

1. Agenda

Documents:

[06-23-25 CC REG MTG AGENDA.PDF](#)

2. Agenda Packet

Documents:

[06-23-25 CC REG MTG AGENDA PACKET.PDF](#)

**CITY OF SHOREWOOD
CITY COUNCIL REGULAR MEETING
MONDAY, JUNE 23, 2025**

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

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

AGENDA

1. CONVENE CITY COUNCIL MEETING

A. Pledge of Allegiance

B. Roll Call

Mayor Labadie___
Maddy___
Sanschagrín___
Gorham___
DiGruttolo___

C. Review and Adopt Agenda

Attachments

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

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

- | | |
|---|--|
| A. City Council Work Session Minutes of June 9, 2025 | Minutes |
| B. City Council Regular Meeting Minutes of June 9, 2025 | Minutes |
| C. Verified Claims List | Claims List |
| D. Data Practices Policy Annual Review | City Clerk/HR Director Memo
Resolution 25-057 |
| E. 2025 Deer Management Program Agreement | Planning Director Memo |
| F. Concert in the Park & Movie in the Park Food Trucks | Park/Rec Director Memo
Resolution 25-063 |

- G. Water Assessment Agreement – 23622 Smithtown Road City Administrator Memo
Resolution 25-064
- H. Water Assessment Agreement – 6180 Church Road City Administrator Memo
Resolution 25-065
- I. Retail Liquor License Renewal Deputy Clerk Memo
Resolution 25-058

3. MATTERS FROM THE FLOOR This is an opportunity for members of the public to bring an item, that is not on tonight's agenda, but related to the governance of the City of Shorewood, to the attention of the City Council. In providing this limited public forum, the City of Shorewood expects respectful participation. We encourage all speakers to be courteous in their language and behavior, and to confine their remarks to those facts that are relevant to the question or matter under discussion. Please remember that this is a public business meeting, available for viewing on television and the internet by members of the public, including children. Consistent with FCC rules, obscenity, and profane or indecent language will not be tolerated by the presiding officer. Anyone wishing to address the Council should raise their hand, or if attending remotely please use the “raise hand” function on your screen and wait to be called on. Please make your comments from the podium and identify yourself by your first and last name and your address for the record. Please limit your comments to three minutes. No discussion or action will be taken by the Council on this matter. If requested by the Council, City staff will prepare a report for the Council regarding the matter and place it on the next agenda.

4. REPORTS AND PRESENTATIONS

- A. Long Term Financial Management Plan - Northland Securities Finance Director Memo
- B. Excelsior Fire District Budget Presentation – Fire Chief City Administrator Memo

5. PARKS

- A. Report by Commissioner Wenner on 05-20-25 Park Commission Meeting Minutes

6. PLANNING

- A. Report by Commissioner Holker on 06-03-25 Planning Commission Meeting Minutes
- B. Tingewood HOA Common Area PUD Concept Plan Planning Director Memo
Location: Parcel ID 3511723110072 Resolution 25-059
Applicant: Tingewood Homeowner’s Association
- C. Impervious Surface Definition City Code Amendment Planning Director Memo
Location: City Wide Ordinance 622

Applicant: City of Shorewood

7. ENGINEERING/PUBLIC WORKS

A. Approve Plans and Authorize Bidding for SE Area Water Improvement, City Project 24-08 City Engineer Memo
Resolution 25-060

B. Authorize Preparation of Final Plans and Specifications Galpin Lake Trail Project, City Project 25-01 City Engineer Memo
Resolution 25-061

8. GENERAL/NEW BUSINESS

A. Appoint Commissioners City Clerk/HR Director Memo
Resolution 25-062

9. STAFF AND COUNCIL REPORTS AND DISCUSSION

A. Staff

B. Mayor and City Council

10. ADJOURN

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10. ADJOURN

CITY OF SHOREWOOD
CITY COUNCIL WORK SESSION MEETING
MONDAY, JUNE 9, 2025

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

MINUTES

1. CONVENE CITY COUNCIL WORK SESSION MEETING

Mayor Labadie called the meeting to order at 5:31 P.M.

A. Roll Call

Present: Mayor Labadie; Councilmembers Labadie, Maddy, Sanschagrín, Gorham, and DiGruttolo; Acting City Attorney Asani; City Administrator Nevinski; Parks and Recreation Manager Czech; City Clerk/HR Director Thone; Planning Director Griffiths; Director of Public Works Morreim (via electronic means); Communications and Recycling Coordinator Wilson; and, City Engineer Budde

Absent: None

B. Review Agenda

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

2. CITIZEN SURVEY

Communications and Recycling Coordinator Wilson gave an overview of the findings from the 2025 Shorewood Community Survey, which used the same questions that were used in the 2011 survey. He stated that the survey was available from April 14 through May 23, 2025, and the City received just over three hundred responses. He outlined some general characteristics of the survey respondents, responses related to quality of life and community, services provided, and quality of services in Shorewood. He reviewed responses related to City water and compared 2011 and 2025 results, feelings about City employees, City government, and administration performance, potential improvements and initiatives, whether they supported or opposed various initiatives in the City, such as a single trash hauler, community gardening, and curbside organics. He outlined survey reports related to potential improvements, their importance, the level of awareness about City issues and operations, and how residents find out their information.

Councilmember Sanschagrín asked what the City's goal was regarding the number of survey responses they were hoping to get. Communications and Recycling Coordinator Wilson stated that his goal was simply to get as many responses as possible.

City Administrator Nevinski noted that staff had been pleased to get around three hundred responses and reminded the Council that this was not a statistical survey because those can be very expensive, and this was just designed to try to get feedback from residents, but could not be viewed as a comprehensive view of the City. He explained that he just wanted to make sure the Council understood that a comparison between the 2011 and the 2025 survey was not comparing apples to apples.

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Councilmember DiGruttolo asked how much the 2025 survey had cost. Communications and Recycling Coordinator Wilson stated that they used Survey Monkey and a few days of staff time. City Administrator Nevinski stated that he would estimate a statistical survey would cost somewhere around the range of fifteen to twenty thousand dollars.

Councilmember DiGruttolo noted that more than one hundred people skipped the water-related questions and asked if that had been accounted for in the data analysis. Communications and Recycling Coordinator Wilson explained that he had just included the overall totals in the columns and noted that it was only asked of people who had water. He stated that he was not sure if it had been skipped because they did not have water or if there was another reason.

Councilmember DiGruttolo asked if the City could do this type of survey on a more regular basis to help measure changes and see if they were doing better or worse, or should be focusing on a different area. She stated that she was glad that they did this, but was not entirely sure that the data they got would help the Council in making decisions. City Administrator Nevinski stated that they can try to find a way to establish a baseline first and then continue to do surveys.

Councilmember Sanschagrín asked if staff knew how long it took the average person to complete the survey. Communications and Recycling Coordinator Wilson stated that Survey Monkey gave them a report which said that it took people between seventeen and eighteen minutes to complete the survey.

Councilmember Sanschagrín stated that within some of the narrative points, he saw some things related to things like speeding and road safety. He noted that he found this survey information helpful, especially the comments, because they were insightful. He stated that he would like to see the City highlight a few snippets of information that came out of the survey and communicate what the feedback was and what the City's plans were. Communications and Recycling Coordinator Wilson agreed that the comment sections were very helpful and may amend things next time to have a comment for each section of the survey rather than just one at the end.

3. BUDGET – GOALS, PRIORITIES, PROCESS

Finance Director Schmuck reviewed a general overview of the planned scheduled for budget discussions through the 2026 budget process. She reviewed the public engagement plans that were important to the Council, the taxable market values, net tax capacity, City tax levy amounts, and tax rate history information for 2021-2025. She outlined the County assessment process for property values and details for the distribution and use of the 2025 property tax levy dollars. She reviewed some of the City's budget challenges and strategic priorities that the Council had discussed at their annual retreat.

City Administrator Nevinski noted that the strategic priorities were intended to guide the Council and reviewed a few of the ideas that staff were thinking about related to the upcoming budget challenges. He stated for public feedback, people can attend the Work Session meetings, but the Council did not generally take comments, but when they were discussing budget items, they would like people to be able to hear what was being proposed and the issues that the City was trying to solve, and could give more focused feedback. He stated that he and Finance Director Schmuck were committed to having open office hours so residents would know that they would be available and they can come talk to them about their questions. He explained that the idea was to do things a bit more proactively rather than waiting until the end of the budget process to try to get some of this kind of feedback.

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Mayor Labadie asked how many residents attended the budget open house the City had held last year. City Administrator Nevinski stated that it was about ten people, at the most.

Councilmember DiGruttolo noted that she had found out about the open house the day before and was unable to attend because she already had a commitment that night. She explained that the open house took place during campaign season, so she heard an earful about this from the residents. She stated that the way Finance Director Schmuck has things laid out this year is much better and believed that they would see a huge difference if they give people time and notice so they can get this in their calendars. She noted that she liked what Finance Director Schmuck had been doing in the Shore Report by highlighting and explaining the different budget and tax issues.

Mayor Labadie stated that she agreed that setting aside specific open office hours for this purpose was a great move. Finance Director Schmuck suggested that the Council give staff guidance on their 2026 initiatives and guidance before staff brings the first set of information to them at the upcoming meetings.

Councilmember Sanschagrín referenced the staff report information that indicated that the City's expenses would be higher and the revenues would be lower. Finance Director Schmuck explained that last year in the budget they allocated six hundred fifty three thousand dollars to be spend out of the reserves, which were interest earnings that they would not have. She noted that the project revenues in the analysis from prior years were overstated, so they were working to gear them back to be more in alignment going forward. She stated that there would also be a big reduction in building because construction projects would not be coming through.

Councilmember Sanschagrín referenced the chart on property tax levy and estimated tax rate information and asked why there was such a large change from 2020 and 2023. Finance Director Schmuck explained that for a few years they lowered the tax levy and increased using various one-time funding sources. She stated that as the rate was going down because there was a lower level, there was also a spike in property values between 2021 and 2023, which made the rate change along with the tax capacity calculation. She noted that there were a lot of variables that went into calculating the tax rate.

Councilmember Sanschagrín asked if there was a way to change the context of the truth in taxation meeting as a way to grab more feedback from the community and be more proactive. He stated that he would like to see the context be more interactive and open to feedback.

Finance Director Schmuck explained that one of the things they were trying to do with public engagement was, at the Budget Work Sessions, following presentations on specific topics, allow a few minutes for public comment. She stated that the hope is that the City would be able to get people talking about what the Council is talking about at the same time, so they can have a greater understanding. She noted that it will also provide the Council time to make adjustments if they feel they are necessary. She stated that the structure of the truth in taxation meeting is hard because there are requirements for the County that the City needs to follow. She stated that the City had always been open to input from the public but they are trying to get the word out about the new approach at the Budget Work Session meetings to allow time for public input on the topics discussed that night and also the open office hours for her and City Administrator Nevinski to garner engagement throughout the entire process rather than just at the truth in taxation meeting.

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Councilmember Sanschagrín stated that he would like to take things even further and communicate that the City was open to ideas and over-communicate to people what was being done with the ideas to show people that the City would do things based on resident feedback.

City Administrator Nevinski stated that staff can try to keep the Council informed about ideas or topics being brought up at the Work Sessions or the open office hours.

Councilmember DiGruttolo suggested that there be some kind of tracker, because if there were more than three people who brought up the same topic, the Council should know that.

Finance Director Schmuck referenced the staff report related to public engagement and the City's ongoing outreach efforts. She stated that they were planning to have the bullet points listed be an ongoing marker, and staff would bring back tally information to the Council. She stated that under Public Feedback, they would plan to include any extra information in all the Budget Work Session reports.

Councilmember DiGruttolo referenced the slide in the presentation related to budget challenges. She explained that she was shocked about the costs of the fire truck and the HVAC system, and asked if the increase outlined for the Police Department was intended to be for every year. City Administrator Nevinski stated that the number included for that was currently an estimate and may be a bit high. He explained that staff had wanted to give the Council a sense of what things could look like, even though they hope it turns out to be notably less. He noted that the chiller that they would be discussing at the regular Council meeting was an unbudgeted expense. He noted that the City had gotten used to only seeing yearly increases of about three to four percent, and this past year was around ten percent.

Councilmember DiGruttolo stated that the Council needed to have more clarity around this because she did not feel an annual increase of ten percent was sustainable. She stated that she would like to see if any of the things listed could be pushed out a bit. Finance Director Schmuck noted that Public Safety costs are exponentially growing over the last few years based on things that happened in Minneapolis.

Mayor Labadie stated that some items were non-negotiable, such as the SCBAs. She stated that she did not think the current budget increase would end up being an ongoing ten percent increase every year. Councilmember DiGruttolo stated that she understood the importance of Public Safety, but that does not mean that they do not need to tighten their belts like the City does. She explained that she wanted the City to be investigative about what things were essential to include in the budget and what things they just wanted and could be pushed out a bit.

Mayor Labadie stated that she will communicate with the Council when the Police Department budget is discussed by the Coordinating Committee, and reminded them that those were also open to the public. City Administrator Nevinski explained that this is a bit different and clunky because it is not the Shorewood Police Department, and instead, they are part of a JPA with other area cities. He stated that it makes it more challenging to have a dialogue about service level expectations and what they are willing to pay for that service.

Councilmember Sanschagrín stated that it would be helpful for the City to track cost savings efforts and make sure that was also communicated as things they were doing to try to keep the levy down. He suggested that within the list of strategic priorities, they could add item 2.c., Cost Reduction Initiatives. Councilmember DiGruttolo agreed that this should be included in their strategic initiatives. She referenced the input the City had gotten on the trail/sidewalk at Vine Hill

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Road. City Administrator Nevinski outlined the process that this type of CIP project needed to be built into.

Councilmember DiGruttolo asked if there may be a way to switch this project out with something else to bring it forward more quickly, because the City has been hearing about it for a long time. City Administrator Nevinski stated that, in this case, this would be a joint project with Minnetonka, there would be additional coordination that would need to happen, and swapping this project out with something else was most likely not feasible. He stated that Councilmember DiGruttolo's overall idea was viable, but not for this particular project on Vine Hill Road.

Councilmember DiGruttolo stated that she would like to know what the cost would be to do this project properly, and also the cost for the planned skin coat. City Administrator Nevinski explained that the skim coat was an interim solution for a project that has been planned for five years from now. He stated that he felt staff could come up with some general number per linear foot for the Council and outlined some of the discussions that Minnetonka was having related to the trail.

Mayor Labadie suggested that they communicate to the public the information that the City was looking for public input and include the topics scheduled for discussion at the Work Session. She stated that if people were unable to attend those specific Work Sessions to give their feedback, they also need to know that there are office hours that have been set aside where they can come in and discuss those specific items with staff. Finance Director Schmuck stated the schedule was updated on the City's budget webpage and Communications and Recycling Coordinator Wilson also does regular email pushouts for anyone who has opted in to receive the budget emails. She outlined other areas where this information has been highlighted in an attempt to communicate this information to the public.

Mayor Labadie stated that she liked the new method of communication and public engagement that staff were using through this year's budget process. Councilmember DiGruttolo made some suggestions on adding more details when this is communicated and noted that some people may not really understand what areas a General Fund budget discussion would cover. Finance Director Schmuck stated that the emails sent out would include a breakdown of those kinds of details.

Councilmember DiGruttolo asked if City Administrator Nevinski had collected priorities from the Parks or Planning Commissions. City Administrator Nevinski stated that the Planning Commission would not have priorities because they are a reactive body. He stated that getting the Parks Master Plan done would be the key piece of information that would inform the City on what they do moving forward.

4. ADJOURN

Maddy moved, Sanschagrín seconded, Adjourning the City Council Work Session Meeting of June 9, 2025, at 6:46 P.M. Motion passed 5/0.

ATTEST:

Jennifer Labadie, Mayor

Sandie Thone, City Clerk

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

MINUTES

1. CONVENE CITY COUNCIL REGULAR MEETING

Mayor Labadie called the meeting to order at 7:01 P.M.

- A. Roll Call
- B. Pledge of Allegiance

Present: Mayor Labadie; Councilmembers Maddy, Sanschagrin, Gorham, and DiGruttolo; Acting City Attorney Asani; City Administrator Nevinski; City Clerk/HR Director Thone; Planning Director Griffiths; Director of Public Works Morreim (via electronic means); Park and Recreation Manager Czech; Finance Director Schmuck, and, City Engineer Budde

Absent: None

- C. Review Agenda

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

Motion passed.

2. CONSENT AGENDA

Mayor Labadie reviewed the items on the Consent Agenda.

Sanschagrin moved, DiGruttolo seconded, Approving the Motions Contained on the Consent Agenda and Adopting the Resolutions Therein.

- A. City Council Work Session Minutes of May 27, 2025
- B. City Council Regular Meeting Minutes of May 27, 2025
- C. Approval of the Verified Claims List
- D. Accept Resignation of Administrative Assistant and Approve Recruitment
- E. Cannabis Business Registration Authority Resolution, Adopting RESOLUTION NO. 25-054, "A Resolution Assuming Cannabis Registration Authority for the City of Shorewood in Accordance with MN Statute Section 342.22, as amended and Rescinding Resolution 25-017 Delegating Registration Authority to Hennepin County."

Motion passed.

3. MATTERS FROM THE FLOOR

Dwayne Lorelei, 5595 Eureka Road, stated that he had spoken at the April 28, 2025 regarding concerns of certain projects where water was put in the surrounding homeowners had not been assessed, but other projects homeowners were assessed. He noted that he has had conversations with City Administrator Nevinski a few times about this and explained that he had not been able to find an answer to his question. He stated that this was not fair or right and gave examples of recent projects on Birch Bluff, Strawberry Lane, and Peach Circle, where the residents were not assessed, and how much money the City could have brought in if there had been assessments. He discussed past assessment amounts, the current hookup fee of ten thousand dollars, and asked if the City would increase that fee over the next ten or fifteen years.

Mayor Labadie stated that the Council was planning to have a discussion about the City's water infrastructure later on the agenda, as well as future policy decisions, and invited Mr. Lorelei to stay and listen to their discussion. She noted that she expected it to be a lengthy discussion and explained that the meeting was being filmed, if people were unable to stay for the entire meeting.

Greg Larson, 25535 Orchard Circle, stated that they know the general timeframe when the change was made between properties that were assessed, such as along Riveira, and those that were not, such as along Glenn Road.

Councilmember Gorham stated that was not correct. Mayor Labadie explained that this issue was going to be discussed later on tonight's agenda.

Mr. Larson stated that if the City approached water like a business, it would not be that difficult, and there would not be problems. He stated that the City was in the business of selling water, which meant that they needed to understand the benefits and features of their product and compare it to the competition, which in this case, would be well water. He stated that they need to understand the costs, but also the marketing question of who wants this product, and noted that no business would spend millions of dollars before understanding the market for this product. He noted that there has never been a survey that has asked people whether they want water and what it would take for them to hook up. He stated that these questions were not asked, and he would consider the City spending this money without this information as malfeasance.

Mayor Labadie encouraged Mr. Larson to stay for the remainder of tonight's meeting to hear the Council's discussion related to water.

Christine Sanschagrin, 27725 Island View Road, explained that it was difficult for the people participating via Zoom to hear because there was background noise being heard from the staff area and suggested that they could mute their microphones. Staff and the Council tried some troubleshooting measures to see if they could address the audio issues.

4. REPORTS AND PRESENTATIONS

A. Deborah Zorn, Lake Minnetonka Conservation District

Deborah Zorn, Lake Minnetonka Conservation District, introduced LMCD Code Enforcement Manager, Tom Tully, and stated that they would be tag-teaming the presentation. Ms. Zorn gave a presentation that included an overview of the Lake Minnetonka Conservation District (LMCD),

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strategic plan, current topics, including the summer rules brochure, rental watercraft license, and pilot program of nighttime bow fishing. Mr. Tully reviewed the 2026 budget, strategy behind the levy percentage change, aquatic invasive species, wakeboarding regulations, new watercraft speed limit, and overall LMCD regulations and City ordinances.

Councilmember DiGruttolo asked if the LMCD charges a fee for the rental sticker and if they expect the same percentage change to happen every year. Mr. Tully answered that they do charge twenty-five dollars per rental watercraft. He stated that now that the LMCD has stabilized, he expected that this would be the change and noted that they were not expecting future changes.

Councilmember Sanschagrín asked about the LMCD winter activities. Mr. Tully stated that usually during the winter months, they are following through with complaints from previous years, full regulations for snowmobiles, and also doing a lot of preparations for springtime.

5. PARKS

6. PLANNING

7. ENGINEERING/PUBLIC WORKS

A. Water Infrastructure

City Administrator Nevinski explained that following Council direction from their retreat, staff went back and dug into the water infrastructure background and history. He outlined the current assumptions being used and explained that they were projecting a deficit of four point five million dollars in 2035. He gave a presentation to the Council on the history of the system and policies in place; community input through surveys from 1991, 2011, and 2025, and the Mill Street project; details about the current west water system, and the separate east water system; water quality; financial considerations; and reviewed the nineteen possible options. He explained that the staff was looking for direction from the Council on how they want to proceed in relation to water issues.

Mayor Labadie thanked staff for pulling all of this information together and suggested that they address each of the nineteen options individually in order to give staff the direction they were requesting.

Councilmember Sanschagrín stated that he had some questions that he would like to ask before they move on to discuss each option individually. He noted that the projected deficit was the driving force behind their overall discussion and wanted to know more about how it was calculated. Finance Director Schmuck explained that the revenue was based on the ten percent rate analysis that the City current had in place, that they know that the revenues are falling short of the current expenditures, and that about seventy percent of the expenditures are fixed costs. She stated that currently, the City's debt service needs to subsidize their capital, so they made assumptions based on fifteen to twenty-year bond issuance, which was historically what the City had done. She clarified that the assumptions were based on the existing status quo.

Councilmember Sanschagrín referenced the ten-thousand-dollar connection charge and asked if there was a way to set the charges so they increased every year. Finance Director Schmuck stated that the City could do that and explained that the connection charge had not been adjusted since 1996.

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Councilmember Sanschagrín stated that he had sent an e-mail to City Administrator Nevinski with questions about some of the calculations that he did not understand and suggested that he ask his specific questions as they review each option.

Councilmember DiGruttolo stated that she felt the first question the Council should ask is what their vision is for Shorewood in the future, because whatever they decide today will factor into the assumptions for the community twenty years from now. She noted that one thing she has not heard was assumptions related to climate change with respect to water and water infrastructure, or the ages of homes and wells in that timeframe. She asked what kinds of characteristics they want to keep in the City, and noted that there were also considerations to be made about the age of the infrastructure and potential contaminants in wells. She noted that City Administrator Nevinski had stated in his presentation that there was not much capacity for expansion, but the packet stated that there were twelve hundred twenty-four parcels that could be developed and asked what would happen if all of them were developed. She explained that she asked that question because the City was already being forced by the Met Council to change the City's Comprehensive Plan and add more housing. She stated that the decisions the Council makes today will have profound effects on future generations and not just for the current residents. She stated that after they have this discussion and decide what they want the City to look like twenty years from now, it should be a bit easier for them to agree on some of the options presented.

Mayor Labadie stated that she agreed this was a generational decision that would impact the entire footprint of the City. She stated that the density proposals from the Met Council did not go through this legislative session, but they were looming and would be coming back around. She noted that with density, the neighborhoods that do not have water lines also do not have fire hydrants, which was a big thing they should be considering. She agreed with Councilmember DiGruttolo that the Council needed to look forward.

Councilmember Gorham stated that the City just cannot sit back and not do anything, and the sense of what is fair in this situation was not obvious. He stated that he had gone through the water journey while living on Riviera Lane and explained that they were not assessed, and he had gone door to door to solicit signatures, but not everyone decided to connect to the City water. He stated that the City cannot just keep going down this same road and needs to do something. He noted that he agreed that they needed to look at the long term, but the four-and-a-half-million-dollar deficit was a short-term consideration.

Councilmember Maddy stated that he had connections with emergency preparedness, and the City was in a good place because many other cities just have a single water source, which can fail. He stated that the City has multiple wells, but they are not treating them, so the water is kind of junky and full of iron and people do not want to pay for it. He noted that he would like part of the Council's discussion to be about the continuity of water supply and the quality of the water. He explained that he would like to see the City have a time scale to have everyone in the City connected, eventually, such as over the next decade.

Mayor Labadie stated that the testing numbers from the City water meet guidelines, but the iron was high. She stated that she can remember a conversation the Council had with City Engineer Budde about what it would take to improve the water quality, and the answer was a treatment facility, which had an exorbitant cost associated with it, but asked if there were smaller, more incremental steps that could be taken.

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City Engineer Budde acknowledged that there were smaller steps that could be taken and shared some examples of smaller treatment structures that could be used in some areas of the City, which would cost several hundred thousand dollars.

Councilmember DiGruttolo stated that the Council was getting wrapped around things like this before they had even decided what they wanted to do. She stated that the first thing the Council needed to decide was what they wanted for the future of the City and referenced Councilmember Maddy stating his opinion that in twenty years, he wanted to see the City be much closer to having water hook-ups City-wide. She stated that those kinds of things will help the Council make decisions about bonding and CIPs, and if that is what they decide, then they can start worrying about how it can be done, how it will be funded, and how they can make the water better. She stated that she did not think they should ask questions about how much something would cost to improve the water supply before they were sure that was what they wanted to do. She noted that she did not believe the cost of several hundred thousand dollars should be the deciding factor for whether or not the City would offer water to the City, and should be done the other way around.

Mayor Labadie stated that she agreed, but a question had been raised about the quality of water, and she wanted to make sure that people knew that the City had been discussing the issue for years. She noted that there is a large-scale way to remedy it, but there are also incremental steps. She agreed that it should not be the driving factor in what the City pursues, but it was good to know that there are options.

Councilmember Maddy stated that it was okay to drink iron, it can just turn the siding red, and asked City Engineer Budde if the City met all the requirements for drinking water. City Engineer Budde stated that the City does meet all the requirements for drinking water and assured the Council that it was tested frequently.

Councilmember Maddy stated that they may complain about the quality of the water, but wanted it to be known that it was all safe to drink.

Mayor Labadie stated that there were two main categories from the recent survey, with people saying that they did not want to hook up due to cost, and others who said they could not hook up because the infrastructure did not exist near their homes. She stated that one of the things the Council needed to decide was how the City can provide this to the community in an incremental, cost-effective way, so people can afford to hook up.

Councilmember DiGruttolo stated that she had done some of the math, and if the City decides that they want that to be the goal, there are ways to make the math work and also to make it as fair and equitable as possible. She stated that there are also ways to just get the City to break even in 2035, but reiterated that the City had not made a decision on what they wanted to do. She stated that she would urge the Council to make a decision where the population today and the population twenty years from now would be well-served by this decision.

Mayor Labadie asked Councilmember Gorham to share some of the incite he gained when he was speaking to his neighbors about hooking up to water. Councilmember Gorham stated that many of his neighbors wanted the water to be there for when they sold their property as an option for the future homeowner. He stated that some of the people who signed the petition liked the idea of City water, but did not plan to hook up. He stated that he saw a lot of logic in Option Two regarding implementing an organized connection program because that was a little of what he was able to do on his street, which made it easier for his neighbors to just make a phone call. He

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stated that the water quality was not really what they were seeing from the Mill Street comments, and was more about the barriers and the price. He asked how the City may be able to incentivize a window using things that were already sunk costs, like the money they had already invested in the street improvements, which he did not see in the staff report.

Mayor Labadie stated that they could add that and reminded the Council that staff were just looking for direction. She stated that with Option Two, the City could facilitate the water service, help people understand more about the connection, and would just be a good service to provide to the community.

Councilmember Gorham stated that he would like to see the City find a way to build some equity into this because he was sure there were people on his street whose barrier was finances.

Councilmember DiGruttolo stated that she agreed and noted that the majority of people on her street are on fixed incomes, so they do not have a lot of money to pay towards an assessment. She noted that they needed to be clear about access to the water and connection to the water. She stated that if the City had made things easier, her household would have connected, but it was too hard. She explained that she and some of her neighbors tried to do things on their own and got four different quotes and were being told different information about construction methods and timeframes. She stated that one thing that has not been explored was options for aid or grants, and helping people on fixed incomes navigate that process and paperwork.

Mayor Labadie stated that she would support staff assisting residents with the grant process, but did not want to give the impression that if they had a certain income or were a certain age that there would be a guaranteed program, because funding options are disappearing.

City Engineer Budde stated that many of the funding sources that exist flow through the Department of Health, and they are typically intended to improve City water or infrastructure that has known contaminants. He explained that he has had conversations with some of the City's funding experts about Shorewood and whether they may be able to get funding for a water treatment plan, and the answer is that they can get on the list, but would not rise to the top to enter the funding stream because they do not have enough money to fix the systems that have known contaminants. He stated that for getting the service connection to people's homes, there is some leniency provided within the City Code for certain criteria, such as age or income. He stated that the City can make some guidelines for this criterion and explained that they would typically be a deferred assessment, which would typically be the sale of the home.

Councilmember Sanschagrín stated that there are a fair number of residents in the City who value freedom over government intruding on their lives. He stated that he would like the Council to be aware of this so they do not end up crossing that line, and was in favor of looking at this like a business. He explained that he would like them to look at this from a perspective of how they can make their product something that is wanted by the market and noted that he was in favor of carrots rather than sticks. He stated that within the staff report, that was a mention of the potential need for increased capacity and asked about the current capacity.

Public Works Director Morreim stated that the City was fine on capacity with the current system, but if they expanded completely out there would be a capacity issue that would come up at least twenty years from now, and would need to be that everyone was connected.

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City Administrator Nevinski stated that the City's practices have not been consistent over time, and being fair and equitable will be a challenge due to the history of the City.

DiGruttolo moved, Gorham seconded, Directing Staff to Pursue Option 1, Improve Public Perception, for three to five years.

Councilmember Sanschagrín asked about the five-thousand-dollar price tag and what it was based on. Finance Director Schmuck stated that it would be costs associated with printing brochures, mailings, and other informational activities.

Councilmember DiGruttolo stated that, in addition to the general information about the system and water quality, the data comparing City water to private wells was important and should be included in the information released to the public. Finance Director Schmuck stated that the City had its data, but data regarding private wells, was private information for the homeowners. She stated that they have compiled this data on rental properties and can compile that, but outside of that, there was no requirement for private residences to provide that information to the City. City Engineer Budde stated that new wells are required to report the data to the City for arsenic, nitrate, and chloroform, and noted that it would not be the full spectrum but would cover many of the main talking points.

Councilmember Maddy stated that he would rather spend this money on pipes than on public awareness. Councilmember DiGruttolo disagreed and noted that much of the information provided in the meeting packet tonight was new information to her, as a well owner. Mayor Labadie stated that she has been talking about the water issues for many years in her role on the Council, and also found information in the staff report that was eye-opening and new. The Council discussed items that they felt were important to include in the information communicated to residents.

Motion passed.

DiGruttolo moved, Maddy seconded, to Direct Staff to Pursue Option Two – Implement Organized Connection Program that would possibly commence in 2026.

Councilmember Sanschagrín stated that he would like to see part of this process include a customer feedback survey after completion, so they can find out what they are doing well and what may need improvement. Councilmember DiGruttolo asked if the information of one to three thousand dollars was per resident or household. City Engineer Budde clarified that it was per household.

The Council discussed design work that may be necessary, what the ideal way may be to coordinate this work with contractors, and possible ways to set up an organized assessment process. Finance Director Schmuck stated that along with the program the City would be establishing a contractor and a way residents can get the work done at their homes in an organized fashion so the City could just pay their cost and would not have to assess that portion and did not have to be clarified in this process.

DiGruttolo withdrew the motion. Maddy withdrew his second.

Motion passed.

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DiGruttolo moved to Direct Staff to Pursue Option Two, with the change to direct staff to develop options for an Organized Connection Program.

Motion passed.

Councilmember Sanschagrin asked about the calculations used in Option Three. Finance Director Schmuck explained that she had an error in her formula for this item and the dollar amount across ten years about be one million seventeen thousand five hundred sixty six.

Councilmember Gorham asked if any residents were adjacent to an Excelsior water main that had not been hooked up. Finance Director Schmuck acknowledged that there were some homes in that situation. City Engineer Budde noted that he would estimate there may be about two dozen properties in that situation. Councilmember Gorham stated that he wanted to be consistent.

City Administrator Nevinski noted that there are nuances to this that staff will need to dig into and bring those details back to the Council.

Gorham moved, DiGruttolo seconded, to direct staff to Pursue Option Three – Implement Water Availability Fee.

Motion passed.

The Council discussed Option Four, how the proposed rates were established, the public good benefits for all residents for things like fire hydrants, planned annual increases,

Maddy moved, DiGruttolo seconded, directing staff to pursue Option Four – Implement Infrastructure Fee.

Motion passed.

Councilmember Maddy pointed out that Fire Chief Mackey and Interim Police Chief Balzer had just arrived at the meeting. Mayor Labadie suggested that the Council pause their current discussion and move to the item related to the HVAC Chiller at the Public Safety building.

Labadie moved, Maddy seconded, to table discussion related to Item 7.A. Water Infrastructure, and 7.B., Mill Street Trail Watermain Improvement Project, City Project 24-07, with the intent of returning to their discussion following discussion of agenda Item 8.A.

Motion passed.

8. GENERAL/NEW BUSINESS

A. HVAC (Chiller) Replacement at Public Safety Building

City Administrator Nevinski outlined the issues the HVAC system at the Public Safety building had been having due to reaching its life expectancy. He outlined the anticipated costs which were not budgeted, the bidding process followed, and the cost split between the Fire and Police Departments according to the adopted formulas.

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Councilmember DiGruttolo asked about the bidding process and why it cost thirty-six thousand dollars to put together a bid for one chiller. Fire Chief Mackey explained that the building has several variable air volume switches throughout the building, which were included in the bid, and there was also a component of switches that turn different units on and off, and there are also two compressors that run a big chiller on the outside of the building. He stated that when the building was constructed, there were things that were cut, such as not putting hail guards or lightning catchers on the units, which means the units have been hit by lightning numerous times over the years. He stated that this was beyond their scope of having to spec all the things that were involved with changing out a chiller, so they had to bring in a consultant to review everything, which took almost three months, so they could include all the scope and specs in the open, competitive bid process. He stated that this scoping piece was approved on the front end by the Advisory Boards. He noted that they had a hard time getting anyone to come out and even consider looking at the project, and were only able to get Alliance and Nordic to come out and look at it.

Councilmember DiGruttolo asked why they felt the cost had gone up forty percent in just seven months. Fire Chief Mackey stated that some of the feedback they got from the contractors was that the chillers themselves, because they are subject to tariffs, went up thirty-five percent, and then, following the labor negotiations were completed, labor costs also had a massive increase. He noted that one of the issues is that this project may seem like a large project to the City, but in this market, it was not really that big of a project. He explained that they had cut most of the VAVs out of the project and planned to limp them along as they go and had also gone back to the low bidder to see if there was anything else that could be cut, or work that the Departments could go themselves, to help bring the cost down, like removing tiles or painting ceilings, but there was essentially no negotiation because the contractors are already plenty busy and could walk away from this project.

Interim Police Chief Ballsrud stated that the original goal had been to get this started before the summer, which will not happen because they are six to eight months out before the chiller unit will arrive. He stated that if the other compressor goes out, the estimated cost to rent a chiller is around seventeen thousand dollars per month.

Sanschagrín moved, Maddy seconded, Adopting RESOLUTION NO. 25-056 “A Resolution Authorizing Expenditure of Funds and a Budget Adjustment for Unbudgeted HVAC Equipment (Chiller) Replacement at the Public Safety Building.”

Motion passed.

Mayor Labadie recessed the meeting at 9:45 p.m. and reconvened at 9:53 p.m.

Maddy moved, Sanschagrín seconded, to take items 7.A. and 7.B. off the table.

Motion passed.

#7 - ENGINEERING/PUBLIC WORKS – continued

A. Water Infrastructure – continued

Mayor Labadie reminded the Council that they were up to Option Five in their discussion.

Councilmember Sanschagrín asked how staff had come up with the proposed rates. Finance Director Schmuck gave an overview of the current rates and the proposed tier structure that added an additional tier. She reminded the Council that they would be reviewing information from the rate study at their next meeting.

The Council discussed the possibility of exploring the idea of charging more during times of drought, the possibility of having a higher flat rate rather than a tiered structure, the possibility of higher rates for the top usage tiers, and ways to phase changes in

Sanschagrín moved, Maddy seconded, directing staff to pursue Option Five – Modifying the Water Usage Rate Structure.

Motion passed.

City Administrator Nevinski noted that Option Six could be somewhat combined with Option Two in looking at options to bring back to the Council for consideration.

Maddy moved, Sanschagrín seconded, to direct staff to pursue Option Six – Allow Assessment of Complete Water Connection Costs.

Motion passed.

The Council discussed the current subdivision practices, the staff recommendation for an all-or-nothing approach for subdivision connections, and the likelihood that housing bills will be coming back before the legislature.

Maddy moved, DiGruttolo seconded, to direct staff to pursue Option Seven – Require New Subdivisions to Connect.

Motion passed 4-1 (Sanschagrín opposed).

DiGruttolo moved, Labadie seconded, to direct staff to pursue Option Eight – Require Connection Upon Sale of Home.

Motion passed 4-1 (Sanschagrín opposed).

The Council discussed what would be considered a 'complete reconstruction'.

Maddy moved, DiGruttolo seconded, to direct staff to pursue Option Nine – Requirement Connection Upon New Home Building Complete Reconstruct.

Motion passed.

The Council discussed Option Ten including, pros and cons of requiring connection following a watermain project, what could happen if a well fails and the difficulty of the City finding out when a private well fails, importance of a consistent policy, and having this concept more fleshed out before a determination is made, the possibility of requiring hook ups when there is a watermain project, but allowing people to continue using their wells, not running service to the home unless they were connected, efficiency of doing this work during the construction project, combining this

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action with Option Two where the City helps provide coordination of hook ups, the possibility of changing the language from 'require connection' to 'promote connection', that this option was really mandating payment of a water access charge, not the actual connection, the importance of allowing residents to have autonomy and make their own choices but also with an eye to the future, and ways these fees may be paid or assessed.

Maddy moved, Gorham seconded, to direct staff not to pursue Option Ten – Require Payment of a Water Access Charge, without Requiring Connection, Following a Watermain Project.

Motion passed 4-1 (Sanschagrín opposed).

Councilmember Sanschagrín referenced Option Eleven and stated that he had done some of the math, and the value of the ten-thousand-dollar fee that was instituted in 1996 had a value of twenty thousand dollars now. He noted that he did not feel the City should make this change in one fell swoop and should manage it over time and suggested that they keep the fee the same through the end of 2025 and then notify all residents that the fees would be increasing by two thousand five hundred per year for the next four years until it gets to the point where it was covering all the costs, but could opt in now for the lower fee. City Administrator Nevinski stated that he felt staff had gotten some direction on this and could work on the details of when the incremental increase would begin, and did not need to solve this down to the last penny tonight.

The Council discussed the feedback the City had gotten related to cost, the idea that it may be too soon to discuss raising rates, the possibility of waiving or reducing connection fees where it was already available as a way to get people connected, the resentment and anger that approach may bring to residents who had paid the connection fee. City Administrator Nevinski suggested that staff bring back a more graduated, longer-term approach to an increase in the connection fee that still worked towards covering the costs.

The Council discussed whether making this change would be too much, too soon, infrastructure costs for the recent water projects in the City that ended up being around seventeen thousand dollars per property, City subsidizing these costs, generational benefits to the community, and the length of time the fee has been at ten thousand dollars.

Sanschagrín moved, Maddy seconded, directing staff to bring back options to the Council for a graduated approach to increasing the fees in periods for further discussion to pursue Option Eleven – Increase the Water Connection Fee.

Motion passed.

Councilmember DiGruttolo asked what the costs would be for Option Twelve. Mayor Labadie explained that City Engineer Budde had touched on this earlier, that there was a range of things, such as a water treatment plant that would be very expensive, but also other smaller incremental things that could be done as well. City Engineer Budde agreed and stated that this item was a very big moving target that had a lot of variables. Public Works Director Morreim reviewed estimated costs for the three bullet-pointed items in the staff report.

Councilmember DiGruttolo stated that the Council needed to know all the costs for these items if they were going to try to get everyone in the City connected to City water in the next twenty years. She referenced water quality and stated that it would be irresponsible of the City to tell people

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that they have to be off of well water that was pretty good in hook up to water that was not as good as their well water that they had to pay for. Public Works Director Morreim stated that the biggest complaint the City receives is related to iron and noted that private wells also have iron, so many of the water quality issues would be the same and, in some cases, would be more significant in private wells than with City water. Councilmember DiGruttolo explained that the Council needed to know the costs of the options to be able to make good decisions.

Sanschagrín moved, DiGruttolo seconded, to direct staff to pursue Option Twelve – Improve Water Treatment.

Motion passed.

The Council discussed hesitancy with the support of pursuing Option Thirteen because there was too much room for subjective assessment, potential liability issues, and the possibility of looking into possible options in the future of tying hook-ups to home renovation projects.

Maddy moved, DiGruttolo seconded, directing staff not to pursue Option Thirteen – Require Connection Upon Large Home Renovation.

Motion passed.

The Council discussed requiring payment of the water access charge as in Option Ten. Finance Director Schmuck clarified that because of the way the Council had altered Option Ten, would negate this item, because this was requiring the connection to the existing watermain for the people that currently have water in front of their homes that were not connected.

The Council discussed the existing shortfall and the possibility of dividing the shortfall by the five hundred thirty-one households that have City water available but have not connected, and assessing those properties for the difference as a way to level the playing field. Finance Director Schmuck explained that the City's fee schedule had the fee set at ten thousand dollars and if she took the shortfall and divided it, as suggested, it would exceed that dollar amount and would not be able to meet the valuation justification through the four twenty nine process.

Mayor Labadie stated that she felt being consistent and treating everyone the same was important. The Council discussed the idea that requiring this payment could be considered a bait and switch, possible ways that this may be able to be done painlessly with a longer term payment plan, possibly splitting the fee for an up-front partial payment, and then if and when they hook up later require payment at the current rate, recollections about past discussions for the households that had water available but were not connected, the possibility of taking a wait and see approach for Option Fourteen after the City sees how some of their other changes shook out.

Sanschagrín moved, Maddy seconded, directing staff to not pursue Option Fourteen – Require Connection to Existing Watermain.

Motion passed.

Councilmember DiGruttolo explained that she was not in favor of pursuing Option Fifteen because it increased the risk and cost to the City and the Water Fund. Councilmember Maddy asked for a staff explanation of why this option had been included.

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City Engineer Budde explained that the City's current policy was that the City was responsible for any breaks that happen on the service from the main to the right-of-way line, and the homeowner was responsible for any repairs from the property line to their home. He stated that this option shifted it so the property owner would be responsible for the service from their home to the main. He noted that there are programs out there that would allow these costs to be covered under homeowners' insurance.

Sanschagrín moved, Maddy seconded, to direct staff not to pursue Option Fifteen – Amend City Code for Service Ownership.

Motion passed.

Councilmember DiGruttolo noted that she had questions on this that she had submitted to staff and referenced the statement that some cities had opted not to assess for improvement and funded them using general fund dollars or other resources. She asked which cities this referred to and if they were the same size as Shorewood.

City Engineer Budde stated that he was able to do a little research on her questions and noted that Mound switched from having an assessment policy to not assessing for things like this. He noted that this policy was all over the board for different cities related to assessments.

Sanschagrín moved, DiGruttolo seconded, to direct staff not to pursue Option Sixteen – Utility Assessments.

Motion passed.

The Council discussed the amount of interest there has been in hooking up to water for the Edgewood Road, Grant Lorenz Road, and Noble Road project, the idea behind this overall discussion of getting infrastructure, like fire hydrants in place throughout the City, ways to get resident feedback about their hesitancy even if it means going door to door, the existing project timelines for these projects that should allow for time to do some public engagement, how road projects are prioritized and placed on the improvement schedule, the possibility of revising the CIP plans, that there was no real sense of urgency for this item at the moment.

Maddy moved, DiGruttolo seconded, directing staff to revisit Option Seventeen – Delay City-Initiated Watermain Infrastructure Projects, at some point in the future.

Motion passed.

Councilmember DiGruttolo stated that Option Eighteen seemed like a tax increase and asked for an explanation from staff. Finance Director Schmuck explained that certain indirect costs that are supporting the Water Fund were charged there instead of the General Fund, for example, her staff time, so if that shifted back to the General Fund, there would need to be supplemental revenue or a property tax levy in order to cover those cost. She explained that the City wants the Enterprise Funds to be fully functioning as a business-type entity, which is why the indirect costs are charged out and are supposed to be self-sufficient.

Gorham moved, Sanschagrín seconded, directing staff not to pursue Option Eighteen – Reduce or Eliminate Water Utility Indirect Costs.

Motion passed.

DiGruttolo moved, Sanschagrin seconded, directing staff not to pursue Option Nineteen – Annually Levy to Supplement the Water Fund Shortfall.

Motion passed.

B. Mill Street Trail Watermain Improvement Project, City Project 24-07

City Engineer Budde explained the County was the lead agency for the construction of a pedestrian trail along Mill Street and was planning to advertise for bids in September, so if the City wanted to pursue extension of the water main along Mill Street in conjunction with their project, they would need to complete final design plans. He noted that staff had sent out a questionnaire to the twenty-five property owners who could potentially connect to the water main and gave a brief overview of the results. He explained that most people liked the idea of being able to connect at some time in the future, but not many were interested in connecting immediately. He reviewed estimated costs and outlined some of the potential savings that would be achieved by doing this in conjunction with the County's project. He noted that for the previous agenda item, the Council had given staff direction on water infrastructure items, but nothing had been formally approved, and asked if the City should just follow the status quo for this project.

Councilmember DiGruttolo stated that she was in favor of moving forward with this project under the new procedures that they just discussed, where the City charges a water access fee of ten thousand dollars for access to water. She stated that this would start them moving towards the overall vision they have talked about and would also take advantage of cost savings by working with the County. She stated that people have indicated that costs were a concern, so the City would need to figure out a way to make this the least painful financially for residents, such as a longer assessment timeframe.

DiGruttolo moved, Maddy seconded, Adopting RESOLUTION NO. 25-055, "A Resolution to Prepare Final Plans and Specifications for the Mill Street Trail Watermain Project, City Project 24-07".

Mayor Labadie asked if they should include language directing staff to follow the new procedures they had just approved earlier in the meeting.

DiGruttolo moved, Gorham seconded, Adopting RESOLUTION NO. 25-055, "A Resolution to Prepare Final Plans and Specifications for the Mill Street Trail Watermain Project, City Project 24-07", directing staff to follow the new procedures give in item 7.A., related to water access charges, to charge the \$10,000 water access fee, and encourage connection through the City-led organized connection program, as discussed.

Motion passed.

9. STAFF AND COUNCIL REPORTS AND DISCUSSION

A. Staff

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Finance Director Schmuck noted that staff would be bringing the Long-Term Financial Management Plan and the rate study information to the June 23, 2025, Council meeting.

City Administrator Nevinski reminded the Council that Tonka Splash would be held this coming weekend at Freeman Park. He noted that park tours were conducted for the Master Parks Plan, and they were working on surveys. He stated that the Light Equipment Operator posting just closed and explained that they had 28 applicants.

B. Mayor and City Council

Councilmember Maddy stated that he had a quick meeting with Mayor Fletcher from Greenwood, Mayor Ringate from Excelsior and Long Lake, Orono, Minnetonka Beach, and Medina regarding possibly using the Excelsior Fire District model to create a cooperative fire services for their area.

10. ADJOURN

Sanschagrín moved, Labadie seconded, Adjourning the City Council Regular Meeting of June 10, 2025, at 12:19 A.M.

Motion passed.

ATTEST:

Jennifer Labadie, Mayor

Sandie Thone, City Clerk



City Council Meeting Item

Title/Subject: Verified Claims
Meeting Date: June 23, 2025
Prepared by: Michelle Nguyen, Senior Accountant
Reviewed by: Jeanne Schmuck, Finance Director
Attachments: Claims Lists

Item 2C

Background:

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

Claims for Council authorization:

Payroll-06-16-2025-ACH	\$63,101.13
Payroll-06-16-2025-AP	\$76,897.18
Council-06-23-2025	\$812,951.55

Total Claims: Checks & ACH	\$952,949.86
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Financial or Budget Considerations

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

Action Requested

Motion to approve the claims list as presented.

Clearing House

Distribution Report

User: mnguyen
Printed: 06/16/2025 - 1:44PM
Batch: 00016.06.2025



Account Number	Debit	Credit	Account Description
700-00-1010-0000	0.00	63,101.13	CASH AND INVESTMENTS
700-00-2170-0000	63,101.13	0.00	GROSS PAYROLL CLEARING
	<hr/>	<hr/>	
	63,101.13	63,101.13	
	<hr/>	<hr/>	
Report Totals:	63,101.13	63,101.13	
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Accounts Payable

Computer Check Proof List by Vendor

User: mnguyen
 Printed: 06/16/2025 - 2:23PM
 Batch: 00007.06.2025 - Payroll-06-6-2025



Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 4	AFSCME CO 5 MEMBER HEALTH FUND-UNION DENTAL				
June-2025	PR Batch 00001.06.2025 Dental-Union Benefit	210.00	06/02/2025	700-00-2185-0000	ACH Enabled: True PR Batch 00001.06.2025 Dental-Union Be
	Check Total:	210.00			
Vendor: 12	AFSCME MN COUNCIL 5 - UNION DUES				
June-2025	PR Batch 00001.06.2025 Union Dues	209.51	06/02/2025	700-00-2182-0000	ACH Enabled: True PR Batch 00001.06.2025 Union Dues
June-2025	PR Batch 00002.06.2025 Union Dues	209.51	06/16/2025	700-00-2182-0000	PR Batch 00002.06.2025 Union Dues
	Check Total:	419.02			
Vendor: 1511	ALLSTATE BENEFITS				
Credit adj	Credit Adj	-0.35	06/16/2025	700-00-2189-0000	ACH Enabled: True
June-2025	PR Batch 00001.06.2025 Insurance-Accident Be	64.27	06/02/2025	700-00-2189-0000	PR Batch 00001.06.2025 Insurance-Accide
June-2025	PR Batch 00001.06.2025 Insurance-Critical Ben	460.74	06/02/2025	700-00-2189-0000	PR Batch 00001.06.2025 Insurance-Critica
June-2025	PR Batch 00001.06.2025 Insurance-Hospital Ber	253.11	06/02/2025	700-00-2189-0000	PR Batch 00001.06.2025 Insurance-Hospit
June-2025	PR Batch 00001.06.2025 Insurance-Hospital Ber	0.35	06/02/2025	700-00-2189-0000	PR Batch 00001.06.2025 Insurance-Hospit
	Check Total:	778.12			
Vendor: 5	EFTPS - FEDERAL W/H				
PR-06-16-2025	PR Batch 00002.06.2025 Medicare Employee Pc	1,325.73	06/16/2025	700-00-2174-0000	ACH Enabled: True PR Batch 00002.06.2025 Medicare Emplo;
PR-06-16-2025	PR Batch 00002.06.2025 FICA Employee Portio	5,668.62	06/16/2025	700-00-2174-0000	PR Batch 00002.06.2025 FICA Employee
PR-06-16-2025	PR Batch 00002.06.2025 Medicare Employer Po	1,325.73	06/16/2025	700-00-2174-0000	PR Batch 00002.06.2025 Medicare Emplo;
PR-06-16-2025	PR Batch 00002.06.2025 FICA Employer Portio	5,668.62	06/16/2025	700-00-2174-0000	PR Batch 00002.06.2025 FICA Employer I
PR-06-16-2025	PR Batch 00002.06.2025 Federal Income Tax	8,922.90	06/16/2025	700-00-2172-0000	PR Batch 00002.06.2025 Federal Income T
	Check Total:	22,911.60			
Vendor: 6	HEALTH PARTNERS-MEDICAL				
					ACH Enabled: True

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
June-2025	PR Batch 00001.06.2025 Health Insurance-CoPa	1,333.12	06/02/2025	700-00-2171-0000	PR Batch 00001.06.2025 Health Insurance
June-2025	PR Batch 00001.06.2025 Health Insurance-HSA	16,566.69	06/02/2025	700-00-2171-0000	PR Batch 00001.06.2025 Health Insurance
June-2025	PR Batch 00001.06.2025 Health Insurance - CoF	370.73	06/02/2025	700-00-2171-0000	PR Batch 00001.06.2025 Health Insurance
June-2025	PR Batch 00001.06.2025 Health Insurance-HSA	1,327.21	06/02/2025	700-00-2171-0000	PR Batch 00001.06.2025 Health Insurance
June-2025	PR Batch 00002.06.2025 Health Insurance-HSA	1,328.53	06/16/2025	700-00-2171-0000	PR Batch 00002.06.2025 Health Insurance
June-2025	PR Batch 00001.06.2025 Health Insurance-CoPa	7,087.00	06/02/2025	700-00-2171-0000	PR Batch 00001.06.2025 Health Insurance
June-2025	PR Batch 00002.06.2025 Health Insurance-HSA	-1.32	06/16/2025	700-00-2171-0000	PR Batch 00002.06.2025 Health Insurance
June-2025	PR Batch 00002.06.2025 Health Insurance - CoF	370.73	06/16/2025	700-00-2171-0000	PR Batch 00002.06.2025 Health Insurance
	Check Total:	28,382.69			
Vendor: 1166	HEALTHPARTNER-DENTAL			Check Sequence: 6	ACH Enabled: True
June-2025	PR Batch 00001.06.2025 Dental-Rigdon/Helges	1,910.22	06/02/2025	700-00-2184-0000	PR Batch 00001.06.2025 Dental-Non Unio
	Check Total:	1,910.22			
Vendor: 686	KANSAS CITY LIFE INSURANCE COMPANY			Check Sequence: 7	ACH Enabled: True
June-2025	PR Batch 00002.06.2025 Short Term Disability I	1.02	06/16/2025	700-00-2181-0000	PR Batch 00002.06.2025 Short Term Disat
June-2025	PR Batch 00002.06.2025 Long Term Disability F	2.16	06/16/2025	700-00-2181-0000	PR Batch 00002.06.2025 Long Term Disat
	Check Total:	3.18			
Vendor: 11	MINNESOTA DEPARTMENT OF REVENUE			Check Sequence: 8	ACH Enabled: True
PR-06-16-2025	PR Batch 00002.06.2025 State Income Tax	4,165.08	06/16/2025	700-00-2173-0000	PR Batch 00002.06.2025 State Income Tax
	Check Total:	4,165.08			
Vendor: 7	MINNESOTA LIFE INSURANCE COMPANY			Check Sequence: 9	ACH Enabled: True
June-2025	PR Batch 00002.06.2025 MN-Life Insurance Be	78.75	06/16/2025	700-00-2180-0000	PR Batch 00002.06.2025 MN-Life Insuran
	Check Total:	78.75			
Vendor: 2	MISSION SQUARE RETIREMNT-302131-457			Check Sequence: 10	ACH Enabled: True
PR-06-16-2025	PR Batch 00002.06.2025 Deferred-MissionSq-FI	2,246.20	06/16/2025	700-00-2176-0000	PR Batch 00002.06.2025 Deferred-Mission
	Check Total:	2,246.20			
Vendor: 1091	MSRS-MN DEFERRED COMP PLAN 457			Check Sequence: 11	ACH Enabled: True
PR-06-16-2025	PR Batch 00002.06.2025 Deferred Comp-MSRS	25.00	06/16/2025	700-00-2176-0000	PR Batch 00002.06.2025 Deferred Comp-N

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	25.00			
Vendor: 665	OPTUM BANK				ACH Enabled: True
PR-06-16-2025	PR Batch 00002.06.2025 HSA-Optum Bank-Em	1,558.11	06/16/2025	700-00-2183-0000	PR Batch 00002.06.2025 HSA-Optum Ban
PR-06-16-2025	PR Batch 00002.06.2025 HSA-Optum Bank-Ber	1,034.36	06/16/2025	700-00-2183-0000	PR Batch 00002.06.2025 HSA-Optum Ban
	Check Total:	2,592.47			
Vendor: 9	PERA				ACH Enabled: True
PR-06-16-2025	PR Batch 00002.06.2025 MN PERA Benefit Em	6,952.12	06/16/2025	700-00-2175-0000	PR Batch 00002.06.2025 MN PERA Benef
PR-06-16-2025	PR Batch 00002.06.2025 MN-PERA Deduction	6,025.18	06/16/2025	700-00-2175-0000	PR Batch 00002.06.2025 MN-PERA Dedu
	Check Total:	12,977.30			
Vendor: 1512	PRE-PAID LEGAL SERVICES, INC				ACH Enabled: True
June-2025	PR Batch 00001.06.2025 Protection-LegalShield	197.55	06/02/2025	700-00-2187-0000	PR Batch 00001.06.2025 Protection-Legal
	Check Total:	197.55			
	Total for Check Run:	76,897.18			
	Total of Number of Checks:	14			

Accounts Payable

Computer Check Proof List by Vendor

User: mnguyen
 Printed: 06/17/2025 - 4:02PM
 Batch: 00008.06.2025 - Council-06-23-2025



Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 104	ADAM'S PEST CONTROL INC				
4132211	Building Inspection-Shorewood#1114400	102.43	06/23/2025	Check Sequence: 1 101-19-4223-0000	ACH Enabled: True
	Check Total:	102.43			
Vendor: 1412	ARVIG				
May-2025	Act#3101049-Monthly Phones/Internet Services	757.39	06/23/2025	Check Sequence: 2 101-19-4321-0000	ACH Enabled: True
	Check Total:	757.39			
Vendor: 469	BAILEY NURSERIES, INC.				
INV0718056	City Tree Sal Purchases	4,805.35	06/23/2025	Check Sequence: 3 101-52-4247-0000	ACH Enabled: False
	Check Total:	4,805.35			
Vendor: 868	BANK OF MONTREAL				
May-2025-Brenda	TST Caribou	53.56	06/23/2025	Check Sequence: 4 621-00-4347-0000	
May-2025-Brenda	Cub Foods	59.65	06/23/2025	621-00-4347-0000	
May-2025-ChrisH	Amazon-Supplies	22.97	06/23/2025	101-52-4245-0000	
May-2025-ChrisH	Siteone-Valve Parts	130.02	06/23/2025	601-00-4245-0000	
May-2025-ChrisH	Amazon-Playground Borders	12.89	06/23/2025	101-52-4245-0000	
May-2025-ChrisH	Amazon-Grinding Wheels	92.90	06/23/2025	101-52-4221-0000	
May-2025-ChrisH	Amazon-Truck Tail Light	64.99	06/23/2025	101-32-4221-0000	
May-2025-ChrisH	Amazon-LS Batteries	280.20	06/23/2025	611-00-4221-0000	
May-2025-ChrisH	Hatch-Water testing	325.49	06/23/2025	601-00-4245-0000	
May-2025-ChrisH	Amazon-Park AED Kits	39.98	06/23/2025	101-52-4223-0000	
May-2025-ChrisH	Amazon-Gloves	25.42	06/23/2025	101-52-4245-0000	
May-2025-ChrisP	The Home Depot-Seed Spreader	58.41	06/23/2025	101-52-4245-0000	
May-2025-ChrisP	Sq MIN Topsoil-Sweeping Disposal	630.44	06/23/2025	631-00-4400-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
May-2025-CityCard	AT&T - Wade's Ipad	23.49	06/23/2025	101-24-4321-0000	
May-2025-CityCard	Culligan Bottled Water - C.H.	40.00	06/23/2025	101-19-4223-0000	
May-2025-CityCard	Chanhassen-18505-001-Water Charge	514.07	06/23/2025	601-00-4263-0000	
May-2025-CityCard	Republic Services-Residents Recycling Svcs	15,507.80	06/23/2025	621-00-4400-0000	
May-2025-CityCard	Curbside Waste-Public Works	454.67	06/23/2025	101-32-4400-0000	
May-2025-CityCard	Curbside Waste-SSCC	143.61	06/23/2025	201-00-4400-0000	
May-2025-CityCard	Republic Services-Organic Recycling	261.60	06/23/2025	621-00-4400-0026	
May-2025-CityCard	Chanhassen-18505-000-Water Charge	6.92	06/23/2025	601-00-4263-0000	
May-2025-Jake	Jurassic Parliament-Plan Comm Training	57.00	06/23/2025	101-18-4331-0000	
May-2025-Jeremy	In Tonka Hydraulic-Hoses for Auger	321.47	06/23/2025	101-52-4221-0000	
May-2025-Jeremy	Oreilly-Misc	151.65	06/23/2025	101-32-4212-0000	
May-2025-Jeremy	Fuel	106.79	06/23/2025	101-32-4212-0000	
May-2025-Jeremy	Sq MN Topsoil-Sweeping Disposal	333.68	06/23/2025	631-00-4400-0000	
May-2025-Jeremy	Lano-Misc Parts	104.93	06/23/2025	101-32-4221-0000	
May-2025-Jeremy	Oreilly-Misc	98.93	06/23/2025	101-52-4221-0000	
May-2025-Jeremy	Sq MN Topsoil-Sweeping Disposal	-53.32	06/23/2025	631-00-4400-0000	
May-2025-Jeremy	Oreilly-Trailer Battery	134.89	06/23/2025	101-52-4221-0000	
May-2025-Jeremy	Oreilly-Misc	56.29	06/23/2025	101-32-4221-0000	
May-2025-Jeremy	Fridaypart-A/C Compressor	232.86	06/23/2025	101-52-4221-0000	
May-2025-MattM.	PSN-MN RWA-Annual Rual Water Dues	1,563.05	06/23/2025	601-00-4433-0000	
May-2025-MattM.	Amazon-Dog Bags	170.97	06/23/2025	101-52-4245-0000	
May-2025-MattM.	In Enabling Element	17.00	06/23/2025	101-32-4321-0000	
May-2025-MattM.	Sam's-General	284.53	06/23/2025	101-52-4245-0000	
May-2025-MattM.	Plunketts	90.00	06/23/2025	101-32-4400-0000	
May-2025-MattM.	Soap	20.40	06/23/2025	101-52-4245-0000	
May-2025-MattM.	Plunketts	90.00	06/23/2025	101-32-4400-0000	
May-2025-Mitch	Shorewood True-Zip Ties	9.58	06/23/2025	101-53-4245-0000	
May-2025-Mitch	WTW-Staff Scheduling	15.00	06/23/2025	101-53-4245-0000	
May-2025-Mitch	Plunketts	180.00	06/23/2025	201-00-4400-0000	
May-2025-Mitch	Tide-Tablecloth Cleaning	25.43	06/23/2025	201-00-4400-0000	
May-2025-Mitch	Fleet Farm-Adop-a-Garden	89.79	06/23/2025	101-53-4245-0000	
May-2025-Nelia	TST Caribou-Staff Meeting	49.39	06/23/2025	101-13-4245-0000	
May-2025-Nelia	Marathon	5.38	06/23/2025	621-00-4347-0000	
May-2025-Nelia	Odp - Supplies	266.44	06/23/2025	101-13-4200-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
May-2025-Nelia	Sams Membership	110.00	06/23/2025	101-13-4433-0000	
May-2025-Nelia	TST Joey Novas	157.49	06/23/2025	621-00-4347-0000	
May-2025-Nelia	Sams Supplies	249.39	06/23/2025	101-19-4245-0000	
May-2025-Robert	Fuel	289.20	06/23/2025	101-32-4212-0000	
May-2025-RyanB.	Fuel	13.45	06/23/2025	101-32-4212-0000	
May-2025-RyanB.	Delano- Return	-11.24	06/23/2025	101-32-4410-0000	
May-2025-Sandie	Clock	53.89	06/23/2025	101-19-4245-0000	
May-2025-Sandie	Amazon-Supplies	135.99	06/23/2025	101-18-4200-0000	
May-2025-Sandie	Jerrys -Benefits Meeting	46.06	06/23/2025	101-13-4245-0000	
May-2025-Sandie	Sq Acoustimac - Sound Panels	830.81	06/23/2025	101-19-4223-0000	
May-2025-Sandie	Amazon-Supplies	36.40	06/23/2025	101-13-4200-0000	
May-2025-Sandie	Kitchen Supplies	84.01	06/23/2025	101-19-4245-0000	
May-2025-Sandie	Kowalskis-Benefits Meeting	41.35	06/23/2025	101-13-4245-0000	
May-2025-Sandie	Zoom Annual Membership	173.53	06/23/2025	101-13-4400-0000	
May-2025-TimK.	Shorewood ACE-Sprinkler Parts	16.74	06/23/2025	101-32-4245-0000	
May-2025-TimK.	Fuel	202.58	06/23/2025	101-32-4212-0000	
May-2025-TimK.	Shorewood True-String from Trees	11.58	06/23/2025	101-52-4247-0000	
May-2025-ToddR	Menards-Stakes for Garden	87.71	06/23/2025	101-52-4245-0000	
May-2025-ToddR	Cub -Water	41.88	06/23/2025	101-32-4245-0000	
	Check Total:	25,742.03			
Vendor: 950	BARR ENGINEERING COMPANY			Check Sequence: 5	ACH Enabled: True
23271987.25-3	Development Review-Admark-24560 Smithtowr	353.00	06/23/2025	880-00-2210-0000	
23271987.25-3	Development Review-Admark-24560 Smithtowr	489.50	06/23/2025	880-00-2200-0000	
	Check Total:	842.50			
Vendor: 1538	BERGLUND, BAUMGARTNER, & GLASER, LLC			Check Sequence: 6	ACH Enabled: False
June-06-2025	Legal Rvw-Shwd Carriage Homes-24560 Smith	300.00	06/23/2025	880-00-2210-0000	
	Check Total:	300.00			
Vendor: 1509	BLUE NET INC			Check Sequence: 7	ACH Enabled: True
62283	Monthly Network Service	4,871.18	06/23/2025	101-19-4321-0000	
	Check Total:	4,871.18			

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 677	BOLTON & MENK, INC.			Check Sequence: 8	ACH Enabled: True
364367	Proj.# OC1.126162-2023-2024-Pond Maintananc	1,826.50	06/23/2025	631-00-4303-0000	
364368	Proj.# OC1.133334-2024 Mill & Overlay/Smithc	1,392.00	06/23/2025	419-00-4303-0000	
364369	Proj.# OC1.123603-General Engineering	8,725.50	06/23/2025	880-00-2210-0000	
364370	Proj.# 24X.136948-2025 Mill & Overlay Design	3,682.50	06/23/2025	420-00-4303-0000	
364371	Proj.# 25X.139039-Pavement Management Plan	1,386.00	06/23/2025	404-00-4620-0007	
364372	Proj.# 24X.135611-6180 Cardinal Drive-Observ	102.50	06/23/2025	880-00-2210-0000	
364373	Proj.# OC1.127485-Excelsior Woods	102.50	06/23/2025	880-00-2210-0000	
364374	Proj.# OC1.128200-Freeman Park Trail Improver	970.00	06/23/2025	402-00-4303-0000	
364375	Proj.# OC1.120898--2-GIS-Utilities-Water	1,925.00	06/23/2025	601-00-4303-0000	
364375	Proj.# OC1.120898-3-GIS-Utilities-Stormwater	1,980.00	06/23/2025	631-00-4303-0000	
364375	Proj.# OC1.120898-1-GIS-Utilities-Sewer	1,610.00	06/23/2025	611-00-4303-0000	
364375	Proj.# OC1.120898-4-GIS-Utilities-Street	945.00	06/23/2025	880-00-2210-0000	
364376	Proj.# OC1.130016-Lake Park Villas-24250Smit	505.00	06/23/2025	880-00-2210-0000	
364377	Proj.# OC1.127484-Maple Shores Development--	635.00	06/23/2025	880-00-2210-0000	
364378	Proj.# OC1.129164-Mill Street Trail	3,137.00	06/23/2025	417-00-4303-0000	
364379	Proj.# OC1.134621-Minnesota Inboard-19765Hw	482.50	06/23/2025	880-00-2210-0000	
364380	Proj.# C16.122391-MS4 Administration	780.00	06/23/2025	631-00-4302-0009	
364381	Proj.# 24X.136257-SE Area Water Improvement	12,264.00	06/23/2025	601-00-4303-0000	
364382	Proj.# C16.120341-Shorewood Ln Ravine Resto:	1,378.00	06/23/2025	631-00-4303-0000	
364383	Proj.# 24X.137116-Shorewood Meadow--Observ	615.00	06/23/2025	880-00-2210-0000	
364384	Proj.# C16.121661-Walnut Grove Villas-Engin	640.00	06/23/2025	880-00-2210-0000	
364385	Proj.# 24X.136951-Water Connection Program	2,335.00	06/23/2025	601-00-4303-0000	
	Check Total:	47,419.00			
Vendor: 1221	CAMPBELL KNUTSON P.A.			Check Sequence: 9	ACH Enabled: True
3526-0000G-41	General Matters/Administration	2,272.80	06/23/2025	101-16-4304-0000	
3526-0001G-41	Planning & Zoning Services	207.90	06/23/2025	101-16-4304-0000	
3526-0002G-33	Public Works	56.70	06/23/2025	101-16-4304-0000	
3526-0009G-29	Code Enforcement-5815 Club Lane	2,982.92	06/23/2025	101-16-4304-0000	
3526-0504G-12	Legal Review-Minnesota Inboard-19765 Highwa	99.90	06/23/2025	880-00-2210-0000	
3526-0997G-21	Additional Prosecution Svc	108.50	06/23/2025	101-16-4304-0000	
3526-0999G-44	Prosecution	3,336.55	06/23/2025	101-16-4304-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	9,065.27			
Vendor: 915	CINTAS			Check Sequence: 10	ACH Enabled: False
5274945208	PW's-First Aid Supplies	68.01	06/23/2025	101-32-4400-0000	
5275887504	City Hall-First Aid Supplies	110.04	06/23/2025	101-19-4223-0000	
	Check Total:	178.05			
Vendor: 896	CINTAS CORPORATION			Check Sequence: 11	ACH Enabled: False
20412724	SCEC - Mats	70.67	06/23/2025	201-00-4223-0000	
20412725	City Hall - Mats	194.00	06/23/2025	101-19-4223-0000	
	Check Total:	264.67			
Vendor: 144	CITY OF EXCELSIOR			Check Sequence: 12	ACH Enabled: True
20250000396	Annual Sewer Usage	45,550.00	06/23/2025	611-00-4386-0000	
	Check Total:	45,550.00			
Vendor: 147	CITY OF MOUND			Check Sequence: 13	ACH Enabled: True
2596	Quarterly-Fire Svc & Protection Dues - 3rd Qtr -	7,454.25	06/23/2025	101-22-4400-0000	Quarterly
	Check Total:	7,454.25			
Vendor: 1361	COSTCO-CITI CARDS			Check Sequence: 14	ACH Enabled: True
05-14-2025-Nelia	Spring Cleanup	23.48	06/23/2025	621-00-4347-0000	
	Check Total:	23.48			
Vendor: 1546	CUSTOM HOSE TECH			Check Sequence: 15	ACH Enabled: False
126241	Hose & Parts	97.94	06/23/2025	101-32-4221-0000	
	Check Total:	97.94			
Vendor: 167	ECM PUBLISHERS INC			Check Sequence: 16	ACH Enabled: True
1052659	Ord. No. 620	81.25	06/23/2025	101-13-4351-0000	
1052660	Ord. No. 621	81.25	06/23/2025	101-13-4351-0000	
1052851	Ord. No. 620	55.90	06/23/2025	101-13-4351-0000	
1052852	Ord. No. 621	55.90	06/23/2025	101-13-4351-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	274.30			
Vendor: 1532	ENVIRONMENTAL EQUIPMENT & SERVICES, INC.				ACH Enabled: True
24993	Sweeper Parts	208.92	06/23/2025	Check Sequence: 17 631-00-4221-0000	
	Check Total:	208.92			
Vendor: 179	EXCELSIOR FIRE DISTRICT				ACH Enabled: True
I-441	Buildings & Safety Svcs-3rd Qtr-2025	23,333.77	06/23/2025	Check Sequence: 18 101-22-4620-0000	
I-441	Operations & Safety Svcs-3rd Qtr-2025	187,560.77	06/23/2025	101-22-4400-0000	
	Check Total:	210,894.54			
Vendor: 186	FERGUSON WATERWORKS, LLC. No.2518				ACH Enabled: False
0549341	Water Meters Purchased-Parts	104.15	06/23/2025	Check Sequence: 19 601-00-4265-0000	
	Check Total:	104.15			
Vendor: 1366	GILBERT MECHANICAL CONTRACTORS, LLC				ACH Enabled: True
261333	Maintenance of Building	584.00	06/23/2025	Check Sequence: 20 101-19-4223-0000	
261334	Maintenance of Building	787.00	06/23/2025	101-32-4223-0000	
261352	Maintenance of Building	914.00	06/23/2025	201-00-4223-0000	
	Check Total:	2,285.00			
Vendor: 200	GOPHER STATE ONE CALL				ACH Enabled: True
5050751	Monthly Rental	157.05	06/23/2025	Check Sequence: 21 601-00-4400-0000	
5050751	Monthly Rental	157.05	06/23/2025	631-00-4400-0000	
5050751	Monthly Rental	157.05	06/23/2025	611-00-4400-0000	
	Check Total:	471.15			
Vendor: 1199	GREENER BLADE FERTILIZATION CO. LLC				ACH Enabled: False
060302044665	Turf Maintenance-Freeman Park-Soccer Fields	1,025.00	06/23/2025	Check Sequence: 22 101-52-4400-0000	
060302044666	Turf Maintenance-Freeman Park	825.00	06/23/2025	101-52-4400-0000	
060409212544	Turf Maintenance-Manor Park	282.00	06/23/2025	101-52-4400-0000	
	Check Total:	2,132.00			
Vendor: 211	HAWKINS, INC.				ACH Enabled: True

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
7099127	Chemical Tank Rental	110.00	06/23/2025	601-00-4400-0000	
	Check Total:	110.00			
Vendor: 1384	HD SUPPLY FORMERLY HOME DEPOT PRO			Check Sequence: 24	ACH Enabled: False
868832759	SECE Supplies	137.51	06/23/2025	201-00-4245-0000	
	Check Total:	137.51			
Vendor: 689	HENNEPIN COUNTY ACCOUNTS RECEIVABLE			Check Sequence: 25	ACH Enabled: False
1000247180	800 Mhz Radio Fee	233.04	06/23/2025	101-32-4321-0000	
	Check Total:	233.04			
Vendor: 1456	HKGi			Check Sequence: 26	ACH Enabled: True
024-035-9	Subdivision Ordinance Amendments	298.75	06/23/2025	101-18-4400-0000	
	Check Total:	298.75			
Vendor: 1547	HEIDI JOHNSON			Check Sequence: 27	ACH Enabled: False
27940SmithtownR	Refund Eserow - Applicant-27940 Smithtown R	1,000.00	06/23/2025	880-00-2200-0000	
	Check Total:	1,000.00			
Vendor: 1515	KATH FUEL OIL SERVICE CO.			Check Sequence: 28	ACH Enabled: True
827943	Fuel for Trailer	1,228.21	06/23/2025	101-32-4212-0000	
828641	Fuel for Trailer	1,147.92	06/23/2025	101-32-4212-0000	
	Check Total:	2,376.13			
Vendor: 1075	LAKE RESTORATION, INC.			Check Sequence: 29	ACH Enabled: False
INV067899	Manor Park Pond Maint Treatment	526.00	06/23/2025	101-52-4400-0000	
	Check Total:	526.00			
Vendor: 436	MARK HODGES MEDIA PRODUCTIONS			Check Sequence: 30	ACH Enabled: True
2025-005	Work Session - Council Recording	150.00	06/23/2025	101-11-4400-0000	
	Check Total:	150.00			
Vendor: 1378	MAYA MAINTENANCE LLC			Check Sequence: 31	ACH Enabled: True
1494	Janitorial Services-PW's Facility	520.00	06/23/2025	101-32-4400-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
1495	Janitorial Services-SCEC-Event Setup/Teardown	210.00	06/23/2025	201-00-4248-0000	
1495	Janitorial Services-SCEC	460.00	06/23/2025	201-00-4400-0000	
	Check Total:	1,190.00			
Vendor: 325	ON SITE SANITATION -TWIN CITIES			Check Sequence: 32	ACH Enabled: True
1901388	South Shore-5355 St Albans Bay	84.35	06/23/2025	101-52-4400-0000	
1901389	Freeman Park-6000 Eureka Rd	253.05	06/23/2025	101-52-4400-0000	
1901390	Christmas Lk Rd-5625 Merry Ln	189.19	06/23/2025	101-52-4400-0000	
1901391	Cathcart Park-26655 W- 62nd St	84.35	06/23/2025	101-52-4400-0000	
1901392	Silverwood Pk-5755 Covington R	84.35	06/23/2025	101-52-4400-0000	
1906598	Christmas Lake Boat Access-5625 Merry Ln	141.89	06/23/2025	101-52-4400-0000	
	Check Total:	837.18			
Vendor: 1373	RICHARD & JENNIFER PEARCE			Check Sequence: 33	ACH Enabled: False
5905GrantSt0625	Refund Escrow-CUP-5905 Grant Street	500.00	06/23/2025	880-00-2200-0000	
	Check Total:	500.00			
Vendor: 903	PERRILL			Check Sequence: 34	ACH Enabled: True
264426	ROWay Web App-Monthly	75.00	06/23/2025	611-00-4400-0000	
264426	ROWay Web App-Monthly	75.00	06/23/2025	601-00-4400-0000	
	Check Total:	150.00			
Vendor: 819	PIRTEK PLYMOUTH INC.			Check Sequence: 35	ACH Enabled: True
PL-T00024131	Hydraulic Parts	271.28	06/23/2025	101-32-4221-0000	
	Check Total:	271.28			
Vendor: 305	SAFEBUILT LLC-LOCKBOX #88135			Check Sequence: 36	ACH Enabled: False
1893518	Inspection Services	892.62	06/23/2025	101-24-4400-0000	
	Check Total:	892.62			
Vendor: 355	SHRED-N-GO _446138			Check Sequence: 37	ACH Enabled: True
182290	Shredded Svc	157.86	06/23/2025	101-19-4223-0000	
	Check Total:	157.86			

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 360	SOUTH LAKE MINNETONKA POLICE DEPARTMENT			Check Sequence: 38	ACH Enabled: True
3rd Qtr-2025-OB	Quarterly-Operating Budget -Police Services	420,119.52	06/23/2025	101-21-4400-0000	
3rdQtr-2025-PSA	Quarterly-PSA Funding-Police Services	12,677.00	06/23/2025	101-21-4400-0000	
	Check Total:	432,796.52			
Vendor: 1170	SPS WORKS	57.65	06/23/2025	Check Sequence: 39	ACH Enabled: True
IV00576479	Nameplate for Czech			101-13-4351-0000	
	Check Total:	57.65			
Vendor: 1548	TERRACE CONSTRUCTION, INC.	3,000.00	06/23/2025	Check Sequence: 40	ACH Enabled: False
25405ParkLn4619	Escrow Refund - Permit#4619-25405 Park Lane			880-00-2200-0000	
	Check Total:	3,000.00			
Vendor: 694	TIMESAVER OFF SITE SECRETARIAL, INC.	504.25	06/23/2025	Check Sequence: 41	ACH Enabled: True
30600	Council Meeting			101-13-4400-0000	
30601	Planning Meeting	253.00	06/23/2025	101-18-4400-0000	
	Check Total:	757.25			
Vendor: 1348	TOSHIBA AMERICA BUSINESS SOLUT	130.07	06/23/2025	Check Sequence: 42	ACH Enabled: True
5034656740	SCEC - Printer Lease-Acct#450-0107118-000			201-00-4400-0000	
	Check Total:	130.07			
Vendor: 1370	TOSHIBA AMERICA BUSINESS SOLUTIONS	7.08	06/23/2025	Check Sequence: 43	ACH Enabled: False
6577413	US0168238MA-Monthly Service Fee			201-00-4400-0000	
	Check Total:	7.08			
Vendor: 421	VERIZON WIRELESS	46.39	06/23/2025	Check Sequence: 44	ACH Enabled: False
6114956401	612-581-4018-Jeanne Schmuck			101-15-4321-0000	Acct #842017386-00001
6114956401	612-297-1196/638-0176 & 952-292-2968/7023	164.18	06/23/2025	101-32-4321-0000	Acct #842017386-00001
6114956401	763-204-5849-Jake Griffiths	41.39	06/23/2025	101-18-4321-0000	Acct #842017386-00001
6114956401	612-581-6609-WadeWoodward	41.39	06/23/2025	101-24-4321-0000	Acct #842017386-00001
6114956401	612-581-3780-Planning Dept	41.39	06/23/2025	101-18-4321-0000	Acct #842017386-00001
6114956401	612-581-3931-Marc Nevinski	46.39	06/23/2025	101-13-4321-0000	Acct #842017386-00001
6114956401	612-581-2856-Eric Wilson	41.39	06/23/2025	101-13-4321-0000	Acct #842017386-00001

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
6114956401	612-581-5835-Mitchell Czech	41.39	06/23/2025	201-00-4321-0000	Acct #842017386-00001
6114956401	612-581-4949-Sandie Thone	41.39	06/23/2025	101-13-4321-0000	Acct #842017386-00001
	Check Total:	505.30			
Vendor: 1549	JESSICA VOLLING			Check Sequence: 45	ACH Enabled: False
Receipt#87989816	Damage Deposit Refund	200.00	06/23/2025	201-00-3410-0000	
	Check Total:	200.00			
Vendor: 408	WM MUELLER & SONS INC			Check Sequence: 46	ACH Enabled: True
312268	Road Materials	1,887.73	06/23/2025	101-32-4250-0000	
312610	Road Materials	855.99	06/23/2025	101-32-4250-0000	
	Check Total:	2,743.72			
Vendor: 411	XCEL ENERGY, INC.			Check Sequence: 47	ACH Enabled: True
931094372	5655 Merry Lane	29.31	06/23/2025	101-52-4380-0000	5655 Merry Lane
931212913	5500 Old Market Rd	50.68	06/23/2025	601-00-4398-0000	5500 Old Market Rd
	Check Total:	79.99			
	Total for Check Run:	812,951.55			
	Total of Number of Checks:	47			



City Council Meeting Item

Item
2D

Title/Subject: Annual Review of City Data Practices Policy
Meeting Date: June 23, 2025
Prepared by: Sandie Thone, City Clerk/Human Resources Director
Reviewed by: Marc Nevinski, City Administrator
Attachments: Shorewood Data Practices Policies for Public and Data Subjects
Resolution 25-057

Background

Minnesota State Statutes, sections 13.025, subdivisions 2 and 3, require government entities to prepare written policies that relate to public access to government data, and rights of subjects of data and Minnesota State Statutes, section 13.03, subdivision 2 requires entities to establish procedures that data requests are complied with appropriately and promptly. Minnesota State Statute §13.025, subdivision 2, specifically requires that the Data Practices Responsible Authority shall prepare a written data access policy and review and update it no later than August 1 of each year, and at any other time as necessary to reflect changes in personnel, procedures, or other circumstances that impact the public's ability to access data.

The attached policies for the City of Shorewood: Data Practices Policy for Data Subjects and Data Practices Policy for Members of the Public reflect the most current and relevant information. The 2025-2026 Policy includes a few changes to note and incorporates the 2025 model policy language from the MN Data Practices Office (DPO). The policy includes the following updates:

- 1) The change in personnel at South Lake Minnetonka Police Department required an update to one of the department's Data Practice's Designee as new Police Chief Justin Ballsrud.
- 2) New legislation allows government entities to close data requests that have not been responded to within 5 business days from contacting the requester to plan to inspect or obtain copies of the data.
- 3) Data Requests that do not exceed the cost of \$5.00 will be provided at no charge unless paper copies or flash drive is requested.

Approval of these policies will satisfy the government entity annual review and update obligations and requirements for the year 2025 pursuant to MN state law.

Financial Considerations

Pursuant to MN State Statute 13.03 Subd.2(c) if a person requests copies or electronic transmittal of data, the city may require the requester to pay the actual costs of searching for and retrieving government data, including the cost of employee time, and for making, certifying, and electronically transmitting the copies of the data. If 100 or fewer pages of black

& white, letter or legal-size copies are requested, actual costs may not be used, and instead, the city may charge no more than .25 per page copied. These fees have been delineated in the City's Data Practices Policy and the City's Master Fee Schedule.

Action Requested

Motion to approve the City of Shorewood Data Practices Policy for Data Subjects and Data Practices Policy for Public satisfying the government entity annual review and update obligations and requirements on or before August 1 for the year 2025 pursuant to MN state law.

A simple majority vote by the Council is required.

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

**RESOLUTION 25-057
2025 CITY DATA PRACTICES POLICIES**

Minnesota State Statutes, sections 13.025, subdivisions 2 and 3, require government entities to prepare written policies that relate to public access to government data, and rights of subjects of data and Minnesota State Statutes, section 13.03, subdivision 2 requires entities to establish procedures that data requests are complied with appropriately and promptly; and

Minnesota State Statute §13.025, subdivision 2, specifically requires that the Data Practices Responsible Authority shall prepare a written data access policy and update it no later than August 1 of each year, and at any other time as necessary to reflect changes in personnel, procedures, or other circumstances that impact the public's ability to access data; and

The City of Shorewood and the Responsible Authority have successfully created and updated the following policies: Data Practices Policy for Data Subjects and Data Practices Policy for the Public which reflect the most current and relevant information and have been updated to include the most recent changes in personnel and appointments; and

Approval of these policies will satisfy the government entity annual review and update obligations and requirements for the year 2025 pursuant to MN state law.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Shorewood, the City of Shorewood Data Practices Policy for Data Subjects and Data Practices Policy for the Public are approved.

ADOPTED BY THE CITY COUNCIL of the City of Shorewood this 23rd day of June 2025.

ATTEST:

Jennifer Labadie, Mayor

Sandie Thone, City Clerk

Data Practices Policy for the Public

Minnesota Statutes, sections 13.205 and 13.03 require this policy.

City of Shorewood
Hennepin County, Minnesota

Your Right to See Public Data

The Government Data Practices Act (Minnesota Statutes, Chapter 13) presumes that all government data are public unless a state or federal law says the data are not public. Government data means all recorded information a government entity has, including paper, email, flash drives, CDs, DVDs, photographs, etc.

The Government Data Practices Act also provides that this government entity must keep all government data in a way that makes it easy for you, as a member of the public, to access public data. You have the right to look at (inspect), free of charge, all public data that we keep. You also have the right to get copies of public data. The Government Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

How to Request Public Data

You can ask to look at (inspect) data at our offices or ask for copies of public data that we keep. Make your written request for data to the appropriate individual listed in the Data Practices Contacts on page 4. You may make your request via email, fax, mail, or in person using the form on page 6.

If you do not use the data request form, your request should include:

- Say that you are making a request for public data under the Government Data Practices Act (Minnesota Statutes, Chapter 13).
- Include whether you would like to inspect the data, have copies of the data, or both.
- Provide a clear description of the data you would like to inspect or have copied.

You are not required to identify yourself or explain the reason for your data request. However, you may need to provide us with some personal information for practical reasons (for example: if you want us to mail copies to you, you need to provide us with an address or P.O. Box). If we do not understand your request and have no way to contact you, we cannot respond to your request.

How We Will Respond to Your Data Request

Upon receiving your request, we will review it.

- We may ask you to clarify what data you are requesting.
- If we do not have the data, we will notify you in writing within 10 business days.
- If we have the data, but the data are not public, we will notify you as soon as reasonably possible and state which specific law says the data are not public.
- If we have the data, but we are not allowed to give it to you, we will tell you as soon as reasonably possible and identify the law that prevents us from providing the data.
- If we have the data, and the data are public, we will respond to your request appropriately and promptly, within a reasonable amount of time by doing one of the following:
 - Arrange a date, time, and place to inspect data at our offices; or

- You may choose to pick up your copies. Or we will mail them to you. We will provide electronic copies (such as email or via jump drive) upon request, if we keep that data in that format and we can reasonably make a copy.
- Response time may be impacted by the size and/or complexity of your request, and also by the number of requests you make in a given period of time.
- Following our response, if you do not make arrangements within 5 business days to inspect the data or pay for copies, we will conclude that you no longer want the data and will consider your request closed.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please tell the person who provided the data to you. We will give you an explanation if you ask.

The Government Data Practices Act does not require us to create or collect new data in response to a data request, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. For example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request. If we agree to create data in response to your request, we will work with you on the details of your request, including cost and response time.

We are also not required to respond to questions that are not about your data request, or requests for government data.

Requests for Summary Data

Summary data are statistical records or reports that are prepared by removing all identifiers from entirely private or confidential data.

We will prepare summary data if you make your request in writing and pre-pay for the cost of creating the data.

You may use the data request form on page 6 to request summary data. We will respond to your request within ten business days with the data or details of when the data will be ready and how much we will charge you.

Data Practices Contacts

Responsible Authority

Name: Sandie Thone, City Clerk/Human Resources Director

Address: City of Shorewood, 5755 Country Club Road, Shorewood, MN 55331

Phone number/email address:

Phone: 952-960-7900, Email: sthone@ci.shorewood.mn.us

As Responsible Authority, the City Clerk orders the following individuals as data practices compliance official and designees.

Data Practices Compliance Official

Name: Sandie Thone, City Clerk/Human Resources Director

Address: City of Shorewood, 5755 Country Club Road, Shorewood, MN 55331

Phone number/email address:

Phone: 952-960-7900, Email: sthone@ci.shorewood.mn.us

Data Practices Designee(s)

1) Name: Justin Ballsrud, Chief of Police, South Lake Minnetonka Police Department

Address: SLMPD, 24150 Smithtown Road, Shorewood, MN 55331

Phone number/email address:

Phone: 952-474-3261, Email: info@southlakepd.com

2) Name: Laura Holtan, Administrator, South Lake Minnetonka Police Department

Address: SLMPD, 24150 Smithtown Road, Shorewood, MN 55331

Phone number/email address:

Phone: 952-474-3261, Email: info@southlakepd.com

3) Name: Brenda Pricco, Deputy City Clerk, City of Shorewood

Address: City of Shorewood, 5755 Country Club Road, Shorewood, MN 55331

Phone number/email address:

Phone: 952-960-7901, Email: bpricco@ci.shorewood.mn.us

Copy Costs – When You Request Public Data

Minnesota Statutes, section 13.03, subdivision 3(c) allows us to charge for copies.

You must pay for copies before we will give them to you.

We do not charge for copies if the cost is less than \$5.00, unless it requires us to make paper copies.

If possible, and upon request, we will provide you with an estimation of the total cost of supplying copies.

For 100 or fewer paper copies – 25 cents per page

100 or fewer pages of black and white, letter or legal size paper copies cost 25¢ for a one-sided copy, or 50¢ for a two-sided copy.

Most other types of copies – actual cost

The charge for most other types of copies, when a charge is not set by statute or rule, is the actual cost of searching for and retrieving the data, and making the copies or electronically sending the data.

In determining the actual cost of making copies, we factor in employee time, the cost of the materials onto which we are copying the data (paper, jump drive, DVD, etc.), and mailing costs (if any). If your request is for copies of data that we cannot copy ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies.

Copy Charges are Set by MN Statute Section 13.03, subdivision 3 (c)

If, based on your request, we find it necessary for a higher-paid employee to search for and retrieve the data, we will calculate search and retrieval charges at the higher salary/wage.

Data Request Form – Members of the Public

Request date:

I am requesting access to data in the following way:

- Inspection
- Copies
- Both inspection and copies

Note: Inspection is free

We will respond to your request as soon as reasonably possible.

Contact information

Name:

Address/phone number/email address:

Note: You do not have to provide any contact information. However, if you want us to mail/email you copies of data, we will need some type of contact information. In addition, if we do not understand your request and need to get clarification from you, without contact information we will not be able to begin processing your request until you contact us.

These are the data I am requesting:

Describe the data you are requesting as specifically as possible.

Notice of Adoption of Model Policies

Minnesota Statutes, section 13.025, subdivisions 2 and 3, require government entities to prepare written policies that relate to public access to government data, and rights of subjects of data and Minnesota Statutes, section 13.03, subdivision 2, requires entities to establish procedures so that data requests are complied with appropriately and promptly.

Minnesota Statutes, section 13.073, subd. 6, requires the Commissioner of Administration to prepare model policies and procedures to help government entities comply with those requirements. Entities that choose to adopt the Commissioner's model policies must notify the Commissioner. Please use the following statement to notify the Commissioner if you choose to adopt the model policies and procedures.*

Notice to Commissioner of Administration: Adoption of Model Policies

The City of Shorewood has adopted the Commissioner's Model Policy for the Public and Model Policy for Data Subjects. This notice to the Commissioner satisfies the City of Shorewood's obligation under Minnesota Statutes, section 13.073, subdivision 6.

Sandie Thone

City Clerk and Data Practices Responsible Authority

Adoption of Model Policy Notice to Commissioner of Administration Submitted May 8, 2017.

**Government entities may submit this notification by mail or email:*

Commissioner of Administration
c/o Information Policy Analysis Division (IPAD)
201 Administration Building
50 Sherburne Avenue
St. Paul, MN 55155
info.ipad@state.mn.us

Data Practices Policy

Requests for Data About You and Your Rights as a Data Subject

Minnesota Statutes, sections 13.025 and 13.03 require this policy.

City of Shorewood
Hennepin County, Minnesota

What is a “Data Subject”?

When government has information recorded in any form (paper, hard drive, voicemail, video, email, etc.), that information is called “government data” under the Government Data Practices Act (Minnesota Statutes, Chapter 13). When we can identify you in government data, you are the “data subject” of that data. The Data Practices Act gives you, as a data subject, certain rights. This policy explains your rights as a data subject, and tells you how to request data about you, your minor child, or someone for whom you are the legal guardian.

When the City of Shorewood Has Data About You

The city of Shorewood has data on many people, such as employees, job applicants, licensees, vendors, etc. We can collect and keep data about you only when we have a legal purpose to have the data. Admin must also keep all government data in a way that makes it easy for you to access data about you.

Government data about an individual have one of three “classifications.” These classifications determine who is legally allowed to see the data. Data about you are classified by state law as public, private, or confidential. Here are some examples:

Public Data

The Data Practices Act presumes that all government data are public unless a state or federal law says the data are not public. We must give public data to anyone who asks. It does not matter who is asking for the data or why the person wants the data. The following is an example of public data about you that we might have:

*Example: John Smith, 5000 Smith Dr, Smithtown, MN 55000;
License applicant for On-Sale Liquor License for Smithtown Liquors*

Private Data

We cannot give private data to the general public. We can share your private data with you, with someone who has your permission, with our government entity staff whose job requires or permits them to see the data, and with others as permitted by law or court order. The following is an example of private data about you that we might have:

Example: John Smith’s Social Security Number: 473-99-XXXX

Confidential Data

Confidential data have the most protection. Neither the public nor you can access confidential data even when the confidential data are about you. We can share confidential data about you with our

government entity staff who have a work assignment to see the data, and to others as permitted by law or court order. The following is an example of confidential data about you:

Example: John Smith as mandated reporter of complaint regarding child abuse.

Your Rights Under the Government Data Practices Act

As a data subject, you have the following rights.

Access to Your Data

You have the right to look at (inspect), free of charge, public and private data that we keep about you. You also have the right to get copies of public and private data about you. The Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

Also, if you ask, we will tell you whether we keep data about you and whether the data are public, private, or confidential.

Access to Data on Minor Children

As a parent, you have the right to look at and get copies of public and private data about your minor children (under the age of 18). As a legally appointed guardian, you have the right to look at and get copies of public and private data about an individual for whom you are appointed guardian.

Minors have the right to ask us not to give data about them to their parent or guardian. If you are a minor, we will tell you that you have this right. We may ask you to put your request in writing and to include the reasons that we should deny your parents access to the data. We will make the final decision about your request based on your best interests.

When We Collect Data From You

When we ask you to provide data about yourself that are not public, we must give you a notice called a Tennesen warning. The notice controls what we do with the data that we collect from you. Usually, we can use and release the data only in the ways described in the notice.

We will ask for your written permission if we need to use or release private data about you in a different way, or if you ask us to release the data to another person. This permission is called informed consent.

If you want us to release data to another person, you must use the consent form we provide.

Protecting Your Data

The Government Data Practices Act requires us to protect your data. We have established appropriate safeguards to ensure that your data are safe.

In the unfortunate event that we determine a security breach has occurred and an unauthorized person has gained access to your data, we will notify you as required by law.

When Your Data are Inaccurate or Incomplete

You have the right to challenge the accuracy and/or completeness of public and private data about you. You also have the right to appeal our decision. If you are a minor, your parent or guardian has the right to challenge data about you.

How to Make a Request For Your Data

You can ask to look at (inspect) data at our offices, or ask for copies of data that we have about you, your minor child, or an individual for whom you have been appointed legal guardian. Make a written request to the appropriate individual listed in the Data Practices Contacts on page 6 using the Data Request Form on Page 8 for all data requests.

If you choose not to use the data request form, your request should include:

- Say that you are making a request as a data subject, for data about you (or your child, or person for whom you are the legal guardian), under the Government Data Practices Act (Minnesota Statutes, Chapter 13).
- Include whether you would like to inspect the data, have copies of the data, or both.
- Provide a clear description of the data you would like to inspect or have copied.
- Provide proof that you are the data subject, or data subject's parent/legal guardian.

We require proof of your identity before we can respond to your request for data. If you are requesting data about your minor child, you must show proof that you are the minor's parent. If you are a legal guardian, you must show legal documentation of your guardianship. Please see the Standards for Verifying Identity located on page 9. If you do not provide proof that you are the data subject, we cannot respond to your request.

How We Respond to a Data Request

Upon receiving your request, we will review it.

- We may ask you to clarify what data you are requesting.
- We will ask you to confirm your identity as the data subject.

*If we do not have the data, we will notify you
in writing within 10 business days.*

- If we have the data, but the data are confidential or not public about someone else, we will notify you within 10 business days and identify the law that prevents us from providing the data.
- If we have the data, and the data are public or private data about you, we will respond to your request by doing one of the following:
 - Arrange a date, time, and place to inspect data in our office, ensuring you have a meaningful opportunity to inspect data within 10 business days of your request at no charge.
 - Tell you how much the copies cost, and then provide you with copies of the data within 10 business days and upon payment of charges for the copies. You may choose to pick up your copies or have us mail or email them to you. We will provide electronic copies (such as email or flash drive) upon request, if we keep the data in electronic format and we can reasonably make a copy.

Information about copy charges is on page 7.

We will provide notice to you about our requirement to prepay for copies.

After we have provided you with your requested data, we do not have to show you the same data again for 6 months unless there is a dispute about the data or we collect or create new data about you.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please tell the person who provided the data to you. We will give you an explanation if you ask.

The Data Practices Act does not require us to create or collect new data in response to a data request, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. For example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request. If we agree to create data in response to your request, we will work with you on the details of your request, including cost and response time.

In addition, we are not required to respond to questions that are not about your data requests, or that are not requests for government data.

Data Practices Contacts

Responsible Authority

Name: Sandie Thone, City Clerk/Human Resources Director

Address: City of Shorewood, 5755 Country Club Road, Shorewood, MN 55331

Phone number/email address:

Phone: 952-960-7900, Email: sthone@ci.shorewood.mn.us

As Responsible Authority, the City Clerk orders the following individuals as data practices compliance official and designees.

Data Practices Compliance Official

Name: Sandie Thone, City Clerk/Human Resources Director

Address: City of Shorewood, 5755 Country Club Road, Shorewood, MN 55331

Phone number/email address:

Phone: 952-960-7900, Email: sthone@ci.shorewood.mn.us

Data Practices Designee(s)

1) Name: Justin Ballsrud, Chief of Police, South Lake Minnetonka Police Department

Address: SLMPD, 24150 Smithtown Road, Shorewood, MN 55331

Phone number/email address:

Phone: 952-474-3261, Email: info@southlakepd.com

2) Name: Laura Holtan, Administrator, South Lake Minnetonka Police Department

Address: SLMPD, 24150 Smithtown Road, Shorewood, MN 55331

Phone number/email address:

Phone: 952-474-3261, Email: info@southlakepd.com

3) Name: Brenda Pricco, Deputy City Clerk, City of Shorewood

Address: City of Shorewood, 5755 Country Club Road, Shorewood, MN 55331

Phone number/email address:

Phone: 952-960-7901, Email: bpricco@ci.shorewood.mn.us

Copy Costs – Data Subjects

Minnesota Statutes, section 13.04, subdivision 3 allows us to charge for copies.

You must pay for the copies before we give them to you. We do not charge for copies if the cost is less than \$5.00, unless we are required to make paper copies.

Actual Cost of Making the Copies

We will charge the actual cost of making copies for data about you. In determining the actual cost, we include employee-time to create and send copies, the cost of the materials onto which we are copying the data (paper, flash drive, CD, DVD, etc.), and mailing costs such as postage (if any).

If your request is for copies of data that we cannot copy ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies.

Data Request Form – Data Subject

To request data as a data subject, you must show a valid state ID, such as a driver's license, military ID, or passport as proof of identity.

Request Date: Contact information

Data Subject Name:

Parent/Guardian Name (if applicable):

Address:

Phone number/email address:

The Data I am Requesting:

Describe the data you are requesting as specifically as possible.

I am requesting access to data in the following way:

- Inspection
- Copies
- Both inspection and copies

Note: Inspection is free. The City of Shorewood charges to print hard copies of data and when the cost of the request exceeds \$5.00.

We will respond to your request within 10 business days

To Be Completed By Staff Member Responding to Data Request:

Identity Confirmed:

Date:

Staff Name:

Standards for Verifying Identity

The following constitute proof of identity.

- An adult individual must provide a valid photo ID, such as
 - a driver's license
 - a state-issued ID
 - a tribal ID
 - a military ID
 - a passport
 - the foreign equivalent of any of the above
- A minor individual must provide a valid photo ID, such as
 - a driver's license
 - a state-issued ID (including a school/student ID)
 - a tribal ID
 - a military ID
 - a passport
 - the foreign equivalent of any of the above
- The parent or guardian of a minor must provide a valid photo ID and either
 - a certified copy of the minor's birth certificate or
 - a certified copy of documents that establish the parent or guardian's relationship to the child, such as
 - a court order relating to divorce, separation, custody, foster care
 - a foster care contract
 - an affidavit of parentage
- The legal guardian for an individual must provide a valid photo ID and a certified copy of appropriate documentation of formal or informal appointment as guardian, such as
 - court order(s)
 - valid power of attorney

Note: Individuals who do not exercise their data practices rights in person must provide either notarized or certified copies of the documents that are required or an affidavit of ID.

Notice of Adoption of Model Policies

Minnesota Statutes, section 13.025, subdivisions 2 and 3, require government entities to prepare written policies that relate to public access to government data, and rights of subjects of data and Minnesota Statutes, section 13.03, subdivision 2, requires entities to establish procedures so that data requests are complied with appropriately and promptly.

Minnesota Statutes, section 13.073, subd. 6, requires the Commissioner of Administration to prepare model policies and procedures to help government entities comply with those requirements. Entities that choose to adopt the Commissioner's model policies must notify the Commissioner. Please use the following statement to notify the Commissioner if you choose to adopt the model policies and procedures.*

Notice to Commissioner of Administration: Adoption of Model Policies

The City of Shorewood has adopted the Commissioner's Model Policy for the Public and Model Policy for Data Subjects. This notice to the Commissioner satisfies the City of Shorewood's obligation under Minnesota Statutes, section 13.073, subdivision 6.

Sandie Thone

City Clerk/Human Resources Director and Data Practices Responsible Authority

Adoption of Model Policy Notice to Commissioner Submitted May 8, 2017

**Government entities may submit this notification by mail or email:*

Commissioner of Administration
c/o Information Policy Analysis Division (IPAD)
201 Administration Building
50 Sherburne Avenue
St. Paul, MN 55155
info.ipad@state.mn.us



City Council Meeting Item

Title/Subject: 2025 Deer Management Program Agreement
Meeting Date: June 23, 2025
Prepared by: Jake Griffiths, Planning Director
Reviewed by: Marc Nevinski, City Administrator
Attachments: 2025 Deer Management Program Agreement

Item 2E

Background

Since 2007 the City has partnered with Metro Bowhunters Resource Base (MBRB) to conduct an annual deer management harvest. The MBRB was established in 1995 to provide deer harvesting services to metro communities. Through the management program, MBRB sharpshooter status archers are granted permission from private property owners to hunt on specific weekends during the late fall. The MBRB carries liability insurance. Harvested deer are removed from the property for processing. On average, between 20 and 40 deer are harvested as part of the program annually.

The hunts are conducted Fridays through Sundays. Friday hunts begin at 1:00 p.m. The three weekend hunts proposed in 2025 include:

October 10-12
October 24-26
November 14-16

Since the previous agreement with MBRB expired on December 31, 2024, a new agreement is needed for this year's program.

Financial Considerations

The MBRB provides its services free of charge. The only financial costs to the City are staff time from the Planning & Protective Inspections Department to administer the program, and minimal administrative costs associated with printing and mailing expenses.

Action Requested

Motion and second to approve the attached 2025 Deer Management Program Agreement. This action requires a simple majority vote of the City Council.

**PROFESSIONAL SERVICES AGREEMENT FOR
Deer Management Program**

THIS AGREEMENT is made this _____, 2025 (“Effective Date”) by and between **Metro Bowhunters Resource Base, Inc.** a Minnesota corporation located at 7455 France Avenue South Box 409, Edina MN 55435, (“Contractor”), and the City of Shorewood, Minnesota, a Minnesota municipal corporation located at 5755 Country Club Road, Shorewood, MN 55331 (the “City”):

RECITALS

- A. MBRB is a non-governmental 501(c)(3) organization and is providing skilled archers for deer management.
- B. The City desires to hire Contractor to provide deer management services to control the deer population with the City of Shorewood.
- C. Contractor represents that it has the professional sharpshooting expertise and capabilities to provide the City with the requested services.
- D. The City desires to engage Contractor to provide the services described in this Agreement and Contractor is willing to provide such services on the terms and conditions in this Agreement.

NOW, THEREFORE, in consideration of the terms and conditions expressed in this Agreement, the City and Contractor agree as follows:

AGREEMENT

- 1. **Services.** Contractor agrees to provide the City with deer management bow-hunting services within the City of Shorewood on public and private property as described in the attached **Exhibit A** (the “Services”). All Services shall be provided in a manner consistent with the level of care and skill ordinarily exercised by professionals currently providing similar services.
- 2. **Time for Completion.** The Services shall be completed on or before December 31, 2025, provided that the parties may extend the stated deadlines upon mutual written agreement. This Agreement shall remain in force and effect commencing from the effective date and continuing until the completion of the Services, unless terminated by the City or amended pursuant to the Agreement.
- 3. **Consideration.** The Contractor shall provide the Services at no charge to the City, shall provide insurance for their members performing the Services, and shall attend City Council meetings, upon request, to explain the project, the results of the hunts, or other details of the project, as may be needed. The City agrees to provide the administrative costs for the program, including, but not limited to: 1) discussing the program with the public and recruiting willing property owners to participate, 2) preparing notification for the public, 3) providing maps of the applicable properties, 4) drafting and acquiring right-of-entry notices and etc.
- 4. **Termination.** Notwithstanding any other provision hereof to the contrary, this Agreement may be terminated as follows:

- A. The parties, by mutual written agreement, may terminate this Agreement at any time;
- B. MBRB may terminate this Agreement at any time at its option, for any reason or no reason at all; or
- C. The City may terminate this Agreement at any time at its option, for any reason or no reason at all; or
- D. The City may terminate this Agreement immediately upon Contractor's failure to have in force any insurance required by this Agreement.

7. **Amendments.** No amendments may be made to this Agreement except in a writing signed by both parties.

8. **Remedies.** In the event of a breach of this Agreement by MBRB, the City has the right to terminate the Services.

9. **Records/Inspection.** Pursuant to Minnesota Statutes § 16C.05, subd. 5, Contractor agrees that the books, records, documents, and accounting procedures and practices of Contractor, that are relevant to the contract or transaction, are subject to examination by the City and the state auditor or legislative auditor for a minimum of six years. Contractor shall maintain such records for a minimum of six years after final payment. The parties agree that this obligation will survive the completion or termination of this Agreement.

10. **Insurance Requirements.** The Contractor, at its expense, shall procure and maintain in force for the duration of this Agreement the following minimum insurance coverages:

- A. General Liability. The Contractor agrees to maintain commercial general liability insurance in a minimum amount of \$1,000,000 per occurrence; \$2,000,000 annual aggregate. The policy shall cover liability arising from premises, operations, products completed operations, personal injury, advertising injury, and contractually assumed liability. The City shall be endorsed as additional insured.
- B. The Contractor shall, prior to commencing the Services, deliver to the City a Certificate of Insurance as evidence that the above coverages are in full force and effect.

The insurance requirements may be met through any combination of primary and umbrella/excess insurance.

The Contractor's policies shall be the primary insurance to any other valid and collectible insurance available to the City with respect to any claim arising out of Contractor's performance under this Agreement.

The Contractor's policies and Certificate of Insurance shall contain a provision that coverage afforded under the policies shall not be cancelled without at least thirty (30) days advanced written notice to the City.

11. **Independent Contractor.** Contractor is an independent contractor. Contractor's duties shall be performed with the understanding that Contractor has special expertise as to the services which Contractor is to perform and is customarily engaged in the independent performance of the same or similar services for others. Contractor shall provide or contract for all required equipment and personnel. Contractor shall control the manner in which the services are performed; however, the nature of the Services and the results to be achieved shall be specified by the City. The parties agree that this is not a joint venture and the parties are not co-partners. Contractor is not an employee or agent of the City and has no authority to make any binding commitments or obligations on behalf of the City except to the extent expressly provided in this Agreement. All services provided by Contractor pursuant to this Agreement shall be provided by Contractor as an independent contractor and not as an employee of the City for any purpose, including but not limited to: income tax withholding, workers' compensation, unemployment compensation, FICA taxes, liability for torts and eligibility for employee benefits.

12. **Indemnification.** To the fullest extent permitted by law, the Contractor agrees to defend, indemnify, and hold harmless the City and its employees, officials, and agents from and against all claims, actions, damages, losses, and expenses, including reasonable attorney fees, arising out of the Contractor's negligence or the Contractor's performance or failure to perform its obligations under this Agreement. The Contractor's indemnification obligation shall apply to the Contractor's subcontractor(s), or anyone directly or indirectly employed or hired by the Contractor, or anyone for whose acts the Contractor may be liable. The Contractor agrees this indemnity obligation shall survive the completion or termination of this Agreement.

13. **Compliance with Laws.** Contractor shall exercise due professional care to comply with applicable federal, state and local laws, rules, ordinances and regulations in effect as of the date Contractor agrees to provide the Services. Contractor's guests, invitees, members, officers, officials, agents, employees, volunteers, representatives, and subcontractors shall abide by the City's policies prohibiting sexual harassment and tobacco, drug, and alcohol use as defined on the City's Tobacco, Drug, and Alcohol Policy, as well as all other reasonable work rules, safety rules, or policies, and procedures regulating the conduct of persons on City property, at all times while performing duties pursuant to this Agreement. Contractor agrees and understands that a violation of any of these policies, procedures, or rules constitutes a breach of the Agreement and sufficient grounds for immediate termination of the Agreement by the City.

14. **Entire Agreement.** This Agreement, any attached exhibits, and any addenda signed by the parties shall constitute the entire agreement between the City and Contractor, and supersedes any other written or oral agreements between the City and Contractor. This Agreement may only be modified in a writing signed by the City and Contractor. If there is any conflict between the terms of this Agreement and the referenced or attached items, the terms of this Agreement shall prevail.

15. **Third Party Rights.** The parties to this Agreement do not intend to confer any rights under this Agreement on any third party.

16. **Choice of Law and Venue.** This Agreement shall be governed by and construed in accordance with the laws of the state of Minnesota. Any disputes, controversies, or claims arising out of this Agreement shall be heard in the state or federal courts of Hennepin County, Minnesota, and all parties to this Agreement waive any objection to the jurisdiction of these courts, whether based on convenience or otherwise.

17. **Conflict of Interest.** Contractor shall use reasonable care to avoid conflicts of interest and appearances of impropriety in representation of the City. In the event of a conflict of interest, Contractor shall advise the City and, either secure a waiver of the conflict, or advise the City that it will be unable to provide the requested Services.

18. **Agreement Not Exclusive.** The City retains the right to hire other professional contractor service providers for this or other matters, in the City's sole discretion.

19. **Data Practices Act Compliance.** Any and all data provided to Contractor, received from Contractor, created, collected, received, stored, used, maintained, or disseminated by Contractor pursuant to this Agreement shall be administered in accordance with, and is subject to the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13. Contractor agrees to notify the City within three business days if it receives a data request from a third party. This paragraph does not create a duty on the part of Contractor to provide access to public data to the public if the public data are available from the City, except as required by the terms of this Agreement. These obligations shall survive the termination or completion of this Agreement.

20. **No Discrimination.** Contractor agrees not to discriminate in providing products and services under this Agreement on the basis of race, color, sex, creed, national origin, disability, age, sexual orientation, status with regard to public assistance, or religion. Violation of any part of this provision may lead to immediate termination of this Agreement. Contractor agrees to comply with the Americans with Disabilities Act as amended ("ADA"), section 504 of the Rehabilitation Act of 1973, and the Minnesota Human Rights Act, Minnesota Statutes, Chapter 363A. Contractor agrees to hold harmless and indemnify the City from costs, including but not limited to damages, attorneys' fees and staff time, in any action or proceeding brought alleging a violation of these laws by Contractor or its guests, invitees, members, officers, officials, agents, employees, volunteers, representatives and subcontractors.

21. **Authorized Agents.** The City's authorized agent for purposes of administration of this contract is the City Administrator of the City, or designee. Contractor's authorized agent for purposes of administration of this contract is _____, or designee who shall perform or supervise the performance of all Services.

22. **Notices.** Any notices permitted or required by this Agreement shall be deemed given when personally delivered or upon deposit in the United States mail, postage fully prepaid, certified, return receipt requested, addressed to:

Contractor
7455 France Avenue South Box 409,
Edina MN 55435

The City
5755 Country Club Road
Shorewood MN 55331

or such other contact information as either party may provide to the other by notice given in accordance with this provision.

26. **Waiver.** No waiver of any provision or of any breach of this Agreement shall constitute a waiver of any other provisions or any other or further breach, and no such waiver shall be effective unless made in writing and signed by an authorized representative of the party to be charged with such a waiver.

27. **Headings.** The headings contained in this Agreement have been inserted for convenience of reference only and shall in no way define, limit or affect the scope and intent of this Agreement.

28. **Severability.** In the event that any provision of this Agreement shall be illegal or otherwise unenforceable, such provision shall be severed, and the balance of the Agreement shall continue in full force and effect.

29. **Signatory.** Each person executing this Agreement (“Signatory”) represents and warrants that they are duly authorized to sign on behalf of their respective organization. In the event Contractor did not authorize the Signatory to sign on its behalf, the Signatory agrees to assume responsibility for the duties and liability of Contractor, described in this Agreement, personally.

30. **Counterparts and Electronic Signatures.** This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument. This Agreement may be transmitted by electronic mail in portable document format (“pdf”) and signatures appearing on electronic mail instruments shall be treated as original signatures.

31. **Recitals.** The City and Contractor agree that the Recitals are true and correct and are fully incorporated into this Agreement.

[Remainder of page left blank intentionally. Signature page follows.]

IN WITNESS WHEREOF, the City and Contractor have caused this Professional Services Agreement to be executed by their duly authorized representatives in duplicate on the respective dates indicated below.

Metro Bowhunters Resources Base, Inc.

By: _____

Name: _____

Title: _____

City of Shorewood:

By: _____

Jennifer Labadie, Mayor

By: _____

Sandie Thone, City Clerk

EXHIBIT A
SCOPE OF SERVICES /DEER HUNT RULES

1. Deer hunt locations are limited to the areas as identified on the maps provided by the City, which may include public property and private property volunteered by City residents
2. All hunters must attend the pre-season hunt orientation in October at the Shorewood City Hall.
3. Hunts are conducted using sharpshooter status MBRB archers only and are held during Friday (evening), Saturday / Sunday on the following dates: October 10-12, October 24-26, and November 14-16
4. All hunters are selected through the Metro Bowhunters Resource Base, Inc. (MBRB).
5. Hunters must follow all Minnesota DNR laws and all MBRB special rules.
6. All hunt periods are for either sex deer.
7. Hunters must carry a hunt authorization letter from the City at all times during hunt.
8. All archers must hunt from elevated stands. Only TMA approved stands/steps are acceptable. Use of any homemade stands/steps is prohibited for safety reasons.
9. Ground blinds may be used by disabled hunters only. In this case the MBRB hunt coordinator will place the blind in a safe location.
10. Hunters must have a flashlight and a warning whistle within easy reach during entry, egress, and while on stand. A cell phone is also recommended.
11. A five-point fall restraint harness is required to be used by hunters at all times while on stand.
12. Only buckthorn can be cut for shooting lanes.
13. Stands can only be up during the designated hunt periods and must be removed from the area at the completion of each hunt by 1 hour after legal shooting time on the Sunday evenings of each hunt period.
14. Archers must park in designated areas only.
15. Cars must have a City supplied parking permit properly displayed.
16. Only deer may be taken during special hunts.

17. Hunters must log in and out of the hunt areas each time they leave. The MBRB hunt coordinator will provide a log-in sheet at an appropriate location.
18. Archers cannot track deer outside of hunt boundaries. Hunters must contact the MBRB hunt coordinator if deer retrieval is required outside of hunt boundaries. The hunt coordinator will make arrangements for police escort or obtain landowner permission before tracking deer onto adjacent properties.
19. Additional restrictions may be added at the required orientation meeting.
20. Hunters should immediately report any incidents to the MBRB hunt coordinator.
21. Hunters are directed not to speak to any protestors or news media. These incidents are to be reported to the MBRB hunt coordinator immediately. The MBRB hunt coordinator will contact the appropriate City staff and/or the Police who will handle any communication needed.
22. South Lake Minnetonka Police Department should be contacted immediately in the case of accidents.
23. Failure to follow rules will result in discipline up to and including removal from hunt.



City of Shorewood

City Council Meeting Item

Item
2F

Title/Subject: Concert in the Park & Movie in the Park Food Trucks
Meeting Date: June 23, 2025
Prepared by: Mitchell Czech, Parks & Recreation Director
Attachments: Resolution

Background

The Parks & Recreation Department hosts Concert in the Park & Movie in the Park at Freeman Park each summer. These events are free of charge and open for the community to attend. Food trucks have been added to these events in recent years to enhance the experience for attendees.

Staff is planning for food trucks to be in attendance at Concert in the Park on Thursday, July 17 and Movie in the Park on Friday, August 22. Both events take place in the evening at Freeman Park. Staff is still working with potential food trucks to ensure they meet the inspection requirements of Excelsior Fire District, so official trucks are not finalized at this time.

Pursuant to the City of Shorewood Code section §902.02 Subd. 7 food trucks may be allowed for approved special events as authorized by written permit from the City Council.

Financial Considerations

Food trucks that have a fee or a minimum sales requirement will not be considered for these events.

Action Requested

Motion to approve the attached resolution to approve food trucks for the Concert in the Park and Movie in the Park public events.

A majority vote by the Council is required.

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

RESOLUTION 25-063

**A RESOLUTION APPROVING FOOD TRUCKS FOR PUBLIC EVENTS – CONCERT IN THE PARK AND
MOVIE IN THE PARK**

WHEREAS, the City has coordinated food truck services for the annual Concert in the Park and Movie in the Park events at Freeman Park; and

WHEREAS, food trucks may be allowed for approved special events as authorized by written permit from the City Council, pursuant to the City of Shorewood Code section §902.02 Subd. 7; and

WHEREAS, food trucks will be present for the City Concert in the Park event on Thursday, July 17 at Freeman Park; and

WHEREAS, food trucks will be present for the City Movie in the Park event on Friday, August 22 at Freeman Park.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHOREWOOD, MINNESOTA, that food trucks are hereby authorized to be in the parks for the following city events:

1. Food trucks are permitted to attend the July 17, 2025 Concert in the Park at Freeman Park.
2. Food trucks are permitted to attend the August 22, 2025 Movie in the Park at Freeman Park.

Adopted by the City Council of Shorewood, Minnesota this 23 day of June, 2025.

Jennifer Labadie, Mayor

Attest:

Sandie Thone, City Clerk



City Council Meeting Item

Title/Subject: **Adopt Resolution Approving a Special Assessment
Michael Brady Wasem Jr., 23622 Smithtown Road**

Meeting Date: June 23, 2025

Prepared by: Marc Nevinski, City Administrator

Attachments: **Resolution Approving and Adopting a Special Assessment
Assessment Agreement**

Item 2G

Background:

To assist in managing the cost of connecting to City water, the City allows homeowners to request the water access charge (WAC) of \$10,000 be specially assessed to their property and paid through property taxes through an assessment agreement. The owner of the above captioned address wishes to enter into such an assessment agreement pursuant to Minnesota Statutes Chapter 429.

The special assessment will be certified to taxes and will be payable in five annual installments beginning in 2026 at an interest rate of 5.0%. The assessment will run with the property and the owner may pay off the assessment balance at any time. The owners also waive any rights to appeal the assessment, and the agreement will be recorded against the property.

Financial or Budget Considerations:

Connecting to City water provides revenue which supports the City's water utility fund.

Action Requested:

Motion to adopt the resolution approving and adopting a special assessment agreement and authorizing the Mayor to sign the assessment agreement.

CITY OF SHOREWOOD

RESOLUTION NO. 25-064

A RESOLUTION APPROVING AND ADOPTING A SPECIAL ASSESSMENT

WHEREAS, Micheal Brady Wasem, Jr, (“Owner”) has requested that the Shorewood City Council specially assess water access charges that affect Owners’ property at 23622 Smithtown Road, Shorewood, Minnesota (PID 34-117-23-23-0049) and legally described in Exhibit A attached hereto (“Subject Property”); and

WHEREAS, the City has received the following signed Assessment Agreement, Exhibit B attached hereto, waiving all applicable assessment procedural requirements and requesting to be assessed for the water access charge in the amount itemized therein for the Subject Property.

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

1. The signed Assessment Agreement is hereby accepted and approved.
2. The water access charge amounting to \$10,000.00 is hereby adopted and shall constitute a special assessment against the Subject Property and hereby made part of this Resolution by reference and that the tract of land therein included is hereby found to be benefited by the charge and connection to municipal water in the amount of the assessment levied against it.
3. Such assessment shall be payable in equal annual installments without deferment extending over a period of five (5) years, the first of the installments to be payable with taxes paid in 2026 and shall bear the interest rate of 5.0% per annum.
4. The Owners, at any time prior to certification of the assessment to the County Auditor, may pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City, except that no interest shall be charged if the entire assessment is paid within thirty (30) days from the adoption of this Resolution; and such owner may at any time thereafter, pay the City the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the next succeeding year. The Owners may also at any time prior to November 15, of any year, pay the remaining unpaid principal balance with interest accrued to December 31 of the year in which such prepayment is made.
5. The City Clerk shall forthwith transmit a certified duplicate of this assessment to the County Auditor to be extended on the property tax lists of the County.

Adopted by the City Council of the City of Shorewood this 23rd day of June, 2025.

Mayor Jennifer Labadie

ATTEST

Sandie Thone, City Clerk

Exhibit A

Legal Description

That part of Lot 294, Auditor's Subdivision No. 135, Hennepin County, Minnesota, lying South of a line hereinafter referred to as "Line A" said "Line A" being described as follows: Commencing at the Southeast corner of Lot 3, Block 3, Excelsior Park; thence North along the East line of said Lot 3 a distance of 13.00 feet to the point of beginning of said "Line A"; thence deflecting right 90 degrees to the East line of said Lot 294, and said "Line A" there ending, and lying East of a line hereinafter referred to as said "Line B", said "Line B" being described as follows: Commencing at the point of intersection of said "Line A" with the West line of said Lot 294; thence East along said "Line A" a distance of 53.40 feet to the point of beginning of said "Line B"; thence deflecting right 90 degrees 18 minutes to the South line of said Lot 294, and said "Line B" there ending, lying Westerly of a line drawn from a point on the North line of said property distant 115.90 feet East of the Northwest corner thereof to a point on the South line of said property distant 138.39 feet East of the Southwest corner thereof and there terminating, Hennepin County, Minnesota.

Exhibit B

Assessment Agreement

ASSESSMENT AGREEMENT

THIS AGREEMENT is made this 23rd day of June, 2025 by and between the City of Shorewood (SHOREWOOD), a municipal corporation organized under the laws of the State of Minnesota, located at 5755 Country Club Road, Shorewood, MN 55331 and Michael Brady Wasem, Jr. 26085 Oak Leaf Trail, Shorewood, MN 55331 (OWNER).

RECITALS

WHEREAS, the OWNER is the owner of the real property located at: 23622 Smithtown Road, Shorewood, MN, 55331; PID: 34-114-23-23-0049, legally described as follows:

(“SUBJECT PROPERTY”)

That part of Lot 294, Auditor's Subdivision No. 135, Hennepin County, Minnesota, lying South of a line hereinafter referred to as "Line A" said "Line A" being described as follows: Commencing at the Southeast corner of Lot 3, Block 3, Excelsior Park; thence North along the East line of said Lot 3 a distance of 13.00 feet to the point of beginning of said "Line A"; thence deflecting right 90 degrees to the East line of said Lot 294, and said "Line A" there ending, and lying East of a line hereinafter referred to as said "Line B", said "Line B" being described as follows: Commencing at the point of intersection of said "Line A" with the West line of said Lot 294; thence East along said "Line A" a distance of 53.40 feet to the point of beginning of said "Line B"; thence deflecting right 90 degrees 18 minutes to the South line of said Lot 294, and said "Line B" there ending, lying Westerly of a line drawn from a point on the North line of said property distant 115.90 feet East of the Northwest corner thereof to a point on the South line of said property distant 138.39 feet East of the Southwest corner thereof and there terminating, Hennepin County, Minnesota.

WHEREAS, the OWNER desires to connect to the municipal water supply; and,

WHEREAS, the present Water Access Charge is \$10,000; and

WHEREAS, the OWNER requests that the full amount of the Water Access charge be assessed against the SUBJECT PROPERTY pursuant to Minn. Stat. Ch. 429.

AGREEMENT

NOW THEREFORE, pursuant to the mutual agreements provided herein, it is agreed by and between the CITY and the OWNER as follows:

1. The OWNER represents and warrants that he is the OWNER of the SUBJECT PROPERTY and that he has full legal authority to encumber the SUBJECT PROPERTY and that as of the date of the execution of this agreement, the OWNER has fee title to the SUBJECT PROPERTY subject only to the liens, interests or encumbrances of record.
2. The OWNER understands and requests that the City levy the Water Access Charge assessed against the PROPERTY in the amount of **\$10,000.00** ("Assessment").
3. The OWNER understands and agrees that SHOREWOOD will provide that the Assessment is payable in five (5) annual installments without deferment and will bear an interest rate of five (5.0) percent per annum. The Assessment shall be deemed adopted on the date this Agreement has been signed by all parties. The installments shall begin with taxes paid in 2024 and collected with the ad valorem taxes at the times due as determined by Hennepin County.
4. The OWNER agrees that the covenants, waivers and agreements contained in this Agreement shall bind the successors and assigns of the OWNER and shall encumber the PROPERTY in accordance with the agreements described herein.
5. The OWNER its successors and assigns, waives any and all procedural and substantive objections to the Assessment including but not limited to public hearing requirements and any claim that the assessment exceeds the benefit to the Subject Property. Property Owner waives any appeal rights otherwise available pursuant to Minn. Stat. § 429.081.
6. The OWNER, its successors and assigns, hereby unconditionally releases and forever discharges the City, its elected officials, employees, agents and insurers from any and all claims and causes of action of whatever kind or nature that is in any way connected with the Assessment.

This Agreement shall be binding upon Property Owner and its successors and assigns. This Agreement shall run with the land and may be recorded against the title to the Subject Property.

[Remainder of page is intentionally left blank.]

Signature pages follow.]

OWNER

By: _____

Date: _____

By: _____

Date: _____

CITY OF SHOREWOOD

By: _____

Date: _____

Its _____

By: _____

Date: _____

Its _____

STATE OF MINNESOTA)

) SS:

COUNTY OF HENNEPIN)

The foregoing ASSESSMENT AGREEMENT dated _____ was sworn and subscribed before me in person this ____ day of _____, 20__ by _____ and _____.

Notary Public

STATE OF MINNESOTA)

) SS:

COUNTY OF HENNEPIN)

The foregoing ASSESSMENT AGREEMENT dated _____ was sworn and subscribed before me in person this ____ day of _____, 20__ by Jennifer Labadie, Mayor, and by Sandie Thone, City Clerk of the City of Shorewood (a Minnesota Municipal Corporation), who are personally known to me, on behalf of the Corporation and pursuant to the authority of the City Council.

Notary Public



City Council Meeting Item

Title/Subject: **Adopt Resolution Approving a Special Assessment
Brendan Larson, 6180 Church Road**

Meeting Date: June 23, 2025

Prepared by: Marc Nevinski, City Administrator

Attachments: **Resolution Approving and Adopting a Special Assessment
Assessment Agreement**

Item 2H

Background:

To assist in managing the cost of connecting to City water, the City allows homeowners to request the water access charge (WAC) of \$10,000 be specially assessed to their property and paid through property taxes through an assessment agreement. The owner of the above captioned address wishes to enter into such an assessment agreement pursuant to Minnesota Statutes Chapter 429.

The special assessment will be certified to taxes and will be payable in five annual installments beginning in 2026 at an interest rate of 5.0%. The assessment will run with the property and the owner may pay off the assessment balance at any time. The owners also waive any rights to appeal the assessment, and the agreement will be recorded against the property.

Financial or Budget Considerations:

Connecting to City water provides revenue which supports the City's water utility fund.

Action Requested:

Motion to adopt the resolution approving and adopting a special assessment agreement and authorizing the Mayor to sign the assessment agreement.

CITY OF SHOREWOOD

RESOLUTION NO. 25-065

A RESOLUTION APPROVING AND ADOPTING A SPECIAL ASSESSMENT

WHEREAS, Brendan Larson (“Owner”) has requested that the Shorewood City Council specially assess water access charges that affect Owners’ property at 6180 Church Road Shorewood, Minnesota (PID 32-117-23-34-0007) and legally described in Exhibit A attached hereto (“Subject Property”); and

WHEREAS, the City has received the following signed Assessment Agreement, Exhibit B attached hereto, waiving all applicable assessment procedural requirements and requesting to be assessed for the water access charge in the amount itemized therein for the Subject Property.

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

1. The signed Assessment Agreement is hereby accepted and approved.
2. The water access charge amounting to \$10,000.00 is hereby adopted and shall constitute a special assessment against the Subject Property and hereby made part of this Resolution by reference and that the tract of land therein included is hereby found to be benefited by the charge and connection to municipal water in the amount of the assessment levied against it.
3. Such assessment shall be payable in equal annual installments without deferment extending over a period of five (5) years, the first of the installments to be payable with taxes paid in 2026 and shall bear the interest rate of 5.0% per annum.
4. The Owners, at any time prior to certification of the assessment to the County Auditor, may pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City, except that no interest shall be charged if the entire assessment is paid within thirty (30) days from the adoption of this Resolution; and such owner may at any time thereafter, pay the City the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the next succeeding year. The Owners may also at any time prior to November 15, of any year, pay the remaining unpaid principal balance with interest accrued to December 31 of the year in which such prepayment is made.
5. The City Clerk shall forthwith transmit a certified duplicate of this assessment to the County Auditor to be extended on the property tax lists of the County.

Adopted by the City Council of the City of Shorewood this ___th day of _____, 2025.

Mayor Jennifer Labadie

ATTEST

Sandie Thone, City Clerk

Exhibit A

Legal Description

Lot 6, Minnewashta, Hennepin County, Minnesota

Exhibit B

Assessment Agreement

ASSESSMENT AGREEMENT

THIS AGREEMENT is made this 23rd day of June, 2025, by and between the City of Shorewood (SHOREWOOD), a municipal corporation organized under the laws of the State of Minnesota, located at 5755 Country Club Road, Shorewood, MN 55331 and Brendan Larson, 6240 Hwy 65 NE, Fridley, MN 55432 (OWNER).

RECITALS

WHEREAS, the OWNER is the owner of the real property located at: 6180 Church Road, Shorewood, MN, 55331; PID: 32-117-23-34-0007, legally described as follows:

(“SUBJECT PROPERTY”)

Lot 6, Minnewashta, Hennepin County, Minnesota.

WHEREAS, the OWNER desires to connect to the municipal water supply; and,

WHEREAS, the present Water Access Charge is \$10,000; and

WHEREAS, the OWNER requests that the full amount of the Water Access charge be assessed against the SUBJECT PROPERTY pursuant to Minn. Stat. Ch. 429.

AGREEMENT

NOW THEREFORE, pursuant to the mutual agreements provided herein, it is agreed by and between the CITY and the OWNER as follows:

1. The OWNER represents and warrants that he is the OWNER of the SUBJECT PROPERTY and that he has full legal authority to encumber the SUBJECT PROPERTY and that as of the date of the execution of this agreement, the OWNER has fee title to the SUBJECT PROPERTY subject only to the liens, interests or encumbrances of record.

2. The OWNER understands and requests that the City levy the Water Access Charge assessed against the PROPERTY in the amount of **\$10,000.00** (“Assessment”).
3. The OWNER understands and agrees that SHOREWOOD will provide that the Assessment is payable in five (5) annual installments without deferment and will bear an interest rate of five (5.0) percent per annum. The Assessment shall be deemed adopted on the date this Agreement has been signed by all parties. The installments shall begin with taxes paid in 2026 and collected with the ad valorem taxes at the times due as determined by Hennepin County.
4. The OWNER agrees that the covenants, waivers and agreements contained in this Agreement shall bind the successors and assigns of the OWNER and shall encumber the PROPERTY in accordance with the agreements described herein.
5. The OWNER its successors and assigns, waives any and all procedural and substantive objections to the Assessment including but not limited to public hearing requirements and any claim that the assessment exceeds the benefit to the Subject Property. Property Owner waives any appeal rights otherwise available pursuant to Minn. Stat. § 429.081.
6. The OWNER, its successors and assigns, hereby unconditionally releases and forever discharges the City, its elected officials, employees, agents and insurers from any and all claims and causes of action of whatever kind or nature that is in any way connected with the Assessment.

This Agreement shall be binding upon Property Owner and its successors and assigns. This Agreement shall run with the land and may be recorded against the title to the Subject Property.

[Remainder of page is intentionally left blank.]

Signature pages follow.]

OWNER

By: _____

Date: _____

By: _____

Date: _____

CITY OF SHOREWOOD

By: _____

Date: _____

Its _____

By: _____

Date: _____

Its _____

STATE OF MINNESOTA)

) SS:

COUNTY OF HENNEPIN)

The foregoing ASSESSMENT AGREEMENT dated _____ was sworn and subscribed before me in person this ____ day of _____, 20__ by _____ and _____.

Notary Public

STATE OF MINNESOTA)

) SS:

COUNTY OF HENNEPIN)

The foregoing ASSESSMENT AGREEMENT dated _____ was sworn and subscribed before me in person this ____ day of _____, 20__ by Jennifer Labadie, Mayor, and by Sandie Thone, City Clerk of the City of Shorewood (a Minnesota Municipal Corporation), who are personally known to me, on behalf of the Corporation and pursuant to the authority of the City Council.

Notary Public



City Council Meeting Item

Title/Subject: 2025 Retail Liquor License Renewals
Meeting Date: Monday, June 23, 2025
Prepared by: Brenda Pricco, Deputy City Clerk
Reviewed by: Sandie Thone, City Clerk/HR Director
Attachments: Resolution

Item 21

Background

Shorewood City Code Chapter 401, Liquor Regulations provides for consideration of licensing establishments to sell on and off-sale liquor in the city limits.

The following establishment is requesting council consideration in renewing their existing liquor license which expired on May 31, 2025:

1) Shorewood Liquor Inc.	23670 State Hwy 7	Off Sale
dba Shorewood Liquor	Shorewood, MN 55331	

The licensee has submitted all the required documentation, met the insurance liability requirements, has successfully passed a background investigation through South Lake Minnetonka Police Department (SLMPD), submitted the required licensing fees, and met the State of Minnesota, Department of Public Safety, Alcohol and Gambling Enforcement requirements as well.

Financial Considerations

Licensing fees as set forth in the City's fee schedule for liquor licenses have been collected.

Action Requested

Staff respectfully recommends the city council approve liquor license renewal effective after approval from MN State AGE through May 31, 2026 for the above delineated establishment in the city limits.

Motion to approve the renewal of the Retail Liquor License as presented.

Simple majority vote required.

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

RESOLUTION 25-058

A RESOLUTION APPROVING 2025 RETAIL LIQUOR LICENSE RENEWAL

WHEREAS, Shorewood City Code, Chapter 401 provides that no person may directly or indirectly, on any pretense or by any device, sell, barter, keep for sale, charge for possession, or otherwise dispose of alcoholic beverages as part of a commercial transaction without having obtained the required license or permit; and

WHEREAS, in addition to the requirements set forth by the Minnesota Department of Public Safety, Alcohol and Gambling Enforcement Division, Shorewood City Code provides that the applicant shall complete an application for a liquor license, pay the required licensing fee, fulfill insurance coverage requirements and complete a successful background investigation; and

WHEREAS, the following applicant successfully completed the application process, satisfying the requirements as delineated above for the issuance of a liquor license issued for the period of one year, or that portion thereof, from the approval date of the MN State AGE to May 31, 2026, consistent with the requirements and provisions of Chapter 401 of the Shorewood City Code.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Shorewood, the following license issued to the applicant as follows is approved:

<u>Applicant</u>	<u>Address</u>	<u>License</u>
Shorewood Liquor Inc. dba Shorewood Liquor	23670 State Hwy 7 Shorewood, MN 55331	Off Sale

ADOPTED BY THE CITY COUNCIL of the City of Shorewood this 23rd day of June 2025.

Jennifer Labadie, Mayor

Attest:

Sandie Thone, City Clerk



City Council Meeting Item

Item
4A

Title/Subject: Long Term Financial Management Plan
Meeting Date: June 23, 2025
Prepared by: Jeanne Schmuck, Finance Director
Reviewed by: Marc Nevinski, City Administrator
Attachments: [Long Term Financial Management Plan](#)

Background

Northland Securities, Inc. has been engaged to build a Long-Term Financial Management Plan. This Plan is intended to help inform decisions on tax and enterprise fees, among other financial decisions. The Plan provides information to inform decisions both in the near term, and long-term, as near-term decisions often have long-term implications.

The Plan contains proposed strategies and key objectives to monitor with respect to on-going and future financial performance. This Plan utilizes the audited financial information from 2023 and 2024, as well as the 2025 budget and 2025-2034 Capital Improvement Plan.

Tammy Omdal, Managing Director from Northland Securities, Inc. will provide a brief overview of the document, as well as discussion of the goals and initiatives which are included within the Plan. A more in-depth review of the document was part of the work session at 5:30 pm prior to this meeting.

Financial Considerations

This Plan is a flexible living document that will be maintained internally going forward and will be a valuable tool to support budget decisions throughout the year. The specific timing of future improvements is uncertain, but awareness of the projects and the funding required for each project are important when considering tax levy, rates for fees and charges, and level of reserves, along with evaluating various considerations with respect to water connections, fee structure, base and/or infrastructure fees, as well as utility rate analyses and the impact on the City's constituents going forward.

Action Requested

Accept the Long-Term Financial Management Plan.

A simple majority vote by the Council is required.



City Council Meeting Item

Item
4B

Title/Subject: Excelsior Fire District 2026 Budget
Meeting Date: June 23, 2025
Prepared by: Marc Nevinski, City Administrator
Attachments: 2026 Budget Summary Memos
SCBA Allocation
Fire Chief's 2026 Budget Overview

Background

Fire Chief Curt Mackey will present the Excelsior Fire District's proposed 2026 budget.

The budget is proposed to increase 11.27% in 2026, to \$2,564,442. Shorewood's share of this proposed budget is \$924,200.87, a \$80,622.72 or 9.56% increase. Additionally, there is an immediate need to purchase SCBAs and related equipment which expire in 2026. The estimated cost for these items is \$425,000. Shorewood's share of this expense is \$155,550. This totals \$1,079,750 for Shorewood in 2026, a 28% increase. To hopefully reduce this expense, the Fire Chief is obtaining quotes from multiple vendors and exploring financing options for the SCBAs.

The EFD Board met in a work session in May to review the proposed budget and will meet again in a work session on June 25. Member cities must approve the budget no later than September 15th.

Financial Considerations

See above.

Action Requested

No action is required at this time.

**2026 Excelsior Fire District
Proposed Budget Summary**

EXCELSIOR FIRE DISTRICT					
Proposed Budget 2026					
Allocation by City using Joint Powers Agreement 2010 Funding Formula					
Proposed 2026 Budget			\$2,564,442		
<u>Tax Capacity</u>			Cities' Calculated <u>Share of Cost</u>		
	<u>Dollars</u>	<u>Percent</u>	<u>Operations</u>	<u>Facilities</u>	<u>Total</u>
Deephaven	25,459,505	29.01%	\$669,659	\$74,371	\$744,030
Excelsior	11,563,258	13.18%	\$304,147	\$33,778	\$337,925
Greenwood	6,926,215	7.89%	\$182,180	\$20,232	\$202,412
Shorewood**	31,624,656	36.04%	\$831,821	\$92,380	\$924,201
Tonka Bay	12,177,415	13.88%	\$320,302	\$35,572	\$355,874
	<u>87,751,049</u>	<u>100%</u>	<u>\$2,308,109</u>	<u>\$256,333</u>	<u>\$2,564,442</u>
(Using 2025 Hennepin County Assessors' valuations)					
**Total 2025 Tax Capacity less reduction for The Islands served by the Mound FD.					

2026 Allocation by City Compared to 2024 & 2025					
2026 Operating Budget and Capital less Reserves Use and Other Income					
City	2024 Budget	2025 Budget	2026 Budget	Increase	Inc %
Deephaven	\$602,750.84	\$668,375.13	\$744,030.12	\$75,654.99	11.32%
Excelsior	\$255,873.60	\$291,777.47	\$337,925.36	\$46,147.89	15.82%
Greenwood	\$175,164.94	\$190,284.24	\$202,412.13	\$12,127.89	6.37%
Shorewood	\$746,361.43	\$843,578.15	\$924,200.87	\$80,622.72	9.56%
Tonka Bay	\$273,849.19	\$310,718.01	\$355,873.52	\$45,155.51	14.53%
Total Contribution	\$2,054,000.00	\$2,304,733.00	\$2,564,442.00	\$259,709.00	11.27%

EXCELSIOR FIRE DISTRICT 2024 Operating Budget -DRAFT FUND 230								2026	
Item	2022 Actual	2023 Budget	2024 Budget	2024 Actual	2025 Budget	2026 Budget	Budget Increase relative to 2025	% Increase	
Personal Services									
Employees Regular	\$ 261,200.08	\$ 254,636.00	\$ 343,617.80	\$ 301,315.00	\$ 521,986.40	\$ 669,048.85	\$ 147,062.45	28.2%	
Part-Time Employees	\$ 30,372.23	\$ 18,624.00	\$ 32,596.20	\$ 31,816.00	\$ 34,220.55	\$ 35,926.80	\$ 1,706.25	5.0%	
Firefighter's Salaries	\$ 419,705.13	\$ 502,321.00	\$ 581,610.60	\$ 733,221.00	\$ 689,650.13	\$ 713,687.92	\$ 24,037.79	3.5%	
PERA	\$ 38,397.95	\$ 40,628.00	\$ 54,438.15	\$ 48,148.00	\$ 80,031.62	\$ 109,207.91	\$ 29,176.29	36.5%	
FICA/MC	\$ 64,248.16	\$ 50,804.00	\$ 55,874.41	\$ 64,076.00	\$ 73,174.66	\$ 71,567.41	\$ (1,607.25)	-2.2%	
State Fire Aid	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	
Health & Dental Insurance	\$ 42,377.65	\$ 46,930.00	\$ 55,975.00	\$ 44,907.00	\$ 82,461.00	\$ 118,436.00	\$ 35,975.00	43.6%	
Life Insurance	\$ 1,121.55	\$ 748.00	\$ 892.00	\$ 278.00	\$ 1,115.00	\$ 1,115.00	\$ -	0.0%	
Worker's Comp	\$ 41,279.00	\$ 40,765.00	\$ 47,099.36	\$ 32,518.00	\$ 47,099.00	\$ 47,099.00	\$ -	0.0%	
Total Personal Services	\$ 898,701.75	\$ 955,456.00	\$ 1,172,103.52	\$ 1,256,279.00	\$ 1,529,738.35	\$ 1,766,088.89	\$ 236,350.53	15.5%	
Pension									
Fire Pension Contribution	\$ 187,458.00	\$ 214,961.00	\$ 220,000.00	\$ 244,137.00	\$ 231,000.00	\$ 268,550.00	\$ 37,550.00	16.3%	
Total Pension Contribution	\$ 187,458.00	\$ 214,961.00	\$ 220,000.00	\$ 244,137.00	\$ 231,000.00	\$ 268,550.00	\$ 37,550.00	16.3%	
Supplies									
Office Supplies	\$ 2,757.91	\$ 2,800.00	\$ 3,000.00	\$ 2,974.00	\$ 3,000.00	\$ 3,000.00	\$ -	0.0%	
Motor Fuels	\$ 21,910.74	\$ 18,000.00	\$ 25,000.00	\$ 20,533.00	\$ 25,000.00	\$ 25,000.00	\$ -	0.0%	
Clothing	\$ 34,595.84	\$ 42,121.00	\$ 45,971.00	\$ 43,576.00	\$ 45,971.00	\$ 47,070.00	\$ 1,099.00	2.4%	
Repair/Maint. Supplies	\$ 7,098.92	\$ 10,000.00	\$ 11,200.00	\$ 9,120.00	\$ 15,000.00	\$ 15,000.00	\$ -	0.0%	
First Aid Supplies	\$ 5,131.54	\$ 5,200.00	\$ 6,000.00	\$ 8,535.00	\$ 6,000.00	\$ 6,000.00	\$ -	0.0%	
Firefighting Supplies	\$ 13,817.13	\$ 11,000.00	\$ 13,000.00	\$ 8,516.00	\$ 22,600.00	\$ 21,600.00	\$ (1,000.00)	-4.4%	
Fire Prevention Tools	\$ 4,707.95	\$ 5,800.00	\$ 7,000.00	\$ 6,463.00	\$ 7,000.00	\$ 7,000.00	\$ -	0.0%	
Total Supplies	\$ 90,020.03	\$ 94,921.00	\$ 111,171.00	\$ 99,717.00	\$ 124,571.00	\$ 124,670.00	\$ 99.00	0.1%	
Professional Services									
Legal	\$ 8,896.99	\$ 5,000.00	\$ 6,000.00	\$ -	\$ 6,000.00	\$ 3,000.00	\$ (3,000.00)	-50.0%	
Fiscal Mgmt Fees	\$ -	\$ 5,556.00	\$ 8,060.00	\$ 5,537.00	\$ 7,400.00	\$ 7,400.00	\$ -	0.0%	
Auditing	\$ 21,025.00	\$ 16,100.00	\$ 18,860.00	\$ 15,425.00	\$ 18,860.00	\$ 18,860.00	\$ -	0.0%	
Refuse & Recycling	\$ 2,508.37	\$ 2,260.00	\$ 3,000.00	\$ 3,537.00	\$ 3,600.00	\$ 3,600.00	\$ -	0.0%	
Janitorial Services	\$ 1,961.41	\$ 5,000.00	\$ 3,000.00	\$ 1,993.00	\$ 5,000.00	\$ 3,000.00	\$ (2,000.00)	-40.0%	
Medical Fees	\$ 8,794.25	\$ 13,000.00	\$ 13,000.00	\$ 11,292.00	\$ 13,000.00	\$ 13,000.00	\$ -	0.0%	
Other Prof. Services	\$ 33,880.69	\$ 31,000.00	\$ 34,300.00	\$ 14,623.00	\$ 17,800.00	\$ 17,800.00	\$ -	0.0%	
Total Prof. Services	\$ 77,066.71	\$ 77,916.00	\$ 86,220.00	\$ 52,407.00	\$ 71,660.00	\$ 66,660.00	\$ (5,000.00)	-7.0%	
Other Services and Charges									
Telephone	\$ 36,075.92	\$ 24,100.00	\$ 25,450.00	\$ 15,779.00	\$ 25,450.00	\$ 18,500.00	\$ (6,950.00)	-27.3%	
Postage	\$ 539.26	\$ 600.00	\$ 600.00	\$ 621.00	\$ 600.00	\$ 600.00	\$ -	0.0%	
Radio Units	\$ 40,802.37	\$ 39,000.00	\$ 42,650.00	\$ 35,369.00	\$ 42,650.00	\$ 42,650.00	\$ -	0.0%	
Recruitment/Retention	\$ -	\$ -	\$ 25,000.00	\$ 33,266.00	\$ 25,000.00	\$ 25,000.00	\$ -	0.0%	
Conferences	\$ 5,216.72	\$ 7,780.00	\$ 15,250.00	\$ 19,776.00	\$ 20,250.00	\$ 20,250.00	\$ -	0.0%	
Mileage	\$ 595.53	\$ 100.00	\$ 1,500.00	\$ 872.00	\$ 1,500.00	\$ 1,500.00	\$ -	0.0%	
Meeting Expenses	\$ 1,833.79	\$ 5,500.00	\$ 5,500.00	\$ 4,799.00	\$ 5,500.00	\$ 5,500.00	\$ -	0.0%	
Training & Schools	\$ 10,055.17	\$ 27,200.00	\$ 28,500.00	\$ 11,267.00	\$ 28,500.00	\$ 28,500.00	\$ -	0.0%	
Printing & Publishing	\$ 1,321.26	\$ 1,000.00	\$ 1,400.00	\$ 345.00	\$ 1,700.00	\$ 1,475.00	\$ (225.00)	-13.2%	
Insurance	\$ 20,477.00	\$ 20,000.00	\$ 28,300.00	\$ 24,326.00	\$ 35,000.00	\$ 35,000.00	\$ -	0.0%	
Electric Utilities	\$ 35,637.76	\$ 37,000.00	\$ 40,000.00	\$ 29,893.00	\$ 40,000.00	\$ 35,000.00	\$ (5,000.00)	-12.5%	
Gas Utilities	\$ 18,874.05	\$ 15,000.00	\$ 21,000.00	\$ 16,398.00	\$ 21,000.00	\$ 21,000.00	\$ -	0.0%	
Other Utilities	\$ 2,154.75	\$ 2,100.00	\$ 2,310.00	\$ 2,655.00	\$ 2,500.00	\$ 3,000.00	\$ 500.00	20.0%	
Contracted Repairs	\$ 52,230.07	\$ 22,700.00	\$ 28,100.00	\$ 38,912.00	\$ 28,100.00	\$ 30,800.00	\$ 2,700.00	9.6%	
Machinery/Equipment	\$ 37,323.24	\$ 43,035.00	\$ 49,255.00	\$ 63,330.00	\$ 52,255.00	\$ 52,255.00	\$ -	0.0%	
Other Maintenance	\$ 22,624.71	\$ 20,550.00	\$ 24,050.00	\$ 16,955.00	\$ 25,050.00	\$ 25,050.00	\$ -	0.0%	
Misc Expenses	\$ 2,211.57	\$ 1,226.00	\$ 1,226.00	\$ 2,033.00	\$ 1,726.00	\$ 750.00	\$ (976.00)	-56.5%	
Dues and Subscriptions	\$ 7,549.86	\$ 15,780.00	\$ 16,005.00	\$ 19,502.00	\$ 21,705.00	\$ 25,210.00	\$ 3,505.00	16.1%	
Total Other Services	\$ 295,523.03	\$ 282,671.00	\$ 356,096.00	\$ 336,098.00	\$ 378,486.00	\$ 372,040.00	\$ (6,446.00)	-1.7%	
Total Operating Budget	\$ 1,548,769.52	\$ 1,625,925.00	\$ 1,945,590.52	\$ 1,988,638.00	\$ 2,335,455.35	\$ 2,598,008.89	\$ 262,553.53	11.2%	
Capital Outlay									
CIP Transfer	\$ 123,093.80	\$ 250,000.00	\$ 285,000.00	\$ 285,000.00	\$ 225,000.00	\$ 226,333.00	\$ 1,333.00	0.6%	
Building Fund Transfer	\$ 10,567.85	\$ 29,000.00	\$ 24,000.00	\$ 24,000.00	\$ 30,000.00	\$ 30,000.00	\$ -	0.0%	
Facilities Transfer	\$ 75,000.00	\$ 274,477.00	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	
Total Capital Outlay	\$ 208,661.65	\$ 553,477.00	\$ 309,000.00	\$ 309,000.00	\$ 255,000.00	\$ 256,333.00	\$ 1,333.00	0.5%	
Fire Operating Expenses	\$ 1,757,431.17	\$ 2,179,402.00	\$ 2,254,590.52	\$ 2,297,638.00	\$ 2,590,455.35	\$ 2,854,341.89	\$ 263,886.53	10.2%	
Operating Revenues									
State Fire Aid	\$ 187,458.00	\$ 214,961.00	\$ 220,000.00	\$ 244,137.00	\$ 231,000.00	\$ 268,550.00	\$ 37,550.00	16.3%	
Municipal Fire Contracts	\$ 1,975,000.04	\$ 2,054,000.00	\$ 2,054,000.00	\$ 2,054,000.00	\$ 2,304,733.00	\$ 2,564,442.00	\$ 259,709.00	11.3%	
Interest Earnings	\$ 1,526.34	\$ 1,100.00	\$ 1,100.00	\$ 6,221.00	\$ 1,100.00	\$ 1,100.00	\$ -	0.0%	
Refunds & Reimbursements	\$ 82,435.03	\$ 5,000.00	\$ 5,000.00	\$ 17,002.00	\$ 5,000.00	\$ 5,000.00	\$ -	0.0%	
Donations	\$ 1,800.00	\$ 2,000.00	\$ 2,000.00	\$ 4,755.00	\$ 2,500.00	\$ 2,500.00	\$ -	0.0%	
Shared Services Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	
Special Event Permits	\$ 7,640.00	\$ 5,000.00	\$ 10,000.00	\$ 11,340.00	\$ 12,750.00	\$ 12,750.00	\$ -	0.0%	
Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	
Total Operating Revenues	\$ 2,255,859.41	\$ 2,282,061.00	\$ 2,292,100.00	\$ 2,337,455.00	\$ 2,557,083.00	\$ 2,854,342.00	\$ 297,259.00	11.6%	
Balance	\$ 498,428.24	\$ 102,659.00			\$ (33,372.35)	\$ 0.11			
Balance January 1st	\$ 341,962.00	\$ 303,296.00				\$ 303,296.00			
Balance December 31st	\$ 303,296.00	\$ 323,919.00				\$ 303,296.11			
Unassigned Fund Balance %	20%	19%							



Excelsior Fire District
Proudly serving the Communities of:
Deephaven-Excelsior-Greenwood-Shorewood-Tonka Bay
 24100 Smithtown Road
 Shorewood, MN. 55331

SCBA & SCBA COMPRESSOR REPLACEMENT

SCBA Replacement	\$340,000.00
SCBA Compressor	\$85,000.00
Total Contracted Amount:	<u>\$425,000.00</u>

Tax Capacity from 2025 Budget = \$83,851,058

<u>City</u>	<u>Dollars</u>	<u>Percent</u>	<u>Total</u>
Deephaven	\$ 425,000.00	29.00%	\$ 123,250.00
Excelsior	\$ 425,000.00	12.66%	\$ 53,805.00
Greenwood	\$ 425,000.00	8.26%	\$ 35,105.00
Shorewood	\$ 425,000.00	36.60%	\$ 155,550.00
Tonka Bay	\$ 425,000.00	13.48%	\$ 57,290.00
Total Contributions		<u>100%</u>	<u>\$ 425,000.00</u>

Excelsior Fire District

2026 BUDGET

2026 OVERVIEW

In preparing the 2026 budget, version 1, the following updates/changes were incorporated into the draft.

- Operating budget increase of 11.2% total.
- Updated spreadsheet so that all operating expenses were calculated based upon detailed schedules contained in “2025 SalaryBenefits” and “2025 Supplies & Other” tabs.
- All PERA, FICA and Medicare expenses based upon formulas embedded in spreadsheet.
- 2024 actual categories updated to include income and expenses year to date.
- End of year 2024 Balance \$504,459.05 or 22% of operating budget.
 - Reserves within the recommended JPA of 20-30 percent of overall budget.

2026 CHANGES

- Maintained overnight duty crew stipend on Friday and Saturday nights at \$100. Maintained weekday overnight duty crew stipends at \$80 per night.
- INCREASED all paid-on call firefighter staffing to full capacity (50 members) and hourly wages by 10% effective 1/1/2026. \$20.00 to \$22.00 per hour. All full-time staff 5% annual increase starting on 01/01/2026 based on pay study in 2024.
- Funded Capital Equipment purchases with continued support for small vehicle lease program and large apparatus lease payments. Budget increased by 0.6%.
- Funded Building Improvement Fund. Budget increased by 0%.
- Maintained weekend Duty Crew daytime staffing 2 firefighters at both stations’ minimum.
- Due to anticipated retirements over the last three years, resulting in the lack of Incident Command experience and available discretionary time for Duty Officers within the current and foreseeable future in the district on a paid-on call basis the budget increases are targeting mainly in staffing one final new full-time position, along with inflation throughout the rest of the 2026 budget. The fire board unanimously decided over the last 4 years a plan to fill 1 Assistant Chief of Operations, 3 Battalion Chiefs to fill the experience and discretionary time gaps of Duty Officer time and experience specifically but each BC wears many hats including, Training, Emergency Management, Technology (Internet, digital subscriptions, radios and pagers, software management, Logistics, overseeing different areas of response including: Life Safety Unit/Hazmat, Boat and water, Quartermaster (Uniforms and PPE), SCBA purchase and maintenance, recruitment and retention along with onboarding just to name a few dominate area’s.
- Three major areas of concern that have become additional challenges for the organization after the 5-year plan was implemented:
 - OSHA 1910.156 fire brigade standard being radically revised.
 - EMS delivery concerns under the current PSA (Public Service Area) for extended critical EMS response times from current providers. (Hennepin EMS and Ridgeview)
 - ISO requirements for part-time and career staffing, water supply and water storage along with response times to maintain our current class 3 rating. This rating is the number Insurance companies use to determine insurance premiums for commercial and residential residents in the district.

- ESST January 1, 2024
- Paid Leave January 1, 2026

2026 KEY FINANCIAL NOTES

- Assumptions:
 - Staff predictability and availability will continue to challenge the organization resulting in the need to continue to invest in the current duty crew model. Scheduled shifts and market pay based on pay study in 2024.
 - Duty officer program will continue to be needed until additional full-time staff can be added.
 - An estimated minimum 5-8% growth rate for all operating expenses except health insurance which was set to 10% based on recommendations from Adbo audits over the previous 3 years.
 - Organization complexity along with service demands and desire to achieve a balanced life/work for both career and part time or paid on call firefighters will result in the addition of one full-time position beginning Q4 2026. This is the last piece of the 5-year plan for career staffing.
 - Fund reserves with a target reserve of 20% to 25% of the full budget.
 - A continued goal of leveraging the elimination of mortgage debt into needed career staffing.
 - Continuing fire district marketing campaign (branding video, interactive Facebook and website pages), recruitment and retention to maintain paid on call model moving forward augmented with career fireground and administrative staffing.

2024-2026 CHANGES

- Adding financial projections to building improvement funds to provide funding for roof replacement, boilers, interior concrete flooring, and other unanticipated building maintenance costs.
- ADD full-time Assistant Chief effective 7/1/2024
 - Assist Fire Chief with day-to-day operations including response.
 - Manage duty crew schedules, payroll, training and station duties
 - Focus on grant funding opportunities
 - Staff and officer development
 - Emergency Management while working with risk reduction team (Fire Marshal and Part time inspector)
 - Facilities and Apparatus purchasing and maintenance
- ADD three (3) full-time Deputy/Battalion Chiefs in 2024-2026 on 24-hour shifts.
 - Significantly REDUCE load on current duty officer program
 - INCREASE daily fireground and response resources
 - Continue succession planning program
 - Cover and supervise duty crews during the day and night.
 - Manage: Training, Administration, and daily operations
- REDUCED duty officer coverage for non-full-time coverage days for vacation/sick time coverage only

**CITY OF SHOREWOOD
PARK COMMISSION MEETING
TUESDAY, MAY 20, 2025**

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

MINUTES

1. CONVENE PARK COMMISSION MEETING

Chair Hirner convened the meeting at 7:00 p.m.

A. Roll Call

Present: Chair Hirner, Commissioners Wenner, and Sylvester; City Council Liaison Gorham; Parks and Recreation Manager Czech

Absent: Commissioners Garske and Bahneman

B. Review Agenda

Commissioner Wenner moved to approve the agenda as written. Commissioner Sylvester seconded the motion. Motion carried 3-0.

2. APPROVAL OF MINUTES

A. Park Commission Meeting Minutes of April 22, 2025

Commissioner Wenner moved to approve the minutes of the April 22, 2025, meeting as written. Commissioner Sylvester seconded the motion. Motion carried 3-0.

3. MATTERS FROM THE FLOOR

There were none.

4. GENERAL BUSINESS

A. Parks and Recreation Master Plan Update

Parks and Recreation Manager Czech explained that staff sat in on the kick-off meeting with Bolton and Menk last week to go over the schedule and finalize some key dates. He stated that they will start things off on June 2, 2025, 9:00 a.m. to 1:00 p.m., with a park system tour with Bolton and Menk, and noted that staff planned to attend, but one or two Commissioners could also attend, if they were available. He stated that from this park system tour they would be able to have an initial inventory and analysis of the City's parks and clarified that he would continue to provide updates to the Commission as Bolton and Menk works through the process of creating a Master Plan to ensure input from the Commission would be integrated into the plans.

Commissioner Wenner asked if the Commission would be able to have any input on the community survey that would be put online June 16, 2025, through August 4, 2025.

Parks and Recreation Manager Czech stated he felt it would most likely be done at the staff level, alongside the consultant, because the Commission would not meet again until June 24, 2025.

Commissioner Wenner shared some information that she would like to see included in the surveys related to dog parks, additional pollinator gardens, and Gideon Glen signage.

Parks and Recreation Manager Czech stated that he has provided documentation to the consultants of past discussion topics from the Park Commission meetings, such as their parks inventory from last year.

Chair Hirner asked if adopt-a-garden was a topic included in what the consultants would be looking at and noted that he felt the community gardens and the adopt-a-garden would be something good to include in the survey, or at least make sure the consultants take a look at them as part of the overall plan. He asked if there would be anything regarding trees and explained that he felt it would be helpful for the City to have a general sense of where additional trees should and should not be put, for example, when they hold their tree planting events.

Parks and Recreation Manager Czech stated that this could be part of this, but did not think it would be super specific about tree locations and noted that the City works with Davey Resources for recommendations on where the trees should be planted, but did believe some natural aspects to the parks would be involved in their discussion and the plan. He asked the Commission to let him know if they were interested and able to attend the upcoming park tours with the consultant and cautioned that they could only have one or two Commissioners present due to Open Meeting laws.

Commissioner Wenner stated that she believed that she would be able to attend the park tours with the consultants.

Commissioner Sylvester asked if there would be a central repository of information available as part of this process, for example, a document on the parks tours that the Commission would have access to.

Parks and Recreation Manager Czech stated that on July 1, 2025, staff would get an inventory and analysis document, which would be shared with the Commission, once it was put together, but there would not be a central hub online for this information.

Commissioner Sylvester asked about the stakeholder listening sessions and if that was something that the Commission would participate in.

Parks and Recreation Manager Czech explained that it would be for the primary user groups of the parks and facilities. He stated that they would be facilitating sessions with the athletic associations and volunteers to get their input and thoughts on the City's parks. He noted that it would not be Commission-led or something that they would have heavy involvement in, but would likely get some deliverables from those sessions.

Chair Hirner asked if one or two of the Commission members would be able to attend the listening sessions to just listen.

Parks and Recreation Manager Czech stated that they could attend and listen as long as there was not a quorum. He assured the Commission that they would be heavily involved in this whole process.

B. Shorewood Community and Event Center Task Force

Parks and Recreation Manager Czech stated that the Council had discussed the possible formation of a Task Force related to the Shorewood Community and Event Center (SCEC) at their April Work Session. He explained that they were in support of a task force to evaluate and make recommendations on the future of the SCEC and were in favor of getting some recommendations in place by the 2026 budgeting process for 2027. He stated that following the Council direction, staff have begun formalizing a strategy and thinking about what the task force may look like, and asked if the Commission had any other thoughts following the Council meeting discussion.

Commissioner Wenner explained that her main concern would be how the City can recruit the task force members as soon as possible.

Chair Hirner asked if they should be recommending people with certain areas of expertise to serve on the task force.

Park and Recreation Manager Czech stated that there were people that staff intended to reach out to, but the best method of recruitment would be to rely on the people in the community who know of other potential experts. He stated that he felt that word of mouth was going to be the most effective way to get people for the task force.

Commissioner Wenner asked if this would affect the Commission's CIP recommendations.

Park and Recreation Manager Czech explained that the SCEC came out of a separate fund, which has its own CIP, and the Park Commission would just provide input for the Parks CIP. He clarified that for the time being, they are holding off on any capital investments into the SCEC.

C. Adopt-A-Garden Update

Parks and Recreation Manager Czech noted that he had included a map of locations as well as photos of each Adopt-A-Garden location in the City in the packet. He noted that it was a volunteer-led program, and they currently have ten dedicated areas where the volunteers manage and maintain the garden areas. He gave an overview of the Adopt-A-Garden process to register and the reimbursement funds that were available. He noted that staff have gotten comments related to how the areas were being maintained, but stated that it could be a bit subjective and asked if the Commission had any ideas on how to establish some guidelines for proper maintenance levels. He explained that he was also looking for input from the Commission on whether they would like to see some type of recognition for the volunteer gardeners, such as a sign at the garden location.

Commissioner Wenner asked if the volunteers had received any kind of recognition from the City in the past.

Parks and Recreation Manager Czech stated that the volunteers have only received reimbursement for the materials, and no official recognition.

Commissioner Wenner stated that she would recommend giving awards, especially for long-term volunteers, for example, every five years, acknowledging their commitment. She noted that she also felt adding signage would be a great way to bring more recognition to the program. She stated that the information on this program was buried deep within the City's website, was out of

date, and suggested that they may want to add it to the section that also gives people the option to adopt-a-drain, or just have a new section dedicated to volunteers.

Park and Recreation Manager Czech stated that the way registration was set up on the website was built like this, and there was no way around it. He stated that Adopt-A-Garden was primarily for returning gardeners, and for new ones, it ends up being a word-of-mouth kind of thing, but agreed that having better visibility on the website would be a good idea to promote the program.

Chair Hirner stated that he would like to see an 'Opportunities to Volunteer' page on the City's website. He noted that he also liked the idea of having signage at the garden sites and also that the City give a proclamation once a year, thanking the volunteers for maintaining the Adopt-A-Garden sites. He stated that there is a monument on the backside of Freeman that comes off the trail that does not have anything around it, and asked if that could be added to the list of available Adopt-A-Garden areas, and noted that another area may be the new trailhead area.

Park and Recreation Manager Czech stated that if the Commission has identified possible new locations, they could start a running list of potential future options if someone comes forward to volunteer, but the existing locations were already taken.

Chair Hirner suggested that they take photos of some of the gardens that look good, to use as an example of the type of care and maintenance the City would like to see.

Commissioner Sylvester suggested that they could do features in the Shore Report, including a photo of the volunteer standing by the garden as a way to acknowledge them and also make the community aware that these areas were being maintained by volunteers. She agreed with the notion that there should be some standards established so there would be some consistency.

Commissioner Wenner stated that, as a Master Naturalist, she was concerned about mulch and jumping worms, which have become a huge problem, and explained that she had been experimenting with living mulch in her flower beds as a way to hold off the weeds. She stated that it did not look as pretty as mulch around the plants, but felt that if the City was not going to establish standards, they should be able to explain their reasoning for some public education. She asked about the process for establishing new gardens and explained that she would like to see more pollinator gardens.

Park and Recreation Manager Czech stated that the process would be to consult with City staff and noted that they would want to ensure there were enough volunteers to manage and maintain the gardens. He noted that the desire and direction of the Council was also to have more pollinator gardens located throughout the City, but there were costs associated with getting them in place, which would be something identified in the Master Plan.

Chair Hirner asked about the community garden spaces and if all the spots had been filled.

Park and Recreation Manager Czech stated that last year, the City filled all the plots at Freeman South and two or three plots at South Shore that had not been taken, and explained that this year, they were able to fill all of the spots.

Chair Hirner stated that when the consultants were looking into the Master Plan, he asked if they would be able to tell the City if either of the existing community garden locations could be expanded.

D. May 3, 2025 Volunteer Tree Planting Event Recap

Parks and Recreation Manager Czech gave an overview of the recent volunteer tree planting event that took place on May 3, 2025. He expressed his appreciation to the Tonka United Soccer Association, which sent two volunteers who ended up working very hard during this event. He thanked Chair Hirner and Commissioner Wenner for also coming out and participating as well, and noted that they were able to plant about thirty trees, and staff and Public Works completed planting the remainder of the trees the following week. He stated that, in total, fifty-nine trees were planted in Freeman Park.

5. REPORTS / UPDATES

A. City Council

Councilmember Gorham updated the Commission on recent City Council discussions and actions.

B. Staff

1. Park Tour Maintenance Items

Park and Recreation Manager Czech stated that last year they put together a list of all of the things that were discovered as part of the park tours, which were not happening this year due to the Parks Master Plan work. He explained that staff had been working through the list and would bring an update to a future Park Commission meeting about what had been done and what was still on the list.

Chair Hirner asked if the Commission could just let staff know if they see anything at the City parks, since they were not going to do the official Park Tours this year.

Park and Recreation Manager Czech confirmed that they can just pass that information along to him, and he will add it to the list. He stated that he wanted to make sure he thanked the Public Works Department for their work throughout the City for Public Works Week and encouraged residents to stop and thank them if they see them around the City. He noted that Commissioner Garske was scheduled to report on tonight's meeting for the next City Council meeting, but was unable to attend tonight and asked if anyone in attendance could take on the reporting duties for June 23, 2025.

Commissioner Wenner stated that she would be able to give the Council a report on June 23, 2025.

6. ADJOURN

Commissioner Wenner moved to adjourn the Park Commission Meeting of May 20, 2025, at 8:00 p.m. Commissioner Sylvester seconded the motion. Motion carried 3-0.

1 CITY OF SHOREWOOD
2 PLANNING COMMISSION MEETING
3 TUESDAY, JUNE 3, 2025
4

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

5 **DRAFT MINUTES**
6

7
8 **CALL TO ORDER**
9

10 Chair Huskins called the meeting to order at 7:00 P.M.
11

12 **ROLL CALL**
13

14 Present: Chair Huskins; Commissioners Eggenberger, Holker, Longo, and Magistad;
15 Planning Director Griffiths; and, Council Liaison DiGruttolo
16

17 Absent: None
18

19 **1. APPROVAL OF AGENDA**
20

21 **Commissioner Holker moved, Commissioner Longo seconded, approving the agenda for**
22 **June 3, 2025, as presented. Motion passed 5/0.**
23

24 **2. APPROVAL OF MINUTES**
25

26 • **MAY 6, 2025**
27

28 Chair Huskins noted that he had submitted some minor adjustments to Planning Director Griffiths
29 before the meeting.
30

31 **Commissioner Magistad moved, Commissioner Holker seconded, approving the Planning**
32 **Commission Meeting Minutes of May 6, 2025, as amended. Motion passed 5/0.**
33

34 **3. MATTERS FROM THE FLOOR**
35

36 Michael Cohen, 20640 Radisson Road, expressed concern about the Maple Shores PUD that
37 was approved by the City, which involved clear-cutting of the trees and building seven
38 townhomes. He explained that it has been an ongoing disaster for the neighborhood and listed
39 off things like the clear-cutting, the promised replanting not occurring, debris, and litter. He asked
40 the City to drive through and assess the situation, comparing it to what was approved. He noted
41 that it was approved about two and a half years ago, and nobody has moved in; he wanted the
42 City to know that what was there was not what was supposed to be there.
43

44 Commissioner Eggenberger asked if someone from the Public Works Department could go take
45 a look at what Mr. Cohen had described.
46

47 Planning Director Griffiths stated he would ask Public Works and the City's Building Official to
48 drive by the site and ensure code requirements were being met. He noted that it was an active
49 construction site, so there was still work to be done on landscaping and trees that would take
50 place at a later time. He explained that he would plan to reach out to Mr. Cohen after staff had
51 taken a look at the site.
52

53 **4. PUBLIC HEARINGS**

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

7
8 **A. PUBLIC HEARING – TINGEWOOD HOA COMMON AREA PUD CONCEPT**

9 **Applicant: Tingewood Homeowners' Association**

10 **Location: Parcel ID 3511723110072**

11
12 Planning Director Griffiths gave an overview of the request for the City to review a PUD concept
13 plan to subdivide the Tingewood HOA common area into one additional single-family lot. He
14 explained the overall process for this to move forward to the final stages. He stated staff
15 recommended approval of the PUD Concept Plan, subject to the conditions listed in the staff
16 report. He noted that after the packet was put together, staff had received two public comments,
17 which he distributed to the Commission before the meeting. He stated that comments and
18 questions were received from Michael Cohen at 20640 Radisson Road and Carol and Paul
19 Seiffert.

20
21 Commissioner Holker stated that the original proposal from the HOA had listed two lots and asked
22 what had changed.

23
24 Planning Director Griffiths stated that the original request was for two lots, but that would not
25 comply with the City's Comprehensive Plan, so now they were asking for one lot.

26
27 Commissioner Holker asked if there would be a setback issue for the townhomes to the lot line.

28
29 Planning Director Griffiths explained that there was no set requirement in the City Code for this
30 kind of situation and explained that in one of the conditions, staff had recommended that the line
31 be shifted slightly so there would be at least five feet between the two lines.

32
33 Commissioner Holker asked where the nearest water was located.

34
35 Planning Director Griffiths stated that the nearest municipal water was at the Maple Shores
36 townhomes discussed earlier, which would be several thousand feet away. He clarified that the
37 City would not require this to be extended and hooked up because it was for just one lot.

38
39 Commissioner Longo noted that the City has plans for a lot of buildings and units over the next
40 ten years and asked when the City would start requiring water lines and fire hydrants, even if
41 there was only one lot.

42
43 Planning Director Griffiths reminded the Commission that there were discussions earlier this year
44 that would have required municipal water connection for every subdivision, but the
45 recommendation from the Commission was to make amendments to the Subdivision Ordinance,
46 not to require water connections. He noted that the proposed amendment was currently before
47 the Council and explained that they had recently tabled action on that item, so the City's current
48 policy is what will govern this request, which means that there would be no requirement for
49 municipal water connection to the site.
50

1 Commissioner Magistad asked how this PUD situation could become complicated once the
2 Council took the Subdivision Ordinance amendments off the table for discussion and action.

3
4 Planning Director Griffiths explained that this project was submitted before the policy was
5 changed, so the future requirements that may be adopted by the City would not apply to this
6 project. He explained that this application was put forward before the proposed amendments
7 were brought forward, but, hypothetically, if the proposed amendments had been adopted, this
8 project would not be allowed to move forward unless they connected to City water.

9
10 Commissioner Magistad stated that the two comments that were submitted shared their concerns
11 about this proposal.

12
13 A woman spoke from the audience and stated that there were three parties that were concerned.

14
15 Commissioner Magistad asked if the HOA was unanimous in its support for this proposal.

16
17 Planning Director Griffiths stated that as part of the submittal, the applicant needed to verify to
18 staff that the HOA had approved submission of this application, which was done. He stated that
19 if the Commission had specific questions on the vote, they could ask the applicant.

20
21 Commissioner Longo stated that this states that there are two lots and that the hope was that
22 they would be sold together, and asked if they would not be sold together if that meant there
23 would be two dwellings.

24
25 Planning Director Griffiths suggested that the Commission take a step backward and clarified that
26 the request for two lots was no longer part of the application, and the Commission was just being
27 asked to consider the proposal with one lot. He stated that the only way two lots would be allowed
28 to be built on this site would be if there were a Comprehensive Plan amendment. He explained
29 that the narrative provided for the Commission had not been updated when the plan was changed
30 to just one lot. He noted that any additional development in this neighborhood would require a
31 PUD amendment and explained that what was being proposed tonight was for this property not
32 to be part of the HOA because it is a stand-alone, single-family lot, like the surrounding
33 neighborhood.

34
35 Chair Huskins stated that he was confused by the calculations within the 'Relation to
36 Comprehensive Plan' portion of the staff report and noted that it sounded like Planning Director
37 Griffiths had been including this lot as part of the existing homes in his overall calculations.

38
39 Planning Director Griffiths explained how the City was required, by the Met Council, to calculate
40 density. He stated that the City was required to calculate the density as a whole, which was why
41 he had done the density calculations for both situations and explained that it did not matter how
42 it was sliced because this proposal met the intent of the City's Comprehensive Plan.

43
44 Commissioner Eggenberger stated that he had a few questions related to water connections and
45 asked if the City was limited to how many wells the City can drill.

46
47 Planning Director Griffiths stated that there was no limit on the number of wells, and reminded the
48 Commission that, because the proposed amendments were not approved, the City did not have
49 the ability to restrict additional private wells in the community, nor did the State have laws that
50 pertained to private wells.

1 Commissioner Eggenberger asked if new construction projects were required to hook up to City
2 Water if they were within a certain distance of a waterline.

3
4 Planning Director Griffiths stated that the current requirement was that if a development has three
5 or fewer lots, they would not be required to connect, even if water was available. He noted that if
6 there are four or more lots and water is immediately available, then they would be required to
7 connect, and others would be decided on a case-by-case basis, based on financial feasibility,
8 when considering extending the water main. He stated that while he understood the Commission
9 had questions about water, and they were good questions, it was important for them to back
10 things up because they were not appropriate to this application.

11
12 Commissioner Long stated that this was an important discussion because the Commission would
13 be voting on a lot of other proposed dwellings.

14
15 Planning Director Griffiths stated that the Commission had already discussed this, and a decision
16 on it was awaiting action from the Council.

17
18 Jane Korin, 5520 Tiffany Lane, applicant, stated that the purpose of selling this lot was to make
19 their HOA healthier to keep up with maintenance. She stated that they are hoping to restore the
20 property in order to enhance the community. She noted that their surveyor, Eric Lindgren, was
21 also here tonight if the Commission had any technical questions.

22
23 Commissioner Magistad asked about the approval of the HOA with this proposal.

24
25 Ms. Korin stated that there were seven people who signed in favor of this proposal and two who
26 did not sign.

27
28 Commissioner Magistad asked about the location of the two owners who had not signed.

29
30 Ms. Korin explained that they were not able to contact the owner of Lot 1, and the owner of Lot 8
31 declined to vote.

32
33 Chair Huskins opened the Public Hearing at 7:33 P.M.

34
35 Paul Seiffert, 5515 Radisson, stated that he has been on Radisson Road for over fifty years and
36 was in R1 zoning with two and one-half acres. He noted that when the PUD was proposed, it was
37 the overall understanding that this would take care of this property as a final solution, but then he
38 found out that PUDs can be modified. He asked if there were criteria for the modifications and
39 who made the determination on whether something could be modified or not.

40
41 Planning Director Griffiths explained that under State Statute, the property owner has a right to
42 request an amendment to zoning approvals on their property.

43
44 Mr. Seiffert stated that behind his property is what he called a pond, which was apparently a lake
45 and referenced the other PUD nearby, Maple Shores, and asked if that PUD could also be subject
46 to revision.

47
48 Planning Director Griffiths explained that, at any time, any property owner, can request an
49 amendment to whatever approvals they have and gave a brief overview of the process that would
50 need to be followed in that situation. He reiterated that this was something that was allowed by
51 State law.

1
2 Mr. Seiffert noted that he owned almost three acres, and he was not able to do anything like split
3 his property because the plotted road is very near his living room window, and the real road is
4 about fifty yards away. He explained that he had come to the City and asked for some relief from
5 the road so he could do some more development, but his request was denied.

6
7 Planning Director Griffiths clarified that Mr. Seiffert had never made an application.

8
9 Mr. Seiffert agreed and stated that he was encouraged not to make an application.

10
11 Planning Director Griffiths explained that what Mr. Seiffert was talking about would be a different
12 application for a variance, which was substantially different than what was being considered
13 tonight.

14
15 Chair Huskins suggested that if Mr. Seiffert wanted to pursue this, he do so outside of the meeting.

16
17 Mr. Seiffert explained that the point he was trying to make was that there were constraints based
18 on the plotted road, but now the City was saying that this could be modified. He asked if the
19 Commission had read and understood the note he had submitted regarding the background of
20 the issues with erosion and water, and gave a brief review of what he had included in his letter
21 regarding the proposed home and driveway.

22
23 Chair Huskins clarified that what the Commission was considering tonight was a concept and
24 other details related to things like water would be hurdles crossed at the point an official
25 development plan would come to the City. He stated that if the City approved a concept plan, it
26 would allow the application to move to the next step. He explained that if this continued to move
27 forward, there would be another public hearing held once some of those details were submitted.

28
29 Mr. Seiffert asked what adding another well to the Radisson Road area might do and where the
30 sewer ended.

31
32 Planning Director Griffiths stated that there was a sanitary sewer main in the Radisson Entrance
33 that would be able to serve this proposed lot, but municipal water stops far short of the site. He
34 noted that the property owner would work with the Minnesota Department of Health in order to
35 put in a private well, which was a property right, and explained that the City did not have the ability
36 to restrict their location, according to State Statute.

37
38 Mr. Seiffert asked about the water for the nine townhomes.

39
40 Planning Director Griffiths stated that there was one, very large well, that served all of the
41 townhomes.

42
43 Chair Huskins stated that this discussion was not germane to what was before the Commission
44 tonight.

45
46 Elaine Hastings, 5495 Radisson Entrance, stated that she had lived here since 1971 and noted
47 that when Tingewood began, there were discussions that took place about water, and the
48 developers said that it would not be a problem, which was not true. She explained that during the
49 building process, she had a lot of water run-off from the development that knocked down a
50 retaining wall, and former City Attorney Larson was able to get Tingewood's insurance company
51 to pay for rebuilding the wall. She gave examples of other issues that had arisen over the years

1 and stated that she felt if another home was built at the end of Radisson Entrance then all the
2 hard space would collect rain and come down her driveway. She noted that they have built
3 boulder walls in order to keep things in place on her property and stated that if a home were built
4 here, she wanted to make sure all of these issues were addressed so she would not be washed
5 out.

6
7 Commissioner Longo asked if there would be more consideration given to the management of
8 water if this moved further into the City's process.

9
10 Planning Director Griffiths reviewed the proposed conditions, which included hiring an engineer
11 to come up with a stormwater management plan for the site for review by the City.

12
13 Michael Cohen, 20640 Radisson Road, asked about the price of the lot.

14
15 Chair Huskins stated that the question was not a matter for discussion during the public hearing.

16
17 Mr. Cohen stated that it would eliminate all of this if they would just offer it to the neighbors.

18
19 Ms. Korin stated that they would love to sell it to the neighbors, but explained that it would not be
20 a sellable lot until the City approves a subdivision.

21
22 Chair Huskins reiterated that this issue was not a matter for the Commission to discuss.

23
24 Mr. Cohen stated that he felt he was asking the same question that the City had asked during the
25 Maple Shores approval process because the City wanted to know how much money they would
26 get from taxation, which was why he was asking the question, too.

27
28 Commissioner Eggenberger asked Mr. Cohen to address his questions to the Commission and
29 not members of the audience.

30
31 Mr. Cohen asked if it would be possible to add another unit to the existing well that was being
32 shared by the nine townhome units, so they would not have to drill a new well. He stated that
33 when the Tingewood PUD was originally approved, Radisson Entrance was a throughway to
34 Highway 7.

35
36 Chair Huskins stated that these comments would be noted for the record.

37
38 Ms. Hastings stated that when Tingewood was being formed, they all had the understanding that
39 these would be the only buildings that would be on this property.

40
41 Chair Huskins explained that legally, the owners of the property, have the right to present an
42 amendment to the original PUD.

43
44 Chair Huskins closed the public hearing at 7:58 p.m.

45
46 Commissioner Eggenberger stated that he would vote in favor of this because it was a concept,
47 but shared that he did have some concerns about development. He explained that comments
48 were made about this being the only buildings that would be on this site, but noted that things can
49 change and are not forever.

50

1 Commissioner Magistad explained that he would like the Council to map out the requirements for
2 a minor subdivision, even though this was a PUD amendment. He stated that until the
3 Commission has clarity on the Council's decision about how to deal with the City watermain
4 extension rather than digging wells, and the dissension he observed during the public hearing, he
5 felt this would be difficult to pass the Council.

6
7 Commissioner Longo stated that he agreed with Commissioner Magistad that they needed to
8 have a conversation about future development, but under the current boundaries, he would
9 support this request.

10
11 Commissioner Holker stated that she would be in favor of this concept plan, based on what was
12 currently on the books in the City.

13
14 Planning Director Griffiths stated that he understood the Commission's concern about future
15 development and municipal water, but cautioned them that the City had a legal obligation to review
16 this request with respect to the requirements that were currently in place. He stated that the City
17 is unable to deny this application based on wanting to wait to have a conversation about municipal
18 water or further direction from the City Council.

19
20 **Commissioner Holker moved, Commissioner Eggenberger seconded, recommending**
21 **approval of the Tingewood HOA Common Area PUD Concept Plan for the Tingewood**
22 **Homeowners Association, Parcel ID 3511723110072, subject to the conditions included in**
23 **the staff report. Motion passed 4/1 (Magistad opposed).**

24
25 Planning Director Griffiths stated that this item would be on the June 23, 2025, City Council
26 meeting agenda.

27
28 **B. PUBLIC HEARING – IMPERVIOUS SURFACE DEFINITION CITY CODE**
29 **AMENDMENTS**

30 **Applicant: City of Shorewood**

31 **Location: City-wide**

32
33 Planning Director Griffiths explained that the City was required by State law, to regulate the
34 percentage of impervious surface that was constructed on properties. He shared details behind
35 the request for a City-wide definition of impervious surface and the history behind how impervious
36 surface requirements have adapted to technology over time, and what was being proposed
37 tonight was not a policy change for the City. He noted that the proposed language for this
38 amendment came directly from the Department of Natural Resources and had also been adopted
39 by the Minnehaha Creek Watershed District. He explained that no public comments had been
40 received prior to the meeting.

41
42 Commissioner Longo asked if the new definition was a bit more restrictive than the old definition.

43
44 Planning Director Griffiths stated that this new definition just clarifies information and reiterated
45 that it was not a policy change and was more about matching the Code to the current practice.

46
47 Commissioner Magistad asked when the language had been changed by the DNR and why it was
48 coming up now and not, for example, five years ago.

49
50 Planning Director Griffiths stated that he did not know the exact date but believed that they had
51 also updated it because of new technology. He explained that staff had recently evaluated the

1 City's current policy and was concerned that the City Code does not back them up, and noted
2 that this was a requirement that the City enforces daily.

3
4 Chair Huskins asked about the 1,000-foot metric and if that came from the State.

5
6 Planning Director Griffiths confirmed that the number was from the State and explained that the
7 City could not make the number less than one thousand, but would make it greater.

8
9 Chair Huskins referenced higher-density development and past conversations about
10 compromising on acceptable impervious surfaces for things like additional parking spaces. He
11 asked if the City would start with these parameters and then everything else would become a
12 variance, or if they would establish what would be permissible for each zoning district, and if the
13 builder wanted something different, they could apply for a variance.

14
15 Planning Director Griffiths stated that the City would establish the parameters for each zoning
16 district, and if something else was desired, they could apply for a variance. He noted that this
17 proposed language amendment was kind of leveling the playing field on impervious surface and
18 stated that the current definition had been in the Code since the 1970s.

19
20 Chair Huskins opened the Public Hearing at 8:16 p.m., and there being no one present, he closed
21 the Public Hearing at 8:16 p.m.

22
23 **Commissioner Eggenberger moved, Commissioner Magistad seconded, recommending**
24 **approval of the Impervious Surface Definition City Code Amendments for Applicant, City**
25 **of Shorewood, City-wide. Motion passed 5/0.**

26
27 Planning Director Griffiths stated that this would come before the City Council on June 23, 2025.

28
29 Commissioner Eggenberger referenced the topic brought up during Matters from the Floor and
30 asked Planning Director Griffiths to let the Commission know what he found when he looked into
31 the situation.

32
33 **5. OTHER BUSINESS**

34 **A. Monthly Training Topic – Due Process and Public Hearings**

35
36 Planning Director Griffiths gave an overview of the monthly training topic for the Commission
37 related to due process and public hearings and answered Commission questions.

38
39 **6. REPORTS**

40
41 **A. Council Meeting Report**

42
43 Council Liaison DiGruttolo explained that she would defer to Planning Director Griffiths since she
44 had not been in attendance at the most recent City Council meetings.

45
46 Planning Director Griffiths gave a brief overview of the last few City Council meetings, where
47 Planning Commission recommendations had been discussed and reviewed actions taken by the
48 Council. He noted that the City had chosen a new City Planner who would begin on June 30,
49 2025.

50
51 **B. Draft Next Meeting Agenda**

1
2 Planning Director Griffiths stated that the July Planning Commission meeting will be canceled
3 because there are no applications. He noted that their next meeting would be on August 19, 2025,
4 due to National Night Out.

5
6 Chair Huskins asked for an update on the Planning Commission applicant pool and when a new
7 Commissioner would be in place.

8
9 Planning Director Griffiths stated four applicants had expressed interest in filling outgoing
10 Commissioner Eggenberger's seat and explained that the Council would be interviewing them on
11 June 23, 2025, at their Work Session meeting. He stated that he would expect the new
12 Commissioner to be in place by the August meeting.

13
14 Chair Huskins stated that before they adjourn, he wanted to officially acknowledge the service of
15 Commissioner Eggenberger to the City and the Commission. He stated that he considered him a
16 friend and had learned a lot from him, and felt his contributions to the City have been notable, and
17 he would be greatly missed on the Commission. He noted that he has also heard the same
18 sentiments expressed by other former Commissioners.

19
20 **7. ADJOURNMENT**

21
22 **Commissioner Holker moved, Commissioner Longo seconded, adjourning the Planning**
23 **Commission Meeting of June 3, 2025, at 8:55 P.M. Motion passed 5/0.**

24
25



City Council Meeting Item

Title/Subject: Tingewood HOA Common Area PUD Concept Plan
Meeting Date: June 23, 2025
Prepared by: Jake Griffiths, Planning Director
Reviewed by: Marc Nevinski, City Administrator
Attachments: June 3, 2025 Planning Commission Memorandum
Applicant's Narrative & Materials
Public Comments Received
Resolution

Item 6B

Applicant: Janie Korin, Secretary, Tingewood Homeowner's Association
Location: Parcel ID 3511723110072
Review Deadline: August 20, 2025

Background

See the attached Planning Commission Memorandum for detailed background on this request. The applicant is seeking Planned Unit Development (PUD) Concept Plan approval to remove approximately 1-acre from the Tingewood PUD and create 1 single-family residential lot meeting R-1A zoning district standards.

At the June 3, 2025 Planning Commission meeting, the Commission conducted a public hearing on the proposed request and recommended approval (4-yes, 1-no) to the City Council. Draft minutes from that meeting were reviewed earlier in tonight's agenda. Two written public comments were also received which are attached for reference.

Financial Considerations

The application fees are adequate to cover the cost of processing the request. Any engineering and legal costs associated with review of the applicant's request are billed to the applicant's escrow, or directly to the applicant if the escrow funds are insufficient.

Action Requested

Motion and second to adopt the attached resolution approving the PUD Concept Plan for the Tingewood HOA Common Area.

A simple majority vote (3/5) of the City Council is required.



Title/Subject: Tingewood HOA Common Area PUD Concept Plan
Meeting Date: June 3, 2025
Prepared by: Jake Griffiths, Planning Director
Attachments: Site Location Map
 Applicant's Narrative & Plans

APPLICANT: Janie Korin, Secretary, Tingewood Homeowner's Association
LOCATION: Parcel ID 3511723110072
REVIEW DEADLINE: August 20, 2025
COMPREHENSIVE PLAN: Low Density Residential (1-2 Units Per Acre)
CURRENT ZONING: PUD – Planned Unit Development/Shoreland
PROPOSED ZONING: R-1A – Single Family Residential/Shoreland

REQUEST

The applicant is requesting a planned unit development concept plan to subdivide the Tingewood Homeowner's Association's 5.06-acre common area into one additional lot. The newly created lot would be removed from the Planned Unit Development and meet the requirements of the R-1A zoning district. The applicant's narrative and plans are attached for review.

Notice of the application was sent by postcard to all property owners within 750 feet of the properties and a sign was also placed in front of the property. Notice of the public meeting was sent by US mail to all property owners within 750 feet of the property at least 10 days prior to the meeting and published in the City's official newspaper, on the City's website and at City Hall. As of the publication of this report, no public comments have been received regarding this request.



BACKGROUND

The subject property is a part of Tingewood Addition which was originally developed in 1983. There are 9 townhouses in the development which share access to the 5.06-acre common area that surrounds the homes. The existing homes have shared private driveway access to Radisson Rd to the south of the site and are served by municipal sanitary sewer and private wells for water. Municipal water is not available in the vicinity of the site.

The site is surrounded by low density single-family residential neighborhoods to the east, south and west. The northern property line is adjacent to State Highway 7. The entirety of the development is located

within a Shoreland Protection Zone due to its proximity to both Lake Minnetonka to the north and Christmas Lake to the south. There are no known wetlands for floodplain on the site.

ANALYSIS

Requests for PUD Concept Plans are part of the legislative role of the Planning Commission and City Council. These types of requests have rules that apply broadly and have the most discretionary review.

Relation to Comprehensive Plan:

The Comprehensive Plan guides the site for low density residential housing at a range of 1 to 2 units per acre. The applicant's request provides for 1 home on approximately 1 acre of land which has a density of 1 unit per acre which meets the guidance of the Comprehensive Plan. When considering how the proposal ties in with the existing Tingewood development, there would now be 10 homes on 5.48 acres with a density of 1.82 units per acre which also meets the guidance of the Comprehensive Plan.

Planned Unit Development:

The applicant's proposal is essentially an amendment to the boundary of the Tingewood PUD. By removing a portion of the common area from the PUD, the area that is removed reverts back to the base zoning of R-1A. This zoning district is consistent with the surrounding neighborhood and provides single-family residential lots with a minimum lot size of 40,000 square feet. As with any concept plan, the applicant will need to create more detailed plans if the project moves forward, however, the request conceptually meets the requirements of the R-1A zoning district. The remainder of the Tingewood PUD would remain in full effect for the existing 9 townhouses and the remaining common area if the request is approved.

Street Access & Traffic:

The newly created lot would have driveway access off of Radisson Entrance to the east of the site which is a public street. The newly created lot would not utilize the Tingewood development's shared private driveway access. Radisson Entrance is a dead end street that has a minimal amount of local traffic. The addition of one additional driveway is not anticipated to create any traffic concerns.

Utilities:

The newly created lot would be served by a private well for drinking water and would be connected to the municipal sanitary sewer system. Sanitary sewer is available within the right-of-way of Radisson Entrance, however, municipal water is not available in the area.

Future Applications:

As with any concept plan, if the project moves forward the applicant will need to prepare detailed plans including a stormwater management plan, drainage plan, tree preservation plan, etc. To complete the City review process, the applicant must apply for and receive approval of the following applications and related agreements:

- PUD Development & Final Stage Plan
- Minor Subdivision
- Rezoning Request

FINDINGS/RECOMMENDATION

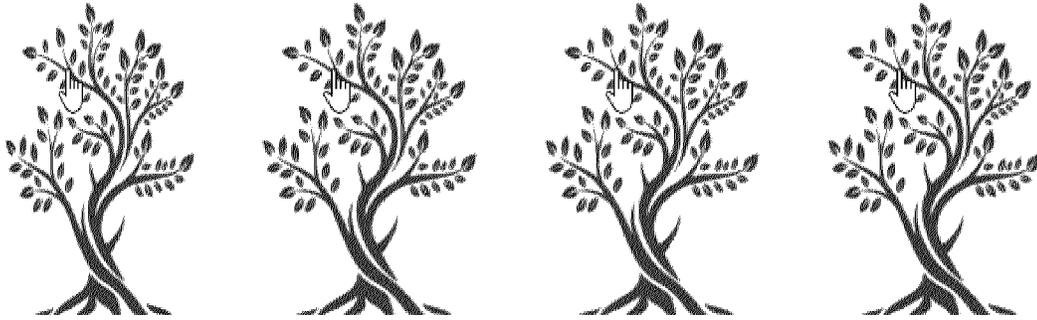
Since the applicant's proposal meets the guidance of the Comprehensive Plan and is consistent with the requirements of the R-1A zoning district, City staff would recommend approval subject to the following conditions:

1. With future phases of development, the applicant shall submit all application materials required as part of the PUD Development & Final Stage Plan, Rezoning, and Minor Subdivision Application subject to City Code requirements.
2. The newly created lot shall meet all applicable requirements of the R-1A zoning district.
3. The applicant should modify the boundary of the newly created lot to provide for at least 5-foot between the existing townhouses and the newly created lot line to allow for adequate maintenance access between the two properties.
4. The applicant shall provide revised HOA documents for the Tingewood neighborhood to accommodate the applicant's proposal.
5. The approval of the PUD Concept Plan shall expire in 180 days if the applicant has not submitted a complete application for PUD Development Plan & Final Stage Plan, Rezoning and Minor Subdivision Application, except that the applicant may request an extension of the approval subject to City Code 1201.25 Subd. 6. c. (5).

Since the Commission and City Council have legislative discretion regarding this request, they could reasonably find otherwise.

ACTION REQUESTED

The Planning Commission is requested to hold a public hearing on the proposed PUD Concept Plan, take any testimony provided, and make a recommendation to the City Council.



Tingewood HOA

5528 Tiffany Lane Shorewood, MN 55331

Attn: Janie Korin, Secretary

City of Shorewood

Attn: Planning Department

5755 County Club Road

Shorewood, MN 55331

Re: Narrative for Tingewood HOA Concept PUD Amendment

Revised April 14, 2025

Background:

Tingewood is a small Townhome development located on Tiffany Lane in Shorewood, built in the mid- to late-1980s. We are 9 units and organized into a small Homeowners Association (HOA). We are in the concept stages of a plan to amend our Planned Unit Development (PUD) with the City to change the boundary of our large common lot (Lot 10) to sell a portion of the property, and have that portion be removed from the PUD. We understand future PUD Amendment and Minor Subdivision Applications will be necessary after this concept submittal.

Names and contact information for professional consultants who have contributed to the development to date:

☒ Eric Lindgren, PLS, Land Surveyor with Lindgren Land Surveying, PLLC.

Direct Phone Number: 952.567.0566

Email: Eric@LindgrenLS.com

Description of Request:

As mentioned above, we desire to gain approvals to sell two parcels at the northeast corner of the Common Lot. On the attached survey documents, they are identified as Proposed “Lot A” and “Lot B”. We have worked with our Land Surveyor to draw these parcels to meet the minimum lot size requirements for R1C zoning– which is the type of zoning primarily surrounding the Tingewood PUD. We are looking for input on whether the Lots would be covered by R1C zoning if removed from the PUD.

We have spoken with a number of Real Estate Agents and local developers and believe there is demand for vacant lots in this area. The two parcels to be created and sold stand apart from the Tingewood circle of homes on Tiffany Lane, and are on a quiet street with great coverage by mature trees and vegetation. Our review of the comprehensive plan shows that this minor subdivision would be in accordance with the general idea of slow and thoughtful development of additional residential parcels where possible, which is why we envision the parcels would switch to R1C zoning.

A great value to the proposed lots is the mature tree cover. We have had a tree Inventory completed on the proposed lots and that data is included in the survey documents. Our plan is to let the future buyer and home-builder determine their plan

for which trees will need to be removed and replaced, as the location and quantity of the trees can vary greatly depending on the home design. Please note that the survey documents show an approximate outline for a house. However we do not have detailed house plans – these are just as a reference for what could be built there.

The checklist for a PUD Concept Plan also details that this narrative should include a phasing plan and provisions for care of common areas. Once we have minor subdivision approvals in place, we plan to put both parcels (Lot “A” and “B”) up for sale. In speaking with various developers, it is quite likely that one party may purchase both lots. In either case, from a phasing perspective, we plan to have both parcels for sale at the same time, and hope that they sell and are built on quickly. Tingewood HOA will continue to maintain our common property; but no new or additional common land is contemplated with this Minor Subdivision and sale of parcels.

The rear of the “Lot B” is quite close to some of the existing units, and so Tingewood is planning a restrictive covenant on that parcel to restrict the construction of any major improvements on the rear of the parcel.

An official wetland report has not been prepared at this time. In reviewing the National Wetland Inventory dataset, no wetlands are shown in the area of the proposed parcels. Drainage appears to be easterly to the street, and then continue easterly to Como Lake/wetland.

Thank you for your consideration of this application.

Best Regards,

Janie M.S. Korin

Secretary

Tingewood HOA - PUD Amendment (concept)

Survey Prepared For: Tingewood Homeowners Association

Property Description: Lot 10, Block 1, TINGEWOOD, Hennepin County, Minnesota, EXCEPT Parcel 222 as shown on Minnesota Department of Transportation Right of Way Plat No. 27-65.



Notes

1. This Exhibit is intended for use in locating and sizing potential parcels to be split from the Tingewood common parcel (Lot 10).
2. Boundaries shown are based on field survey and a full Certificate of Survey will be available with the actual permit application.
3. Topography is shown per publicly available LiDAR Data available from the MnTOPO Database and is displayed at 2 and 10 foot intervals.

April 25, 2025

LINDGREN
Land Surveying

PO Box 217
Chanhassen, MN 55317
(952) 223-0063

This document prepared by:

Eric Lindgren, PLS
Licensed Land Surveyor (MN, ND, SD)
PO Box 217
Chanhassen, MN 55317

PROJ. NO.
17423C

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Tingewood HOA - PUD Amendment (concept)

Site Plan



Notes (cont.)

4. Tingewood property is zoned PUD.
5. Tingewood HOA is 9 units, 10 Lots, 5.51 Acres total.
6. Proposed Lot A is drawn to meet the underlying zoning - R1A:
 - Minimum Lot Size 40,000 Sq. Ft.
 - Minimum Lot Size 120 feet wide, 150 feet deep
 - Building Setbacks: 50 Front, 50 Rear, 10 Side (50 when abutting a street)
7. Gravity Sanitary Sewer appears to be available in Radisson Entrance per as-built plan S-53.
8. Land Usage:
 - Current Usage: Residential 100%
 - Proposed: Residential 100%
 - Current PUD Area: 5.51 Acres
 - PUD Area after conveyance of Lots A and B: 4.57 Acres

Legend

- Denotes Found Survey Monument on exterior parcel boundary

April 25, 2025

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Tingewood HOA - PUD Amendment (concept)

Fire Protection Details and Additional Calculations



Fire Protection Details

- The Tiffany Lane loop area (where no changes are contemplated) has two existing hydrants. They appear to be served by Tingewood HOA's common well, although this detail has not been verified by the surveyor.
- No hydrants are visible along Radisson Entrance in the area of the proposed parcel. The Surveyor reviewed as-builts available from the City, and it does not appear watermain is available in the street for connecting new hydrants.
- The Turn-Around at the end of Radisson Entrance appears suitable for turning around large vehicles.

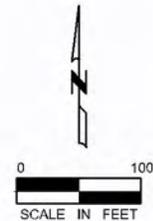
Land Use Calculations

- The current and proposed use of the property is 100% residential.
- Current Use:

- 9 Lots Multifamily Residential	= 19,450 Sq. Ft.	= 8.1% Multifamily
- Common Lot 10	= 220,550 Sq. Ft.	= 91.9% Transportation (private access road, parking), Common Space.
- Proposed Use:

- 9 Lots (Multifamily) Residential	= 19,450 Sq. Ft.	= 8.1% Multifamily
- Proposed Lot A (Single Family)	= 40,600 Sq. Ft.	= 17.0% Single Family use.
- Remaining Common Lot 10	= 180,000 Sq. Ft.	= 74.9% Transportation (private access road, parking), Common Space.

*Note surveys to measure all impervious before/after have not yet been completed.



April 25, 2025

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Tingewood HOA - PUD Amendment (concept)

Tree Inventory for Proposed Parcels

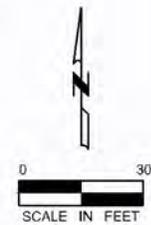


Notes

- Tree Inventory and Tree Grading performed by Heritage Shade Tree Consultants, Excelsior, MN.
- Potential impact area to the trees are identified by red clouding. However no detailed identification of what trees are to be removed/replaced has been completed, as a future buyer will provide their design and plans in an application to the City at time of house construction.

Legend

 1234 Existing Deciduous Tree with Tag Number



April 25, 2025

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Tingewood HOA - PUD Amendment (concept)

Tree Inventory Data

Tag #	Spp	DBH	Condition
1672	Basswood	12	Good
1673	Basswood	10	Good
1674	Basswood	13	Good
1675	Green ash	8	Dead/Dying
1676	Red oak	29	Fair
1677	Sugar maple	10	Good
1678	Sugar maple	18	Good
1679	Red oak	25	Fair
1680	Sugar maple	19	Good
1681	Sugar maple	17	Poor
1682	Paper birch	9	Fair
1683	Sugar maple	11	Fair
1684	Paper birch	8	Fair
1685	Sugar maple	10	Good
1686	Red oak	27	Good
1687	Sugar maple	12	Fair
1688	Basswood	16	Fair
1389	Sugar maple	13	Fair
1690	Red oak	18	Good
1691	Red oak	20	Good
1692	Sugar maple	10	Good
1693	Sugar maple	12	Good
1694	Sugar maple	8	Poor
1695	Sugar maple	9	Good
1696	Sugar maple	8	Fair
1697	Sugar maple	11	Good
1698	Sugar maple	11	Good
1699	Sugar maple	10	Good
1700	Sugar maple	11	Good
1701	Sugar maple	10	Fair
1702	Sugar maple	13	Good
1703	Sugar maple	9	Good
1704	Sugar maple	10	Good
1705	Sugar maple	11	Good
1706	Sugar maple	9	Fair
1707	Sugar maple	8	Good
1708	Sugar maple	10	Good
1709	Sugar maple	9	Good
1710	Sugar maple	9	Fair
1711	Red oak	11	Fair
1712	Basswood	16	Good
1713	Basswood	24	Good
1714	Basswood	11	Fair
1715	Sugar maple	17	Good
1716	Red oak	11	Fair
1717	Sugar maple	14	Good
1718	Red oak	24	Fair
1719	Basswood	15	Good
1720	Red oak	22	Fair
1721	Sugar maple	11	Fair
1722	Sugar maple	18	Good
1723	Sugar maple	9	Fair
1724	Sugar maple	14	Good
1725	Red oak	23	Fair
1726	Sugar maple	8	Fair

Tag #	Spp	DBH	Condition
1727	Red oak	29	Good
1728	Sugar maple	10	Good
1729	Sugar maple	10	Good
1730	Sugar maple	13	Good
1731	Basswood	21	Fair
1732	Sugar maple	10	Fair
1733	Basswood	18	Good
1734	Sugar maple	11	Good
1735	Sugar maple	12	Good
1736	Sugar maple	14	Good
1737	Sugar maple	8	Good
1738	White oak	28	Good
1739	Red oak	30	Good
1740	Sugar maple	8	Poor
1741	Sugar maple	8	Good
1742	Sugar maple	9	Good
1743	Basswood	8	Poor
1744	Basswood	14	Poor
1745	Sugar maple	13	Good
1446	Basswood	12	Fair
1747	Red oak	19	Good
1748	Sugar maple	15	Good
1749	Sugar maple	9	Fair
1750	Red oak	27	Fair
1751	Red oak	17	Good
1752	Red oak	19	Good
1753	Sugar maple	18	Good
1754	Sugar maple	11	Good
1755	Sugar maple	11	Fair
1756	Basswood	14	Poor
1757	Sugar maple	8	Fair
1758	Basswood	17	Good
1759	Sugar maple	11	Fair
1760	Sugar maple	14	Good
1761	Sugar maple	17	Fair
1762	Sugar maple	12	Fair
1763	Sugar maple	8	Fair
1764	Red oak	25	Poor
1765	Sugar maple	13	Good
1766	Red oak	22	Fair
1767	Sugar maple	8	Fair
1768	Basswood	13	Fair
1769	Basswood	12	Poor
1770	Green ash	12	Dead/Dying
1771	Green ash	17	Dead/Dying
1772	Basswood	10	Fair
1773	Sugar maple	8	Good
1774	Red oak	17	Good
1775	Red oak	23	Fair
1776	Red oak	29	Fair
1777	Sugar maple	11	Good
1778	Basswood	34	Fair
1779	Ironwood	10	Fair
1780	Basswood	17	Fair
1781	Red oak	8	Poor
1782	Red oak	12	Fair
1783	Red oak	38	Fair
1784	Red oak	26	Fair

April 25, 2025

LINDGREN
Land Surveying

PO Box 217
Chanhassen, MN 55317
(952) 223-0063

PROJ. NO.
17423C

SHEET
5 of 5

BOOK/PAGE
005/062

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Jake Griffiths

From: Jake Griffiths
Sent: Tuesday, June 3, 2025 7:37 AM
To: medgasco@aol.com
Subject: RE: Parcel ID #3511723110072 Planning Hearing

Good morning,

Please see below for answers to your questions. I will also include your comments as part of the public hearing at tonight's Planning Commission meeting. If you have any questions please let me know. Thanks!



5755 Country Club Road
Shorewood, MN 55331
Available Monday – Thursday
7:00am – 5:30pm

JAKE GRIFFITHS Planning Director

City Hall: 952.960.7900
Direct: 952.960.7909
jgriffiths@shorewoodmn.gov
www.shorewoodmn.gov



From: medgasco@aol.com <medgasco@aol.com>
Sent: Monday, June 2, 2025 7:25 PM
To: Planning <Planning@ci.shorewood.mn.us>
Subject: Parcel ID #3511723110072 Planning Hearing

TO: PLANNING DEPARTMENT
FROM: M.S. COHEN 20640 RADISSON RD. EXCELSIOR, MN 55331

PLEASE ADDRESS THE FOLLOWING:

- 1.) WHAT IS THE RESIDENTIAL CLASSIFICATION OF THIS BUILDING (R1-C) ? **The site is proposed to be rezoned to R-1A.**
- 2.) HOW MANY ACCESSORY BUILDINGS WILL BE PERMITTED WITH THIS PROPERTY? **As with any residential property, up to three accessory structures, including attached garages are permitted provided that the total square footage does not exceed 1200 square feet. For more information please see the handout available on our website at <C:\Users\MSTRAN~1\AppData\Local\Temp\msoE716.tmp>.**
- 3.) R1-C DISTRICT SETBACKS REQUIRED? **R-1A setbacks will be required. These are 50' front yard, 50' rear yard and 10' side yard. Minimum lot size will be 40,000 square feet (approximately 1 acre).**

4.) DESCRIBE STORM WATER RUN-OFF AND MANAGEMENT. Stormwater run off and management would be evaluated as part of future submittals from the applicant. The current plan is a conceptual layout and detailed stormwater management is not required at this stage. As part of future submittals, a stormwater management plan will need to be prepared by the applicant's engineer and be approved by the City.

5.) HOW MANY TREES WILL BE KILLED TO CLEAR THIS LOT? A conceptual tree removal plan has been provided and approximately 25 trees are currently proposed to be removed. See [17423C-Tingewood-PUD-Concept--Survey-Docs-rev2](#) for more information.

6.) IS THERE A TREE PRESERVATION AND REPLACEMENT PLAN IN PLACE? Tree preservation will be required as part of future submittals.

7.) WATER WELL DIGGING FOR THE PROPERTY LOCATION? A potential well location is shown on the plans. See [17423C-Tingewood-PUD-Concept--Survey-Docs-rev2](#) for more information.

8.) CONSTRUCTION EQUIPMENT, WORKMANS VEHICLES, AND HEAVY DELIVERIES NEED TO BE ADDRESSED. A construction management plan will be required as part of future submittals.

THANK YOU

Jake Griffiths

From: Carol Seifert <cjseifert5515@gmail.com>
Sent: Monday, June 2, 2025 10:14 PM
To: Planning
Cc: J. Paul Seifert
Subject: Tingewood HOA- June3, 2005 Panning Mtg

ATTENTION: City of Shorewood Planning Director and Commission Members

BACKGROUND:

Radisson Entrance is a two block dead end street that flows into a cul-de-sac, sloping consistently downhill from Radisson Road, North to Elaine Hasting's driveway) the lowest point on the road), and from the cul-de-sac, sloping downhill, to the south, towards, Radisson Road, again to the lowest point on Radisson Entrance which is Elaine Hasting's driveway.. This property has a history of flooding and erosion starting with the original 9 unit PUD.

CONCERNS AND ISSUES:

The development includes tree removal which will both destabilize the soil and bring more rain winter onto Radisson Entrance. We request minimal tree removal and mature tree replacement to avoid additional run-off.

The driveway to the proposed home appears to enter from the build site to Radisson Entrance and also appears to connect with the "steepest" downwards slope of Radisson Entrance...ensuring more erosion and water diversion to Hasting's driveway. The neighbors request that the driveway be moved to the best engineered location in the cul-de-sac, enabling all water and erosion to be diverted to "cup-de-sac" run off.

Will there be City Water or a new well? Both may have serious repercussions. We would like to be advised and reassured as to the final specification.

If this development is approved, we the neighbors would like some reassurance and enforcement of construction traffic and equipment to make sure that they are using the cul-de-sac area to it's maximum.

Thank you,

Carol and Paul Seifert

Sent from my iPad

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

RESOLUTION 25-059

**A RESOLUTION APPROVING A PUD CONCEPT PLAN FOR THE TINGEWOOD HOA COMMON
AREA LOCATED AT PARCEL ID 3511723110072**

WHEREAS, Janie Koran, Secretary of the Tingewood Homeowner’s Association (the “Applicant”), has submitted a request a PUD Concept Plan for a development (the “Request”) for the property legally described as:

Lot 10, Block 1, TINGEWOOD, Hennepin County, Minnesota, EXCEPT Parcel 222 as shown on Minnesota Department of Transportation Right of Way Plat No. 27-65.

WHEREAS, the Request has been submitted in the manner required for the development of land under the Shorewood City Code and under Chapter 462 of Minnesota Statutes, and all proceedings have been duly consistent thereunder; and,

WHEREAS, said Request is consistent with the regulations and requirements of the laws of the State of Minnesota and the City Code and Comprehensive Plan of the City of Shorewood for the approval of such a request.

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

1. The Request is hereby approved according to the plans and materials submitted April 29, 2025, (the “Plans”) subject to the conditions listed below.
2. With subsequent applications, the Applicant shall submit plans and materials as required by the zoning and subdivision regulations and elsewhere in City Code including a PUD Development & Final Stage Plan, Rezoning, and Minor Subdivision Application and all required items listed on the application’s respective checklists.
 - A. Revise the plans to provide for at least 5-feet of separation between the lot line of the existing townhomes and the newly created parcel.
 - B. Detailed information on the amount of material to be exported/imported, including where on the property it will be removed, erosion control methods, the haul route proposed, etc.
 - C. Provide revised HOA documents for the Tingewood neighborhood to accommodate the applicant’s proposal which remove the newly created parcel from the HOA.
 - D. Provide executed easements and agreements, including stormwater maintenance and development agreements, and drainage and utility easements. The City Administrator is authorized to execute and administer the development agreement and stormwater maintenance agreement on behalf of the City Council.
 - E. The newly created lot shall meet the requirements of the R-1A zoning district.

3. The PUD Concept Plan is approved to amend the boundary of the Tingewood PUD to exclude the newly created parcel. All other requirements of the Tingewood PUD and its dimensional standards shall remain in effect.
4. The approval for the PUD Concept Plan shall expire in 180 days if the applicant has not submitted a complete application for PUD Development Plan, except that the applicant may request an extension to the approval subject to the requirements of Section 1201.25 Subd. 6. c. (5).

ADOPTED BY THE CITY COUNCIL OF SHOREWOOD Minnesota this 23rd day of June, 2025.

Jennifer Labadie, Mayor

ATTEST:

Sandie Thone, City Clerk



City Council Meeting Item

Title/Subject: Impervious Surface Definition City Code Amendment
Meeting Date: June 23, 2025
Prepared by: Jake Griffiths, Planning Director
Reviewed by: Marc Nevinski, City Administrator
Attachments: June 3, 2025 Planning Commission Memorandum
Minnehaha Creek Watershed District Rules
MN DNR Model Shoreland Ordinance
Public Comments Received
Ordinance 622

Item 6C

Applicant: City of Shorewood
Location: City-Wide

Background

See the attached Planning Commission Memorandum for detailed background on this request. At the June 3, 2025 Planning Commission meeting, the Commission conducted a public hearing on the proposed request and recommended approval (5-yes, 0-no) to the City Council. Draft minutes from that meeting were reviewed earlier in tonight's agenda. No public comments were received prior to or during the hearing, however, one public comment was received in between the Planning Commission and City Council meetings which is attached for reference.

Financial Considerations

The amendments were drafted in-house. If approved, there would be costs associated with publication of a summary ordinance. Due to the ordinance's relatively short length, a summary ordinance resolution is not being requested as it will cost less to publish the entire ordinance than it would the summary ordinance resolution.

Action Requested

Motion and second to approve Ordinance 622.

This motion requires a simple majority (3/5) vote of the City Council.



Title/Subject: Impervious Surface Definition City Code Amendments
Meeting Date: June 3, 2025
Prepared by: Jake Griffiths, Planning Director
Attachments: Draft City Code Amendments

APPLICANT: City of Shorewood
LOCATION: City Wide

BACKGROUND

The City is required to regulate the amount of impervious surface that can be built on a property by the State of Minnesota through the Department of Natural Resources’ Shoreland Management Program. While these regulations typically only apply to properties within 1,000 ft of a lake, most cities in the region, including Shorewood, apply this type of regulation City wide as they serve a substantial public benefit when it comes to stormwater management and preservation of natural resources. In Shorewood, properties within 1,000 ft of a lake are limited to no more than 25% impervious surface coverage, and properties greater than 1,000 ft from a lake are limited to no more than 33% impervious surface coverage. Some common impervious surfaces include rooftops, decks, sidewalks, patios, swimming pools, parking lots, concrete, asphalt and similar type surfaces.

Recently, City staff have identified a discrepancy between the City Code’s definition of what constitutes an impervious surface and the City’s historic practice in administering impervious surface requirements. This discrepancy is particularly vulnerable to less common impervious surfaces such as artificial turf and permeable pavers. In response, the proposed amendment addresses this discrepancy as outlined in the attached draft City Code amendments. No new policy changes are being proposed, these City Code amendments would rather adopt the City’s current policy and procedures into the City Code.

Notice of tonight’s public hearing was posted in the City’s official newspapers, published on the City’s website and at City Hall. No public comments were received prior to the publication of this report.

REQUEST

The proposed amendments to the City Code are consistent with the Minnesota Department of Natural Resources’ (DNR) and Minnehaha Creek Watershed District’s (MCWD) definition of impervious surface. By aligning our City Code with the requirements of these two organizations, all property owners in Shorewood will have consistent regulations when it comes to impervious surfaces.

Gravel driveways are defined as impervious since soils become compacted after use and impair infiltration of water, and they are often eventually paved over by property owners and such work doesn’t usually require a permit. Permeable pavers and artificial turf are also included to eliminate their use as a “work around” to meeting impervious surface coverage standards. These materials can reduce stormwater runoff, if maintained, however, most products utilize plastic underlayment and require a high amount of maintenance by property owners that ultimately eliminate their benefit. As a hard surface, they also

remove habitat/vegetation and thus also impact shoreland aesthetics. It is important to note that these materials are currently classified as impervious surfaces by the DNR, MCWD, and City of Shorewood.

FINDINGS/RECOMMENDATION

Staff recommends approval of the proposed amendments to the definition of impervious surface. The Planning Commission is requested to hold a public hearing on the proposed amendments, take any testimony provided, and make a recommendation to the City Council.

Minnehaha Creek Watershed District (MCWD)

“Impervious means compacted or covered with a layer of material so as to be highly resistant to infiltration of runoff, including but not limited to gravel, rock, asphalt, pavers, and concrete. Surface materials (asphalt, concrete, pavers) designed to infiltrate stormwater, artificial turf, and playground surfacing are considered to be impervious.”

Source: <https://minnehahacreek.org/permits/regulations/definitions/>

Minnesota Department of Natural Resources (DNR)

“Impervious surface. A constructed hard surface that prevents or retards entry of water into the soil and causes water to run off the surface in greater quantities and at an increased rate of flow than prior to development, including rooftops; decks; sidewalks; patios; swimming pools; parking lots; concrete, asphalt, gravel driveways, or permeable pavers; and other similar surfaces.”

Source: https://www.dnr.state.mn.us/waters/watermgmt_section/shoreland/mod-ord.html

Jake Griffiths

From: Chris <bluesky4999@gmail.com>
Sent: Monday, June 16, 2025 9:14 AM
To: Jake Griffiths
Subject: Re: Public Notices. Resident Comment
Attachments: Impervious Worksheet - revised 1-10-06.pdf

Also found the attached from Burnsville stating that uncovered decks are not considered impervious for what it's worth. Not saying that every City should be the same and perhaps Shorewood intends on applying this only on the shores of lakes, but more info to consider.

Thanks again.

Chris Moehrl

On Mon, Jun 16, 2025, 9:07 AM Chris <bluesky4999@gmail.com> wrote:

I just did a very quick Google search and found the attached from the DNR for reference if helpful. If you read the paragraph under number one, it sheds some light on the purpose related to shoreland ordinance intent. It states "...to provide significant area for vegetation/habitat and to maintain shoreland character." It sounds like the DNR's context isn't related to technical drainage control.

Chris Moehrl

On Mon, Jun 16, 2025, 8:54 AM Chris <bluesky4999@gmail.com> wrote:

Thanks Jake. From a technical drainage perspective, a deck that has soil or drainage rock on top of soil below it won't increase runoff as long as there is some space between the boards which is typical. Maybe the DNR includes decks for some different purpose.

I would be interested to see the document where the DNR references decks for context if you have that out of curiosity.

Thanks again for your consideration and passing the comments along.

Chris Moehrl

On Mon, Jun 16, 2025, 8:11 AM Jake Griffiths <jgriffiths@ci.shorewood.mn.us> wrote:

Good morning Chris,

Thanks for reaching out, I will provide a copy of your comments to the City Council to be reviewed at their June 23rd meeting. To provide some additional context, the City of Shorewood currently considers decks an impervious surface meaning that the proposed amendments are not a policy change. Rather, we are trying to line up City Code requirements which were last updated in the 1970s with the City's current policy. The Minnesota Department of Natural Resources also considers decks an impervious surface, which is why the

City's policy has also been that they are considered impervious. If you have any questions please let me know. Thanks!



[5755 Country Club Road](https://www.cityofshorewoodmn.gov/5755-Country-Club-Road)

Shorewood, MN 55331

Available Monday – Thursday

7:00am – 5:30pm

JAKE GRIFFITHS
Planning Director

City Hall: 952.960.7900

Direct: 952.960.7909

jgriffiths@shorewoodmn.gov

www.shorewoodmn.gov



From: Chris <bluesky4999@gmail.com>
Sent: Thursday, June 12, 2025 6:40 PM
To: Planning <Planning@ci.shorewood.mn.us>
Subject: Fwd: Public Notices. Resident Comment

Hello. I just read the proposed definition change for impervious surface. As a Civil Engineer and resident, I would suggest removing a deck from the new definition.

I would not consider a deck as impervious since they are made up of relatively narrow boards with spacing in between the boards. This allows rainfall to drip between the boards and fall on soil below in a distributed way which effectively mimics the runoff condition as if the deck wasn't there.

Please let me know if you have any questions for me and thanks for your consideration.

Chris Moehrl

----- Forwarded message -----

From: **City of Shorewood** <cityhall-ci.shorewood.mn.us@shared1.ccsend.com>

CITY OF SHOREWOOD
COUNTY OF HENNEPIN
STATE OF MINNESOTA

ORDINANCE 622

AMENDING SHOREWOOD CITY CODE CHAPTER 1201 ZONING REGULATIONS TO UPDATE THE
DEFINITION OF IMPERVIOUS SURFACE

Section 1. City Code Section 1201.02 Definitions, is hereby amended as follows. Language proposed to be removed is ~~stricken~~ and language proposed to be added is underlined.
...

IMPERVIOUS SURFACE. ~~An artificial or natural surface through which water, air or roots cannot penetrate.~~ A constructed hard surface that prevents or hinders entry of water into the soil and causes water to run off the surface in greater quantities and at an increased rate of flow than prior to development, including rooftops, decks, sidewalks, patios, swimming pools, parking lots, concrete, asphalt, gravel driveways, permeable pavers, artificial turf, and other similar surfaces. The following shall not be considered impervious surfaces:

- a. Cantilevers no greater than two feet from the side of the structure and at least four feet above the adjacent grade.
- b. Overhangs no greater than two feet from the side of the structure.

...

Section 2: References. The City Clerk is authorized to correct any numeric references to the requirements of this ordinance located elsewhere in the City Code that may have been altered as a result of the amendments.

Section 3: Effective Date. This Ordinance 622 shall take effect upon publication in the City's official newspaper.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF SHOREWOOD, MINNESOTA this 23rd day of June, 2025.

JENNIFER LABADIE, MAYOR

ATTEST:

SANDIE THONE, CITY CLERK



City Council Meeting Item

Title/Subject: SE Area Water Treatment-Final Plans & Specifications
City Project 24-08

Meeting Date: Monday, June 23, 2025

Prepared by: Andrew Budde, City Engineer

Reviewed by: Matt Morreim, Director of Public Works

Attachments: Plans & Specs via link, Resolution

Background:

The city has been planning to make improvements and repairs to the SE Area Well & Water Treatment that will rehab three water filters bays and replace its filter media, adjust the chlorination process to be ahead of the filters to improve water quality, and upgrade the existing controls due to an aging computer system. The council has previously authorized the preparation of plans & specifications and preordered filter media & equipment controls that had 40+ week lead time. Final plans and specifications have been approved by the Minnesota Department of Health and are ready for public bidding. If approved, staff would advertise the project, hold a bid opening in mid-July, and present the results to the council at the July 28 council meeting. Assuming the project moves forward, construction would be slated for September through December of 2025.

Attached documents can be found at the links below:

- [Draft Plans & Specs](#) (PDF)
- [Resolution 25-060](#) (PDF)

Financial or Budget Considerations:

The city has budgeted \$375,000 in the CIP (24-008) for this project along with allocating \$150,046.32 in State and Local Fiscal Recovery Funds (SLRFR) for a total project budget of \$525,000. The total estimated project cost is \$559,000 and includes the estimated base bid of \$320,000 associated with the final plans & specs, the pre ordered materials of \$178,536, and an estimated engineering/administration fee of \$60,000. The total estimated project costs are projected to be \$35,000 over budget. Two "Add Alternatives" are included with the bidding process and includes scopes of painting of all piping and renovation of the well room ventilation.

Action Requested:

Staff recommends approval of the final plans & specification and authorize bidding for the SE Area Water Treatment, City Project 24-08.

Motion, second and Simple Majority required.

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

RESOLUTION 25-060

**A RESOLUTION APPROVING FINAL PLANS & SPECIFICATION AND AUTHORIZING BIDDING FOR
THE SE AREA WATER IMPROVEMENTS PROJECT; CITY PROJECT 24-08**

WHEREAS, Council authorized the preparation of plans & specifications and pre ordered materials with significant lead times to facilitate the rehab of three water filter bays and replace its filter media, adjust the chlorination process to be ahead of the filters to improve water quality, and upgrade the existing controls due to an aging computer system; and

WHEREAS, The final plans & specifications have been completed and approved by the Minnesota Department of Health; and

WHEREAS, The city has budgeted \$375,000 from the Water Fund and allocated \$150,046.32 in State and Local Fiscal Recovery Funds (SLRFR) for the project; and

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

1. The City Council of the City of Shorewood, Minnesota approval the resolution approving the final plans & specifications and authorize bidding for the SE Area Water Improvements, City Project 24-08;

Adopted by the City Council of Shorewood, Minnesota this 23rd day of June, 2025.

Jennifer Labadie, Mayor

Attest:

Sandie Thone, City Clerk



City Council Meeting Item

Item
7B

Title/Subject: Galpin Lake Trail – Final Plans & Specifications
City Project 25-01

Meeting Date: June 23, 2025

Prepared by: Andrew Budde – City Engineer

Reviewed by: Matt Morreim-Public Works Director

Attachments: Overview Map, Resolution

Background: The City of Shorewood has long been pursuing a pedestrian connection from the Galpin Lake Road at the Chanhassen border to the signalized intersection of Oak Street/CSAH 19 along TH 7 in Excelsior. In 2022 the city was awarded and completed the Planning – Safe Routes to School Grant (SRTS). MnDOT has completed a Safety Audit of TH 7 and is in process to complete a Corridor Study along TH 7 in 2025. All this research and planning has helped form the backbone of future grant applications for the city to improve safety along the corridor for both vehicles and pedestrians. In 2024, staff pursued the Safe Routes to School Implementation grant that would fund the construction of a shared use path from the intersection of Galpin Lake Road to Oak Street/CSAH 19. The city was notified in late April of the award of the grant. The grant does not include a sidewalk or trail parallel to Galpin Lake Road as the preliminary information of the MnDOT Corridor Study has explored a variety of options at the TH 7/Galpin Lake Road intersection including closure, routing, and one-way traffic. Any of these potential modifications would significantly change vehicle routes and likely improve existing pedestrian/vehicle conflicts.

An eight-foot shared use path is proposed to connect Galpin Lake Road to the existing trail crossing at Oak Street/CSAH 19. The trail will go on the lakeside of the existing guardrail. Additional retaining walls may be necessary to accommodate trail construction in this area.

Financial or Budget Considerations: The SRTS grant award is \$468,000 and is only applicable to the construction costs. The total estimated project costs are \$584,500. The city is responsible for all design, administration, and construction costs above the grant award amount and can utilize Municipal State Aid funds for this balance. The current MSAS construction fund balance is \$1.993 million. The city currently has a larger scope for this project programmed in the Capital Improvement Plan (CIP) for 2027, which included a sidewalk & watermain along Galpin Lake Road. However, the roadway was milled & overlaid in 2022 therefore staff plans to modify the CIP for align only the trail being constructed along TH 7 in 2026.

Action Requested: Staff recommend the city council authorize the preparation of the Final Plans & Specifications for the Galpin Lake Trail project, City Project 25-01.

Motion, second and Simple Majority required.



Legend

□ Parcels 01/16/2023

Contours

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Intermediate

City Limits

MCWD - Stream Order

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MCWD - Functional Assessm

Preserve

Manage 1

Manage 2

Manage 3

Not Classified

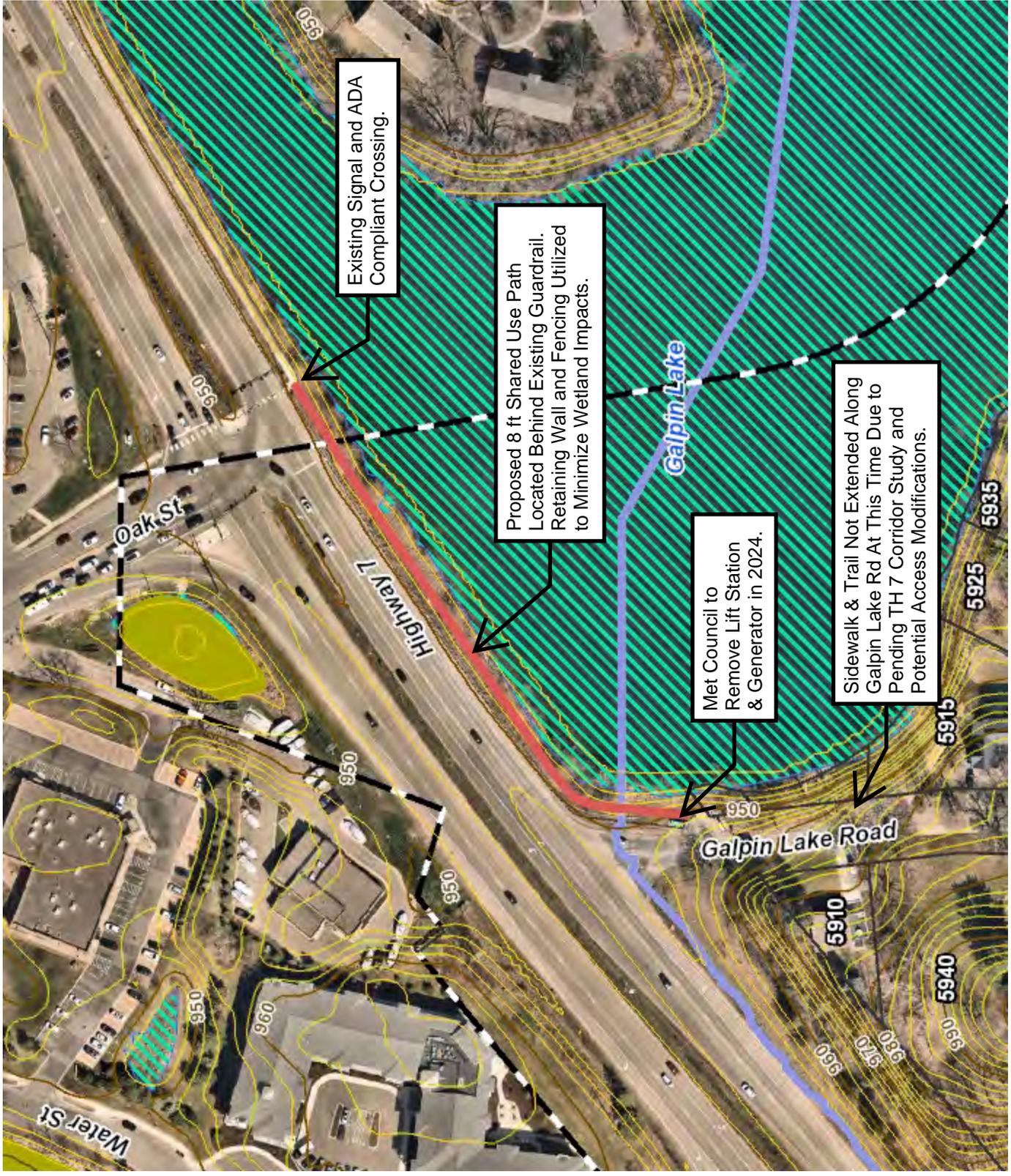
NWI Update

Existing Signal and ADA Compliant Crossing.

Proposed 8 ft Shared Use Path Located Behind Existing Guardrail. Retaining Wall and Fencing Utilized to Minimize Wetland Impacts.

Met Council to Remove Lift Station & Generator in 2024.

Sidewalk & Trail Not Extended Along Galpin Lake Rd At This Time Due to Pending TH 7 Corridor Study and Potential Access Modifications.



Map Name
Galpin Lake Road
Trail - Overview Map



Disclaimer:

This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information, and data located in various city, county, and state offices, and other sources affecting the area shown, and is to be used for reference purposes only. The City of Shorewood is not responsible for any inaccuracies herein contained.



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Real People. Real Solutions.



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

RESOLUTION 25-061

**A RESOLUTION TO PREPARE FINAL PLANS AND SPECIFICATIONS FOR
GALPIN LAKE TRAIL PROJECT; CITY PROJECT 25-01**

WHEREAS, The City of Shorewood submitted for and was awarded the Safe Routes To School (SRTS) Implementation grant for the construction of a shared use trail between Galpin Lake Road and the signalized intersection of Oak Street/CSAH 19, to provide a safe pedestrian crossing of TH 7 to Excelsior Elementary School; and

WHEREAS, SRTS grant funds are eligible for most construction costs, and costs not covered by the SRTS grant are the responsibility of the local agency; and

WHEREAS, 2024 SRTS funds for a maximum eligible amount of \$468,000.00 are identified for this project; and

WHEREAS, The City of Shorewood has Municipal State Aid funds available to cover the balance of construction and engineering/administrative costs for the project; and

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

1. Hereby authorizes the preparation of Final Plans & Specifications for the Galpin Lake Trail project, City Project 25-01.
2. The city assures that it will pay all costs associated with the project beyond the SRTS infrastructure grant award and that it will follow all of the requirements of the SRTS grant for permitting, project design, project bidding, construction administration, and project close out.

Adopted by the City Council of Shorewood, Minnesota this 23rd day of June 2025.

Jennifer Labadie, Mayor

Attest:

Sandie Thone, City Clerk



City Council Meeting Item

Title/Subject: Planning Commission Appointment

Meeting Date: June 23, 2025

Prepared by: Sandie Thone, City Clerk/Human Resources Director

Reviewed by: Marc Nevinski, City Administrator

Attachments: Resolution

Item 8A

Background

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

City staff received applications for the Planning Commission vacancy that exists because of Planning Commissioner Eggenberger's resignation. The city council interviewed the following candidates at their work session this evening.

- Will Ruoff
- Brandon Braithwaite
- Naomi Berg
- Beth Brown

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

Term: July 1, 2025 through February 2027: _____

Action Requested

Motion to approve the Resolution Appointing Planning Commissioner for the Term Effective July 1, 2025, through February 2027.

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

RESOLUTION 25-062

A RESOLUTION APPOINTING PLANNING COMMISSIONER

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

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

WHEREAS, the City received the resignation of Planning Commissioner Todd Eggenberger resulting in a vacancy on the Commission; and

WHEREAS, the City received applications from residents to serve in this capacity, have interviewed applicants and discussed the appointment;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHOREWOOD, MINNESOTA THAT THE APPOINTMENT TO THE PLANNING COMMISSION SHALL BE MADE AS FOLLOWS:

1. Planning Commission Term 7/25 to 2/27 _____

Adopted by the City Council of Shorewood, Minnesota this 23rd day of June 2025.

Jennifer Labadie, Mayor

Attest:

Sandie Thone, City Clerk