. Coordination with City Staff

City staff shall be involved when members meet with representatives from other entities regarding specific city interests to ensure support and provide guidance.

k. Confidential Information

Council members shall respect and preserve confidential information provided to them concerning matters of the city, such as personnel or legal information. They shall neither disclose confidential information without proper legal authorization nor use such information to advance their personal, financial or private interests.

l. Compliance

It is the responsibility of the council to apply and manage its Standards of Conduct. Enforcement of the standards may range from a member simply noting a concern and requesting its correction to a formal investigation and censure of a member by the full council.

m. Open Meeting Law

The Minnesota Open Meeting Law, Minn. Stat. Chapter 13D, generally requires that all meetings of public bodies be open to the public. Members must be careful not to discuss in a quorum or through serial communications City business outside of noticed meetings, including in person, or via phone, email, messaging, or social media.

In keeping with the intent of the Minnesota Open Meeting Law, members shall not use any form of electronic communications technology to communicate with one another or third parties during a public meeting in a manner that is hidden from public view.

V. COUNCIL MEETINGS

a. Quorum

A simple majority (three members) of the council shall constitute a quorum for the valid transaction of any scheduled business to come before the council.

b. Seating

Council members shall occupy the chairs assigned to them by the presiding officer. The mayor will be seated in the middle of the dais. Generally, newer council members will be seated to the right-hand side of the dais.

c. Meeting Location

All meetings, including special, recessed, and continued meetings, shall be held in the Shorewood City Council Chambers, unless otherwise designated, pursuant to Minn. Stat. § 13D.04, subd. 2

d. Virtual Meetings

The council may offer to members of the public, staff, consultants, or members the options to attend a meeting virtually, pursuant to the requirements of Minn. Stat. § 13D.02 and 13D.021. Members wishing to participate in a meeting virtually must notify the City Administrator by noon on the Wednesday preceding the meeting³ so the proper notice can be posted.

e. Organizational Meeting

The council will conduct its organizational meeting concurrent with the first regular council meeting in January of each year to:

- i. Appoint an acting mayor pursuant to Minn. Stat. § 412.121.
- ii. Select an official newspaper pursuant to Minn. Stat. § 412.831.
- iii. Select official depositories for city funds. This must be done within 30 days of the start of the city's fiscal year pursuant to Minn. Stat. §§ 427.01.02; 118A.02, subd 1; 427.09.
- iv. Review council's bylaws and make any needed changes.
- v. Approve committee and liaison duties to members.
- vi. Approve official bonds that have been filed with the clerk.

³ A member advised by a healthcare professional against being in a public place for personal or family medical reasons, per Minn. Stat. § 13D.02 Subdv. 1.(5)(b)(2) is not subject to this deadline. In such circumstances the member should notify the City Administrator of their intent to participate in a meeting virtually as soon possible.

vii. Set the regular meeting schedule for the year.

f. Meeting Schedule

Regular meetings of the city council shall typically be held on the second and fourth Mondays of the month at 7:00 PM.

g. Agenda Order

- 1) Call to Order
- 2) Roll Call
- 3) Review Agenda
- 4) Approval of Minutes
- 5) Consent Agenda
- 6) Matters from the Floor
- 7) Reports and Presentations
- 8) Public Hearings
- 9) Parks
- 10) Planning
- 11) Engineering/Public Works
- 12) General and New Business
- 13) Staff and Council Reports

h. Rules of Order

The City Council adopts Robert Rules of Order for Small Board as outlined in Appendix A.

i. Public Comment Period (Matters from the Floor)

A limited forum for residents of the City of Shorewood to speak with the council is provided on the agenda for every regularly scheduled city council meeting. Public comments during this period are subject to limitations, as outlined in Appendix B.

j. Public Hearings

When public hearings are required, notice shall be provided as required by state statute. The order of business for public hearings conducted by council shall be:

- i. The presiding officer announces the purpose of the public hearing.
- ii. Staff presents the item, followed by applicant comments, if any.
- iii. The presiding officer opens the public hearing and comments are received.
- iv. The presiding officer closes the public hearing and discussion is limited to council.

Both speakers and the council must follow the same rules in *Public Comment Period*, although the presiding officer may allow speakers additional time.

Speakers may also provide written material to the council before or at the meeting. Public hearings may be continued to a date certain.

k. Public Comment on Agenda Items

The council may receive public comment on agenda items which do not require a public hearing. Comments should be received following the introduction of the item but before discussion begins. Both speakers and the council must follow the same rules in *Public Comment Period*.

l. Presiding Officer

The mayor is the presiding officer at all meetings of the council and may participate in all discussion and votes. In the absence of the mayor, the acting mayor shall preside. In the absence of both, the City Administrator shall call the meeting to order and shall preside until the council members present at the meeting choose one of their number to act temporarily as presiding officer. The selection of a temporary presiding officer shall be accomplished by nomination and majority vote of the members present.

m. Maintenance of Order.

The presiding officer is responsible for the maintenance of order and decorum at all times. No person is allowed to speak who has not first been recognized by the presiding officer. All questions and remarks must be addressed to or through the presiding officer to the appropriate council member, staff, citizen or representative.

n. Powers of the Presiding Officer

- i. To rule motions in or out of order, including any motion obviously offered for obstructive or dilatory purposes;
- ii. To determine whether a speaker has gone beyond reasonable standards of courtesy in his or her remarks and to entertain and rule on objections from other members on this ground;
- iii. To entertain and answer questions of parliamentary law or procedure;
- iv. To call a brief recess at any time; and
- v. To adjourn in an emergency.

A decision under (i), (ii), or (iii) may be appealed to the council upon motion of any member by use of a point of order. This motion is in order only immediately after the challenged decision is announced. The member making the motion need not be recognized by the presiding officer and the motion may not be ruled out of order if it is made timely.

o. Placing items on an Agenda

The City Administrator shall place items on the agenda for each council meeting.

A council member may at any point on a regular meeting agenda request a matter to be placed on a future agenda. If at least one other council member agrees with the request, the matter will be placed on a future regular or work session meeting for further discussion by the Council.

VI. ADMINISTRATION OF RULES

These Bylaws may be amended at any regular meeting or at a special meeting that includes amendment of the rules as one of the stated items to be considered. Adoption of an amendment requires a supermajority affirmative vote of the membership of the Council.

VII. APPENDICIES

- a. Rules of Order
- b. Public Comment Policy

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Appendix A Rules of Order

Essential Rules for Discussion and Debate for Small Boards (Modified)⁴

All references are to *Robert's Rules of Order Newly Revised, 11th edition*.

The word "implicit" means that in our view the rule stated is assumed by Robert's Rules or is a logical derivative of the principles on which Robert's Rules is based.

1. All members have an equal right to speak and make motions. *P.3*
2. Nonmembers do not have the right to speak or to make motions. *P. 648*
3. One subject is discussed at a time. *pp. xxxiii-xxxiv*
4. One person speaks at a time. *implicit*
5. No interrupting. *PP.43-44, 383-384*
6. Courtesy and respect are required at all times. *P. 43 and implicit*
7. No one may speak a second time until everyone who wishes to do so has spoken once. *PP. 31, 379*
8. The presider may participate in debate and make motions *P. 488*
9. Informal discussion without a motion is allowed. *P. 488*
10. A second is needed. *P. 488*
11. Members must seek recognition from the presider. *PP. 29, 487*
12. Members may speak directly to each other. *P. 488*
13. The maker of the motion may speak first. *P. 379*
14. There is no need to alternate speakers "for" and "against". *Implicit*
15. There is no limit to the number of speeches. *P. 488*
16. There is a limit of ten minutes per speech. *P. 387*
17. Members may "call the question" or move to limit debate. *P. 488*
18. Remarks must be relevant to the topic at hand (*germane*). *pp xxxiv, P. 43*
19. Members may not speak about the motives of other members. *PP. 43, 392*
20. Courtesy and respect means: no personal attacks; no insults, epithets or profanity; no disrespectful body language; no innuendo; no booing, hissing or clapping. *PP 43, 392, implicit*
21. A member may not speak against their own motion. *P. 393*
22. A member may not explain their vote while voting. *P 408*
23. A member may not comment adversely on (*criticize*) a prior action of the group unless (a) the action is being considered for amendment or cancellation, or (b) they plan to introduce a motion to change the action at the end of their speech. *P. 393*
24. A member may not make statements that tend "to injure the good name of the organization, disturb its well-being, or hamper it in its work". *PP. 643-64*

⁴ Macfarlane, A. G., & Estep, A. L. (2013). *Mastering Council Meetings*. Createspace Independent Pub.

Note: The Shorewood City Council elected to remove or modify several rules from the list. Dec 9, 2024

Appendix B
Public Comment / Matters from the Floor Polices

A limited forum for residents of the City of Shorewood to speak with the council is provided on the agenda for every regularly scheduled City Council meeting. Public comments during the public comment period are subject to these limitations:

1. Speakers must be recognized by the presiding officer before speaking and are limited to three minutes for comment.
2. Speakers may be required to sign up prior to speaking and provide a name, address, and brief summary of the subject matter they wish to address. The sign-up sheet will be available at the entrance to the city council chambers.
3. Speakers must direct their remarks toward the presiding officer and city council.
4. In providing this limited public forum, the City of Shorewood expects respectful participation. Speakers are encouraged to be courteous in their language and deportment, and to confine their remarks to those facts that are germane and relevant to the question or matter under discussion. City council meetings are public business meetings, available for viewing on television and the internet by members of the public, including children. Therefore, consistent with FCC rules, obscenity, and profane or indecent language will not be tolerated by the presiding officer.
5. Speakers are required to follow the direction of the presiding officer.
6. Speakers who do not follow the direction of the presiding officer will be warned that further disruptive conduct will result in removal from the meeting. After warning, if the conduct continues the presiding officer may ask the speaker to leave.
7. Council will generally not respond at the same meeting where an issue is initially raised by a member of the public. Members may ask clarifying questions of the speaker but should not engage in debate or dialogue. The matter may be referred to staff for further research and possible report or action at a future council meeting, or the council may ask staff to follow up with the speaker directly.
8. A summary of these rules for public comment may be provided in the council meeting room.

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