

1. Agenda

Documents:

[05-12-25 CC WS AGENDA.PDF](#)

2. Agenda Packet

Documents:

[05-12-25 CC WS AGENDA PACKET.PDF](#)

**CITY OF SHOREWOOD
CITY COUNCIL WORK SESSION
MONDAY, MAY 12, 2025**

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

AGENDA

1. CONVENE CITY COUNCIL WORK SESSION

A. Roll Call

Mayor Labadie _____
Maddy _____
Sanschagrin _____
Gorham _____
DiGruttolo _____

B. Review Agenda

ATTACHMENTS

2. HWY 7 CORRIDOR STUDY PRESENTATION (MnDOT)

City Administrator Memo

3. UTILITY BILLING POLICY

Finance Director Memo

4. DRAFT COUNCIL BYLAWS

City Administrator Memo

5. ADJOURN

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City of Shorewood

City Council Work Session Item

Title/Subject: Hwy 7 Corridor Study
Meeting Date: May 12, 2025
Prepared by: Marc Nevinski, City Administrator
Attachments: None

Item 2

Background

Representatives from MnDOT will present information about the Hwy 7 Corridor Study.

Financial or Budget Considerations:

None

Discussion Requested:

Council should ask questions of MnDOT and provide comments on the information.



City of Shorewood

City Council Work Session Item

Title/Subject: Draft Utility Billing Policy
Meeting Date: May 12, 2025
Prepared by: Jeanne Schmuck, Finance Director
Reviewed by: Marc Nevinski, City Administration
Attachments: Draft Utility Billing Policy

Item 3

Background:

As part of an internal audit, a few utility bills were discovered to be billed incorrectly. Shorewood's past practices have been to do the correction of billing according to State Statute. However, there is no documented policy on this or other practices of the City's utility billing practices.

Staff wishes to establish a Utility Billing Policy that incorporates City Code, the adopted fee schedule, statute, and historical practices into one document. This policy is designed to provide provisions for billing and provide consistent guidelines for utility billing.

Financial or Budget Considerations:

None

Discussion Requested:

Council is asked to review the draft Utility Billing Policy and provide feedback.



City of Shorewood

UTILITY BILLING POLICY
May 12, 2025

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DRAFT

The City of Shorewood has developed this Utility Billing Policy to define reasonable regulations to operate successful municipal utilities, and provide consistent customer rules and guidelines. Regulations of the municipal utilities are set by ordinance, chapter 900. Individuals who have questions regarding services provided by the City of Shorewood Utilities are encouraged to contact the Utility Billing Staff at Finance@Shorewoodmn.gov or calling 952/960-7927.

1 APPLY FOR UTILITY SERVICES

When moving in or out of the Shorewood billing area, customers are required to notify the City of Shorewood Utility Billing Division. The City of Shorewood provides and bills for; water, sanitary sewer, stormwater management utilities, and recycling. The service area encompasses all of the City of Shorewood. Applications are taken via email at Finance@Shorewoodmn.gov with application for service form available on line at www.Shorewoodmn.gov. We require three (3) day prior notification. The date of notification will be used as the final date if notification occurs after the move.

1.1 REQUIRED INFORMATION

Name, address, email, and phone number are required. Information is accepted from either the seller or buyer of a property; and also, from either the tenant or landlord in a lease situation. Information from a title company will also be accepted.

1.2 TRANSFER NAME AFTER ACCOUNT SET UP

It is advised to put all names of adult parties responsible on the utility account. If one party moves out, that party can submit a written request for their name to be removed from the bill.

2 BILLING

The City of Shorewood bills all services on a quarterly basis on or before the 10th day of the first month following the end of the quarter and shall be due and payable on or before the last day of the months of January, April, July, and October, following the quarterly period covered by the statement. The usage period is for the prior quarter. Bills will be assessed a late payment fee on the first business day following the end of the month billed. Bills and late payment fees are calculated according to the City's Master Fee Schedule adopted by City Council annually in accordance with City Ordinance.

2.1 CITY'S MASTER FEE SCHEDULE

All rates are approved by the City Council and can be found in the City's Master Fee Schedule. This document can be found on the City's website at www.Shorewoodmn.gov. A copy may also be obtained at City Hall or emailed/faxed upon request.

2.2 BILL CALCULATION

Water meters are read on a quarterly basis. Readings are obtained from the City's Automatic Meter Reading (AMR) system. When meter readings are not available, or a zero or substantially reduced reading is received, an estimate will be generated for the billing. Estimations are

calculated using the average of the two previous quarters and one-year of prior consumption.

2.3 BUDGET BILLING

Budget billing is available to customers after twelve months of billing and on-time payment history. Budget amounts are adjusted annually for all customers on the 1st quarter billing in April. While on budget billing, customers must pay the budget amount shown on the bill. Paying amounts other than the budget amount may result in removal from the program.

2.4 E-STATEMENTS

Customers may sign up for e-statements through the City's on-line pay application system. E-mails will be sent to the customer notifying them that a billing statement is available on this system. To enroll, customers need to have received one utility bill. When enrolling the account number and the account name must be entered exactly as they appear on the bill. Customers may also opt out of paper bills when enrolling in e-statements.

2.5 BILL CORRECTIONS

If a bill is in error, the City of Shorewood will correct the account for the period of time the error occurred, up to six years retroactively from the date of discovery, in accordance with Minn. Stat. §541.05.

2.6 PAYMENT PLANS FOR BILL CORRECTIONS

Payment plans and contracts are available for bill corrections. Payment schedules may be given for the length of time the error occurred, up to a six-year payment schedule. If a contract is agreed upon, penalties will not apply to the contract amount.

2.7 CREDIT DUE TO CORRECTION

Credits due to billing corrections will be calculated, up to six years retroactively from the date of discovery, with interest, and will be applied to the utility account. Credits may be refunded upon request. The refund is processed through the City's Accounts Payable Division and approved by the City Council. This process may take up to four weeks.

2.8 LATE PAYMENT FEE

The late payment fee amount is set by the City Council, and found in the City's Master Fee Schedule. This document can be found on the City's website at www.Shorewoodmn.gov. The date the late payment fee will be added to the account and the amount of the fee is clearly noted on the Utility Bill. One late payment fee may be waived, by City's Utility Billing Staff, upon request.

2.9 RENTAL PROPERTIES

The owner of a rental property shall be responsible for the utility charges of tenants regardless of whether or not the tenant has the responsibility to pay the bill. A rental property owner has the right to receive a duplicate billing should a tenant be responsible for a bill. The owner must contact the Finance Department Utility Billing division to make this request.

3 WATER, WATER CONNECTION FEE, SANITARY SEWER AND STORMWATER MANAGEMENT UTILITIES

Water fixed and consumption rates, state water lead surcharge, sanitary sewer fixed charge, and stormwater management are charged quarterly, as well as any applicable taxes. The rates are approved by the City Council and found in the City's Master Fee Schedule. This document can be found on the City's website at www.Shorewoodmn.gov.

3.1 WATER METERS

Meters, meter horn, and remote reader shall be purchased from the city at the time a permit to connect is applied for. All water meters shall be and remain the property of the City of Shorewood. Access to the meter is to be granted to the City of Shorewood upon request for inspections and repairs. Denial of access could result in discontinuance of service. Billing is done in 1,000-gallon measurements.

3.2 WATER LEAD SURCHARGE

This is a state mandated fee which is used to ensure that water utilities remain in compliance with the Safe Drinking Water Act, established in 1993. The fee is billed quarterly to all water customers. The revenue collected is forwarded to the State of Minnesota.

3.3 SANITARY SEWER CALCULATION

The sanitary sewer rate is based on operational requirements to provide a safe system. Sewage treatment is performed by Metropolitan Council Environmental Services. Sanitary sewer rates are approved by the City Council and found in the City's Master Fee Schedule. This document can be found on the City's website at www.Shorewoodmn.gov.

3.4 STORMWATER MANAGEMENT UTILITY

Stormwater Management Utility is a fee to maintain the City's stormwater management system. Properties are charged a quarterly fee. All property within the city limits shall be charged and the owner of said property shall pay the fee amounts by multiplying the current stormwater management utility fee as outlined in the City's Master Fee Schedule by the property's RLE units as determined by City Ordinance Chapter 905. The City's Master Fee Schedule and City Ordinance can be found on the City's website at www.Shorewoodmn.gov. This document can be found on the City's website at www.Shorewoodmn.gov.

4 PAYMENTS

Bills are sent on a quarterly basis on or before the 10th day of the first month following the end of the quarter and shall be due and payable on or before the last day of the months of January, April, July, and October, following the quarterly period covered by the statement.

4.1 ACCEPTABLE PAYMENT METHODS

The City accepts cash, check, money order, and credit or debit card (Visa or MasterCard), and offers a direct debit ACH option.

4.2 WHERE PAYMENTS ARE ACCEPTED

On-line: www.Shorewoodmn.gov using checking account, credit/debit cards
Direct Debit ACH Complete form on City's website at www.Shorewoodmn.gov.
(See Section 4.3)
Drop Boxes: Drive up drop box in City Hall parking lot (silver box)
Mail to: City of Shorewood
5755 Country Club Road
Shorewood, MN 55331
In person: City Hall
Monday through Friday – 8:00 A.M. – 4:30 P.M.

4.3 DIRECT DEBIT ACH

Customers may elect to have their bill withdrawn automatically from their checking, or savings account each month. Customers who elect to use their checking accounts will need to fill out the City's Authorization Form found on the City's website at www.Shorewoodmn.gov and provide a voided check.

4.4 CREDIT BALANCES

Credits due to overpayment can be refunded upon request. Refund checks are processed through the City's Accounts Payable Division and approved by the City Council. This process can take up to four weeks.

4.5 RETURNED PAYMENTS

Payments returned to the City from the banking industry for any reason will be assessed a Return Payment Fee, approved by the City Council and listed in the City's Master Fee Schedule. This document can be found on the City's website at www.Shorewoodmn.gov. The utility account will be adjusted accordingly. Notification will be mailed to the customer within five business days of notification to the City that a payment has been returned.

4.6 DEFERRED PAYMENT PLAN

Customers that are unable to pay their utility bill by the due date are encouraged to contact the Utility Billing Staff to arrange and sign a mutually acceptable payment plan to bring a customer's account current in a timely manner, and that considers the unique circumstances of a particular bill. While the terms of the arrangement are being met, late payment fees will not be applicable. If a customer fails to comply with any term and/or condition contained within the arrangement, the customer shall be removed from the payment plan.

5 WATER DISCONTINUANCE OF SERVICE

5.1 VOLUNTARY DISCONTINUANCE OF SERVICE

Water service can be discontinued at the request of the customer. A fee, approved by the City Council and found in the City's Master Fee Schedule, will be charged. This document can be found on the City's website at www.Shorewoodmn.gov. Properties with discontinued services that have

possession of the meter or not will continue to be billed the monthly fee. If the building has been razed and the meter has been removed and returned to the City of Shorewood there will be no monthly base fee.

5.2 PAST DUE BALANCE DISCONTINUANCE OF SERVICE

Water service will generally not be discontinued for non-payment. Past due balances shall be handled through the assessment process as outlined in section 7 below.

Exceptions include special circumstances where the integrity of the water system is in question. If the City elects to discontinue water service due to a delinquent account, notice will be provided of the discontinuance with the date of the discontinuance of service specified. A water turn-on and shut-off fee will be applied immediately on the scheduled date of discontinuance of service to the account in accordance with the City's Master Fee Schedule. This document can be found on the City's website at www.Shorewoodmn.gov. To have water reinstated, the full delinquent balance on the account, plus the water turn-on and shut-off fee approved by the City Council and found in the City's Master Fee Schedule must be paid in full. No payment arrangements will be permitted.

5.3 DISCONTINUANCE OF SERVICE EXEMPTIONS

The City of Shorewood does not discontinue service for commercial properties as to not interrupt business operation.

5.4 OTHER CONDITIONS

Safety is always the City's first priority. Meter tampering, refusal to allow the City access to the meter, and hazardous conditions may result in water service being discontinued. In addition, any unsafe condition, as deemed by the Shorewood Water Department will result in discontinuing service. A Water Meter/System Tampering Fee will be added to the account balance and will need to be paid in full before service is reinstated. The Water Meter/System Tampering Fee is approved by the City Council and found in the City's Master Fee Schedule. This document can be found on the City's website at www.Shorewoodmn.gov.

5.5 REINSTATMENT OF SERVICE

Water will be reinstated Monday through Friday, 8:00 A.M. – 4:30 P.M. on the date the payment is received. For safety reasons, a responsible party may need to be on site when water is reinstated.

6 CANCELLING SERVICE

Customers are required to notify the City that they are moving out of their property. The City requires a three (3) day prior notification. The date of notification will be used as the final date if notification occurs after the move. A final bill will be generated after the final reading is obtained. Final bills are due 25 days after the mailing. Late payment fees would apply.

6.1 REFUNDS

Any credit amount in excess of \$5.00 remaining on a customer's utility account after an account is final billed, a refund check will automatically be generated and mailed to the forwarding address provided by the customer. The refund is processed through the City's Accounts Payable Division and approved by the City Council. This process can take up to four weeks. If a credit is due to a payment made by another party such as a title company the credit is refunded to the party as appropriate. Any credit amount of \$5.00 or less remaining on a customer's utility account after the final bill has been created shall be retained by the City to cover administrative expenses.

6.2 REFUND CHECKS RETURNED DUE TO A BAD FORWARDING ADDRESS

If a refund check is returned in the mail, the account will be noted that the check was returned. The check is then held with the City's Accounts Payable Division and forwarded to the State of Minnesota in accordance with the Unclaimed Property regulations if a new address cannot be obtained.

7 ASSESSMENT PROCESS

All accounts that are 60 days past due, or where discontinuance of service is not applicable, and have a water, sanitary sewer, or stormwater management utility charges and recycling fee balance will enter the Assessment Process. The City's Utility Billing Division will begin the Assessment Process in August of each year.

7.1 ANNUAL ASSESSMENTS

The Assessment Process is in accordance with Minn. Stat. §444.075. Letters will be sent to all owners of properties with a past due balance of 60 days or more for both active and final billed accounts. All properties left with an unpaid balance will have an assessment placed on their property with the County, and an additional \$50 assessment certification fee added. Assessments can be paid, without interest, until certified by City Council 30 days following the resolution date.

8 MISCELLANEOUS

8.1 ACCOUNT BALANCE REQUESTS

All requests for utility account balances can be made by calling (952/960-7927) or emailing Finance@Shorewoodmn.gov the Shorewood Utility Billing Division. This will not be a certified assessment search. For a certified Special Assessment Search an Assessment Search Form must be completed. There is a fee for this information, approved by the City Council and found in the City's Master Fee Schedule. This document can be found on the City's website at www.Shorewoodmn.gov. Once the form and fee are received, the Finance Department will record Deferred, Levied, and Pending Assessments, and Miscellaneous Accounts Receivable items, along with any Utility Balances on the form. The Finance Department will also record any unpaid utilities on the form. In neither the inquiry or Certified Special Assessment Search will the City of Shorewood provide estimated amounts of unbilled charges.

8.2 FORECLOSURE

In the event of a foreclosure, the account will remain in the current occupant's name until the bank comes forward to claim the property. The property owner is responsible for the utility charges up to the date the bank takes full position of the property. Subsequent bills remain in that customer's name until the bank comes forward, but those bills are no longer the customer's responsibility to pay. Because the foreclosure process is so complex, and ownership can change banks rapidly, the account will not be taken out of that customer's name until after the foreclosure date. Banks will be responsible for all charges after the foreclosure date.

8.3 METER TESTING

When a customer makes a complaint that the bill for any past services has been excessive, the City shall, upon written request, have the meter re-read. If the user remains dissatisfied and desires that the meter be tested, the user shall then make a deposit in an amount as approved by the City Council and found in the City's Master Fee Schedule. This document can be found on the City's website at www.Shorewoodmn.gov. The City shall then test the meter. In the case a test should show an error of over five percent (5%) of the water consumed in favor of the City, the deposit will be refunded to the user and a correctly registering meter will be installed and the date of written request and the minimum charge shall not be affected. In case the test shows an accurate measurement of water, the amount deposited shall be retained by the City to cover the expenses of making the test.

8.4 DATA PRIVACY

Water, sanitary sewer, and stormwater management utility account information is considered public data.

9 APPEALS

Customers have a right to appeal billings and/or discontinuance of service. Appeals need to be done in writing. Should the appeal be related to a discontinuance of service, it must be received 5 business days of the date of the discontinuance notice. Service will not be discontinued until the appeal is resolved. Utility Billing Staff will review appeals. Additional requests will first be analyzed by the Finance Director, further appeal will go to the City Administrator, and if satisfaction cannot be met, then final decision will be brought to City Council. All decisions will be returned to the customer in writing.

10 CONTACT INFORMATION

Finance Department

Email: Finance@Shorewoodmn.gov

Call: 952/960-7927

City of Shorewood

5755 Country Club Road

Shorewood, MN 55331



City Council Work Session Item

Title/Subject: City Council Bylaws
Meeting Date: May 12, 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

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

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 Policies

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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