

1. Agenda

Documents:

[09-08-25 CC REG MTG AGENDA PDF.PDF](#)

2. Agenda Packet

Documents:

[09-08-25 CC REG MTG AGENDA PACKET.PDF](#)

3. PowerPoint Presentation Slides

Documents:

[09-08-25 CC REGULAR MTG POWERPOINT.PDF](#)

CITY OF SHOREWOOD
CITY COUNCIL REGULAR MEETING
MONDAY, SEPTEMBER 8, 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. Pursuant to MN Statute 2024, Section 13D.02, subdivision 4, members may participate in the meeting by interactive technology.

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 August 25, 2025 | Minutes |
| B. City Council Regular Meeting Minutes of August 25, 2025 | Minutes |
| C. Verified Claims List | Claims List |
| D. Shorewood Community Center Attendant New Hire | City Clerk/HR Director Memo |
| E. Tree Removal Contract | Public Works Director Memo |
| F. Special Assessment Correction | Finance Director Memo
Resolution 25-80 |

G. Accept Donation from Minnesota Transportation Alliance

City Administrator Memo
Resolution 25-84

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

5. PARKS

A. Report by Commissioner Bahneman on 08-26-25 Park Commission Meeting Minutes

6. PLANNING

A. Report by Commissioner Ruoff on 08-19-25 Planning Commission Meeting Minutes

B. Public Hearing: New Construction Municipal Water Code Amendments Planning Director Memo
Applicant: City of Shorewood Ordinance 624
Location: City-Wide Resolution 25-81

C. Cannabis Code Amendments Planning Director Memo
Applicant: City of Shorewood Ordinance 625
Location: City-Wide Resolution 25-82

D. Grading & Steep Slopes Code Amendments Planning Director Memo
Applicant: City of Shorewood Ordinance 626
Location: City-Wide Resolution 25-83

7. ENGINEERING/PUBLIC WORKS

8. GENERAL/NEW BUSINESS

9. STAFF AND COUNCIL REPORTS AND DISCUSSION

A. Staff

1. Review of City Owned Properties

Planning Director Memo

B. Mayor and City Council

10. ADJOURN

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1. Review of City Owned Properties

Planning Director Memo

B. Mayor and City Council

10. ADJOURN

CITY OF SHOREWOOD
CITY COUNCIL WORK SESSION MEETING
MONDAY, AUGUST 25, 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 5:30 P.M.

A. Roll Call

Present: Mayor Labadie; Councilmembers Labadie, Maddy, and Sanschagrin; City Attorney Shepherd; City Administrator Nevinski; Parks and Recreation Manager Czech; City Clerk/HR Director Thone; and Director of Public Works Morreim.

Absent: Councilmembers Gorham and DiGruttolo

B. Review Agenda

Maddy moved, Sanschagrin seconded, approving the agenda as presented. Motion passed 3/0.

2. BUDGET WORK SESSION #5 – SPECIAL REVENUE AND ENTERPRISE FUNDS

Finance Director Schmuck reviewed budget information for the Shorewood Community and Event Center (SCEC) and the four Enterprise Funds (Water Fund, Stormwater Management Fund, Sanitary Sewer Fund, and Recycling Fund). She reminded the Council that Enterprise Funds should be thought of like a small business, and should be self-sufficient and be able to finance their infrastructure and capital improvements. She outlined the average residential utility bill changes as well as changes for residents related to water. She briefly highlighted some possible changes that could be made to help decrease the City's budget and levy.

Councilmember Sanschagrin noted that he had submitted a list of questions to staff before the meeting. He asked for more details related to the ending fund balance for the SCEC. Finance Director Schmuck stated that for the SCEC, it shows that the actual reserve balance within that fund, and noted that the 2026 budget proposes to take about thirty thousand out of that fund balance, which did not meet the City's benchmark within the reserve policy that was adopted in April. She stated that they need to work with the task force on what the City was going to do for additional charges or changes to services offered at the SCEC to help supplement some of the levy impacts.

Councilmember Sanschagrin asked why staff was not recommending an increase in the sewer hook-up charges to cover the costs. Finance Director Schmuck clarified that the sewer hook-up access charge does cover the costs, but noted that the water hook-up charge does not. She noted that over the next six to nine months, the City was doing a study on all development fees and explained that they have to make sure they were in alignment in not earning more money than the expenses.

CITY OF SHOREWOOD WORK SESSION COUNCIL MEETING MINUTES
AUGUST 25, 2025
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Councilmember Sanschagrín asked if the City had tested whether the Met Council charges were accurate. Finance Director Schmuck explained that the Met Council takes major flow calculations out of the whole seven-county metro area. She stated that they track what flows in and out and provide a detailed report, but there was about a three-year lag in the data they collect. She noted that the Met Council has indicated that they were proposing a 6.53% increase across the metro area for 2026, but Shorewood's impact would be 11.71 %, based on their specific flow activity. Public Works Director Morreim noted that the apartment building was going to be added in, so they were in talks with Tonka Bay, because there would be a calculation change with that. Councilmember Sanschagrín stated that it made it seem like the City was paying more per household than their peers. Finance Director Schmuck answered that it would be based on the flow, which meant every city would be different.

Councilmember Sanschagrín asked if equipment for Cathcart Park was included in the budget. Finance Director Schmuck explained that it was part of the 2025 budget. Councilmember Sanschagrín asked what would happen in that situation because the City had not spent those funds. Finance Director Schmuck stated that it would be held in reserve within that capital fund until the project was implemented.

Councilmember Maddy asked if the City was maintaining a reasonable amount of I and I charges or if they were increasing with aging infrastructure. Public Works Director Morreim stated that they still see I and I, and when projects are done, the City does do inspections and also identifies areas within the sanitary sewer cleaning cycle. He noted that sometimes those are incorporated into the mill and overlay projects if there is a basic fix. He stated that for the more robust projects, they can do a sealing project and reminded the Council that the City had done that last year.

Mayor Labadie stated that it was important for residents to know that the City had not changed the water access charge hook-up fee for the last ten years. She pointed out that the City's development fees have not changed since 1983 and appreciated the graphic that staff had pulled together that showed everything would even out when they look long-term. She noted the slide that had ideas for possible changes to the budget and explained that she would hate to see Safety Camp disappear, but agreed that the City should analyze whether it was worth continuing since they had enough interest this year to hold the camp. She suggested that they not entirely remove funds and keep them earmarked for things like Safety Camp and the fireworks, until they hear more about the public feedback through the Parks Master Plan process. She explained that the reason the publications budget had doubled was that the local newspaper, the *Sun Sailor*, no longer includes Shorewood in its heading, and the coverage the City had is no longer there. She noted that the cost of publications for smaller cities can be cost-prohibitive because of the loss of newspapers, and still had statutory requirements for notice and publication. She explained that she has already had conversations on this topic with State and League of Minnesota Cities representatives. She thanked staff for the change to the public engagement process on the budget and for giving residents a chance to comment topic by topic as the Council discusses these items, which helps make things more easily understood. She opened the meeting up for public comments or questions on the 2026 budget materials that were just presented by Finance Director Schmuck. She reminded residents that another change made this year was that staff had set aside specific office hours for residents to come in and speak with them about any budget item they were interested in.

Marlys Bucher, 6590 Manitou Lane, asked about the proposed fees for non-users when water was available and asked if the fee would be quarterly or yearly. Finance Director Schmuck explained that the proposed fee would be quarterly. Ms. Bucher asked how the City could charge

CITY OF SHOREWOOD WORK SESSION COUNCIL MEETING MINUTES

AUGUST 25, 2025

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for something that was not being used. Finance Director Schmuck explained that the water distribution system has benefits throughout the City for things like parks and fire hydrants. She stated that when water existed in certain locations, it was serving the whole area, and those residents pay for the availability to have it in front of their parcels, and explained that the base fee being proposed was an attempt to make things more equitable. Ms. Bucher asked if the residents had been charged a ten-thousand-dollar fee at the beginning of this project. Finance Director Schmuck stated that some were and some were not, and explained that it had been very inconsistently applied throughout the period since the 1990s. She noted that the water issue had been discussed at the June 9, 2025, City Council Work Session meeting. Ms. Bucher stated that meant she could come back to the City and ask for her ten thousand dollars back since everyone in the City had not paid it. She expressed frustration that the City was not charging everybody the same way. She stated that many people in the City had not paid the ten thousand dollars, but now the City was planning to charge her an additional one hundred thirty dollars per year because there was water available in her street, even though they were not using it. Finance Director Schmuck explained that the City was starting with this part, which is part of a larger phased approach, and clarified that charging the ten thousand dollars to residents was done at Council's discretion. Ms. Bucher stated that she did not think it was fair that she had to pay a quarterly fee for something she was not going to use and had already given the City ten thousand dollars during their road construction project. Finance Director Schmuck explained that the ten thousand dollars was for the cost of the infrastructure going into the ground, and the quarterly fee was for the maintenance and ongoing activity for that infrastructure. Ms. Bucher stated that if the City sent out ten-thousand-dollar statements to the entire community, they would be able to bring in more than the one hundred thirty dollars that she would pay annually, despite not using the City water. She explained that she was a statistician, and the choice the City had made did not make sense to her.

Councilmember Maddy asked staff how long it has been since it actually cost ten thousand dollars to run the infrastructure. He stated that he believed the City had been subsidizing this expense for quite a while. Finance Director Schmuck noted that the discussion about ten thousand dollars not being enough began in 1993. Public Works Director Morreim stated that the cost varies from street to street based on the density of the homes and properties, which means that for some, the cost may be twenty thousand dollars, and some may be forty thousand dollars. Councilmember Maddy explained that the City was trying to do things the right way moving forward and noted that previous Councils had thought that more residents would want to hook up to City water, which is not what has happened. Councilmember Sanschagrín asked if the City had done any modeling around the user rates to ensure they were optimally set in accordance with market rates. Finance Director Schmuck explained that this had been done as part of the Long-Term Financial Management Plan, but noted that the City cannot set its rates based on what other cities have. Councilmember Sanschagrín stated that he has heard the concern expressed by Ms. Bucher from other residents and asked if there was anything that the City could do to compensate for that, such as a credit or waiving the fee. Finance Director Schmuck stated that the ten thousand dollars was to put the infrastructure in the ground, and this quarterly fee was for maintaining the system on an ongoing basis, so it was an apples-and-oranges comparison. She explained that there were about four hundred properties that are not connected despite having water available, but did not know who had and had not paid the ten thousand dollar fee, so there would need to be another analysis. She stated that the proposal for 2026 was to bring this quarterly fee to the four hundred parcels, and in 2027, to bring this quarterly fee to all other parcels. Mayor Labadie stated that the Council had been discussing this since their retreat in January, and Councilmember Sanschagrín had participated in all of their discussions. Councilmember Sanschagrín agreed that he had been part of those discussions but was also trying to listen to resident input.

Mayor Labadie stated that this information is not a surprise because the question of whether the City could do something different had been asked in January. She stated that the Council was being asked to make a very hard decision to help the City move forward in righting itself from the actions of past Councils. Ms. Bucher spoke from the audience and suggested that the City charge everyone ten thousand dollars and recoup some of their money.

Mayor Labadie noted that this was a possibility the Council had discussed, but some of the Council did not support that approach and briefly referenced some of the possible action items the Council had discussed at their June 9, 2025, Work Session meeting, and noted that every member of the Council had voted on them. She explained that no one from the public had voiced any opinions at the June 9, 2025, meeting.

Mayor Labadie stated that the amount of engagement and transparency is better than it has ever been in the past. She outlined the efforts the City has made to communicate information and make things transparent for residents, but noted that they cannot force people to read everything they publish. Dale Newberg asked why the sewer connection was only twelve hundred dollars and the water connection was ten thousand. Finance Director Schmuck explained that the Met Council put the sewer lines in the entire metropolitan area, and they had to supplement some of those expenses. She explained that they had not supplemented the water lines and noted that the City does those projects in small segments when they have road projects.

Mr. Newberg stated that they bought their home in 1990 and had spoken with someone in Planning before Finance Director Schmuck was with the City, and was told that the lines were run in 1987, but the records did not indicate that any assessments were paid. He stated that when they bought the house in 1990, the water fee was five thousand dollars. He explained that he had no intention of connecting to City water unless his well blows up. He stated that the fee of ten thousand is just too much, and if the City decided to change the fee to something like twenty-five thousand dollars, he would move. He asked how many people had connected and explained that from the Work Session notes he had seen, the overall number had taken a nosedive in the last ten years. He noted that this information should tell the City something about what people want and stated that encouraging people to connect to City water was not working. He explained that he had a written statement that he planned to read aloud during the regular Council meeting, but wanted to comment on communications at this meeting. He did an informal poll of people in the room to see who read the *Sun Sailor* and *Lakeshore* every week. He noted that he understood that there were publication requirements despite the fact that nobody read that kind of stuff. He noted that if the City wanted to communicate with him and get feedback, it could not just be a statement within the Shore Report that just says the City was going to update the fee schedule. He urged the City to come up with a better way to truly engage people in the City.

Joe Schneider, 21125 Christmas Lane, stated that he applauded the Council for trying to rectify the sins of the past, even though it will not be well-received. He noted that he wished he had a fire hydrant near his home and explained that he had reluctantly paid to refurbish a well after trying to bring in water from Chanhassen. He asked if the City was considering the water that is pulled out of wells to be free, and if things had gotten to a point where they were charging for the cost of delivering this free resource that is pulled out of the ground. Finance Director Schmuck stated that some of the costs associated with the consumption are the pumps and the activity of pulling them out. Mr. Schneider asked if there was a cost within the City's calculation for the raw material. He stated that water is not free, and at some point, they should be thinking about a rate for water that recognizes the waste that is in it and all the things that happen when the overall mindset is that water is free.

Glen Bucher, 5490 Manitou Lane, stated that this home was the first to hook up to sewer in 1970. He stated that part of the Council's job is the overall budget. He explained that they should look at how much is coming in and how much is going out, and noted that he had heard stories that the City has had six million coming in and thirty million going out. He noted that he did not think those numbers could be true but asked the Council if anybody had ballpark figures for the actual amounts. He stated that it would behoove the Council to think of this as they would a family budget, and make it balanced, and also think about what they can do without and how they can cut back. He stated that the City did not need to have a street project every year if it cannot afford it and that the City should be thinking outside of just looking for ways for the City to find more revenue. He urged the City to find a way to live within its means and stop just spending money.

Mayor Labadie outlined the various ways that residents were able to get more information on projects and encouraged them to subscribe to the City's online services. She stated that if anyone had specific questions that they should contact Finance Director Schmuck and set up an appointment to talk about them.

3. ENGINEERING SERVICES FOLLOW-UP

Mayor Labadie stated that they were out of time and asked if the Council preferred to discuss it tonight, which would require recessing the meeting and reconvening following the regular City Council meeting, or postponing it to a future Work Session meeting.

City Administrator Nevinski stated that if the Council was going to make significant changes, those would need to be incorporated into the budget. He stated that another option would be to continue to study this issue and delay a decision until 2027. He explained that he would not advise the Council to make significant changes for the 2026 budget year because there were still unanswered questions.

Councilmember Sanschagrín asked if there was an option to postpone this discussion until the next Work Session and noted that it could still end up being budget neutral. City Administrator Nevinski explained that he did not believe this decision would be budget neutral and noted that trying to rush this made him a bit nervous. Councilmember Sanschagrín explained that he would prefer to wait on the discussion of this topic when the full Council could be present and reiterated his suggestion to move it to the next Work Session. Mayor Labadie stated that she agreed with Councilmember Sanschagrín and did not want to discuss this without the full Council present. She noted that she also did not see this as a budget-neutral issue, which made her leery of trying to incorporate changes in the upcoming budget. City Administrator Nevinski stated that they will delay this discussion until the full Council is present, which would hopefully be September 8, 2025, but cautioned that they may need to push adoption of the final budget and levy to the second meeting in September.

4. ADJOURN

Maddy moved, Sanschagrín seconded, Adjourning the City Council Work Session Meeting of August 25, 2025, at 6:57 P.M. Motion passed 3/0.

ATTEST:

Jennifer Labadie, Mayor

Sandie Thone, City Clerk

DRAFT

CITY OF SHOREWOOD
CITY COUNCIL REGULAR MEETING
MONDAY, AUGUST 25, 2025

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

MINUTES

1. CONVENE CITY COUNCIL REGULAR MEETING

Mayor Labadie called the meeting to order at 7:07 P.M.

A. Pledge of Allegiance

B. Roll Call

Present. Mayor Labadie; Councilmembers Maddy, Sanschagrin, Gorham (via electronic means), and DiGruttolo (via electronic means); City Attorney Asani; City Administrator Nevinski; City Clerk/HR Director Thone; Director of Public Works Morreim; Park and Recreation Manager Czech; Finance Director Schmuck; SLMPD Chief Ballsrud; EFD Fire Chief Mackey; and Assistant Fire Chief Basinger

Absent: None

C. Review Agenda

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

Upon a roll call vote, the motion passed.

2. CONSENT AGENDA

Mayor Labadie reviewed the items on the Consent Agenda.

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

- A. City Council Work Session Minutes of August 11, 2025**
- B. City Council Regular Meeting Minutes of August 11, 2025**
- C. City Council Closed Session Meeting Minutes of August 11, 2025**
- D. Approval of the Verified Claims List**
- E. Annual Review of Minnesota General Records Retention Schedule, Adopting Resolution 25-071, "A Resolution Approving the Annual Review of the Minnesota General Records Retention Schedule and the Records Retention Policy for the City of Shorewood"**
- F. Tonka United Fall Kickoff Food Truck, Adopting Resolution 25-072, "A Resolution Approving a Food Truck for the Tonka United Kick-Off Event."**

- G. 2025 Crack Seal Quote, City Project 25-02, Adopting Resolution 25-073, A Resolution Approving 2025 Crack Seal Quotes, City Project 25-02.”
- H. 2025 Pavement Seal Quote, City Project 25-02, Adopting Resolution 25-074, “A Resolution Approving 2025 Pavement Sealing Quotes, City Project 25-02.”
- I. New Retail Liquor License, Adopting Resolution 25-075, “A Resolution Approving New Retail Liquor License.”
- J. MnDNR Conservation Partners Legacy (CPL) Grant Application, Adopting Resolution 25-076, “A Resolution Authorizing the Submission of an Application for a Minnesota DNR Conservation Partners Grant.”
- K. Agenda Meeting Management Software Board Portal Devices
- L. Summary of Conclusions of City Administrator Annual Review

Upon a roll call vote, the motion passed.

3. MATTERS FROM THE FLOOR

Dale Newberg, 26960 Beverly Drive, stated that they have lived in the City for thirty-five years and noted that the statement he would read had already been emailed to the Council earlier today. He read aloud a statement that outlined his concerns and objections to the City’s proposed water availability fees and their inclusion in the City budget.

Barry Brown, 6050 Burlwood Court, explained that he wanted to add to the discussion that took place during the Work Session discussion related to adding staff engineering positions. He noted that he had pulled monthly financial data for the last four years and found that the City had been billed by Bolton and Menk one point four million dollars, which was about an average of three hundred eighty two thousand dollars per year for miscellaneous engineering services. He explained that he had a conversation with City Engineer Budde on September 4, 2024, regarding seven specific miscellaneous categories to try and determine the level of engineering effort required. He shared examples of the information he received from City Engineer Budde and the financial implications for those engineering efforts. He stated that he believed that most could be accomplished by a qualified staff engineer and help from the City’s Administrative Assistant. He stated that by the City hiring its own engineering, it could save taxpayers about two hundred thirty thousand dollars per year. He urged the Council to thoroughly explore this avenue and also continue to use the highly skilled Bolton and Menk staff for the City’s most complicated projects.

4. REPORTS AND PRESENTATIONS

5. PARKS

6. PLANNING

7. ENGINEERING/PUBLIC WORKS

8. GENERAL/NEW BUSINESS

A. SLMPD 2026 Budget

SLMPD Chief Ballsrud gave an overview of the proposed 2026 budget for the SLMPD and explained that the overall proposal was for an eight-point-three percent increase. He highlighted details of special projects planned for the year related to Flock cameras, condition assessment of the Public Safety building, the need for replacement of the building's uninterruptible power supply, and installation of Knox box keys.

Councilmember Sanschagrín asked about the Flock cameras and examples of crimes they have assisted with. Chief Ballsrud explained that he would not share many details because the case was still in progress, but it was part of a suspicious death investigation.

Councilmember Sanschagrín asked if Chief Ballsrud was concerned about budget areas where there may be a higher risk, in terms of costs. Chief Ballsrud stated that the proposed 2026 budget was very minimal and had included fifty thousand dollars to get their reserves up, with the goal of getting them financially stable. He stated that ideally, they would be purchasing vehicles and not financing them, but it will take them a while to get out of the current leasing program, and explained the plan moving forward.

Mayor Labadie stated that one of the questions raised by the Board was whether it would be possible to decrease the number of vehicles within the fleet, and asked Chief Ballsrud to share with the Council regarding the officer involved shooting and how that vehicle was off the road. Chief Ballsrud stated that the vehicles they have were essentially in constant use. He noted that there was an officer-involved shooting in 2024, and the BCA held the vehicle for evidence. He noted that it was another eleven months before they got the vehicle out of the BCA, but then it spent a few more months in the body shop for necessary repairs. He stated that they barely got by with the number of vehicles they still had.

Councilmember Sanschagrín asked Chief Ballsrud to highlight changes in the proposed budget since the last time the Council had seen it. Chief Ballsrud noted that this was the same that the Coordinating Committee had unanimously approved and had been approved by the other three member cities.

Sanschagrín moved, Maddy seconded, to Adopt Resolution 25-077, "A Resolution Approving the 2025 Annual Operating Budget of the South Lake Minnetonka Police Department."

Upon a roll call vote, the motion passed.

B. Excelsior Fire District 2026 Budget

City Administrator Nevinski stated that the Excelsior Fire District budget was still making the rounds among the member cities. He noted that, so far, Deephaven had approved it, Excelsior had approved the facilities budget and was planning to reconsider the proposed operating budget on September 2, 2025. He noted that Tonka Bay would consider this budget at their meeting on August 26, 2025, and Greenwood would be considering it on September 3, 2025. He stated that

CITY OF SHOREWOOD REGULAR COUNCIL MEETING MINUTES
AUGUST 25, 2025
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they were asking for two separate motions on the operating budget and the facilities budget. He clarified that the vote required was a majority vote for both portions of the budgets.

Excelsior Fire District Chief Mackey reviewed the presentation surrounding the proposed Excelsior Fire District budget, objectives, and goals for the organization. He acknowledged that the proposed operating budget was high and explained that a large portion of it was due to the SCBA purchase. He explained that the Fire Board and staff had spent a lot of time looking for ways to reduce the budget without jeopardizing their level of service to the community.

Councilmember DiGruttolo asked about the issue that Excelsior had with the approval of the proposed budgets. Fire Chief Mackey explained that the Excelsior mayor is married to the EFD's Fire Marshall, and one of their councilmembers is a firefighter. He stated that another councilmember, who was the Fire Board representative, had resigned, so they only had two people available to vote because the mayor and the firefighter had recused themselves from the vote. He noted that they had approved the facilities budget, so they can go ahead and order the SCBAs before the pricing increases. Mayor Labadie stated that she had watched the Excelsior City Council meeting, and the two councilmembers who chose not to vote on this matter had been advised by their attorney that they could vote. Councilmember DiGruttolo asked if it was a procedural issue and not an issue with the budget itself. Mayor Labadie stated that one Excelsior councilmember had asked a lot of questions about the organizational proposal for four battalion chiefs, so she did not believe it was only a procedural issue.

Councilmember Gorham asked about the approach in hiring more senior employees and if that was related to the duty crew model and the hope for less turnover, or if it was related to things that have been seen with a less experienced crew. Chief Mackey stated that it was primarily related to safety and the need to have a more experienced crew going out on calls. He stated that within the department right now, there are fewer people qualified to be a Duty Officer and more people qualified to be firefighters.

Councilmember Sanschagrín asked about the current response times. Chief Mackey stated that they were averaging an in-service time of about two minutes and on-scene in under five minutes. He noted that the number of firefighters per call was running around seven to ten.

Councilmember Sanschagrín asked if Chief Mackey was considering liquidating any assets besides Rescue #11. Chief Mackey explained that they had looked at some of the older utility vehicles, which were paid off, and noted that they are not worth a lot, but they plan to liquidate them and not replace them. He stated that they were not considering any other big equipment because that was tied to their ISO.

Councilmember Sanschagrín stated that the budget information he looked at added up to a little over three million, but he thought he had seen a dollar amount of two point seven million. Chief Mackey clarified that the proposed budget was two million seven hundred twenty-five thousand nine hundred and forty-eight dollars. He stated that the version of the budget that was approved and recommended by the Fire Board was version seven point two.

Assistant Fire Chief Basinger explained that the State Fire Aid funds were recognized as revenue.

The Council discussed the reason for the separation of the facilities and operational budgets, as two separate votes were due to the JPA and the different votes required by the member cities. Mayor Labadie stated that at the last Fire Board meeting, they had briefly discussed version three of the budget and noted that the details were not really discussed by the Board, but had been

heavily discussed during the Excelsior City Council meeting. Chief Mackey stated that version three had the battalion chief starting in the third quarter of 2026, and he would have been the only one getting a three percent salary increase, with the rest of the department receiving a five percent increase.

Councilmember Maddy explained that the hiring of the battalion chief in the fourth quarter of 2025 was a decision made last year and had already been approved by the member cities. He stated that, as a proposed concession, they had considered pushing back the hire, but the Board had substantial support for having the third battalion chief on staff, as planned. He stated that the difference in salary increases was meant as more of a gesture and explained that the Board voted three to one in favor of version seven point two of the budget.

Mayor Labadie noted that one thing brought up during the Excelsior City Council meeting that put this into perspective was that it was fiscally responsible for the cities to spend money on public safety. She stated that there was a comment made during the meeting that the proposed pay rate for firefighters was the same as a babysitter would be paid, so the proposed increase was not unreasonable. Councilmember DiGruttolo stated that if they were paying their administrative person thirty-four dollars per hour, they should not be complaining about a small increase that pays the firefighters twenty-two or twenty-five dollars per hour. Mayor Labadie stated that she did not support slashing the salaries of the firefighters, but noted that she was worried about the implementation of the battalion chiefs and how the member cities can continue to afford the increase this brings.

Sanschagrín moved, Maddy seconded, to Adopt Resolution 25-078, “A Resolution Approving the 2026 Annual Operating Budget of the Excelsior Fire District.”

Upon a roll call vote, the motion passed.

Maddy moved, Sanschagrín seconded, to Adopt Resolution 25-079, “A Resolution Approving the 2026 Annual Facilities Budget of the Excelsior Fire District.”

Upon a roll call vote, the motion passed.

C. Out of State Travel Request – Minnesota Transportation Alliance

City Administrator Nevinski outlined the request for Mayor Labadie to travel to Washington, D.C., for the Minnesota Transportation Alliance's fly-in visit, the rationale behind her attendance, and reviewed the City's policy for out-of-state travel. He noted that the Minnesota Transportation Alliance had offered a scholarship of eighteen hundred dollars for the City to be able to attend, but noted that there are City funds available if the scholarship does not cover the entire cost.

Councilmember DiGruttolo asked if Mayor Labadie would be lobbying while she was in Washington, D.C. Mayor Labadie stated that the first evening involved a seminar and speakers, and the second day, there were appointments scheduled on the hill to have conversations related to the Highway 7 project. She noted that the meetings with the legislators would be done in a group setting with a coalition from the Highway 5/212 project, in conjunction with those representing the Highway 7 project.

Councilmember Gorham asked what they would be lobbying for and asked about the history of getting Federal funds for this type of project. He stated that he was not opposed to this, but

believed it may be a little too early because they do not know project details, including the cost. Mayor Labadie stated that there have been other coalitions from Minnesota who had received Federal funding for projects. She noted that a benefit of her attending this year was that it was being paid for via the scholarship, and she would be there with a neighboring mayor who had experience with this event in the past. She explained that this mayor was planning to retire and not run for re-election, and she believed that being able to piggyback on his experience and knowledge would be of benefit to Shorewood.

Councilmember DiGruttolo explained that she was disinclined to approve this because they did not have a final cost tonight. She stated that if attendance at this conference was important, the City should have budgeted for this expense last year. She expressed concern that it would set a precedent, and the City did not have a policy for this kind of activity, for example, should they go to all of these kinds of conferences, and why they were being asked to consider this specific one. She stated that she did not yet see what the return on investment would be because they would be meeting with people who already live in Minnesota. She expressed concern about the possibility that the final cost would be higher than the scholarship amount and suggested that they plan and budget for it next year, if it was deemed important.

Councilmember Sanschagrin stated that earlier tonight, there were comments made about the need for the City to think through and tighten the budget by reducing costs, and he shared those thoughts with Councilmember DiGruttolo. Councilmember Gorham noted that receipt of the scholarship made him more agreeable to the trip. He reiterated his thoughts on this being too early in the overall process, that they do not have their sights set on a specific Federal program, and it appeared that some of the Federal funding had dried up for Minnesota highways. He explained that he would like to know what would happen if they over the scholarship amount. City Administrator Nevinski explained that if the expenditure were more than the scholarship amount, the City would use some of the Council training budget funds and noted that he believed it would likely just be a few hundred dollars if the total cost was not entirely covered by the scholarship. He explained that the variable will be the cost of airfare. Councilmember Gorham explained that he was inclined to wait on this until they had more information about the design and the budget, nor would anyone commit to any funding at this point.

Mayor Labadie stated that she had been lobbying for improvements to Highway 7 for over a decade and believed something needed to be done before there was another death at one of the intersections. She stated that the City had been given a gift to attend a Federal meeting and explained that she would not promise that anything would come out of her attendance. She asked if the Council would be willing to accept the scholarship if any expenses above and beyond the gift would be paid out of her personal funds, so there would be no expense to the taxpayers.

Councilmember Gorham asked if he could arrange a meeting with MnDOT's budget team so they know what type of Federal programs they should think about. Mayor Labadie stated that she believed that type of information would be welcome and would be helpful to have before she goes to the conference in preparation for the meetings with the Federal officials.

Maddy moved, Gorham seconded, to Approve Mayor Labadie's attendance at the Minnesota Transportation Alliance's 2025 D.C. Fly-In event, with a cost up to \$1,800, and any expenses beyond that dollar amount would be the responsibility of Mayor Labadie.

Upon a roll call vote, the motion passed.

9. STAFF AND COUNCIL REPORTS AND DISCUSSION

A. Staff

Park and Recreation Director Czech stated that the Parks Master plan survey was still live until the end of the month and encouraged people to give their feedback to the City. He stated that the Movie in the Park event was held last week at Freeman Park, where they had been able to get some good feedback from residents on the Parks and Master plan survey. He noted that they would also have some engagement at the upcoming Oktoberfest event. He stated that they had an RFP out for the SCEC task force and facilities study. He noted that the City had received two proposals and he and City Administrator Nevinski were looking through them for possible next steps.

Public Works Director Morreim stated that Public Works staff were doing their normal summer routines, including mowing, tree removal, and right-of-way trimming. He stated that the mill and overlay project was generally complete, but there were still some punch list and clean-up items that needed to be addressed.

Finance Director Schmuck stated that the City had received four responses to the RFP for auditing services that were being analyzed.

B. Mayor and City Council

Councilmember Sanschagrín gave a brief overview of discussion items from the recent LMCC meeting.

Councilmember Gorham expressed his appreciation for having the flexibility for him to be able to attend the meeting online.

Mayor Labadie expressed her appreciation to the Minnesota Transportation Alliance for providing a scholarship to the City and the Council for accepting it.

10. ADJOURN

Maddy moved, Sanschagrín seconded, Adjourning the City Council Regular Meeting of August 25, 2025, at 9:08 P.M.

Upon a roll call vote, the motion passed.

ATTEST:

Jennifer Labadie, Mayor

Sandie Thone, City Clerk



City of Shorewood

City Council Meeting Item

Title/Subject: Verified Claims
Meeting Date: September 8, 2025
Prepared 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-08-25-2025-ACH	\$ 61,349.97
Payroll-08-25-2025-AP-ACH	\$ 45,433.51
Payroll-08-25-2025-AP-Other	\$ 448.95
Council-09-08-2025	\$264,141.02

Total Claims: Checks & ACH	\$371,373.45
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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.

Accounts Payable

Computer Check Proof List by Vendor

User: jschmuck@ci.shorewood.mn.us
 Printed: 08/27/2025 - 10:20AM
 Batch: 00006.08.2025 - PR-08-25-2025 Other



Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 5	EFTPS - FEDERAL W/H			Check Sequence: 1	ACH Enabled: True
	PR Batch 00002.08.2025 FICA Employer Portion	5,522.14	08/25/2025	700-00-2174-0000	PR Batch 00002.08.2025 FICA Employer Portion
	PR Batch 00002.08.2025 Federal Income Tax	8,301.51	08/25/2025	700-00-2172-0000	PR Batch 00002.08.2025 Federal Income Tax
	PR Batch 00002.08.2025 Medicare Employer Portion	1,291.49	08/25/2025	700-00-2174-0000	PR Batch 00002.08.2025 Medicare Employer Portion
	PR Batch 00002.08.2025 FICA Employee Portion	5,522.14	08/25/2025	700-00-2174-0000	PR Batch 00002.08.2025 FICA Employee Portion
	PR Batch 00002.08.2025 Medicare Employee Portion	1,291.49	08/25/2025	700-00-2174-0000	PR Batch 00002.08.2025 Medicare Employee Portion
	Check Total:	21,928.77			
Vendor: 6	HEALTH PARTNERS-MEDICAL			Check Sequence: 2	ACH Enabled: True
	PR Batch 00002.08.2025 Health Insurance - CoP	370.73	08/25/2025	700-00-2171-0000	PR Batch 00002.08.2025 Health Insurance - CoP
	PR Batch 00002.08.2025 Health Insurance-HSA	1,327.87	08/25/2025	700-00-2171-0000	PR Batch 00002.08.2025 Health Insurance-HSA
	Check Total:	1,698.60			
Vendor: 11	MINNESOTA DEPARTMENT OF REVENUE			Check Sequence: 3	ACH Enabled: True
	PR Batch 00002.08.2025 State Income Tax	3,986.48	08/25/2025	700-00-2173-0000	PR Batch 00002.08.2025 State Income Tax
	Check Total:	3,986.48			
Vendor: 2	MISSION SQUARE RETIREMENT-302131-457			Check Sequence: 4	ACH Enabled: True
	PR Batch 00002.08.2025 MissionSq-Flat Amount	2,566.20	08/25/2025	700-00-2176-0000	PR Batch 00002.08.2025 MissionSq-Flat Amount
	PR Batch 00002.08.2025 Mission Sq-Flat Amount	100.00	08/25/2025	700-00-2176-0000	PR Batch 00002.08.2025 Mission Sq-Flat Amount
	Check Total:	2,666.20			
Vendor: 665	OPTUM BANK			Check Sequence: 5	ACH Enabled: True
	PR Batch 00002.08.2025 HSA-Optum Bank-Em	1,558.11	08/25/2025	700-00-2183-0000	PR Batch 00002.08.2025 HSA-Optum Bank-Em
	PR Batch 00002.08.2025 HSA-Optum Bank-Ber	950.10	08/25/2025	700-00-2183-0000	PR Batch 00002.08.2025 HSA-Optum Bank-Ber

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 9	Check Total:	2,508.21			
	PERA			Check Sequence: 6	ACH Enabled: True
	PR Batch 00002.08.2025 MN-PERA Deduction	5,859.40	08/25/2025	700-00-2175-0000	PR Batch 00002.08.2025 MN-PERA Dedu
	PR Batch 00002.08.2025 MN PERA Benefit Em	6,760.85	08/25/2025	700-00-2175-0000	PR Batch 00002.08.2025 MN PERA Benef
Vendor: 1091	Check Total:	12,620.25			
	VOYA FINANCIAL			Check Sequence: 7	ACH Enabled: True
	PR Batch 00002.08.2025 Deferred Comp-Yoya-I	25.00	08/25/2025	700-00-2176-0000	PR Batch 00002.08.2025 Deferred Comp-3
	Check Total:	25.00			
	Total for Check Run:	45,433.51			
	Total of Number of Checks:	7			

Accounts Payable

Computer Check Proof List by Vendor

User: jschmuck@ci.shorewood.mn.us
Printed: 08/27/2025 - 10:05AM
Batch: 00005.08.2025 - PR-08-25-2025



Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 12	AFSCME MN COUNCIL 5 - UNION DUES			Check Sequence: 1	ACH Enabled: True
	PR Batch 00001.08.2025 Union Dues	209.51	08/11/2025	700-00-2182-0000	PR Batch 00001.08.2025 Union Dues
	PR Batch 00002.08.2025 Union Dues	239.44	08/25/2025	700-00-2182-0000	PR Batch 00002.08.2025 Union Dues
	Check Total:	448.95			
	Total for Check Run:	448.95			
	Total of Number of Checks:	1			

Clearing House

Distribution Report

User: jschmuck@ci.shorewood.mn.us
 Printed: 08/27/2025 - 10:24AM
 Batch: 00002.08.2025 - PR 8/25/2025



Account Number	Debit	Credit	Account Description
700-00-1010-0000	0.00	61,349.97	CASH AND INVESTMENTS
700-00-2170-0000	61,349.97	0.00	GROSS PAYROLL CLEARING
	61,349.97	61,349.97	
Report Totals:	61,349.97	61,349.97	

Accounts Payable

Computer Check Proof List by Vendor

User: jschmuck@ci.shorewood.mn.us
Printed: 09/03/2025 - 8:05AM
Batch: 00001.09.2025 - AP-09-08-2025



Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 105	ADVANCED IMAGING SOLUTIONS			Check Sequence: 1	ACH Enabled: True
INV362144	Konica Minolta/C658 Copier-Toner	17.31	09/08/2025	101-19-4221-0000	
	Check Total:	17.31			
Vendor: 112	AMERICAN LEGAL PUBLISHING CORPORATION			Check Sequence: 2	ACH Enabled: False
44514	2024 City Codification	2,450.78	09/08/2025	101-13-4400-0000	
44695	Online Code Supplement Pages	253.50	09/08/2025	101-18-4351-0000	
	Check Total:	2,704.28			
Vendor: 868	BANK OF MONTREAL			Check Sequence: 3	ACH Enabled: True
Aug-2025-Aaron	APA Conference Registration	470.19	09/08/2025	101-18-4331-0000	
Aug-2025-Brenda	Meeting Supplies	131.76	09/08/2025	101-19-4245-0000	
Aug-2025-Brenda	Postage	11.80	09/08/2025	101-13-4208-0000	
Aug-2025-Chris	WW Training/License	400.00	09/08/2025	611-00-4331-0000	
Aug-2025-Chris	Pest Control Product	38.97	09/08/2025	101-52-4223-0000	
Aug-2025-Chris	Stump Grinder Part	14.76	09/08/2025	101-32-4221-0000	
Aug-2025-Chris	Fuel	35.87	09/08/2025	101-32-4212-0000	
Aug-2025-Chris	Field Drag Parts	50.94	09/08/2025	101-52-4221-0000	
Aug-2025-Chris	Work Clothes per Contract-Robert	385.80	09/08/2025	101-32-4245-0000	
Aug-2025-Chris	Volleyball Net	29.99	09/08/2025	101-52-4245-0000	
Aug-2025-Chris	Mower Parts	134.62	09/08/2025	101-52-4221-0000	
Aug-2025-City	Curbside Waste-Public Works	454.67	09/08/2025	101-32-4400-0000	
Aug-2025-City	Curbside Waste-SSCC	143.61	09/08/2025	201-00-4400-0000	
Aug-2025-City	Culligan Bottled Water-Solar-SCEC	64.00	09/08/2025	201-00-4245-0000	
Aug-2025-City	AT&T Wade's Ipad	23.49	09/08/2025	101-24-4321-0000	
AUg-2025-City	Chanhassen-18505-001-Water Charge	1,279.97	09/08/2025	601-00-4263-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Aug-2025-City	Republic Services-Organic Recycling	301.60	09/08/2025	621-00-4400-0026	
Aug-2025-City	Credit Avi-Spl Llc	-610.90	09/08/2025	101-15-4221-0000	
Aug-2025-City	Chanhassen-18505-000-Water Charge	6.92	09/08/2025	601-00-4263-0000	
Aug-2025-City	Culligan Bottled Water - C.H.	40.00	09/08/2025	101-19-4223-0000	
Aug-2025-City	Republic Services-Residents Recycling Svcs	15,507.80	09/08/2025	621-00-4400-0000	
Aug-2025-Eric	General Supplies	14.09	09/08/2025	101-19-4245-0000	
Aug-2025-Eric	Meeting Supplies	148.63	09/08/2025	101-19-4245-0000	
Aug-2025-Eric	Padlock-Organics	34.72	09/08/2025	621-00-4400-0026	
Aug-2025-Eric	Business Cards - Sheila	30.38	09/08/2025	101-18-4245-0000	
Aug-2025-Eric	Office Supplies	9.67	09/08/2025	101-13-4200-0000	
Aug-2025-Jake	APA Membership Renewal	533.00	09/08/2025	101-18-4433-0000	
Aug-2025-Jake	APA Membership Renewal	118.43	09/08/2025	101-18-4433-0000	
Aug-2025-Jake	APA Conference Registration	470.19	09/08/2025	101-18-4331-0000	
Aug-2025-Jake	Wade's Fuel	50.01	09/08/2025	101-24-4212-0000	
Aug-2025-Jake	Supplies	52.98	09/08/2025	101-18-4221-0000	
Aug-2025-Jake	Supplies	14.98	09/08/2025	101-18-4221-0000	
Aug-2025-Jeanne	MNGFOA Day to Unite	65.00	09/08/2025	101-15-4331-0000	
Aug-2025-Jeremy	DOT Decals	54.50	09/08/2025	101-32-4221-0000	
Aug-2025-Jeremy	Oil Filters	128.42	09/08/2025	101-32-4221-0000	
Aug-2025-Jeremy	Misc Parts/Battery	324.69	09/08/2025	101-32-4221-0000	
Aug-2025-Jeremy	Small Engine Oil	59.70	09/08/2025	101-32-4212-0000	
Aug-2025-Jeremy	Hydraulic Filter	83.34	09/08/2025	101-32-4221-0000	
Aug-2025-Luke	Clamp for H2O Tower	1.72	09/08/2025	601-00-4223-0000	
Aug-2025-Matt	Pest Control-PW	90.00	09/08/2025	101-32-4400-0000	
Aug-2025-Matt	Winter Training	263.40	09/08/2025	101-33-4331-0000	
Aug-2025-Matt	Communications	17.00	09/08/2025	611-00-4321-0000	
Aug-2025-Matt	Misc Supplies	217.12	09/08/2025	101-32-4245-0000	
Aug-2025-Matt	HSEM Fees	408.60	09/08/2025	601-00-4437-0000	
Aug-2025-Matt	Ear Plugs	41.79	09/08/2025	101-32-4245-0000	
Aug-2025-Mitch	Tablecloth CLeaning	99.69	09/08/2025	201-00-4400-0000	
Aug-2025-Mitch	Movie in the Park Snacks	65.92	09/08/2025	101-53-4444-0000	
Aug-2025-Mitch	SCEC Office Supplies	9.97	09/08/2025	201-00-4200-0000	
Aug-2025-Mitch	SCEC Office Supplies	32.39	09/08/2025	201-00-4200-0000	
Aug-2025-Mitch	Octoberfest Inflatables	2,464.10	09/08/2025	101-53-4438-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Aug-2025-Mitch	SCEC Pest Control	90.00	09/08/2025	201-00-4400-0000	
Aug-2025-Mitch	Electrical Cord Covers	143.19	09/08/2025	101-53-4245-0000	
Aug-2025-Mitch	Movie in the Park Activities	122.48	09/08/2025	101-53-4444-0000	
Aug-2025-Mitch	Staff Scheduling	15.00	09/08/2025	101-53-4245-0000	
Aug-2025-Robert	Safety Shoes per Allowance	250.00	09/08/2025	101-32-4245-0000	
Aug-2025-Ryan	Hand Soap	5.99	09/08/2025	101-52-4245-0000	
Aug-2025-Ryan	Paint for Park Graffiti	167.61	09/08/2025	101-52-4223-0000	
Aug-2025-Ryan	Fuel	50.42	09/08/2025	101-32-4212-0000	
Aug-2025-Sandie	Annual Memberships	474.00	09/08/2025	101-13-4433-0000	
Aug-2025-Sandie	Office Supplies	35.78	09/08/2025	101-13-4200-0000	
Aug-2025-Todd	Nails for Field Drag	5.50	09/08/2025	101-52-4221-0000	
Aug-2025-Todd	Pest Control Supplies	26.45	09/08/2025	101-52-4223-0000	
Aug-2025-Todd	Bottled Water	41.88	09/08/2025	101-32-4245-0000	
Aug-2025-Wade	Drone Repairs	150.00	09/08/2025	101-24-4245-0000	
Aug-2025-Wade	Partial Refund	-96.00	09/08/2025	101-24-4245-0000	
Aug-2025-Wade	Wade's Fuel	43.00	09/08/2025	101-24-4212-0000	
Aug-2025-Wade	FAA Registration	5.00	09/08/2025	101-24-4245-0000	
Aug-2025-Wade	New Drone	2,319.00	09/08/2025	101-24-4245-0000	
	Check Total:	28,669.59			
Vendor: 1509	BLUE NET INC			Check Sequence: 4	ACH Enabled: True
62615	Computer-Laptop-PW Water PC	1,454.00	09/08/2025	403-00-4640-0000	
62620	CC Tablets for AMMS	5,970.00	09/08/2025	101-19-4321-0000	
	Check Total:	7,424.00			
Vendor: 1221	CAMPBELL KNUTSON P.A.			Check Sequence: 5	ACH Enabled: True
3526-0000G-43	General Matters/Administration-July 2025	3,542.26	09/08/2025	101-16-4304-0000	
3526-0001G-43	Planning & Zoning Services-July 2025	585.90	09/08/2025	101-16-4304-0000	
3526-0002G-35	Public Works-July 2025	37.80	09/08/2025	101-16-4304-0000	
3526-0009G-31	Code Enforcement-5815 Club Lane-July 2025	1,207.80	09/08/2025	101-16-4304-0000	
3526-0997G-23	Additional Prosecution Svc-July 2025	32.24	09/08/2025	101-16-4304-0000	
3526-0999G-46	Prosecution-July 2025	3,993.80	09/08/2025	101-16-4304-0000	
	Check Total:	9,399.80			

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 915	CINTAS CORPORATION (Formerly HUEBSCH)			Check Sequence: 6	ACH Enabled: False
20428894	SCEC - Mats	70.67	09/08/2025	201-00-4223-0000	
20432183	SCEC - Mats	70.67	09/08/2025	201-00-4223-0000	
20432184	City Hall - Mats	194.00	09/08/2025	101-19-4223-0000	
	Check Total:	335.34			
Vendor: 1542	CONSTRUCTION SERVICES DIVERSIFIED INC.			Check Sequence: 7	ACH Enabled: False
20-10379	Wood Lath	239.70	09/08/2025	101-32-4245-0000	
	Check Total:	239.70			
Vendor: 1160	STEVE & RENEE DOYLE			Check Sequence: 8	ACH Enabled: False
Rescind Assess	Rescind Special Assessment Incorrectly Levied	52.50	09/08/2025	101-00-1200-0000	
Rescind Assess	Rescind Special Assessment Incorrectly Levied	258.44	09/08/2025	611-00-1200-0000	
Rescind Assess	Rescind Special Assessment Incorrectly Levied	60.05	09/08/2025	621-00-1200-0000	
Rescind Assess	Rescind Special Assessment Incorrectly Levied	32.20	09/08/2025	631-00-1200-0000	
	Check Total:	403.19			
Vendor: 167	ECM PUBLISHERS INC			Check Sequence: 9	ACH Enabled: True
1061456	Ord. No. 623	81.25	09/08/2025	101-18-4351-0000	
1061623	Ord. No. 623	55.90	09/08/2025	101-18-4351-0000	
1062232	PH Rezoning/Variance/Subdivision	62.50	09/08/2025	101-18-4351-0000	
	Check Total:	199.65			
Vendor: 656	FLEXIBLE PIPE TOOLS & EQUIPMENT			Check Sequence: 10	ACH Enabled: True
31826	Hose for Vac Truck	929.05	09/08/2025	101-32-4221-0000	
	Check Total:	929.05			
Vendor: UB*00671	Douglas & Denise Foote			Check Sequence: 11	ACH Enabled: False
	Refund Check 005299-001, 26305 Oak Leaf Trl	35.71	09/08/2025	601-00-2010-0000	
	Refund Check 005299-001, 26305 Oak Leaf Trl	17.02	09/08/2025	621-00-2010-0000	
	Refund Check 005299-001, 26305 Oak Leaf Trl	8.87	09/08/2025	611-00-2010-0000	
	Refund Check 005299-001, 26305 Oak Leaf Trl	9.51	09/08/2025	631-00-2010-0000	
	Check Total:	71.11			

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 199	GMH ASPHALT COPORATION			Check Sequence: 12	ACH Enabled: False
PV#2-2025 M&O	PV#2-2025 M&O - Proj.#24X.136948	216,645.19	09/08/2025	420-00-2060-0000	
PV#2-2025 M&O	PV#2-2025 M&O-Proj.#24X.136948-Retainage	-39,615.79	09/08/2025	420-00-2060-0000	
	Check Total:	177,029.40			
Vendor: UB*00669	Ella Gorshteyn			Check Sequence: 13	ACH Enabled: False
	Refund Check 009130-000, 5515 Gideons Ln	23.68	09/08/2025	621-00-2010-0000	
	Refund Check 009130-000, 5515 Gideons Ln	55.26	09/08/2025	611-00-2010-0000	
	Refund Check 009130-000, 5515 Gideons Ln	47.37	09/08/2025	601-00-2010-0000	
	Refund Check 009130-000, 5515 Gideons Ln	23.69	09/08/2025	631-00-2010-0000	
	Check Total:	150.00			
Vendor: UB*00673	Martin & Diane Hargrave			Check Sequence: 14	ACH Enabled: False
	Refund Check 005754-000, 19885 Chartwell Hi	31.23	09/08/2025	621-00-2010-0000	
	Refund Check 005754-000, 19885 Chartwell Hi	31.23	09/08/2025	631-00-2010-0000	
	Refund Check 005754-000, 19885 Chartwell Hi	62.46	09/08/2025	601-00-2010-0000	
	Refund Check 005754-000, 19885 Chartwell Hi	72.88	09/08/2025	611-00-2010-0000	
	Check Total:	197.80			
Vendor: 1401	JENCO PROPERTY MAINTENANCE			Check Sequence: 15	ACH Enabled: False
6749	Landscaping Maint. MTCE-Badger-City Hall	665.00	09/08/2025	101-19-4400-0000	
6749	Landscaping Maint. MTCE-Badger-City Hall	665.00	09/08/2025	101-52-4400-0000	
	Check Total:	1,330.00			
Vendor: 1332	JERRY'S PRINTING			Check Sequence: 16	ACH Enabled: False
100409	Safety Camp Tshirts no silk screen (canceled)	266.50	09/08/2025	101-53-4443-0000	
	Check Total:	266.50			
Vendor: 1515	KATH FUEL OIL SERVICE CO.			Check Sequence: 17	ACH Enabled: True
834173	Fuel for Trailer	1,294.01	09/08/2025	101-32-4212-0000	
834397	Windshield Washer Fluid	218.75	09/08/2025	101-32-4221-0000	
835010	Fuel for Trailer	1,136.87	09/08/2025	101-32-4212-0000	
	Check Total:	2,649.63			

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: UB*00675	MyungSoo & HoEun Lyu			Check Sequence: 18	ACH Enabled: False
	Refund Check 009770-000, 5705 Ridge Rd	99.67	09/08/2025	601-00-2010-0000	
	Refund Check 009770-000, 5705 Ridge Rd	116.28	09/08/2025	611-00-2010-0000	
	Refund Check 009770-000, 5705 Ridge Rd	49.83	09/08/2025	621-00-2010-0000	
	Refund Check 009770-000, 5705 Ridge Rd	49.84	09/08/2025	631-00-2010-0000	
	Check Total:	315.62			
Vendor: 1068	MISSION COMMUNICATIONS, LLC			Check Sequence: 19	ACH Enabled: True
2011210	Mission Communications-Utilities	8,667.00	09/08/2025	611-00-4400-0000	
2011210	Mission Communications-Utilities	3,900.00	09/08/2025	601-00-4400-0000	
	Check Total:	12,567.00			
Vendor: UB*00674	Gene Needles			Check Sequence: 20	ACH Enabled: False
	Refund Check 009972-000, 23115 Summit Ave	56.07	09/08/2025	631-00-2010-0000	
	Refund Check 009972-000, 23115 Summit Ave	130.85	09/08/2025	611-00-2010-0000	
	Refund Check 009972-000, 23115 Summit Ave	56.08	09/08/2025	621-00-2010-0000	
	Check Total:	243.00			
Vendor: UB*00672	Jack Olson			Check Sequence: 21	ACH Enabled: False
	Refund Check 009745-000, 26035 Wild Rose L1	128.27	09/08/2025	631-00-2010-0000	
	Refund Check 009745-000, 26035 Wild Rose L1	128.27	09/08/2025	621-00-2010-0000	
	Refund Check 009745-000, 26035 Wild Rose L1	299.29	09/08/2025	611-00-2010-0000	
	Check Total:	555.83			
Vendor: 325	ON SITE SANITATION -TWIN CITIES			Check Sequence: 22	ACH Enabled: True
0001949129	South Shore-5355 St Albans Bay	85.40	09/08/2025	101-52-4400-0000	
0001949130	Freeman Park-6000 Eureka Rd	256.20	09/08/2025	101-52-4400-0000	
0001949131	Christmas Lk Rd-5625 Merry Ln	383.08	09/08/2025	101-52-4400-0000	
0001949132	Cathcart Park-26655 W- 62nd St	85.40	09/08/2025	101-52-4400-0000	
0001949133	Silverwood Pk-5755 Covington R	85.40	09/08/2025	101-52-4400-0000	
	Check Total:	895.48			
Vendor: UB*00670	Carlos & Jamie Paz			Check Sequence: 23	ACH Enabled: False
	Refund Check 008174-000, 20595 Spencer Ln	49.66	09/08/2025	631-00-2010-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Refund Check 008174-000, 20595 Spencer Ln	41.83	09/08/2025	621-00-2010-0000	
	Check Total:	91.49			
Vendor: 336	PITNEY BOWES BANK INC PURCHASE POWER			Check Sequence: 24	ACH Enabled: True
3107370213	QuarterlyLease-Postage Machine-4th Qtr 2025	195.00	09/08/2025	101-19-4221-0000	
	Check Total:	195.00			
Vendor: 355	SHRED-N-GO _446138			Check Sequence: 25	ACH Enabled: True
187522	Shredded Svc-CH-August	85.30	09/08/2025	101-19-4400-0000	
	Check Total:	85.30			
Vendor: 1181	SPLIT ROCK MANAGEMENT, INC.			Check Sequence: 26	ACH Enabled: True
98043	Custodial Service-CH Building-Sept 2025	487.00	09/08/2025	101-19-4400-0000	
	Check Total:	487.00			
Vendor: 1101	SPRINGBROOK HOLDING COMPANY LLC			Check Sequence: 27	ACH Enabled: True
INV-021516	Springbrook-CivicPay Fees-August 2025	29.50	09/08/2025	631-00-4450-0000	
INV-021516	Springbrook-CivicPay Fees-August 2025	29.50	09/08/2025	621-00-4450-0000	
INV-021516	Springbrook-CivicPay Fees-August 2025	29.50	09/08/2025	611-00-4450-0000	
INV-021516	Springbrook-CivicPay Fees-August 2025	29.50	09/08/2025	601-00-4450-0000	
	Check Total:	118.00			
Vendor: 694	TIMESAVER OFF SITE SECRETARIAL, INC.			Check Sequence: 28	ACH Enabled: True
30970	Council Meeting-8/11/2025	348.75	09/08/2025	101-13-4400-0000	
30971	Planning Meeting-8/19/2025	253.00	09/08/2025	101-18-4400-0000	
	Check Total:	601.75			
Vendor: 384	TOTAL PRINTING SERVICES			Check Sequence: 29	ACH Enabled: False
14225	Newsletters-Sept & Oct 2025	1,080.00	09/08/2025	101-13-4351-0000	
	Check Total:	1,080.00			
Vendor: 393	VESSCO, INC			Check Sequence: 30	ACH Enabled: True
098654	CHL. Injector Kits	163.66	09/08/2025	601-00-4221-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	163.66			
Vendor: 408	WM MUELLER & SONS INC			Check Sequence: 31	ACH Enabled: True
316097	Asphalt Mix for Patching	223.44	09/08/2025	101-32-4250-0000	
	Check Total:	223.44			
Vendor: 411	XCEL ENERGY, INC.			Check Sequence: 32	ACH Enabled: True
941086514	P.W. Street Lights Svc-August2025	4,270.73	09/08/2025	101-32-4399-0000	P.W. Street Lights Svc
941086514	P.W. Bldg Svc-August 2025	317.85	09/08/2025	101-32-4380-0000	P.W. Bldg Svc
941086514	Lift Station Street Lights-August 2025	733.19	09/08/2025	611-00-4380-0000	L.S. Street Lights
941086514	Boulder Bridge-August 2025	16.85	09/08/2025	601-00-4396-0000	Boulder Bridge
941086514	Parks-August 2025	407.78	09/08/2025	101-52-4380-0000	Parks
941086514	C.H. Svcs-August 2025	725.38	09/08/2025	101-19-4380-0000	C.H. Svcs
941086514	Amesbury-August 2025	2,387.62	09/08/2025	601-00-4394-0000	Amesbury
941086514	S.E. Area Svc-August 2025	462.33	09/08/2025	601-00-4398-0000	S.E. Area Svc
941484970	5735 Country Club Rd-August 2025	696.26	09/08/2025	201-00-4380-0000	5735 Country Club Rd
941522157	C.H. Svcs-August 2025	39.28	09/08/2025	101-19-4380-0000	
941668251	24253 Smithtown Rd-August 2025	2,020.44	09/08/2025	601-00-4395-0000	24253 Smithtown Rd
941850717	5700 County Rd 19 - Unit Light-August 2025	215.20	09/08/2025	101-32-4399-0000	5700 County Rd 19 - Unit Light
941908407	28125 Boulder Bridge Drive-August 2025	2,191.08	09/08/2025	601-00-4396-0000	28125 Boulder Bridge Drive
941938164	4931 Shady Isalnd Road-August 2025	18.11	09/08/2025	611-00-4380-0000	4931 Shady Isalnd Road
	Check Total:	14,502.10			
	Total for Check Run:	264,141.02			
	Total of Number of Checks:	32			



City Council Meeting Item

Title/Subject: Approve SCEC Community Center Attendant Hire: Noah Rajala
Meeting Date: September 8, 2025
Prepared by: Sandie Thone, City Clerk/Human Resources Director
Reviewed by: Marc Nevinski, City Administrator
Mitch Czech, Park/Rec Director
Attachments: None

Background

The city most recently recruited candidates for the Shorewood Community & Event Center part-time casual Community Center Attendant position. As fall begins and some of our part-time staff are heading back to school, current staffing levels for the center will need to be increased. An interview was held on August 25th with returning SCEC employee Noah Rajala. As a result of this interview, staff is recommending conditional approval upon receiving a successful employment background check and a successful NCPA background for Noah Rajala as Community Center Attendant.

If approved, Noah will work in the capacity as part-time Community Center Attendant working a schedule of less than 20 hours per week. The position is classified as a part-time casual position on Grade 1 of the city's compensation schedule with a range of \$14.59 to \$21.89 with an anticipated hiring range for new employees of \$16.68 to \$17.72. The position is non-exempt and does not qualify for benefits. Noah has worked in this capacity from 2023 to 2024, and provided exemplary service to the city. A conditional offer was extended to Noah Rajala with a starting wage of \$18.76 per hour which is Step E on the compensation schedule, and the 2025 rate for SCEC experienced employees. The position is eligible to receive an annual increase on the employee's anniversary date to Step F on the compensation schedule and yearly thereafter, upon meeting performance measures. Noah has agreed to serve as a Rink Attendant as needed as well.

Financial Considerations: This position is included in the 2025 budget under the Shorewood Community & Event Center (SCEC) personnel budget, and the Park and Recreation personnel budget.

Action Requested: Motion to approve Noah Rajala as Community Center Attendant as presented and upon receiving successful background investigations. Motion, second and simple majority vote required.



City Council Meeting Item

Title/Subject: Tree Removal Quote and Service Agreement
Meeting Date: September 8, 2025
Prepared by: Matt Morreim, Public Works Director
Reviewed by: Marc Nevinski, City Administrator
Attachments: Professional Service Agreement
Quote-Shadywood Tree Experts and Landscaping

Background:

The city has utilized a tree removal company to help remove large and dangerous trees in the city right-of-way and in city parks that require specialized equipment and resources.

Staff met with three contractors to review the trees identified for removal. The tree removals mostly include dead and dying that pose a safety risk. The work quoted includes all tree removal work, cleanup, disposal and necessary equipment. City staff will perform traffic control as needed for the contractor.

Staff solicited quotes from three tree removal companies and are summarized below.

1. L and T Tree Services: \$55,000.00
2. treeStory Inc.: \$35,750.00
3. Shadywood Tree Experts and Landscaping: \$33,747.00

Shadywood Tree Experts and Landscaping is a responsible contractor and has completed tree removal work.

Tree removal services are a separate service than the city's forestry consultant. The city's forestry consultant is Davey Resource Group.

Financial Considerations:

The city budget accounts and programs tree removal services in the public works operating budget (Fund 32-Public Works Service).

Action Requested:

Motion to approve the quote from The Shadywood Tree Experts and Landscaping for tree removal services and authorize execution of the agreement.

A majority vote by the Council is required.

PROFESSIONAL SERVICES AGREEMENT FOR TREE REMOVAL SERVICES

THIS AGREEMENT is made this September 14, 2025 ("Effective Date") by and between Shadywood Tree Experts and Landscaping, with its principal office located at 402 11th Avenue South, Hopkins, MN 55343 ("Contractor"), and the City of Shorewood, Minnesota, a Minnesota municipal corporation located at 5755 Country Club Road, Shorewood, MN 55331 (the "City"):

RECITALS

- A. Contractor is engaged in the business of providing tree removal services.
- B. The City desires to hire Contractor to provide tree removal services of specified trees in the city right-of-way and city property.
- C. Contractor represents that it has the professional 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 the services as described and subject to the additional conditions in the attached **Exhibit A** (the "Services"). **Exhibit A** shall be incorporated into this Agreement by reference. 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, 2024, 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 project, unless terminated by the City or amended pursuant to the Agreement.
3. **Consideration.** The City shall pay Contractor for the Services according to the terms on the attached hereto as **Exhibit A**. The consideration shall be for both the Services performed by Contractor and any expenses incurred by Contractor in performing the Services. Contractor shall submit statements to the City upon completion of the Services. The City shall pay Contractor within thirty (35) days after Contractor's statements are submitted.
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. Contractor may terminate this Agreement in the event of a breach of the Agreement by the City upon providing thirty (30) days' written notice to the City;
- 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.

In the event of a termination, the City shall pay Contractor for Services performed to the date of termination and for all costs or other expenses incurred prior to the date of termination.

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

6. **Remedies.** In the event of a termination of this Agreement by the City because of a breach by Contractor, the City may complete the Services either by itself or by contract with other persons or entities, or any combination thereof. These remedies provided to the City for breach of this Agreement by Contractor shall not be exclusive. The City shall be entitled to exercise any one or more other legal or equitable remedies available because of Contractor's breach.

7. **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.

8. **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. Automobile Liability. If the Contractor operates a motor vehicle in performing the Services under this Agreement, the Contractor shall maintain commercial automobile liability insurance, including owned, hired, and non-owned automobiles, with a minimum liability limit of \$1,000,000 combined single limit.
- C. Workers' Compensation. The Contractor agrees to provide workers' compensation insurance for all its employees in accordance with the statutory requirements of the State of Minnesota. The Contractor shall also carry employers liability coverage with minimum limits are as follows:
 - \$500,000 – Bodily Injury by Disease per employee
 - \$500,000 – Bodily Injury by Disease aggregate

- \$500,000 – Bodily Injury by Accident

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.

- D. Professional (Errors and Omissions) Liability Insurance. [Only required for professional services provided by accountants, attorneys, engineers, etc.] The Contractor will maintain professional liability insurance for all claims the Contractor may become legally obligated to pay resulting from any actual or alleged negligent act, error, or omission related to Contractor's professional services required under this Agreement. The Contractor is required to carry the following minimum limits: \$1,000,000 per occurrence; \$2,000,000 annual aggregate. The retroactive or prior acts date of such coverage shall not be after the effective date of this Agreement, and the Contractor shall maintain such insurance for a period of at least three (3) years following completion of the Services. If such insurance is discontinued, extended reporting period coverage must be obtained by the Contractor to fulfill this requirement.

9. **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.

10. **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.

11. **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.
12. **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.
13. **Third Party Rights.** The parties to this Agreement do not intend to confer any rights under this Agreement on any third party.
14. **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.
15. **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.
16. **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.
17. **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.
18. **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. Upon request, Contractor shall provide accommodation to allow individuals with disabilities to participate in all Services under this Agreement. Contractor agrees to utilize its own auxiliary aid or service in order to comply with ADA requirements for effective communication with individuals with disabilities.

19. **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 the City Administrator, or designee who shall perform or supervise the performance of all Services.

20. **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

Shadywood Tree Experts & Landscaping
402 11th Avenue South
Hopkins, MN 55343

The City

Marc Nevinski, City Administrator
City of Shorewood
5755 Country Club Rd
Shorewood, MN 55331
952-960-7900
mnevinski@ci.shorewood.mn.us

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

21. **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.

22. **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.

23. **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.

24. **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.

25. **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.

26. **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.

Shadywood Tree Experts and Landscaping

By: _____

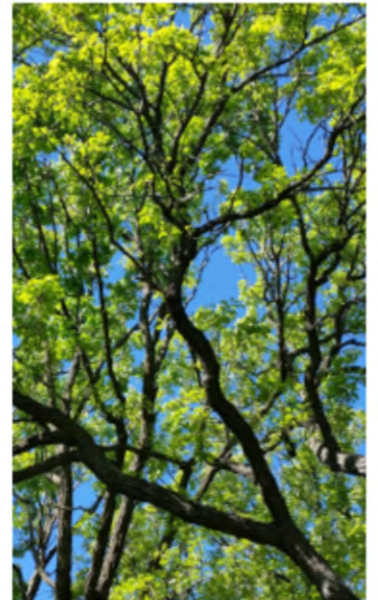
Name: _____

Title: _____

City of Shorewood:

By: _____
Jennifer Labadie, Mayor

By: _____
Sandie Thone, City Clerk



Shadywood Tree Experts and Landscaping
402 11th Avenue South
Hopkins, MN 55343
Ph: 952-933-0614



Proposal Date
08/26/2025

Proposal Name
City of Shorewood 20250826

Proposal

City of Shorewood
City of Shorewood Chris Heitz
24200 Smithtown Rd
Shorewood, MN 55331

Proposed By: Jake Nitz
ISA Cert. No.: WI-0761A
Cell: 6128142006
jake.nitz@shadywoodtreeexperts.com

: 952-960-7914

Work Site
24200 Smithtown Rd
Shorewood, MN 55331

The following recommendations are based on our records and/or a recent site visit.

I. Tree Care (All pruning and removal work include cleanup of all debris unless otherwise noted.)

<u>Qty</u>	<u>Plant</u>	<u>Description</u>	<u>Cost</u>
1	Elm	Removal Location: 4750 west lane DBH (diameter breast height):18 in Hazards/obstacles: road Notes: tree will be removed to ground level stump will be cut low and flat and will remain.	\$1,985.00
6	Poplar	Removal Location: across from 20480 Radisson rd DBH (diameter breast height):18-24 Hazards/obstacles: Powerlines present, lift station Notes: There are a total of five trees between powerlines and road. All of these are marked. They will be removed to ground level. Stump will be cut on flat and will remain. there is a single stone, dead tree behind the powerlines. This area is owned by the city. We have access to get our lift behind the powerlines. We can prune out limbs to create access. We are removing the stone dead tree to the ground. Stump will be cut low and flat and will remain	\$7,997.00
2	Ash	Removal Location: across the street from 6140 Chaska Rd. DBH (diameter breast height): 10, 15 inch diameter Hazards/obstacles: Road Notes: Both trees can be cut up and left in the woods. Too late flat all debris will stay on site.	\$525.00

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City of Shorewood 20250826

Proposal

I. Tree Care (All pruning and removal work include cleanup of all debris unless otherwise noted.)

<u>Qty</u>	<u>Plant</u>	<u>Description</u>	<u>Cost</u>
1	Boxelder	Removal Location: Along trail behind 5900 Club Valley Rd. DBH (diameter breast height): 30 inch diameter Hazards/obstacles: Trail, signage Notes: City is requested we do not put any larger equipment on this trail. All debris will have to be Moved out to the road. TREE will be removed to ground level stump will be cut low and flat and will remain	\$3,205.00
5	Ash	Removal Location: Across the street from 24880 Bent Grass Way DBH (diameter breast height): 16–22 inch diameter Hazards/obstacles: Fence, trail Notes: City owns this whole lot. All five trees will be removed to ground level. Stumps will be cut low and flat and will remain.	\$4,121.00
1	Ash	Removal Location: 24840 Smithtown Rd. DBH (diameter breast height): 35 inch diameter Hazards/obstacles: Road, powerlines Notes: My plan would be to access the driveway and use the bucket truck for the removal of this tree. This tree has been heavily pruned by the power company and previous years. TREE will be removed to Ground level stump will be cut low on flat and will remain.	\$2,739.00
1	Ash	Removal Location: Three stem ash right hand side of 5790 Kelsey Rd. DBH (diameter breast height): Three stem ash tree Hazards/obstacles: Houses, fence Notes: TREE will be removed to ground level stump will be cut low and flat and will remain	\$993.00

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Proposal Date
08/26/2025

Proposal Name
 City of Shorewood 20250826

Proposal

I. Tree Care (All pruning and removal work include cleanup of all debris unless otherwise noted.)

<u>Qty</u>	<u>Plant</u>	<u>Description</u>	<u>Cost</u>
14	Trees	Removal Location: all trees have been marked. All of these trees are within Freeman Park. DBH (diameter breast height): 12–25 inch diameter Hazards/obstacles: Playground, signs, road, buildings, trail Notes: There are two ash trees by entrance off of Eureka There are two Elm And one trunk east of parking lot Five Ash trees behind playground Three ash behind shelter One Ash north of shelter. All trees will be removed to ground level. Stumps will be cut low and flat and will remain.	\$9,791.00
1	Ash	Removal Location: 23260 Park St. DBH (diameter breast height): 17 inch Hazards/obstacles: Road, powerlines on opposite side of the street Notes: ashto be removed to ground level, stump will be cut low and flat and will remain	\$2,391.00

Please call us if you have questions or would like to approve these services. Note that our recommendations are often time-sensitive and delaying may affect tree health.

Above Work Subtotal: \$33,747.00

A credit card is required at the time the proposal is approved. We accept all major credit cards including Visa, Discover, Master Card, and American Express. Your card will only be charged after the work is complete.

Tax: \$0.00

Total: \$33,747.00

Thank you for choosing Shadywood Tree Experts & Landscaping

Please Sign on Page 2 of Terms and Conditions



SHADTRE-01

BGROSS

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/24/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Ken Jarcho Agency LLP 7232 Metro Blvd Edina, MN 55439	CONTACT NAME: PHONE (A/C, No, Ext): (952) 884-2358 E-MAIL ADDRESS: ken@kenjarchoagency.com FAX (A/C, No): (952) 884-6540
INSURED Big Sis Lil Bro Co DBA Shadywood Tree Experts 402 11th Ave S Hopkins, MN 55343	INSURER(S) AFFORDING COVERAGE INSURER A : Midwest Family Mutual INSURER B : INSURER C : INSURER D : INSURER E : INSURER F : NAIC # 23574

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ Blanket Addl Insd GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PROJECT ☐ LOC OTHER:		CPMN0560139940	8/4/2024	8/4/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	☒ AUTOMOBILE LIABILITY ☐ ANY AUTO OWNED AUTOS ONLY ☒ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY		CPMN0560139940	8/4/2024	8/4/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 500,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 10,000		CPMN0560139940	8/4/2024	8/4/2025	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000
A	☒ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y / N ☒ N / A If yes, describe under DESCRIPTION OF OPERATIONS below		CPMN0560137301	1/6/2024	1/6/2025	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

For Info Only

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Bibi Gross

Shadywood Tree Experts (STE) Terms & Conditions

1. **Disclaimer:** Unless otherwise stated in writing, STE assessments are based on limited visual assessment and trees may have defects which are not ascertainable from such a limited inspection. Additional charges may be incurred upon detailed inspection. STE is not liable for defects and work required due to the limited nature of a visual assessment. Further, STE has only assessed the trees identified in the attachments and has not viewed, assessed, or made any recommendations for any other trees or plants on the Client's property. In the event site conditions change in any manner after the Proposal has been provided, STE reserves the right to amend the Proposal.
2. **Utilities:** STE will have all public utilities marked at least 48 hours prior to the start of any project that requires digging or excavation, including stump grinding and tree planting. It is the responsibility of the Client to notify STE in writing, and mark on the property at least 48 hours prior to the start of the project, any private utilities and underground and/or buried items. This includes but is not limited to: existing irrigation systems, invisible pet fencing, private gas or electrical lines, and any other privately installed utilities. STE is not responsible for damage to and/or interruption of any utilities resulting from unmarked or mismarked private utilities. Any damage to STE, its employees, subcontractors, equipment, or materials as the result of any unmarked or mismarked private utilities shall be the responsibility of the Client or Client's insurance coverage.
3. **Client Responsibilities:** Client is responsible for complying with and notifying STE of all covenants and/or restrictions applicable to the property along with obtaining any necessary prior approval from private entities including but not limited to: homeowner's associations, management companies, association boards of directors, etc. STE relies upon Client's representations that they are the lawful owner of the property upon which work is being completed or has legal authority to authorize the work on the property. STE is not liable for damages, actions, or losses brought or incurred by the Client as a result of work performed by STE on property not owned by the Client, or for which the Client did not have legal authority to authorize such work. Nothing in this paragraph will absolve the Client of his/her obligation to STE to pay for all work performed by STE.
4. **Additional Client Responsibilities:** STE is not responsible for surveying the property or determining boundary lines, easements, or encroachments located on the property. STE recommends that the Client hire a professional surveyor, at their own expense, to locate and clearly mark the boundaries of the property. Client is responsible for communicating with neighbors in the event access is required or recommended in order to perform tree work on the client's property. Client must get written approval for STE to access their neighbor's property, if deemed necessary. STE is not responsible for any damages resulting from Client's failure to properly identify property boundaries, tree ownership, or otherwise uphold the Client responsibilities under this paragraph.
5. **Indemnity:** Client shall indemnify, defend, and hold harmless STE and its respective officers, agents, and employees, harmless against all loss, damage, expense, and liability caused by any act of Client, Client's tenants, residents, and other parties utilizing Client's property. Client agrees that STE shall not be strictly liable for any and all loss, damage, expense, and liability arising hereunder.. Each of the foregoing indemnities, shall include the right of STE to recover reasonable attorney's fees in connection with any action to enforce the rights of the respective parties.
6. **Unforeseen Conditions:** Unforeseen tree, soil, and underground conditions may cause additional work which may result in additional costs and charges to complete the project. These conditions include, but are not limited to: pest infestation, rot that could not be seen during initial inspection, high water table, unknown springs, debris, or trash. If such conditions are discovered, STE will promptly discuss these conditions and price changes with the Client. STE shall not be liable for any damage to turf or soils due to heavy equipment access. Delays due to inclement weather or Acts of God, shall not be a basis for termination of this Agreement or reduction in the amount owed. No starting or completion dates are expressly or impliedly guaranteed.
7. **Cranes and Heavy Equipment:** Occasionally, unbudgeted for heavy equipment such as cranes may be necessary to properly complete the proposed work. All quotes for services requiring a crane are subject to additional review by a consulting arborist or crane specialist. In the event a larger or more specialized crane is required due to tree conditions, electrical hazards, surrounding tree canopies, fences, flag poles, or other conditions, an updated pricing proposal will be provided to the Client to be agreed upon prior to commencement of work.
8. **Pricing:** Costs associated with this project will be as provided in the attached Proposal. Proposed project costs have been calculated based on current prices for labor, equipment, and material. Pricing is valid for 90 days from the date of the Proposal. Client must sign the Proposal and STE must receive down payment before the expiration of Proposal pricing. After 90 days, STE reserves the right to amend the Proposal to reflect any changes to pricing. Taxes where applicable are in addition to the Proposal pricing.
9. **Changes:** Changes to the scope of work will result in additional charges. Alteration or deviation from the proposal involving costs greater than \$500.00 of the total Proposal amount requires written approval from the Client. Any unwritten changes made to the scope of work will be billed at rates consistent with the accepted Proposal. If the Client is unsatisfied or becomes aware of issues related to the work being performed on the property by STE, Client must notify STE immediately. Additional charges may result if STE is not immediately notified of these issues by the Client.
10. **Payment:** Client agrees to pay STE the agreed upon amount for the services outlined in the Proposal, plus any additional costs for parts, materials, time, etc. as selected. Client agrees to provide STE with a valid credit card at the signing of this Agreement and authorizes STE to charge any amounts due upon substantial completion of the work. If the Client would prefer to make payment via, cash, check, or other payment methods, it must be arranged with STE prior to completion of the work. Client is responsible for paying STE in full upon substantial completion, regardless of whether Client has filed an insurance claim for the work or is anticipating any insurance payment.
 - a. **Deposit:** Client agrees to pay STE as outlined in the Proposal. For projects greater than \$2500 in value or which require a crane, traffic control, or specialized equipment, STE requires a 25% deposit to reserve a place on the production schedule. STE requires a that Client place a credit card on file with STE in order to secure a place on the schedule. Client must notify STE if they wish to pay by other means after a credit card information is received. Upon substantial completion of the project, all remaining amounts due, including any additions for changes, must be paid in full.
 - b. **Late Payment:** Client must pay in full within 30 days of substantial completion. If STE has a credit card on file for the Client, Client authorizes STE to charge the credit card in for any outstanding balance. Any outstanding balances which are not paid according to the terms of this Agreement will be subject to an administrative processing fee of \$50, plus interest of 1.5%, per month, or the maximum allowable by law, until paid in full.
 - c. **Collection Costs:** STE is entitled to use all legal means necessary to recover unpaid balances. STE shall be entitled to recover all costs incurred in the collections process including but not limited to charges, expenses, court costs and reasonable attorneys' fees.

11. Subcontractors: Client grants STE the right to subcontract work according to STE' needs. Subcontractors will carry insurance commensurate with STE' coverage at all times while working on the Client's project.

12. Insurance: STE and each subcontractor, if applicable, shall procure and maintain in full force and effect, at all times during the term of this Agreement, the following insurance: General Liability insurance; Commercial auto insurance; and Worker's Compensation insurance as required by state law.

13. Promotional Use: Client grants STE the right to take pictures, video and written accounts of this property, and post yard signs on the start date of the project for promotional purposes. Promotional signs will be removed after a reasonable time following completion of the project, or upon request of the Client.

14. Warranty: STE guarantees satisfaction related to the clean up and removal of branches and other debris following the work. In the event the Client is unsatisfied with the clean up provided, they must notify STE as soon as possible and must not undertake any clean up work on their own or by hiring any third party. Work will be performed in accordance with ANSI standard Z1331.1. This applies to tree pruning, tree removal, insect/disease control, fertilization, and stump grinding. Trees and shrubs are living organisms. They are always changing and subject to weather, site conditions, and other conditions beyond the control of STE. No Guarantee is expressed or implied on tree, shrub, or general landscape safety or health. While STE will do everything in its power to prevent tree failure due to wind, storms or other Acts of God, we cannot guarantee that your tree will not sustain damage in these conditions. No tree planting services are warranted. All Warranties do not go into effect until the project is paid in full. Warranty is void if project is not paid in full within 30 days after receipt of invoice by Client. Payment may not be held by Client in lieu of warranty.

15. PRE-LIEN NOTICE: THIS NOTICE IS TO ADVISE YOU OF YOUR RIGHTS UNDER MINNESOTA LAW (MINN. STAT. §514.011) IN CONNECTION WITH THE IMPROVEMENT TO YOUR PROPERTY.

(A) ANY PERSON OR COMPANY SUPPLYING LABOR OR MATERIALS FOR THIS IMPROVEMENT TO YOUR PROPERTY MAY FILE A LIEN AGAINST YOUR PROPERTY IF THAT PERSON OR COMPANY IS NOT PAID FOR THE CONTRIBUTIONS.

(B) UNDER MINNESOTA LAW, YOU HAVE THE RIGHT TO PAY PERSONS WHO SUPPLIED LABOR OR MATERIALS FOR THIS IMPROVEMENT DIRECTLY AND DEDUCT THIS AMOUNT FROM OUR CONTRACT PRICE, OR WITHHOLD THE AMOUNTS DUE THEM FROM US UNTIL 120 DAYS AFTER COMPLETION OF THE IMPROVEMENT UNLESS WE GIVE YOU A LIEN WAIVER SIGNED BY PERSONS WHO SUPPLIED ANY LABOR OR MATERIAL FOR THE IMPROVEMENT AND WHO GAVE YOU TIMELY NOTICE.

16. Cancellation: Client must notify STE in writing within 72 hours of the start of the project in order to cancel this agreement. Failure to give proper written cancellation notice 72 hours prior to commencement of the work will result in a charge of ten percent (10%) of the total Proposal amount plus any costs incurred in preparation for and execution of the work. Products or equipment which have been reserved or custom ordered for this project must be paid in full regardless of cancellation notice.

17. Choice of Law: This agreement will be governed by the laws of Minnesota. The parties agree to make a good faith effort to resolve any disputes which arise from this agreement through direct contact, in an informal manner. For matters in dispute under \$15,000 in value, the parties agree to use Conciliation Court in Hennepin County, Minnesota for dispute resolution. For matters valued at more than \$15,000, the parties agree to venue any dispute in district court in Hennepin County, Minnesota.

18. Severability: Should any part of this agreement be deemed unlawful, the remainder shall remain in effect and be fully binding on the parties.

19. Merger: This Agreement, the Proposal, and any attachments indicated below constitute the entire agreement between the parties, all prior negotiations, conversations, and commitments being merged herein.

20. Acceptance of Proposal: STE hereby agrees to furnish materials and labor for the project according to the price laid out in the Proposal. By signing this document, the Client agrees that the above and attached specifications are satisfactory. Further, Client signifies that they have the authority to order the work to be performed at the property listed and authorizes that STE may begin the work for which Client will pay the agreed upon price as specified in the Proposal.

Page 2 of 2

By signing and dating this proposal, I agree that I have carefully read this proposal and the above Terms and Conditions and would like to proceed with these recommendations as outlined in this proposal.

Signature _____ Date _____



City Council Meeting Item

Title/Subject: Special Assessments Corrections

Meeting Date: 9/8/2025

Prepared by: Jeanne Schmuck, Finance Director

Attachments: Resolution 25-80

Background

In 2023, levies 24234-24237 were adopted by resolution 23-118, on November 13, 2023, and in 2024, levies 25201-25204 were adopted by resolution 24-093, on November 12, 2024. Both resolutions included assessment for delinquent utilities for PID 33-117-23-21-0012. These assessments were certified to the County using PID 32-117-23-21-0012. This error was brought to our attention when the owner of PID 32-117-23-21-0012 inquired about the assessments on his property taxes.

Staff have consulted with Hennepin County Assessment staff and have been advised that the proper means to cancel this errant assessment have been through a resolution adopted by City Council. Once adopted and received by Hennepin County, the 2024 assessment would be cleared from the 2025 taxes, and an updated tax statement will be generated and provided to the property owner.

Because the 2023 assessment was paid with the property owners 2024 taxes and remitted to the City of Shorewood, a reimbursement payment to the property owner is included in the claims list this evening.

Financial Impact

No money was lost as a result of this error, rather, our collection of money owed to the City will be delayed by one year. The two assessments will be certified to the correct PID 33-117-23-21-0012 in fall 2025 for taxes payable beginning in 2026.

Action Requested

Approve resolution 25-080 rescinding special assessments incorrectly levied to PID 32-117-23-21-0012 and authorizing reimbursement of previously remitted special assessment.

Simple majority vote required

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

RESOLUTION 25-80

A RESOLUTION RESCINDING SPECIAL ASSESSMENTS INCORRECTLY LEVIED

WHEREAS, on November 13, 2023 the Shorewood City Council adopted levies 24234-24237 via resolution 23-118, and on November 12, 2024 the Shorewood City Council adopted levies 25201-25204 via resolution 24-093, for \$400.69 and \$759.62 respectively; and

WHEREAS, the assessments of delinquent utilities for PID 33-117-23-21-0012, were incorrectly recorded as PID 32-117-23-21-0012 in which the error was brought to staff attention by the homeowner of PID 32-117-23-21-0012 when reviewing their property tax statements; and

WHEREAS, City Staff have consulted with Hennepin County Assessment staff and was advised that the proper means to cancel this errant assessment was through a resolution adopted by City Council; and

WHEREAS, once the resolution is adopted and received by Hennepin County, the assessment will be cleared and an updated 2025 tax statement will be generated and provided to the property owner; and

WHEREAS, the 2023 assessment roll for payable 2024 has already been paid in full and remitted to the City, the City will reimburse the property owners of PID 32-117-23-21-0012 for the \$400.69 assessment as well as the County \$2.50 fee.

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

1. The special assessments in the amount of \$759.62 adopted by City Council on November 12, 2024, and certified to Hennepin County in November 2024, and the County fee of \$2.50 is hereby rescinded.
2. The City Clerk shall forthwith transmit a certified duplicate of this resolution to the Hennepin County Assessments division so that the assessment may be cancelled and a new tax statement can be generated and delivered to the property owner of PID 32-117-23-21-0012.
3. Reimbursement of the 2023 special assessment in the amount of \$400.69 and the County fee of \$2.50 be provided to the property owner of PID 32-117-23-21-0012.

Adopted by the City Council of Shorewood, Minnesota, this 8th day of September 2025.

Jennifer Labadie, Mayor

Attest:

Sandie Thone, City Clerk



City Council Meeting Item

Title/Subject: Accept Donation from Minnesota Transportation Alliance
Meeting Date: September 8, 2025
Prepared by: Marc Nevinski, City Administrator
Attachments: Resolution 25-84

Background

At its August 11, 2025 Council meeting, the question was raised about the Mayor attending the Minnesota Transportation Alliance's (MTA) DC Fly-In event in Washington D.C. September 16-18, 2025 to advocate for improvements to Hwy 7 on behalf of the City of Shorewood. Hwy 7 improvements are one of the Council's strategic priorities. The Council said it would consider the request and asked for more information to be brought back at its August 25, 2025 meeting. In between these meetings, the MTA contacted staff and offered to provide a scholarship to the City up to \$1800 for the Mayor's travel to and attendance at the event. The Council considered its Out-of-State Travel Policy, found that the travel met the criteria in the policy, and approved reimbursement to the Mayor of up to \$1800.

Cities must accept donations by resolution, but because the costs of airfare were unknown at the time, the intention was to bring back such a resolution at a later date with the exact amount of the donation. However, the City Attorney has advised that a resolution should be adopted prior to the event. The attached resolution accepts the donation in an amount of up to \$1800.

Some questions have been raised since the August 25, 2025 meeting as to if a city can accept such a donation and if there is any conflict of interest present, as the City's engineering firm is a sponsor of MTA. The City Attorney has reviewed the matter and concluded the City is not prohibited from accepting a donation and designating it for its use by a particular local official, provided that the use is for a public purpose. In this case the public purpose is improving Hwy 7 which aligns with the Council's 2025 Strategic Priority 3A, which states: *Hwy 7 Safety – Support activities that result in safety enhancements along the Hwy 7 corridor, identify plans for safety improvements, and create structure to collaborate and advocate for improvements to Hwy 7.* The fact that the City's engineering firm is a sponsor for MTA and has contracts with the City does not prevent the City from receiving the donation as the prohibition only applies to donations from an interested person or entity to a local official.

Financial Impact

None

Action Requested

Motion to approve the attached resolution to accept a donation of up to \$1800 from the Minnesota Transportation Alliance.

Simple majority vote required

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

RESOLUTION 25-84

A RESOLUTION ACCEPTING A DONTATION FROM THE MINNESOTA TRANSPORTATION ALLIANCE TO THE CITY OF SHOREWOOD FOR THE MAYOR TO TRAVEL TO WASHINGTON D.C. AND PARTICIAPTION IN ITS DC FLY-IN EVENT TO ADOVCATE FOR FUNDING FOR SAFETY IMPROVEMENTS TO TRUNK HIGHWAY 7

WHEREAS, safety improvements to Trunk Highway 7 (Hwy 7) have been a priority for the City of Shorewood, its residents, and neighboring communities for many years; and

WHEREAS, MNDOT conducted a safety audit of the corridor in 2022, the legislature funded a corridor study completed in 2025, and the legislature funded a study of the formation of a transportation management organization for Hwy 7 to be completed in 2026; and

WHEREAS, a funding gap has been identified by MNDOT to incorporate safety improvements from the corridor study into a 2029 maintenance project MNDOT has planned; and

WHEREAS, it is necessary to call attention to Hwy 7 and advocate for state and federal funding for safety improvements for Hwy 7; and .

WHEREAS, the Minnesota Transportation Alliance has offered a donation to the City of Shorewood for travel and participation at its DC Fly-In event in Washington D.C. on September 16-18, 2025 (the Event); and

WHEREAS, the donation is consistent with the requirements of and pursuant ot Minn. R. 4512.0200, subp. 2; and Minn. Stat. 465.03; and

WHEREAS, on August 25, 2025 the Shorewood City Council approved the Mayor's attendance at the Event and found it to align with the City's Out of State Travel Policy, General Guidelines 1(a) and 1(e); and

WHEREAS, the Shorewood City Council further finds the Mayor's attendance at the Event supports the public purpose of improving Hwy 7 and aligns with the Council's 2025 Strategic Priority number 3: *Safe & Secure Communities, A. Hwy 7 Safety – Support activities that result in safety enhancements along the Hwy 7 corridor., identify plans for safety improvements, and create structure to collaborate and advocate for improvements to Hwy 7.*

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHOREWOOD, MINNESOTA to accept a donation of up to \$1800 from the Minnesota Transportation Alliance to the City of Shorewood for the Mayor to travel to Washington D.C. and participate in its DC Fly-In Event to Advocate for Funding of Safety Improvement to Hwy 7.

Adopted by the City Council of Shorewood, Minnesota this 8th day of September 2025.

Jennifer Labadie, Mayor

Attest:

Sandie Thone, City Clerk

**CITY OF SHOREWOOD
PARK COMMISSION MEETING
TUESDAY, AUGUST 26, 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, Garske, Bahneman, and Sylvester; and Parks and Recreation Director Czech

Absent: None

B. Review Agenda

Commissioner Wenner moved to approve the agenda, as written. Commissioner Garske seconded the motion. Motion carried 5-0.

2. APPROVAL OF MINUTES

A. Park Commission Meeting Minutes of July 22, 2025

Commissioner Wenner noted a change needed on page 5 to clarify that Councilmember Sanschagrin was referring to the Minnewashta Elementary School fields not being included.

Commissioner Garske moved to approve the minutes of the July 22, 2025, meeting as amended. Commissioner Bahneman seconded the motion. Motion carried 5-0.

3. MATTERS FROM THE FLOOR

There were none.

4. GENERAL BUSINESS

A. Parks Master Plan Update

Parks and Recreation Director Czech stated that they are currently in Task 3, which was the community needs assessment, and noted this relied heavily on community input and engagement. He explained that the master plan survey was scheduled to close on August 14, 2025, but the project team has decided to extend the deadline through the end of the month to try to get as much community input as possible. He noted that so far they have gotten 173 responses and asked the Commission to encourage people to participate in the survey, and explained that their goal is to get closer to 300 responses. He stated that stakeholder sessions were held on August 15, 2025, and believes that overall, there was good input provided. He gave a brief overview of some of the other public engagement efforts that were taking place to try to get input from residents. He stated that they were planning a public engagement event on September 27, 2025, at Oktoberfest, but the consultant would not be able to attend. He stated that they would prepare all the information and asked that the Commission consider manning the

table during Oktoberfest. He shared a rough draft of the kind of information and data that would be presented to the City by the consultant upon the completion of their work. He noted that the Commission had past discussions about the concept of holding an Open House on this topic and asked if that was something the Commission still wanted to do, but cautioned that the consultant would not be in attendance because it had not been included in their contract.

Commissioner Wenner asked if there were any Facebook groups that the City could reach out to regarding the survey, such as parent or park groups.

Park and Recreation Director Czech stated that he was not aware of any groups.

Commissioner Wenner asked if the Commission was still supposed to do self-guided Park Tour questionnaires.

Park and Recreation Director Czech stated that they would welcome whatever feedback they could get and asked them to get this turned in as soon as possible.

Commissioner Sylvester stated that after they have the draft plan, she would like to see residents have the opportunity to provide a reaction to the draft, but expressed concern that the overall timeline may be too tight for that.

The Commission discussed the timeline and deadline for a recommendation to the Council and possible ways to hold an Open House as more of a Work Session meeting, once they received the preliminary Parks Master Plan, to get input from the public. They discussed possible meeting dates for an Open House without the project schedule.

Parks and Recreation Director Czech asked the Commission to check their calendars and let him know if they would be able to help with public engagement at Oktoberfest.

Commissioner Garske stated that something he would like to see included in what was being asked of the residents was whether an activity was something they already did, and how often they believed they would use this amenity. He explained that he was specifically thinking about pickleball, where it would be helpful to have this information to quantify some of the feedback they get. He stated that he would also like to get feedback from younger parents and suggested that they may want to bring the boards out to the park playgrounds to try to get this information while they are using the park.

B. Concert in the Park Recap

Parks and Recreation Director Czech gave an update on the Concert in the Park event that took place on July 17, 2025, at Freeman Park, which was sponsored by Midco. He noted that the estimated attendance for the event was around 175 people, which was similar to last year. He explained that they were not able to get an additional food truck to be able to serve a main course option, so they only had ice cream available. He noted that they have been having trouble finding food trucks that meet the requirements of the Excelsior Fire District, and if they meet the requirements, they have wanted to charge the City a fee. He stated that he found it interesting to see how many people walked or rode their bikes to the event instead of driving.

Chair Hirner asked if the food trucks may be a possibility for sponsorship, for a 'food brought to you by' communication, and noted that there may also be an option for sponsorship for the opening band.

Commissioner Wenner noted that she had gotten some feedback from residents that they wanted to see the City have more concerts in the parks.

C. Safety Camp Recap

Parks and Recreation Director Czech gave an overview of the traditional Safety Camp that was conducted in partnership with the South Lake Minnetonka Police Department (SLMPD). He noted that this year's event was cancelled due to low registration despite the City trying new things as a way to increase registration numbers. He stated that they were exploring potential partnerships for future Safety Camps with local organizations, such as Community Education, for some increased promotion. He encouraged the Commission to share their ideas and thoughts on the event and ways to get increased registration numbers.

Commissioner Garske stated that one thing that may have sunk things this year was the changes within the Explorer Program at the Minnetonka schools.

Commissioner Sylvester stated that she believed that the Safety Camp needed a rebranding because there are a lot of fun camps available, and 'safety' did not sound fun. She stated that it may have also been a challenge because it was held on Wednesday, which may not have agreed with the other partial camp options available. She suggested that the City may want to look at aligning it with the schedule of, for example, Three Rivers Parks, and put it in as a gap filler with a rebranded, more fun name.

Commissioner Garske suggested that they could also try to pair it with a holiday weekend.

Chair Hirner suggested targeting the week after school gets out, when parents may be looking for things for their kids to do before the camps begin, as an entry into the summer. He stated that this may also allow for the event to be advertised within the school system.

D. Memorial Bench Program

Parks and Recreation Director Czech explained that there had been several requests that had come in recently from people interested in donating a bench in honor of family members. He explained that right now, the City did not have a formal process for this type of donation, and there was also not a lot of clarity related to things like costs. He stated that staff would like to get a formal program in place to streamline the overall process and were looking for input from the Commission to see if they supported developing a formal process, including having pre-approved locations where benches could be put. He noted that one of their other ideas was to have a tree donation option as part of the memorial program, where they could have a plaque placed next to the tree. He explained that if the Commission approved of this idea, staff would develop formal materials and bring them back to a future meeting for consideration. He stated that there is someone currently interested in placing a memorial bench at Freeman Park near Eddy Station and pointed out the general area they were interested in.

Commissioner Wenner stated that she thought this was a great idea and would wholeheartedly support both a bench and tree memorial donation option for residents. She stated that she thought

the proposed location for the recent request at Freeman Park would be a good location for a bench.

The Commission discussed their support of the memorial tree and bench program as described, questions about long term maintenance, things to included within the formal guidelines, ways to address specific placement requests to ensure they were placed logically, the possibility of having the consultants provide feedback on recommended bench placement as part of the Parks Master Plan, and the feeling that having a consistent process in place would be helpful.

Commissioner Bahneman moved to recommend approval to proceed with the development of a formal memorial tree and/or bench program. Commissioner Wenner seconded the motion. Motion carried 5-0.

5. REPORTS / UPDATES

A. City Council

Parks and Recreation Director Czech reviewed some of the recent Council discussions related to the proposed 2026 budget.

B. Staff

Parks and Recreation Director Czech stated that there were about 75 people in attendance for the Movie in the Park event last week, but noted that this year's crowd seemed to be a bit younger than last year's. He reviewed some of the extra things they had available, such as a lei-making station, temporary tattoos, and popsicles for kids. He noted that he would give the Commission a full breakdown and recap at the next meeting. He explained that Excelsior had done a movie night in their commons on the same night as Shorewood's event. He noted that he had discussed the possibility of holding this in conjunction with Tonka United's kick-off event. He stated that the original intent had been to include park maintenance updates on tonight's agenda, but he had not gotten much information from the Commission. He encouraged the Commission, if they had a chance, to go out and check out the parks and get that feedback to him. He noted that the City had partnered with Hennepin County on some emerald ash borer tree removal within Freeman Park and believed that this would continue over the next year or two. He stated that the City met with Minnetonka Baseball a few weeks ago about the fence issues on Field 1 at Freeman Park, and they will be replacing the entire fence in early October and their own expense. He stated that the City had put out an RFP for the facilities study and task force facilitation for the SCEC, and they received 2 responses.

C. Commission

Commissioner Sylvester stated that she works with the Recycling Committee and shared that there are organics drop-off locations at Southshore and Freeman Park. She stated that the Committee was working on developing an event near Halloween for folks to bring pumpkins back as a way to promote organic recycling. She explained that the Recycling Committee was interested to see if the Parks Commission might want to engage in this event somehow. She noted that they wanted to make it a larger event than just telling people to come drop off their pumpkins, such as having a pumpkin bowling or a pumpkin slingshot. She stated that their idea was to find a way to make it fun and more family-oriented.

Commissioner Wenner stated that she felt this was a great idea and would like to see the City do more things like this for community outreach. She joked that she would vote for a trebuchet so people could launch their pumpkins.

Chair Hirner stated that he liked the overall idea and asked Parks and Recreation Director Czech if this would be a good fit.

Parks and Recreation Director Czech stated that he could discuss this with Recycling and Communications Coordinator Wilson, but noted that he may not have a lot of time to assist with planning a larger event this year because of the work being done on the Parks Master Plan. He stated that there still may be a way for the Parks Commission to add to a larger event this year, if the Recycling Committee could lead the charge.

The Commission expressed its overall support for the event proposed by the Recycling Committee.

Parks and Recreation Director Czech stated that he would talk to Recycling and Communications Coordinator Wilson about the event and put this item on a future Park Commission agenda. He encouraged the Commission to begin brainstorming ideas for discussion.

Commissioner Wenner stated that she had attended a conference a few weeks ago and met someone who was involved with the University of Minnesota Turf Grass Science Department. She stated that she learned a lot of cool things from her and explained that they were pushing some potential lawn alternative plantings. She stated that she had forwarded this information to Parks and Recreation Director Czech and Public Works Director Morreim.

Commissioner Garske suggested that for future events, such as Movie in the Park, the City consider scheduling them mid-week rather than towards the weekend.

7. ADJOURN

Commissioner Garske moved to adjourn the Park Commission Meeting of August 26, 2025, at 8:25 P.M. Commissioner Wenner seconded the motion. Motion carried 5-0.

**CITY OF SHOREWOOD
PLANNING COMMISSION MEETING
TUESDAY, AUGUST 19, 2025**

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

DRAFT MINUTES

CALL TO ORDER

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

ROLL CALL

Present: Chair Huskins; Commissioners Holker, Longo, Magistad, and Ruoff (arrived at 7:03 P.M.); Planning Director Griffiths; and City Planner Osowski

Absent: None

1. APPROVAL OF AGENDA

Longo moved, Magistad seconded, approving the agenda for August 19, 2025, as presented. Motion passed 4/0.

2. APPROVAL OF MINUTES

• **June 3, 2025**

Chair Huskins noted that he had passed along some minor edits to Planning Director Griffiths before the meeting.

Holker moved, Longo seconded, approving the Planning Commission Meeting Minutes of June 3, 2025, as presented. Motion passed 4/0.

Commissioner Ruoff arrived at the meeting.

3. MATTERS FROM THE FLOOR

There were no comments.

4. PUBLIC HEARINGS

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

A. PUBLIC HEARING – CANNABIS CITY CODE AMENDMENTS

Planning Director Griffiths explained that this item was a housekeeping item to clean up the City's regulations for cannabis. He gave some background regarding the State's legalization of recreational cannabis sales, past discussions and actions the City has taken, additional legal counsel related to the City's initial decision to delegate the registration authority to the County,

1 and Council direction for rescinding that and taking over the registration process themselves. He
2 highlighted the proposed amendments to the Cannabis City Code. He noted that, to date, the City
3 had not received any public comments on this proposed amendment.

4
5 Commissioner Holker asked whether taking back the administrative side of the registration
6 process would be onerous or costly to the City. She asked if they might be able to hire an outside
7 consultant service to handle these duties for the City. She asked if the City had spelled out, within
8 the parameters, the areas where this use would be allowed, so they do not get a lot of applications
9 for places where people would not be allowed to have this use.

10
11 Planning Director Griffiths stated that they do have the parameters clearly outlined for the allowed
12 locations and noted that they have already received quite a few calls from people inquiring about
13 opening this type of business in the City. He stated that he believed it was likely that Shorewood
14 would have one locate in the City and briefly described the locations where this would be allowed.
15 He stated that the expectation is that this process would be handled similarly to the City's liquor
16 licensing, and there would be heavy involvement of the SLMPD. He stated that because the City
17 would most likely only have one business, he did not think the burden of the registration process
18 was going to be a substantial burden for staff.

19
20 Commissioner Longo stated that he had asked Planning Director Griffiths if having an unmanned
21 kiosk would be possible, but he told him that it would not be legal at this point.

22
23 Planning Director Griffiths confirmed that having an unmanned kiosk would not currently be legal
24 in Minnesota.

25
26 Commissioner Magistad referenced the anticipated demand for applications and asked how the
27 City would deal with competing registrations.

28
29 Planning Director Griffiths explained that it would be done on a first-come, first-served basis, but
30 noted that he did not believe that there would be many applications submitted at the same time,
31 due to the number of available sites being relatively low.

32
33 Chair Hirner stated that once the City has approved the one location for this type of business, he
34 would suggest they get the word out on the website, so they do not get a lot of other applications
35 when the City is full. He referenced two paragraphs in the document and noted that he felt there
36 was an inconsistency with them related to Subd. 5, Suspension of Registration and item c., Length
37 of Suspension, and d., Reinstatement of Registration.

38
39 Planning Director Griffiths explained that this language had been taken directly from the State
40 Statute and gave a brief explanation of what these sections were saying and answered
41 Commission questions. He stated that the City's only role in this process was to certify zoning
42 compliance for the location because once the registration is issued, the State takes over
43 everything.

44
45 Chair Huskins opened the Public Hearing at 7:21 P.M. and noted that there was no one present
46 in the chambers, so he closed the Public Hearing at 7:21 P.M.

47
48 **Magistad moved, Ruoff seconded, recommending approval of the Cannabis City Code**
49 **Amendments, as presented. Motion passed 5/0.**

50
51 **B. PUBLIC HEARING – GRADING AND STEEP SLOPES CITY CODE AMENDMENTS**

1
2 Planning Director Griffiths explained that this was another housekeeping-type item for the
3 Commission to consider. He reminded the Commission that during the 2040 Comprehensive
4 Planning process, there was some discussion about the City's protections for grading and steep
5 slopes. He explained that the City Code just was not clear on when permits were required and
6 reviewed the proposed amendment to the current language to address that issue.

7
8 Commissioner Longo asked if there was a risk that by raising the limit, they would compromise
9 the way the water flows into neighboring areas.

10
11 Planning Director Griffiths explained that when there is a grading permit request, they are required
12 to submit drainage plans to the City, regardless of the size of the project. He noted that staff or
13 the area watershed districts were not concerned about increasing this threshold.

14
15 Chair Huskins asked if any current projects may be affected by this change.

16
17 Planning Director Griffiths stated that there were no current applications working through the
18 process or any pending development applications. He explained that the only thing the City was
19 regulating with this was the short period of time when the construction was happening, and once
20 the grading project had been completed, it was over and done. He stated that the purpose of this
21 permit would be to set up haul routes for construction and make sure the streets were being
22 cleaned.

23
24 Commissioner Magistad asked if any of the numeric limits in the City's proposed language were
25 different than the DNR language.

26
27 Planning Director Griffiths explained that the 100 versus 400 was not contemplated by the DNR,
28 but noted that the 10 or more cubic yards language within the amendment was from the DNR.

29
30 Commissioner Magistad asked how the City had arrived at these numbers.

31
32 Planning Director Griffiths stated that he assumed there were reasons when the ordinance was
33 originally adopted in the 1980s, but did not know what they would be. He noted that a number of
34 cities have the 400 number as their threshold.

35
36 Chair Huskins opened the Public Hearing at 7:34 P.M., there being no one present in the
37 chambers, and he closed the Public Hearing at 7:34 P.M.

38
39 **Holker moved, Magistad seconded, recommending approval of the Grading and Steep**
40 **Slopes City Code Amendments, as presented. Motion passed 5/0.**

41
42 **C. PUBLIC HEARING – 2026 FEE SCHEDULE**

43
44 Planning Director Griffiths stated that the City reviews and updates its fee schedule on an annual
45 basis and noted that the Planning Commission was responsible for reviewing the planning-related
46 chapters of the schedule. He noted that the public was welcome to submit comments to the
47 Council when this item is brought forward by them at the September 8, 2025, meeting, since no
48 one was present tonight. He explained that the new fees would go into effect on January 1, 2026,
49 and highlighted the proposed changes for the zoning and land use fees. He explained that on
50 staff's list for the first part of 2026 would be consideration of hiring a consultant to do a
51 development fee study for all of their fees.

Commissioner Ruoff asked about the zoning verification letter fee and if the City had any comparable information from other cities on what their fees were.

Planning Director Griffiths stated that he did not have those numbers with him at the meeting, but explained that he used to work for Andover, and their fee is \$1,000. He stated that the proposed change from \$50 to \$250 was probably on the low end, but was moving the City in the right direction.

Chair Hirner opened the Public Hearing at 7:48 P.M., noted that there was no one present in the chambers, and closed the Public Hearing at 7:48 P.M.

Longo moved, Holker seconded, recommending approval of the 2026 Fee Schedule, as presented. Motion passed 5/0.

5. OTHER BUSINESS –

A. Monthly Training Topic – Review July 28, 2025 City Council Land Use Planning and Zoning Training

Planning Director Griffiths explained that on July 28, 2025, the City Council received Planning and Zoning training from him and City Attorney Shepherd. He gave a brief presentation of the training materials and reviewed: Municipal authority to plan; the role of the Planning Commission; Zoning – implementing the Comprehensive Plan; Conditional and Interim Use Permits; Variances; Time limits; and Public Hearings.

Commissioner Magistad asked if Planning Director Griffiths could forward the slide deck of his presentation to the Commission.

Planning Director Griffiths stated that he would send the presentation to the Commission and answered some follow-up questions for the Commission.

B. Upcoming City Council Liaisons

Planning Director Griffiths explained that he needed volunteers to fill the calendar for the rest of 2025.

September 8, 2025 – Chair Huskins

September 22, 2025 – Commissioner Magistad

October 27, 2025 - Commissioner Longo

December 8, 2025 – Commissioner Holker

6. REPORTS

• Council Meeting Report

Planning Director Griffiths stated that there was not much to report on the planning side of things because they had canceled the July Planning Commission meeting. He gave a brief overview of agenda items expected to be on the September 8, 2025, City Council meeting.

• Draft Next Meeting Agenda

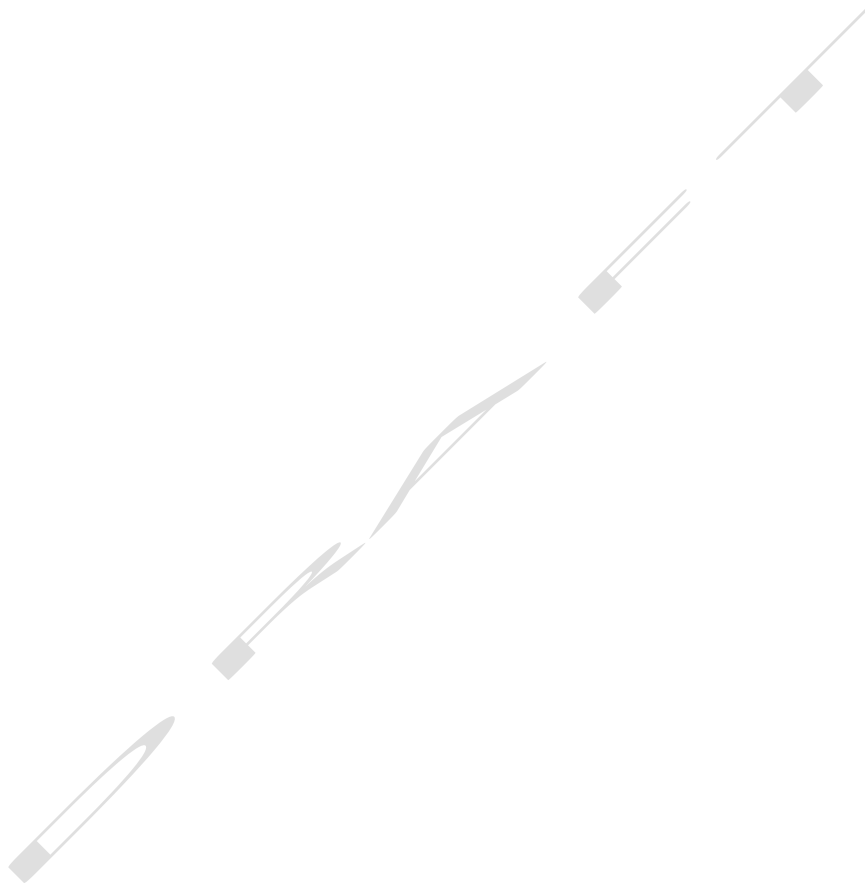
1 Planning Director Griffiths reviewed the application that the City had received that would be on
2 the September 2, 2025, Planning Commission meeting agenda.

3

4 **7. ADJOURNMENT**

5

6 **Magistad moved, Longo seconded, adjourning the Planning Commission Meeting of**
7 **August 19, 2025, at 8:43 P.M. Motion passed 5/0.**





City Council Meeting Item

Title/Subject: **Public Hearing: New Construction Municipal Water Code Amendments**

Meeting Date: September 8, 2025

Prepared by: Jake Griffiths, Planning Director

Reviewed by: Marc Nevinski, City Administrator

Attachments: **Previous Memorandums & Relevant Minutes Ordinance 624 Resolution for Summary Publication**

Item
6B

APPLICANT: City of Shorewood

LOCATION: City Wide

Background

At the June 9, 2025 City Council meeting, and July 28, 2025 City Council work session, the City Council directed staff to pursue requiring connection to the municipal water system when a new home is built, or completely reconstructed, in a location that has access to municipal water. Since that time, City staff have worked with the City Attorney to develop a City Code amendment that would implement the Council's direction. Draft amendment language was reviewed by the City Council at their July 28, 2025 work session, and Council direction was to move forward with the amendment language included in the attached ordinance.

If adopted, the proposed changes would not go into effect until January 1, 2026 to allow City staff adequate time to notify residents and local builders of the new requirement. City staff anticipate information regarding the new requirements being posted on the City's website, social media, email communications to builders, etc.

Pursuant to City Code 903.19, this amendment to the City Code requires the City Council hold a public hearing. Notice of the time, place and purpose of the hearing was posted in the City's official newspapers at least 10-days prior to the meeting, on the City's website and at City Hall. As of the publication of this report, no public comments have been received regarding the proposed City Code amendments.

Budget Considerations

There will be costs associated with summary ordinance publication if the ordinance is adopted.

Action Requested

The City Council is requested to hold a public hearing and approve the following motions:

1. Motion to adopt Ordinance 624, to adopt municipal water connection requirements for new residential construction.

Action on this motion requires a simple majority vote of the City Council.

2. Motion to approve the resolution authorizing summary publication for Ordinance 624.

Action on this motion requires a minimum 4/5 vote of the City Council.

attached for reference and provide detailed background on this option. This is not a complex option to implement and could be presented for adoption at an upcoming City Council meeting if the Council desired. The City Council previously provided direction to city staff to implement this option at the January 27, 2025, City Council Workshop. However, at the April 28, 2025, City Council meeting adoption of this policy as part of broader updates to the City's Subdivision Ordinance was tabled.

This option would essentially require that all new developments be connected to the municipal water system. A new development is defined as a lot split, where one property is divided into two properties, or a plat, where one property is divided into three or more properties. If infrastructure was not available, the developer would either need to pay the cost to extend the infrastructure to the site, work with the surrounding neighborhood to petition the city to install infrastructure or wait until infrastructure is extended. This type of regulation is very common in cities in the region and helps ensure orderly and efficient development without passing the costs of infrastructure expansion on to the residents of the community. New developments without municipal water connection also do not install fire hydrants which presents a challenge from a public safety perspective.

For every residential lot that is built without connecting to the municipal water system, it costs the city approximately \$14,855 over 5 years in lost revenue, and \$22,674 over 10 years, based on the City's current rate structure and fee schedule. This revenue would have gone to the Water Enterprise Fund if municipal water connection was required for every new subdivision, which would help address the fund's deficit.

Option 8 – Require Connection Upon Sale of Home

The city could revise the municipal code to require that all new residents purchasing a home that has water available would be required to connect to municipal water. In review of the past 7 years of home sales (including 2025) this would have generated 85 new connections. The option to consider would be to put the sale of home water connection requirement in place beginning in 2026. The policy could consider giving new homeowners a period of time to perform the connection work (i.e. 180 days). Following the 180 days, the property would be assessed the connection fee which would only be triggered if connection did not occur. The details of this option would need to be worked out as part of development of the program. It is estimated that the sale of home connection requirement would apply to 3-7 homes per year. The estimated revenue from 2026-2035 would be \$204k-\$476k in connection fees with consumption fees on top of those estimates.

Summary Per Year:
2019 - 9 connections
2020 - 15 connections
2021 - 6 connections
2022 - 7 connections
2023 - 12 connections
2024 - 15 connections
2025 - 21 connections
Total - 85 connections

*Does not include homes sold prior to water being available in street.

→ Option 9 – Require Connection Upon New Home Build or Complete Reconstruct

The city could revise the municipal code to require all property owners building a new home or completely rebuilding a home that has water available would be required to connect to municipal water. The number of homes that fall under the above situation are:

- 2021 – 2 Homes
- 2022 – 4 Homes
- 2023 – 2 Homes
- 2024 – 5 Homes

Similar to option 8, this policy would put the new home or complete rebuild of home water connection requirement in place beginning in 2026. The number of connections would vary based on the number of new home builds or complete reconstructs. Currently, each new resident that connects to municipal water would generate \$10,000 in connection fees and \$150-\$500 per year in water usage fees.

Option 10 – Require Connection Following a Watermain Project

The City could revise the municipal code to require connecting to municipal water as water infrastructure becomes available. Future new watermain projects would go through the typical public approval process and be approved by Council. Currently, there are a number of watermain infrastructure projects in the 10-year capital improvement plan (CIP). With this change, all property owners would be required to connect to municipal water as part of the project.

This option suggests putting the new-watermain connection requirement in place beginning in 2026. The timeline to connect could be within 6 months or 2 years of the project completion, or upon failure of existing well. The number of connections would vary per watermain project. Currently, each new resident that connects to municipal water would generate \$10,000 in connection fees and \$150-\$500 per year in water usage fees.

Option 11 – Increase the Water Connection Fee

The \$10,000 water connection fee was established following the Marsh Point development in 1996. Since that time the \$10,000 water connection fee has not been changed; however, there have been significant increases in materials and labor costs that have added to the cost of installation and maintenance of municipal water infrastructure. Based on the Consumer Price Index, simply adjusting the water connection fee for inflation without factoring in actual infrastructure costs would increase the fee from \$10,000 to \$20,776.88. The exact fee amount would need to be evaluated further, however adjusting for inflation would likely be a starting point for that analysis.

Option 12 – Improve Water Treatment

A frequent comment or complaint regarding the city's water supply is quality, most notably the hardness and the higher amounts of iron. Over the past two years, staff have performed water testing and implemented short-term, lower-cost solutions to improve water quality. The short-term, lower-cost solutions are:

- Adjust well priority on the east and west systems to put the wells with the lowest amount of iron in the lead. This will result in the majority of water supplied to the system coming from wells with less iron.
- Perform additional watermain flushing to clear iron build-up from pipes. Citywide watermain flushing was completed routinely in the past. Staff noted areas that have more significant iron build-up and perform additional watermain flushing in those areas. The best example is longer dead-end cul-de-sacs where the watermain is not looped.
- Remove the iron build-up from the base of the water towers tanks. Each water tower outlet has a standpipe that discharges approximately 2-3' above the bottom of the tank. Over time, iron settles out in the tower and needs to be cleaned out periodically. The tanks will be cleaned out in the fall of 2025. Moving forward, staff plan to perform routine tower cleaning to remove iron build-up.

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



City Council Work Session Item

Title/Subject: New Construction Water Connection Program
Meeting Date: July 28, 2025
Prepared by: Jake Griffiths, Planning Director
Reviewed by: Marc Nevinski, City Administrator
Attachments: Draft Amendment Language

Item 3

Background

At the June 9, 2025 City Council meeting, the City Council directed staff to pursue requiring connection to the municipal water system when a new home is built, or completely reconstructed, in a location that has access to municipal water. Since that time, City staff has worked with the City Attorney to develop a City Code Amendment that would implement the Council's direction. Draft amendment language is attached for review and discussion.

If adopted, the proposed changes would not go into effect until January 1, 2026 to allow City staff adequate time to notify residents and local builders of the new requirement. It is anticipated that this would include articles in the City's newsletter, information on the City's website, social media posts, email communications to builders, etc.

City staff will refine the draft amendment language based on the City Council's feedback. The next step in the adoption process would be for the City Council to hold a public hearing on the proposed ordinance, followed by final adoption, which could both occur as soon as the September 8th City Council meeting.

Financial Considerations

There will be costs associated with noticing a public hearing, and summary ordinance publication as the amendments work their way through the adoption process.

Action Requested

The City Council is requested to discuss the draft amendment language and provide feedback to City staff.

CITY OF SHOREWOOD WORK SESSION COUNCIL MEETING MINUTES

JULY 28, 2025

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Mayor Labadie asked how many families fall into the low-income category within Shorewood.

Finance Director Schmuck stated there were currently three households utilizing the low-income rates.

Councilmember Maddy asked how much staff time was used to administer this program and explained that he had always advocated for the thought that cities should not have to know what people make, because it wasn't their business.

Finance Director Schmuck stated that there was significant staff time this year because it had not been done for a while.

Councilmember Sanschagrin asked if there were any other items, like the local sewer availability charge, that had larger numbers where the costs were not being covered by the charge.

Finance Director Schmuck stated that there are some fees in the fee schedule that have not increased since the 1980s, which means that the City was not capitalizing on those increases, but noted that the City also did not want to nickel and dime the residents either.

Councilmember Sanschagrin recommended that staff identify the top five to ten 'heavy-hitter' type items that the City could increase in order to cover their costs and use that as a lever to lower the levy.

Finance Director Schmuck stated that the fees would be variable based on the frequency of their utilization and expressed concern about reducing the levy too much, so they come up short at the end of the year.

Mayor Labadie explained that the Council was open to public input on the information that Finance Director Schmuck had just presented and asked if anyone wanted to address the Council regarding the budget materials.

There were no public comments.

3. NEW CONSTRUCTION WATER CONNECTION PROGRAM

Planning Director Griffiths reminded the Council that at their June 9, 2025, meeting, they had directed staff to pursue requiring connection to the municipal water system when a new home is built or completely reconstructed, when there is access to City water. He explained that staff worked with City Attorney Shepherd to draft a Code amendment to reflect this desire by the Council, which they would like feedback on.

Councilmember Maddy asked how they would define 'immediately available service'. He gave the example of a neighbor who went through a lot split after the watermain was laid, which meant there was not a stub for the new property, so the City would not allow them to connect. He asked if there was a pipe, but no stub, running adjacent to a property line, and if this ordinance would force them to install a new stub.

Planning Director Griffiths explained that they define immediately available water service in the draft language and noted that the intent was that they were referring to the watermain itself, and if it was touching the property or within the right-of-way in front of the property. He stated that in

a situation where there was no service, the property owner would be required to connect and install the new service as part of their new home project.

Councilmember Maddy asked what the financial implications would be for a situation in which someone had to put a new hole in an active watermain.

City Engineer Budde stated that he would estimate it to be around fifteen thousand dollars in that situation.

Councilmember Maddy stated that they would also have to pay to get it into their house.

City Engineer Budde stated that in this situation, the City would give them credit for the ten-thousand-dollar connection.

Councilmember DiGruttolo stated that the proposed language was well-written and contained no ambiguity.

Planning Director Griffiths stated that this would likely come back to the September 8, 2025, City Council meeting for the public hearing.

4. WATER CONNECTION AND ASSESSMENT PROGRAM

City Engineer Budde explained that at the June 9, 2025, City Council meeting, the Council had discussed the option of creating a water service connection program where the City would streamline the process for connection and also look at assessing the full costs. He briefly reviewed the proposed process and steps of a City-led organized connection program.

Councilmember Sanschagrin asked whether the interest rate was defined at five percent.

City Engineer Budde explained that it would vary year by year and noted that it would usually be two percent above the bonding costs.

Councilmember Sanschagrin asked if staff had identified where the City could have the biggest impact.

City Engineer Budde stated that he had a few ideas but was looking for feedback from Council and outlined a few of the different strategies that the City could use.

Councilmember DiGruttolo asked if City Engineer Budde was estimating that the cost to the residents would be two thousand dollars to get pricing on what it would cost them to hook up to City water.

City Engineer Budde stated that it was their estimate.

Councilmember Gorham stated that it made sense to canvas the entire City and not just isolate it to one portion of the City. He stated that it would also help build momentum about the program and get the word out to residents. He noted that the two thousand dollars felt like an opportunity cost while they were building the program because they should not go down too many roads that led to a dead-end.

CITY OF SHOREWOOD
COUNTY OF HENNEPIN
STATE OF MINNESOTA

ORDINANCE 624

AMENDING SHOREWOOD CITY CODE CHAPTER 903 TO ADOPT MUNICIPAL WATER
CONNECTION REQUIREMENTS FOR NEW RESIDENTIAL CONSTRUCTION

Section 1. City Code Chapters 903.19 through 903.21 are hereby repealed and replaced as follows.

903.19 NEW RESIDENTIAL CONSTRUCTION REQUIRED TO CONNECT

Subd. 1. *Purpose and Intent.*

a. The City of Shorewood finds that the municipal water system is a critical public utility that supports public health, safety and welfare by providing reliable access to clean and safe drinking water.

b. The City further finds that requiring connection to the municipal water system for properties that are served by such infrastructure ensures greater resilience during drought, reduces risk to groundwater resources, enhances fire protection and public safety, and supports consistent and equitable service delivery.

c. The purpose of this ordinance is to require connection to the municipal water system for all new residential construction where service is immediately available.

Subd. 2. *Definitions.* The terms below shall have the following definitions for the purpose of this Section:

MUNICIPAL WATER SYSTEM. The public water infrastructure owned, operated, or maintained by the City of Shorewood or its authorized agents, including water mains, hydrants, valves, and service laterals. Municipal water service shall also include the same public water infrastructure as described above that is located within the City of Shorewood, but is served by adjacent municipalities.

NEW RESIDENTIAL CONSTRUCTION. The construction of any new residential dwelling unit(s), whether through the development of vacant land or the demolition and replacement of existing structures.

IMMEDIATELY AVAILABLE WATER SERVICE. The municipal water service is deemed to serve a property if a municipal water main exists in a public right-of-way, private street or utility easement that is adjacent to or abutting any portion of the property line.

1 Subd. 3. *Required Connection.*

2
3 a. *Mandatory Connection.* When a building permit application is submitted seeking new
4 residential construction; or, demolition of an existing residential dwelling that is to
5 be replaced with a new residential dwelling on the same property, the new residential
6 dwelling shall be connected to the municipal water system if water service is
7 immediately available as defined in this Section.

8
9 b. *Timing of Connection.* The required connection shall occur prior to the issuance of a
10 certificate of occupancy.

11
12 c. *Permit Requirements.* The connection to the municipal water system shall pass all
13 plumbing permit inspection required by the Minnesota State Building Code and
14 Minnesota State Plumbing Code. The connection shall be made pursuant to City
15 specifications.

16
17 d. *Discontinuation of Private Wells.*

18
19 (1) *New Construction on Vacant Land.* Installation of a private drinking water
20 supply or irrigation well shall be prohibited for all new residential construction
21 that takes place on vacant land. Any existing private drinking water supply or
22 irrigation wells not connected to a dwelling shall be properly sealed in
23 accordance with Minnesota State Statute.

24
25 (2) *Redevelopment of Existing Dwellings.* In situations where an existing home is
26 demolished and replaced with a new residential dwelling, an existing private
27 drinking water supply well may continue to be used by the property owner for
28 irrigation purposes. However, in no situation may the private well be
29 reconnected to the dwelling.

30
31 Subd. 4. *Violation & Penalties.* Failure to comply with the requirements of this Ordinance shall
32 be grounds for denial of a building permit application or withholding issuance of a certificate of
33 occupancy. Violations may be subject to administrative penalties as provided for in the City of
34 Shorewood Fee Schedule, or other legal remedies as may be deemed necessary by the City
35 Council.

36
37 Subd. 5. *Severability.* If any section, clause, or phrase of this Ordinance is held invalid by a court
38 of competent jurisdiction, the remainder shall not be affected and shall remain in full force and
39 effect.

40
41 Subd. 6. *Effective Date.* This ordinance shall take effect and apply to all building permit
42 applications received after January 1, 2026.

43
44 **903.20 AMENDMENT – NOTICE.**

1 This chapter may not be modified, amended, or repealed until a public hearing is held thereon
2 by the City Council. A notice of the time, place and purpose of the hearing shall be published in
3 the city's official newspaper and on its website at least 10 days prior to the day of the hearing.
4 Failure of any person to actually receive the notice shall not invalidate the proceedings provided
5 a bona fide attempt to comply with these provisions has been made.
6

7 **903.21 VIOLATION.**

8 Any person violating any provision of this chapter shall be guilty of a misdemeanor and
9 punished according to § [104.01](#) of this code.
10

11 **Section 2: References.** The City Clerk is authorized to correct any numeric references to the
12 requirements of this ordinance located elsewhere in the City Code that may have been altered
13 as a result of the amendments.
14

15 **Section 3: Effective Date.** This Ordinance 624 shall take effect upon publication in the City's
16 official newspaper.
17

18 ADOPTED BY THE CITY COUNCIL OF THE CITY OF SHOREWOOD, MINNESOTA this 8th day of
19 September, 2025.
20
21
22

JENNIFER LABADIE, MAYOR

23
24 ATTEST:
25

26 _____
27 SANDIE THONE, CITY CLERK

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

RESOLUTION 25-81

**A RESOLUTION APPROVING THE SUMMARY PUBLICATION FOR ORDINANCE 624 AMENDING
SHOREWOOD CITY CODE CHAPTER 903 TO ADOPT MUNICIPAL WATER CONNECTION REQUIREMENTS
FOR NEW RESIDENTIAL CONSTRUCTION**

WHEREAS, at a duly called meeting on September 8, 2025, the City Council of the City of Shorewood adopted Ordinance No. 624 entitled “**A RESOLUTION APPROVING THE SUMMARY PUBLICATION FOR ORDINANCE 624 AMENDING SHOREWOOD CITY CODE CHAPTER 903 TO ADOPT MUNICIPAL WATER CONNECTION REQUIREMENTS FOR NEW RESIDENTIAL CONSTRUCTION**”; and,

WHEREAS, Ordinance No. 624 amends City Code 903.19 through 903.21; and,

WHEREAS, the amendments are proposed to require connection to the municipal water system for new residential construction where the municipal water system is immediately available; and,

WHEREAS, Ordinance No. 624 is lengthy; and

WHEREAS, as authorized by Minnesota Statutes, Section 412.191, subd. 4, the City Council has determined that publication of the title and summary of the ordinance will clearly inform the public of the intent and effect of the ordinance.

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

1. The City Council finds that the above title and summary of Ordinance No. 624 clearly informs the public of the intent and effect of the Ordinance.
2. The City Clerk is directed to publish Ordinance No. 624 by title and summary, pursuant to Minnesota Statutes, Section 412.191, Subdivision 4.
3. A full copy of the Ordinance is available at Shorewood City Hall during regular office hours and on the city’s website.

ADOPTED by the Shorewood City Council on this 8th day of September, 2025.

Jennifer Labadie, Mayor

Attest:

Sandie Thone, City Clerk



City of Shorewood

City Council Meeting Item

Title/Subject: Cannabis Code Amendments
Meeting Date: September 8, 2025
Prepared by: Jake Griffiths, Planning Director
Reviewed by: Marc Nevinski, City Administrator
Attachments: Previous Memorandums & Relevant Minutes
Ordinance 625
Resolution for Summary Publication

Item 6C

APPLICANT: City of Shorewood
LOCATION: City Wide

Background

Please see the attached Planning Commission Memorandum for detailed background on the proposed amendments. At the August 19, 2025 Planning Commission meeting, the Commission held a public hearing on the proposed amendments. No comments were received prior to or during the hearing. After a brief discussion, the Commission unanimously (5-yes, 0-no, 0-absent) recommended approval of the proposed amendments to the City Council. Draft minutes from this meeting were reviewed as part of a previous agenda item.

Budget Considerations

There will be costs associated with summary ordinance publication if the ordinance is adopted.

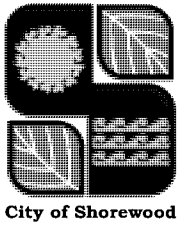
Action Requested

The City Council is requested to hold a public hearing and approve the following motions:

1. Motion to adopt Ordinance 625, to adopt updated cannabis regulations.

Action on this motion requires a simple majority vote of the City Council.
2. Motion to approve the resolution authorizing summary publication for Ordinance 625.

Action on this motion requires a minimum 4/5 vote of the City Council.



Planning Commission Meeting Item

Item
4A

Title/Subject: Cannabis City Code Amendments
Meeting Date: August 19, 2025
Prepared by: Jake Griffiths, Planning Director
Attachments: Draft Amendment Language

Background

The State of Minnesota is continuing to progress towards implementing its legalized recreational cannabis sales. The State will issue licenses to cannabis businesses, but local agencies will register cannabis retailers to ensure that business locations comply with local zoning requirements. Last year, the Planning Commission reviewed, and the City Council adopted an ordinance defining distances cannabis retailers could locate from certain uses, including schools, daycares and parks. However, as part of the ordinance the City deferred its registration authority to Hennepin County. At the time, the rationale behind deferring the City's authority was that due to the City's population only 1 cannabis business could locate in Shorewood, and that the amount of staff time needed to proficiently administer cannabis registrations and compliance checks could be more efficiently handled by the County. The Cities of Greenwood, Loretto, Medicine Lake, and Spring Park also delegated their registration authority to Hennepin County.

In May, Hennepin County approved their own ordinance regulating cannabis and lower potency hemp edibles. During the draft stage of the County's ordinance, City staff noted to the County that its proposed zoning standards and the City's did not align, and the City questioned the County's zoning authority. No response from the County was received. The matrix below shows the difference between the City's and the County's standards.

Standard	Shorewood	Hennepin County
Distance from School	700 ft	350 ft
Distance from Day Care, Treatment Facility or Park	500 ft	350 ft
Distance from Other Cannabis Retailors	500 ft	NA
Other Requirements	Conditional Use Permit	NA
Hours of Operation	10:00am to 9:00pm	10:00am to 10:00pm
Number of Registrations	1 per 12,500 population	1 per 12,500 population.

Upon further review with the City's legal counsel, it was determined that the County's ordinance standards supersede the City's ordinance standards since the registration authority was delegated to the County. The City Council discussed this discrepancy at their May 27, 2025 work session and directed staff to pursue an update to the City Code to reassume its registration authority from Hennepin County. At the June 9, 2025 City Council meeting, the City Council passed a resolution formally terminating its delegation agreement with Hennepin County which will formally expire on September 8, 2025.

Discussion

In order to be adequately prepared to register cannabis retail businesses, an amendment to the City Code is necessary. City staff worked with the City Attorney to draft the proposed City Code amendments, which are heavily based on the State of Minnesota Office of Cannabis Management's model ordinance. Proposed City Code amendment language is attached for review.

The proposed amendments are more housekeeping in nature and are consistent with the procedures adopted by many other cities. A few policy changes to highlight include:

- Switching the zoning tool used to review cannabis retail locations from a conditional use permit to an interim use permit. An interim use permit is a more appropriate zoning tool as it is temporary in nature, rather than a conditional use permit which becomes a permanent land right once approved.
- Adding cannabis related fees into the City Code.
- Adopting registration procedures and application requirements.

Public Engagement

Notice of the public hearing and proposed amendments was published in both of the City's official newspapers at least 10 days prior to tonight's meeting, and was posted on the City's website, and at City Hall. Additionally, this topic has previously been discussed by the City Council at their May 27, 2025 work session and June 9, 2025 regular meeting.

Staff's Recommendation

City staff recommends approval of the proposed City Code amendments as they are consistent with the intent of the City's original cannabis ordinance adopted in 2024, are consistent with the State of Minnesota's model ordinance, and are necessary in order to reclaim the City's registration authority from Hennepin County.

Action Requested

The Planning Commission is requested to hold a public hearing on the proposed City Code amendments and make a recommendation based on findings of fact to the City Council.



City Council Meeting Item

Title/Subject: Cannabis Business Registration Authority Resolution
Meeting Date: June 9, 2025
Prepared by: Sandie Thone, City Clerk/Human Resources Director
Reviewed by: Marc Nevinski, City Administrator
Attachments: Resolution 25-054

Background

On August 26, 2024, the Shorewood City Council adopted Ordinance 607 amending the C1 (General Commercial District) to regulate cannabis businesses in the city. At the time the discussion was had with council on whether to delegate to the county, registration of cannabis businesses. The council provided direction to staff to move forward with the delegation of registration to the county. In section 3, Subd. 4 I(c) of Shorewood Ordinance 607 it is states as follows: Retail cannabis businesses (including the retail portions of microbusinesses or mezzobusinesses as defined by MS 342) are limited to one business for each 12,500 residents in Shorewood. Council determined the likelihood of having a retail cannabis business in the city that would fit both zoning requirements and the above criteria was small. This fact would make it onerous for staff to create the necessary registration structure and compliance for what would result in one retail business operation at best and determined it would be more efficiently managed by the county.

Therefore, Resolution 25-017 was approved and passed on January 27, 2025, delegating this registration authority to Hennepin County.

On May 27, 2025, new information was provided to the city council including details of an ordinance passed in May by Hennepin County revealing the city and county zoning standards were not aligned. As a result, the county's more relaxed standards would be applied due to the prior registration delegation. These standards allow additional areas where Cannabis businesses could operate in the city. These additional areas include the strip mall at Highway 7 and Old Market Road and Valvoline. In addition, it would allow these businesses to be open until 10PM (not 9PM as required by the city's standards) and no conditional use permit would be required.

The council discussed the proposed options of the city rescinding the delegation and assuming the registration authority to avoid adopting the more relaxed zoning standards of the county OR continuing to use Hennepin County as the registration authority which would require repealing the city's zoning standards and adopting Hennepin County's. The council provided direction to staff to prepare the resolution to rescind the delegation and for the city to assume the registration authority.

At council's direction, Resolution 25-054 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 is attached for your review. The approval of Resolution 25-054 and the notification to the county will begin the 90-day notification process to assume the delegation at the city level. In addition, staff will bring back for council approval and adoption an ordinance regulating the administration of the cannabis registration process.

Action Requested

Motion to approve Resolution 25-054 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.

Simple majority vote required.

**City of Shorewood
Hennepin County
State of Minnesota
Resolution 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.

WHEREAS, the Shorewood City Council is the official governing body of the City of Shorewood; and

WHEREAS, Minnesota Statutes Section 342.22, subdivision 1 requires that cannabis microbusinesses with a retail operations endorsement, cannabis mezzobusinesses with a retail operations endorsement, cannabis retailers, and lower-potency hemp edible retailers register with the city, town, or county in which the retail establishment is located before making retail sales to customers or patients; and

WHEREAS, Minnesota Statutes Section 342.22, subdivision 1 allows counties to register cannabis microbusinesses with a retail operations endorsement, cannabis mezzobusinesses with a retail operations endorsement, cannabis retailers, and lower-potency hemp edible retailers where a city or town has provided consent for the county to issue the registration for the jurisdiction; and

WHEREAS, Minnesota Statutes Section 342.22, subdivision 3 requires that the local unit of government that issues a registration to a cannabis microbusiness with a retail operations endorsement, cannabis mezzobusiness with a retail operations endorsement, cannabis retailer, or lower-potency hemp edible retailer conduct compliance checks of every such business or retailer with a registration issued by the local unit of government; and

WHEREAS, the City of Shorewood desires to rescind the consent provided in Resolution 25-017 on January 27, 2025 for Hennepin County to register cannabis microbusinesses with a retail operations endorsement, cannabis mezzobusinesses with a retail operations endorsement, cannabis retailers, medical cannabis combination businesses, and lower-potency hemp edible retailers, and to perform compliance checks of every such business or retailer with a registration issued by Hennepin County, in the City of Shorewood, in accordance with Minnesota Statutes Section 342.22; and

WHEREAS, the City of Shorewood does fully assume Cannabis Business Registration Authority for the City and will register cannabis microbusinesses with a retail operations endorsement, cannabis mezzobusinesses with a retail operations endorsement, cannabis retailers, medical cannabis combination businesses, and lower-potency hemp edible retailers, and perform

compliance checks of every such business or retailer with a registration issued by the City of Shorewood; and

WHEREAS, The City of Shorewood adopted local Ordinance 607 to provide for regulating cannabis businesses that allow for only one retail business per 12,500 Shorewood residents (Section 3, Subd. 4 I (c)); and

WHEREAS, the City of Shorewood will be responsible under Minnesota Statutes 342.13(f) to certify to the Office of Cannabis Management whether a proposed cannabis business complies with local zoning ordinances and, if applicable, whether the proposed business complies with the state fire code and building code.

NOW, THEREFORE, BE IT RESOLVED, by the Council of the City of Shorewood:

1. That the City of Shorewood RESCINDS consent for Hennepin County to register cannabis microbusinesses with a retail operations endorsement, cannabis mezzobusinesses with a retail operations endorsement, cannabis retailers, medical cannabis combination businesses, and lower-potency hemp edible retailers, and to perform compliance checks of every such business or retailer in accordance with Minnesota Statutes Section 342.22.
2. That the City of Shorewood does fully assume Cannabis Business Registration Authority for the City and will register cannabis microbusinesses with a retail operations endorsement, cannabis mezzobusinesses with a retail operations endorsement, cannabis retailers, medical cannabis combination businesses, and lower-potency hemp edible retailers, and perform compliance checks of every such business or retailer with a registration issued by the City of Shorewood.

Whereupon said resolution was declared duly passed and adopted by the Shorewood City Council this ninth day of June 2025.

Jennifer Labadie, Mayor

ATTEST:

Sandie Thone, City Clerk

CITY OF SHOREWOOD
CITY COUNCIL REGULAR MEETING
MONDAY, JUNE 9, 2025

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

MINUTES

1. CONVENE CITY COUNCIL REGULAR MEETING

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

A. Roll Call

B. Pledge of Allegiance

Present. Mayor Labadie; Councilmembers Maddy, Sanschagrín, 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

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

Motion passed.

2. CONSENT AGENDA

Mayor Labadie reviewed the items on the Consent Agenda.

Sanschagrín 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.



City Council Work Session Item

Title/Subject: Cannabis Update
Meeting Date: May 27, 2025
Prepared by: Marc Nevinski, City Administrator
Attachments: Map of Cannabis Business Allowed Parcels

Background

Minnesota is progressing in implementing is legalized recreational cannabis sales. The State will issue licenses to cannabis business, but local agencies will register cannabis retailers to ensure that business locations comply with local zoning requirements. Last year, the Council approved a zoning ordinance defining distances cannabis retailers could locate from certain uses, including schools, daycares and parks. However, it deferred its registration authority to Hennepin County, reasoning that because only one such business could locate in Shorewood, the amount of staff time needed to proficiently administer registration, including a denial of registration or compliance checks, could be more efficiently handled by the County.

The County recently approved this month an ordinance the regarding the regulation of cannabis and lower potency hemp edibles. During the draft stage of the ordinance, staff noted to the County that its proposed zoning standards and the City's did not align, and the City questioned the County's zoning authority. No response from the County was received. The matrix below shows the differences between the City's and County's more relaxed standards.

Standard	Shorewood	County
Distance from school	700 ft	350 ft
Distance from day care, treatment facility, park	500 ft	350 ft
Other Cannabis Retailors	500 ft (Allowed areas in Shorewood are near city borders)	NA
Other Requirements	Conditional Use Permit	NA
Time of Operation	10am to 9pm	10am to 10pm
Number (City/County Aligned)	1 per 12,500	1 per 12,500

Areas allowed under the City's ordinance for cannabis businesses are:

- The restaurant, Starbucks, and storage building at Vine Hill Rd and Hwy 7
- Cub Foods and strip mall at Highways 7 and 41

If the County's more relaxed standards are applied instead of the City's, two additional properties - the strip mall at Hwy 7 and Old Market Road and Valvoline - would be allowed to have a cannabis business. Additionally, no conditional use permit would be required, and operations could go to 10PM.

Currently the County registration authority includes Greenwood, Loretto, Medicine Lake, Spring Park and Shorewood.

Financial or Budget Considerations:

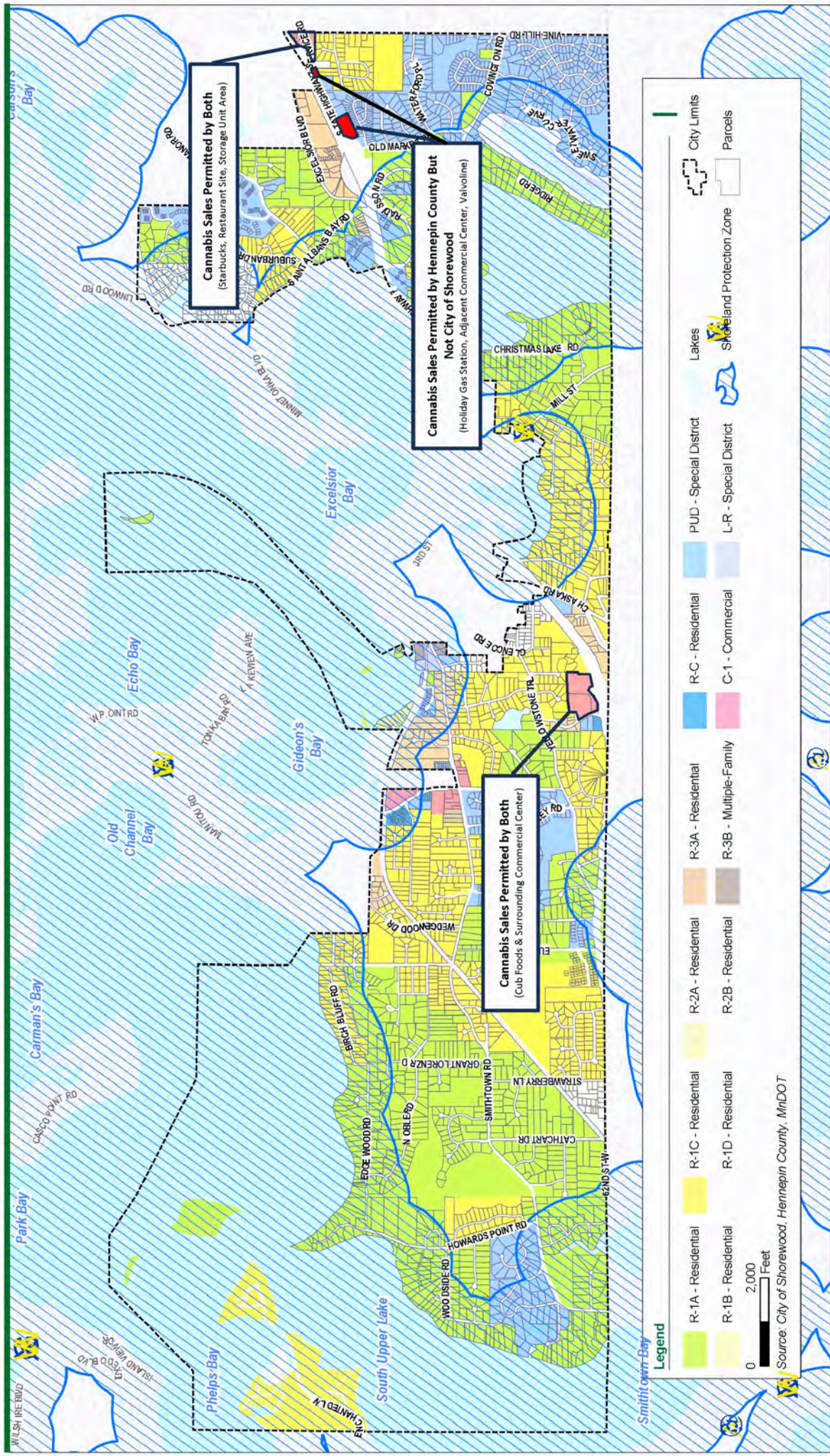
None

Discussion Requested:

In light of the County's ordinance and more relaxed standards, the City should consider making modifications to its regulations. Options:

1. City assumes registration authority – This would require a resolution by the City Council and 90 days notice to the County. It would also require the City to adopt additional administrative regulations (likely using a model ordinance) and staff to become proficient in administering them.
2. Continue to use Hennepin as the registration authority – This would mean repealing the City's zoning standards and adopt Hennepin County's.

Staff is seeking direction from the Council on this matter.



City Administrator Nevinski explained that staff may draft a mini-RFP and bring more information to the Council, and agreed that they would have to figure out the budget piece because this was not budgeted for 2025.

Councilmember Sanschagrín asked if the city had reached out to other community centers in the area to see what they were doing and what they had learned. Park and Recreation Manager Czech stated that he had touched base with several of them regarding the financial piece, but not about the same task force process. He noted that most of the ones he spoke with operated under the deficit with the seventy percent revenue recovery, but some had massive indoor playgrounds, for example, that by itself helped the cities by self-sustaining and being able to pay for their operations.

Mayor Labadie asked if they should draft a notice to the community that the city was looking for applicants to serve on this task force to see what kind of interest it may bring because they did not want to get an expert and then have no task force for them to work with. City Administrator Nevinski stated that there would be interest and referenced some of the stakeholders who would be interested in weighing in on this matter. He stated that it may be a good idea to have a one-page 'charter' that was very clear about what the City was looking for, the expectations, and the outcome that they were trying to achieve.

Mayor Labadie cautioned that she did not want the entire task force to be current stakeholders because they may be happy with the status quo and have no idea about the revenue piece and explained that the city was trying to think outside of the box beyond what they have already been doing. Park and Recreation Manager Czech noted that this would be where an impartial third-party leader may be important because there are current stakeholders who are getting a sweet deal and will not want to change.

4. CANNABIS UPDATE

City Administrator Nevinski explained that the City's work to draft a zoning ordinance related to adult-use cannabis businesses and where the City felt they could be located. He noted that part of their discussion at the time was whether the City should be the regulating authority for cannabis sales like they were for alcohol and tobacco sales. He stated that cannabis sales were a bit different because it would be the State issuing the license, but do check with cities to verify some of the zoning requirements and the cities would also register the businesses, but Shorewood has chosen to defer their registration authority to the County, even though it would only potentially be one business because of their population. He stated that after the City did this, the County drafted an ordinance that had different standards than what the City had adopted and reviewed the differences, including that the County's setbacks/buffers were roughly about half of what the City had established. He stated that in light of the different standards, staff wanted input from the Council on whether they wanted to continue to delegate the registration authority to the County, which meant adjusting the adopted standards, or if the City would take back that registration authority themselves. He referenced the map included in the packet and noted that, under the County's standards, there would be two additional properties allowed to contain a cannabis business.

Councilmember Sanschagrín asked for an idea of what the City's costs would be to take on the registration themselves. City Administrator Nevinski stated that the city had already done some of the ramp-up work, and would envision perhaps a day of staff time.

Planning Director Griffiths explained that the ordinance adoption would just follow the normal code amendment procedures for a zoning rule, but noted that there is a model ordinance available through the League of Minnesota Cities. He stated that for ongoing costs from Planning, they would be involved in the CUP for the initial zoning registration would be covered, but would then shift over to City Clerk/HR Director Thone and her team.

Mayor Labadie stated that the City's standards for cannabis businesses were the result of lengthy discussions. Councilmember Maddy noted that they had intentionally created them in order to keep them further from the high school.

Mayor Labadie reminded the Council that the City was required to allow one business in the City and had put together their standards to try to regulate where the businesses could be located in the City. She stated that she felt it made sense, to her, that the City could take on overseeing one application, which would also perpetuate the original intent of the Council with their standard creation. She explained that she would support rescinding this authority from the County and providing them with the necessary ninety-day notice.

Councilmember Gorham asked if this would also involve enforcement. City Administrator Nevinski stated that his understanding is that if the City comes across an issue, they would refer that to the State Office of Cannabis Management, which handles enforcement as the licensing authority. City Clerk/HR Director Thone explained that there would also be an annual enforcement that the SLMPD would handle, like what is done with tobacco and liquor.

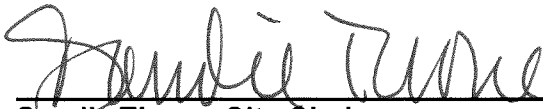
Councilmember Maddy stated that it would be a direct cost to the city and asked which option would be cheaper or if there would just be a marginal difference. City Clerk/HR Director Thone explained that if the city handled it, there would be minimal staff hours/costs. Councilmember Maddy stated that it looked like it would be close to a wash and just a bit more expensive if the city took this on itself but would be able to maintain some local control. City Clerk/HR Director Thone stated that she agreed with Mayor Labadie's comment and did not feel that this would end up being too labor-intensive for staff.

There was a Consensus of the Council to retain local authority related to cannabis businesses.

5. ADJOURN

Maddy moved, Sanschagrin seconded, Adjourning the City Council Work Session Meeting of May 27, 2025, at 6:45 P.M. Motion passed 4/0.

ATTEST:



Sandie Thone, City Clerk



Jennifer Labadie, Mayor

CITY OF SHOREWOOD
COUNTY OF HENNEPIN
STATE OF MINNESOTA

ORDINANCE 625

AMENDING SHOREWOOD CITY CODE CHAPTERS 307, 1201 AND 1300 TO ADOPT UPDATED
CANNABIS REGULATIONS

Section 1. City Code Chapter 307 *Reserved* is hereby repealed in its entirety and replaced as follows:

CHAPTER 307
CANNABIS REGULATIONS

Section

- 307.01 Administration
- 307.02 Registration of Cannabis Business
- 307.03 Requirements for a Cannabis Business
- 307.04 Temporary Cannabis Events
- 307.05 Use of Cannabis in Public

307.01 ADMINISTRATION

Subd. 1. *Findings and Purpose.* The City of Shorewood makes the following legislative findings:

- a. The purpose of this ordinance is to implement the provisions of Minnesota Statutes, chapter 342, which authorizes the City of Shorewood to protect the public within the legal boundaries of the City of Shorewood.
- b. The City of Shorewood finds and concludes that the proposed provisions are appropriate and lawful land use regulations for Shorewood, that the proposed amendments will promote the community's interest in reasonable stability in zoning for now and in the future, and that the proposed provisions are in the public interest

Subd. 2. *Authority and Jurisdiction.* The City of Shorewood has the authority to adopt this ordinance pursuant to:

- a. Minn. Stat. § 342.13(c), regarding the authority of a local unit of government to adopt reasonable restrictions on the time, place, and manner of the operator of a cannabis business provided that such restrictions do not prohibit the establishment or operation of cannabis businesses.

1 b. Minn. Stat. § 342.22, regarding the local registration and enforcement requirements
2 of state-licensed cannabis retail businesses and lower-potency hemp edible retail
3 businesses.

4
5 c. Minn. Stat. § 152.0263, Subd. 5, regarding the use of cannabis in public places.

6
7 d. Minn. Stat. § 462.357, regarding the authority of a local authority to adopt zoning
8 ordinances.

9
10 e. Minn. Stat. § 412.221, subd. 32, regarding the power to provide for health, safety, and
11 the general welfare.

12
13 This ordinance shall be applicable to the legal boundaries of the City of Shorewood.

14
15 Subd. 3. *Severability.* If any section, clause, provision, or portion of this ordinance is adjudged
16 unconstitutional or invalid by a court of competent jurisdiction, the remainder of this ordinance
17 shall not be affected thereby.

18
19 Subd. 4. *Enforcement.* The City Administrator or their designee is responsible for the
20 administration and enforcement of this ordinance. Any violation of the provisions of this
21 ordinance or failure to comply with any of its requirements constitutes a misdemeanor and is
22 punishable as defined by law. Violations of this ordinance can occur regardless of whether or
23 not a permit is required for a regulated activity listed in this ordinance. Nothing in this Chapter
24 shall be construed as limiting the ability of the City to enforce this Chapter in the manner it
25 deems best, including but not limited to bringing a legal action in a court of competent
26 jurisdiction.

27
28 Subd. 5. *Definitions.* Unless otherwise noted in this section, words and phrases contained in
29 Minn. Stat. 324.01 and the rules promulgated pursuant to any of these acts, shall have the same
30 meanings in this ordinance.

31
32 **CANNABIS RETAIL BUSINESS.** A retail location and the retail location(s) of a mezzo business with
33 a retail operations endorsement, microbusiness with a retail operations endorsement, medical
34 combination businesses operating a retail location, or lower-potency hemp edible retailers.

35
36 **DAYCARE.** A location licensed with the Minnesota Department of Human Services to provide
37 the care of a child in a residence outside the child's own home for gain or otherwise, on a
38 regular basis, for any part of a 24-hour day.

39
40 **OFFICE OF CANNABIS MANAGEMENT.** Minnesota Office of Cannabis Management, referred to
41 as "OCM" in this ordinance.

42
43 **PLACE OF PUBLIC ACCOMMODATION.** A business, accommodation, refreshment, entertainment,
44 recreation, or transportation facility of any kind, whether licensed or not, whose goods,

1 services, facilities, privileges, advantages or accommodations are extended, offered, sold, or
2 otherwise made available to the public.

3
4 **PRELIMINARY LICENSE APPROVAL.** OCM pre-approval for a cannabis business license for
5 applicants who qualify under Minn. Stat. 342.17.

6
7 **PUBLIC PLACE.** Property owned, leased, or controlled by a governmental unit and private
8 property that is regularly and frequently open to or made available for use by the public in
9 sufficient numbers to give clear notice of the property's current dedication to public use but does
10 not include:

- 11 1. A person's dwelling house or premises, including the person's curtilage or yard; or
12 2. The premises of an establishment or event licensed to permit on-site consumption.

13
14 **RESIDENTIAL TREATMENT FACILITY.** As defined under Minn. Stat. 245.462, Subd. 23 as may be
15 amended, or licensed under Minn. Stat. § 245G.21.

16
17 **RETAIL REGISTRATION.** An approved registration issued by the City of Shorewood to a state-
18 licensed cannabis retail business.

19
20 **SCHOOL.** A public school as defined under Minn. Stat. 120A.05, as may be amended, or a
21 nonpublic school that must meet the reporting requirements under Minn. Stat. 120A.24, as may
22 be amended.

23
24 **STATE LICENSE.** An approved license issued by the State of Minnesota's Office of Cannabis
25 Management to a cannabis retail business.

26 27 **307.02 REGISTRATION OF CANNABIS BUSINESS**

28 Subd. 1. *Registration Required.* No individual or entity may operate a state-licensed cannabis
29 retail business within the City of Shorewood without first registering with the City of
30 Shorewood. Any individual, entity, or business that sells cannabis, cannabis products, or lower-
31 potency hemp edibles to a customer or patient without first obtaining a valid retail registration
32 shall incur a civil penalty of up to \$2,000 for each violation.

33
34 Subd. 2. *Compliance Checks prior to Retail Registration.* Prior to issuance of a cannabis retail
35 business registration, the City of Shorewood shall conduct a preliminary compliance check to
36 ensure compliance with local ordinances. Pursuant to Minn. Stat. 342, within 30 days of
37 receiving a copy of a state license application with OCM, the City of Shorewood shall certify on a
38 form provided by OCM whether a proposed cannabis retail business complies with local zoning
39 ordinances and, if applicable, whether the proposed business complies with the state fire code
40 and building code.

41
42 Subd. 3. *Registration & Application Procedure.*

1 a. *Fees.* A registration fee, established by the City of Shorewood Fee Schedule, shall
2 be charged to applicants depending on the type of retail business license applied for. An
3 initial registration shall not exceed \$500 or half the amount of an initial state license fee
4 under Minn. Stat. 342.11, whichever is less. The initial registration fee shall include the
5 initial retail registration fee and the first annual renewal fee. Any renewal retail registration fee
6 imposed by the City of Shorewood shall be charged at the time of the second renewal and
7 each subsequent renewal thereafter. A renewal retail registration shall not exceed \$1,000 or
8 half the amount of a renewal state license fee under Minn. Stat. 342.11, whichever is less. A
9 medical combination business operating an adult-use retail location may only be charged a
10 single registration fee, not to exceed the lesser of a single retail registration fee, defined
11 under this section, of the adult-use retail business.
12

13 b. *Application Submittal.* The City of Shorewood shall issue a retail registration to a
14 state-licensed cannabis retail business that adheres to the requirements of Minn.
15 Stat. 342.22.
16

17 (1) An applicant for a retail registration shall fill out an application form, as
18 provided by the City of Shorewood. Said form shall include, but is not limited
19 to:
20

- 21 i. Full name of the property owner and applicant;
- 22 ii. Address, email address, and telephone number of the
23 applicant;
- 24 iii. The address and parcel ID for the property which the retail
25 registration is sought.
- 26 iv. Certification that the applicant complies with the requirements
27 of local ordinances established pursuant to Minn. Stat. § 342.13.
28

29 (2) The applicant shall include with the form:
30

- 31 i. The registration fee as required by the City of Shorewood Fee
32 Schedule.
- 33 ii. A copy of a valid state license or written notice of OCM license
34 pre-approval.
- 35 iii. A copy of the signed City Council resolution approving an Interim
36 Use Permit for a cannabis retail business that has been recorded with
37 Hennepin County.
38

39 (3) Once an application is considered complete, the City of Shorewood shall
40 inform the applicant as such, process the registration fees, and forward the application to the
41 City Administrator or their designee for approval or denial.
42

43 (4) The registration fee shall be non-refundable once processed.
44

1 c. *Application Approval.* A state-licensed cannabis retail business application shall not be
2 approved if the cannabis retail business would exceed the maximum number of registered
3 cannabis retail businesses permitted under this ordinance; or, the applicant is unable to meet
4 the requirements of all relevant City ordinances including but not limited to this Chapter and
5 the requirements of the City zoning code. A state-licensed cannabis retail business application
6 that meets the requirements of this ordinance shall be approved.
7

8 d. *Annual Compliance Checks.* The City of Shorewood shall complete at a minimum one
9 compliance check per calendar year of every cannabis business to assess if the business meets
10 age verification requirements under Minn. Stat. § 342.22 Subd. 4(b) and Minn. Stat. § 342.24,
11 and the requirements of this Ordinance. The City of Shorewood shall conduct at minimum one
12 unannounced age verification compliance check per calendar year. Age verification compliance
13 checks shall involve persons at least 17 years of age but under the age of 21, who, with the prior
14 written consent of a parent or guardian if the person is under the age of 18, attempt to
15 purchase adult-use cannabis flower, adult-use cannabis products, lower-potency hemp edibles,
16 or hemp-derived consumer products under the direct supervision of a law enforcement officer
17 or any employee of the local unit of government. Any failures under this section must be
18 reported to the Office of Cannabis Management. This section does not prohibit the City from
19 making any further investigation or performing further unannounced compliance checks for any
20 legal requirement.
21

22 e. *Location Change.* A state-licensed cannabis retail business shall be required to submit
23 a new application for registration under this Ordinance if it seeks to move to —a new location
24 still within the legal boundaries of the City of Shorewood. Such an application shall be
25 considered a registration renewal application.
26

27 Subd. 4. *Renewal of Registration.* The City of Shorewood shall renew an annual registration of a
28 state-licensed cannabis retail business at the same time OCM renews the cannabis retail
29 business' license. A state-licensed cannabis retail cannabis business shall apply to renew
30 registration on a form established by the City of Shorewood. A cannabis retail registration issued
31 under this ordinance shall not be transferred.
32

33 a. *Renewal Fees.* The City of Shorewood shall charge a renewal fee for the registration
34 starting with the second renewal, as established by the City of Shorewood Fee
35 Schedule.
36

37 b. *Renewal Application.* The application for renewal of a retail registration shall include,
38 but is not limited to, all the required items for an initial registration as described by
39 this ordinance.
40

41 Subd. 5. *Suspension of Registration.*
42

43 a. *When Suspension is Warranted.* The City of Shorewood may suspend a cannabis
44 retail business' registration if it violates the ordinance of the City of Shorewood or

- 1 poses an immediate threat to the health and safety of the public. The City of
2 Shorewood shall immediately notify the cannabis retail business in writing the
3 grounds for the suspension.
4
- 5 b. *Notification to OCM.* The City of Shorewood shall immediately notify the OCM of the
6 grounds for the suspension. OCM will provide the City of Shorewood and cannabis
7 business retailer a response to the complaint within seven calendar days and
8 perform any necessary inspections within 30 calendar days.
9
- 10 c. *Length of Suspension.* The suspension of a cannabis retail business registration may
11 be for up to 30 calendar days, unless OCM suspends the license for a longer period.
12 The business may not make sales to customers if their registration is suspended.
13
- 14 d. *Reinstatement of Registration.* The City of Shorewood shall not reinstate a
15 registration until a written determination from the OCM that the violations have
16 been resolved. The City of Shorewood shall reinstate a registration if OCM
17 determines that the violations have been resolved.
18
- 19 e. *Civil Penalties.* Subject to Minn. Stat. 342.22, Subd. 5(e) the City of Shorewood may
20 impose a civil penalty as specified in the City of Shorewood's Fee Schedule, for
21 registration violations, not to exceed \$2,000.
22
- 23 Subd. 6. *Limiting of Registrations.* The City of Shorewood shall limit the number of cannabis
24 retail business to no fewer than one registration for every 12,500 residents within the City of
25 Shorewood. If Hennepin County has one active cannabis retail business registration for every
26 12,500 residents, the City of Shorewood shall not be required to register additional state-
27 licensed cannabis retail businesses. Based on the population of the City of Shorewood as
28 determined by the U.S. Census Bureau on the effective date of this ordinance, the City of
29 Shorewood shall limit the number of cannabis retail businesses to (1) one.
30

31 **307.03 REQUIREMENTS FOR CANNABIS BUSINESS**

32 Subd. 1. *Minimum Buffer Requirements.* The following distances shall be measured from the
33 property line of the property where the cannabis business is located to the property line of a
34 property with any of the following occupancies:
35

- 36 a. The City of Shorewood shall prohibit the operation of a cannabis business within 700
37 feet of a school.
38
- 39 b. The City of Shorewood shall prohibit the operation of a cannabis business within 500
40 feet of a daycare, residential treatment center, attraction within a public park that is
41 regularly used by minors, including a playground or athletic field.
42
- 43 c. The City of Shorewood shall prohibit the operation of a cannabis business within 500
44 feet of another cannabis retail business.

Pursuant to Minn. § Stat. 462.357, Subd. 1e, nothing in this subdivision shall prohibit an active cannabis business or a cannabis business seeking registration from continuing operation at the same site if a school, daycare, residential treatment facility, or attraction within a public park that is regularly used by minors, moves within the minimum buffer zone.

Subd. 2. *Zoning and Land Use*. Cannabis businesses must comply with all applicable zoning and land use requirements.

Subd. 3. *Hours of Operation*. Cannabis businesses are limited to retail sale of cannabis, cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products between the hours of 10:00 a.m. to 9:00 p.m.

Subd. 4. *Advertising*. Cannabis businesses are permitted to erect up to two fixed signs on the exterior of the building or property of the business, unless otherwise limited by the City of Shorewood's sign ordinances. All signs must comply with the City of Shorewood sign ordinances.

307.04 TEMPORARY CANNABIS EVENTS

Subd. 1. *License Required*. A license or permit is required to be issued and approved by the City of Shorewood prior to holding a Temporary Cannabis Event.

Subd. 2. *Registration & Application Procedure*. A registration fee, as established in the City of Shorewood Fee Schedule, shall be charged to applicants for Temporary Cannabis Events.

Subd. 3. *Application Submittal & Review*. The City of Shorewood shall require an application for Temporary Cannabis Events.

a. An applicant for a Temporary Cannabis Event registration shall fill out an application form, as provided by the City of Shorewood. Said form shall include, but is not limited to:

- (1) Full name of the property owner and applicant;
- (2) Address, email address, and telephone number of the applicant;

b. The applicant shall include the following with the form:

- (1) The application fee as required by the City of Shorewood Fee Schedule.
- (2) A copy of the OCM cannabis event license application, submitted pursuant to Minn. Stat. § 342.39, Subd. 2.

c. Once an application is considered complete, the City Administrator or their designee shall inform the applicant as such, process the application fees, and forward the application to the City Administrator or their designee for approval or denial.

1
2 d. The application fee shall be non-refundable once processed.

3
4 e. The application for a Temporary Cannabis Event shall meet the following standards:

5
6 (1) Any on-site consumption is prohibited.

7
8 (2) The location of the Temporary Cannabis Event shall meet the minimum buffer
9 requirements as provided for in this ordinance.

10
11 (3) Provide a written narrative outlining how the Temporary Cannabis Event will
12 not present any public health, safety or welfare concerns.

13
14 (4) Any other applicable requirement established by the Shorewood City Code.

15
16 f. A request for a Temporary Cannabis Event that meets the requirements of this Section
17 shall be approved.

18
19 g. A request for a Temporary Cannabis Event that does not meet the requirements of
20 this Section, or that presents public health, safety, or welfare concerns, shall be denied. The City
21 of Shorewood shall notify the applicant of the standards not met and basis for denial.

22
23 h. Temporary Cannabis Events shall only be held between the hours of 10:00 a.m. to
24 9:00 p.m.

25
26 i. Temporary Cannabis Events shall only be conducted as an accessory use to a registered
27 cannabis retail business located in a C-1 zoning district.

28
29 **307.05 USE IN PUBLIC PLACES**

30 No person shall use cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-
31 derived consumer products in a public place or a place of accommodation unless the premises
32 is an establishment or an event licensed to permit on-site consumption of these products.

33
34 **Section 2.** City Code Section 1201.02 Definitions is hereby amended as follows. Language
35 proposed to be removed is ~~stricken~~ and language proposed to be added is underlined.

36 ...

37 ~~**CANNABIS BUSINESS.** An establishment engaged in the cultivation, manufacture, distribution,~~
38 ~~wholesale sales or purchasing, processing, packaging, testing, and/or sale of cannabis that is~~
39 ~~further defined and validly licensed and registered consistent with Minnesota Statute 342. The~~
40 ~~size and type of business is determined by the State license type, as defined in MS 342, and may~~
41 ~~be listed as an allowed use in a particular district based on the business's function.~~

42 ...

Section 3. City Code Section 1201.22 C-1, General Commercial District, Subd. 4. Conditional Uses, is hereby amended as follows. Language proposed to be removed is ~~stricken~~ and language proposed to be added is underlined.

...

~~I. Cannabis business, provided that;~~

~~(1) Cannabis businesses shall be prohibited within 700 feet of a school or 500 feet of a daycare residential treatment center, attraction within a public park that is regularly used by minors including but not limited to, playgrounds or athletic fields. The distance shall be measured from the property line of the property where the cannabis business is located to the property line of a property with a daycare, residential treatment center or public park.~~

~~(2) Pursuant to Minn. Stat. 462.367 subd. 14, nothing in Section 3. 1 shall prohibit an active cannabis business or a cannabis business seeking registration from continuing operation at the same site if a school/ daycare/ residential treatment facility/ attraction within a public park that is regularly used by minors, moves into the minimum buffer zone.~~

~~(3) The following shall apply to any cannabis business with retail sales:~~

~~a) No retail cannabis business shall be located within 500 feet of another retail cannabis business within the city boundaries of Shorewood. The distance shall be measured from the property lines of the properties where the cannabis businesses are located.~~

~~b) Retail sales are permitted only between the hours of 10: 00 a. m. to 9: 00 p. m.~~

~~c) Retail cannabis businesses (including the retail portions of microbusinesses or mezzobusinesses as defined by MS 342) are limited to one business for each 12, 500 residents in Shorewood.~~

...

Section 4. City Code Section 1201.22 C-1, General Commercial District is hereby amended as follows. Language proposed to be removed is ~~stricken~~ and language proposed to be added is underlined.

...

Subd. 5. Interim Uses. The following are permitted Interim Uses in a C-1 District:

a. Businesses licensed or endorsed for cannabis cultivation, cannabis manufacturer, lower-potency hemp edibles, cannabis wholesale, cannabis retail businesses, cannabis transportation, sale of lower-potency hemp edibles, cannabis testing facilities, and cannabis delivery. These uses are prohibited in all other zoning districts, including, but not limited to, the C-2 Service Commercial and Planned Unit Development Zoning Districts and all Residential Zoning Districts.

Subd. ~~56~~. *Lot requirements and setbacks.* The following minimum requirements shall be observed in a C-1 District subject to additional requirements, exceptions and modifications set

forth in this chapter:

- a. Lot area: None;
- b. Lot width: None;
- c. Lot depth: None;
- d. Setbacks:
 - (1) Front yard: Not less than 30 feet;
 - (2) Rear yard: Not less than 30 feet;
 - (3) Side yard: Not less than 15 feet on each side nor less than 30 feet on a side yard abutting a street;
 - (4) Setback from R District boundary: Not less than 50 feet (Additional setback not required when adjacent to a nonresidential use in an R-C District).

Subd. ~~67~~. *Building requirements*. Height: No structure shall exceed three stories, or 40 feet, whichever is least.

...

Section 5. City Code Title 1300 Municipal Fees is hereby amended as follows. Language proposed to be removed is ~~stricken~~ and language proposed to be added is underlined.

...

<u>VIII. Cannabis Related Fees</u>		
<u>Type of Charge/Fee</u>	<u>City Code Reference</u>	<u>Charge/Fee</u>
<u>Initial Retail Registration (Includes First Renewal)</u>	<u>307.02, Subd. 3. a.</u>	<u>\$500 or 50% of the Initial State License Fee Under Minn. Stat. 342.11, whichever is less.</u>
<u>Subsequent Renewal Retail Registration</u>	<u>307.02, Subd. 4. a.</u>	<u>\$1,000 or 50% of the Renewal State License Fee Under Minn. Stat. 342.11, whichever is less.</u>
<u>Temporary Cannabis Event Registration</u>	<u>307.02, Subd. 3. b. (1).</u>	<u>\$500 per day per event.</u>
<u>Violations</u>	<u>307.02, Subd. 1. & 307.02, Subd. 5. e.</u>	<u>\$2,000 for each violation</u>

...

Section 6: 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 7: Effective Date. This Ordinance 625 shall take effect upon publication in the City’s official newspaper.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF SHOREWOOD, MINNESOTA this 8th day of September, 2025.

JENNIFER LABADIE, MAYOR

ATTEST:

SANDIE THONE, CITY CLERK

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

RESOLUTION 25-82

**A RESOLUTION APPROVING THE SUMMARY PUBLICATION FOR ORDINANCE 625 AMENDING
SHOREWOOD CITY CODE CHAPTERS 307, 1201 AND 1300 TO ADOPT UPDATED CANNABIS
REGULATIONS**

WHEREAS, at a duly called meeting on September 8, 2025, the City Council of the City of Shorewood adopted Ordinance No. 625 entitled “**A RESOLUTION APPROVING THE SUMMARY PUBLICATION FOR ORDINANCE 625 AMENDING SHOREWOOD CITY CODE CHAPTERS 307, 1201 AND 1300 TO ADOPT UPDATED CANNABIS REGULATIONS**”; and,

WHEREAS, Ordinance No. 625 amends City Code Chapters 307, 1201 and 1300; and,

WHEREAS, the amendments are proposed to update the City’s cannabis regulations; and,

WHEREAS, Ordinance No. 625 is lengthy; and

WHEREAS, as authorized by Minnesota Statutes, Section 412.191, subd. 4, the City Council has determined that publication of the title and summary of the ordinance will clearly inform the public of the intent and effect of the ordinance.

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

1. The City Council finds that the above title and summary of Ordinance No. 625 clearly informs the public of the intent and effect of the Ordinance.
2. The City Clerk is directed to publish Ordinance No. 625 by title and summary, pursuant to Minnesota Statutes, Section 412.191, Subdivision 4.
3. A full copy of the Ordinance is available at Shorewood City Hall during regular office hours and on the city’s website.

ADOPTED by the Shorewood City Council on this 8th day of September, 2025.

Jennifer Labadie, Mayor

Attest:

Sandie Thone, City Clerk



City of Shorewood

City Council Meeting Item

Title/Subject: Grading & Steep Slopes Code Amendments
Meeting Date: September 8, 2025
Prepared by: Jake Griffiths, Planning Director
Reviewed by: Marc Nevinski, City Administrator
Attachments: **Planning Commission Memorandum**
Ordinance 626
Resolution for Summary Publication

Item 6D

APPLICANT: City of Shorewood
LOCATION: City Wide

Background

Please see the attached Planning Commission Memorandum for detailed background on the proposed amendments. At the August 19, 2025 Planning Commission meeting, the Commission held a public hearing on the proposed amendments. No comments were received prior to or during the hearing. After a brief discussion, the Commission unanimously (5-yes, 0-no, 0-absent) recommended approval of the proposed amendments to the City Council. Draft minutes from this meeting were reviewed as part of a previous agenda item.

Budget Considerations

There will be costs associated with summary ordinance publication if the ordinance is adopted.

Action Requested

The City Council is requested to hold a public hearing and approve the following motions:

1. Motion to adopt Ordinance 626, to adopt updated cannabis regulations.

Action on this motion requires a simple majority vote of the City Council.
2. Motion to approve the resolution authorizing summary publication for Ordinance 626.

Action on this motion requires a minimum 4/5 vote of the City Council.



Planning Commission Meeting Item

Title/Subject: Grading & Steep Slopes City Code Amendments
Meeting Date: August 19, 2025
Prepared by: Jake Griffiths, Planning Director
Attachments: Draft Amendment Language

Background

During the 2040 Comprehensive Planning process, it was identified that the City Code requirements relative to grading and steep slopes were in need of being updated. Part of the rationale was that several sections of the City Code required permits for grading activities, however, there were no administrative procedures for how these permits should be processed. Additionally, several of the City Code requirements were no longer relevant or inconsistent with one another.

Since the City Code was originally adopted several decades ago, other organizations such as the Minnehaha Creek Watershed District and Riley Purgatory Bluff Creek Watershed District have also emerged with their own rules and permitting requirements relative to grading and steep slopes. These organizations are experts in these topics, and require their own permits, in addition to the City's for many common grading activities.

The following activities require a permit under current regulations:

City of Shorewood

- Building permit project.
- Zoning permit project.
- Conditional Use Permit required for:
 - Depositing more than 100 cubic yards of fill.
 - Extracting more than 400 cubic yards of fill.
- Any grading project in a Shoreland District.

Minnehaha Creek Watershed District

- Disturbance of more than 5,000 square feet of land.
- Grading, digging, storing, or moving more than 50 cubic yards.

Riley Purgatory Bluff Creek Watershed District

- Disturbance of more than 5,000 square feet of land.
- Grading, digging, storing, or moving more than 50 cubic yards.

Additionally, The Minnesota Department of Natural Resources model shoreland ordinance recommends requiring a permit for movement of more than 10 cubic yards on steep slopes, or within bluff impact zones; or movement of more than 50 cubic yards of material outside of steep slopes and bluff impact zones.

Discussion

The proposed City Code amendments would simply and also clarify the administrative procedures for the City's permitting process. Grading permits are proposed to be processed in accordance with the zoning permit procedures already included in the City Code for smaller projects like retaining walls, sheds, fences, etc. The amendments also clarify the definition of a steep slope based on the DNR's model shoreland ordinance to make the definition much more clear and easy to administer for property owners, builders and city staff.

The proposed amendments also clarify that additional permitting is not required for projects where grading activities are already being reviewed as part of an existing City permit review. For example, a new residential development would not need to submit a separate grading permit application because their detailed grading plans are already being reviewed by the City as part of their development application.

Finally, the proposed amendments would also shift the zoning tool used to approve mining and land reclamation activities from a conditional use permit to an interim use permit. This will allow the City to close out permits associated with these activities once projects are completed, rather than them becoming a land right through the conditional use permit process. The amendments also increase the permitting threshold for an interim use permit for land reclamation from 100 to 400 cubic yards. This change would align the City Code requirements for land reclamation and mining activities, as they ultimately often require the same amount of truck traffic and equipment.

It should be noted that the cumulative effect of the proposed City Code amendments does not result in any substantial policy change for residents. The proposed amendments are essentially housekeeping items that will ensure the City's existing permitting procedures are clear and enforceable.

Public Engagement

Notice of the public hearing and proposed amendments was published in both of the City's official newspapers at least 10 days prior to tonight's meeting, and was posted on the City's website, and at City Hall.

Staff's Recommendation

Staff recommends approval of the proposed City Code amendments as they are consistent with the intent of the Comprehensive Plan, the City Code, and the requirements of the Minnehaha Creek Watershed District, the Riley Purgatory Bluff Creek Watershed District, and the Department of Natural Resources model ordinance.

Action Requested

The Planning Commission is requested to hold a public hearing on the proposed City Code amendments and make a recommendation based on findings of fact to the City Council.

CITY OF SHOREWOOD
COUNTY OF HENNEPIN
STATE OF MINNESOTA

ORDINANCE 626

AMENDING SHOREWOOD CITY CODE CHAPTER 1201 TO IMPLEMENT THE DIRECTION
OF THE COMPREHENSIVE PLAN RELATIVE TO GRADING & STEEP SLOPES REQUIREMENTS

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

For the purposes of this chapter, the following definitions shall apply unless the context indicates or requires a different meaning.

...

~~**STEEP SLOPE.** Land where agricultural activity or development is either not recommended or described as poorly suited due to slope steepness and the site's soil characteristics, as mapped and described in available county soil surveys or other technical reports, unless appropriate design and construction techniques and farming practices are used in accordance with the provisions of this chapter. Where specific information is not available, steep slopes are lands~~
having average slopes over 12%, as measured over horizontal distances of 50 feet or more, that are not bluffs.

...

Section 2. City Code Section 1201.07 is hereby amended as follows. Language proposed to be removed is ~~stricken~~ and language proposed to be added is underlined.

...

Subd. 2. Zoning permits. A zoning permit shall be required for activities that do not require building permits but for which it is necessary to determine compliance with zoning requirements such as setbacks, impervious surface coverage, structure height, and the like. Pursuant to M.S. § 15.99, an application for a zoning permit shall be approved or denied within 60 days from the date of its official and complete submission unless extended pursuant to statute or a time waiver is granted by the applicant. Pursuant to M.S. § 15.99, the city staff is hereby authorized to extend the 60 day time limit by a time period not to exceed 60 additional days, provided written notice of such extension is provided to the applicant before the end of the initial 60 day period. The permit shall expire within six months if the applicant has not completed the project. Items requiring a zoning permit include the following:

- a. Accessory buildings that do not require building permits.
- b. Driveways.
- c. Sport and tennis courts.

- d. Retaining walls higher than three feet (no separate permit required when a building permit is required for grading).
- e. Above-ground fireplaces and cooking facilities, but not including portable appliances.
- f. Residential decks that do not require building permits, as well as patios, terraces, sidewalks, steps, stoops, and other similar at-grade improvements.
- g. Playground equipment or systems occupying more than 64 square feet of ground area or exceeding six feet in height.
- h. Fences as regulated by § 1201.03 Subd. 2.f.
- i. Temporary signs.
- j. Portable storage facilities not associated with a valid building permit and located on property for more than 30 days in a 12-month period.
- k. Ground-mounted solar energy systems not requiring a building permit, consistent with § 1201.03 Subd. 23.
- l. Grading activities located within a bluff or shore impact zone, or on steep slopes, involving the movement of 10 or more cubic yards of material. Grading activities shall meet the requirements of City Code 1201.26, Subd. 7. A separate zoning permit shall not be required for grading activities associated with a subdivision, mining or land reclamation interim use permit, or building permit application.

...

Section 3. City Code Section 1201.03 is hereby amended as follows. Language proposed to be removed is ~~stricken~~ and language proposed to be added is underlined.

...

Subd. 8. *Land reclamation.*

a. Land reclamation shall be permitted by ~~conditional~~ interim use permit in all districts as regulated by § 1201.04 of this chapter. Depositing of ~~100~~ 400 cubic yards or more of fill on any lot or parcel shall be considered land reclamation. Land reclamation shall not be interpreted as the depositing of fill from a building excavation on the same property. Land reclamation associated with a subdivision or building permit application having a grading plan and haul route approved by the City shall not be required to obtain an Interim Use Permit.

b. The permit shall include, as a condition thereof, a finished grade plan which has determined that the reclamation will not adversely affect the adjacent land and as conditions thereof shall regulate the type of fill permitted, program for rodent control, plan for fire control and general maintenance of the site, controls of vehicular ingress and egress and for control of material disbursed from wind or hauling of material to or from the site.

Subd. 9. *Mining.* The extraction of sand, gravel or other material from the land in the amount

1 of 400 cubic yards or more and removal thereof from the site shall be defined as mining. In all
2 districts the conduct of mining shall be permitted only upon issuance of an conditional interim
3 use permit. The permit shall include, as a condition thereof, a plan for a finished grade and land
4 reclamation which will not adversely affect the surrounding land or the development of the site
5 on which the mining is being conducted and the route of trucks moving to and from the site.
6 Mining associated with a subdivision or building permit application having a grading plan and
7 haul route approved by the City shall not be required to obtain an Interim Use Permit.

8 ...

9 **Section 4: References.** The City Clerk is authorized to correct any numeric references to the
10 requirements of this ordinance located elsewhere in the City Code that may have been altered
11 as a result of the amendments.

12
13 **Section 5: Effective Date.** This Ordinance 626 shall take effect upon publication in the City's
14 official newspaper.

15
16 ADOPTED BY THE CITY COUNCIL OF THE CITY OF SHOREWOOD, MINNESOTA this 8th day of
17 September, 2025.

18
19
20
21 _____
JENNIFER LABADIE, MAYOR

22 ATTEST:

23
24 _____
25 SANDIE THONE, CITY CLERK

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

RESOLUTION 25-83

**A RESOLUTION APPROVING THE SUMMARY PUBLICATION FOR ORDINANCE 626 AMENDING
SHOREWOOD CITY CODE CHAPTER 1201 TO IMPLEMENT THE DIRECTION
OF THE COMPREHENSIVE PLAN RELATIVE TO GRADING & STEEP SLOPES REQUIREMENTS**

WHEREAS, at a duly called meeting on September 8, 2025, the City Council of the City of Shorewood adopted Ordinance No. 626 entitled “**A RESOLUTION APPROVING THE SUMMARY PUBLICATION FOR ORDINANCE 626 AMENDING SHOREWOOD CITY CODE CHAPTER 1201 TO IMPLEMENT THE DIRECTION OF THE COMPREHENSIVE PLAN RELATIVE TO GRADING & STEEP SLOPES REQUIREMENTS**”; and,

WHEREAS, Ordinance No. 626 amends City Code Chapter 1201; and,

WHEREAS, the amendments are proposed to implement the direction of the Comprehensive Plan relative to grading and steep slopes requirements; and,

WHEREAS, Ordinance No. 626 is lengthy; and

WHEREAS, as authorized by Minnesota Statutes, Section 412.191, subd. 4, the City Council has determined that publication of the title and summary of the ordinance will clearly inform the public of the intent and effect of the ordinance.

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

1. The City Council finds that the above title and summary of Ordinance No. 626 clearly informs the public of the intent and effect of the Ordinance.
2. The City Clerk is directed to publish Ordinance No. 626 by title and summary, pursuant to Minnesota Statutes, Section 412.191, Subdivision 4.
3. A full copy of the Ordinance is available at Shorewood City Hall during regular office hours and on the city’s website.

ADOPTED by the Shorewood City Council on this 8th day of September, 2025.

Jennifer Labadie, Mayor

Attest:

Sandie Thone, City Clerk



City of Shorewood

City Council Item

Title/Subject: Review of City Owned Properties
Meeting Date: September 8, 2025
Prepared by: Jake Griffiths, Planning Director
Reviewed by: Marc Nevinski, City Administrator
Attachments: **Inventory of City Owned Properties**
5965 Grant St Map
24620 Smithtown Rd Map

Item 9A. 1.

Background

The City Council requested information regarding City owned properties and potential for divestment.

Discussion

There are 71 City owned properties in the City of Shorewood, of which only two have the potential for divestment. The majority of the City owned properties include parks, roadway access, utility infrastructure, wetlands and public water bodies which do not currently have divestment potential. An inventory of all City owned properties is attached for reference.

The two properties with divestment potential are located at 5965 Grant St and 24620 Smithtown Rd and are owned by the Economic Development Authority (EDA). A map of both properties is attached for reference.

5965 Grant St

5965 Grant St was purchased by the EDA in 2019 for \$240,000 and was originally acquired in order to create a location for stormwater ponding to accommodate roadwork which previously took place in the area. A single-family home previously existed on the site and was demolished in order to accommodate the stormwater infrastructure. A building site remains on the property where a home could be rebuilt if the property were sold in the future. That said, the site is located in close proximity to Highway 7 and could also be used in the future to create local roadway connections for existing properties when Highway 7 is improved in the future, or achieve other land use related goals. Due to this reason, City staff would recommend holding off on divestment of this property until a more solidified plan is in place for improvements on Highway 7.

24620 Smithtown Rd

24620 Smithtown Rd was purchased by the EDA in 2011 for \$131,000 and was acquired with the thought that the property could be utilized as part of a larger redevelopment project in the area of County Road 19 and Smithtown Rd. Since that time there has not been significant redevelopment activity in the area, however, the site remains guided for medium density housing and a 6-unit detached townhome development was recently approved by the City Council for a property located two parcels to the east of the site. Divestment of this property

for a medium density housing development is possible; however, it may make sense to hold off at this time to see if development interest grows in the area as the 6-unit townhome project moves forward.

Budget Considerations

There are no current budget considerations, however, potential proceeds from divestment of EDA owned properties could lead to additional funds in the EDA's budget.

Action Requested

The City Council is requested to review the attached inventory of City owned properties and provide any feedback to City staff.

Parcel ID	Address	Description	Divestment Possible (Y/N)
3611723110023	19600 Waterford Pl	Waterford Outlot, Stormwater Pond	No
3611723130036	19605 Waterford Pl	Waterford Outlot, Public Utilities	No
2511723320006	20630 Manor Rd	Manor Park	No
3511723110009	20850 Radisson Rd	Roadway Access	No
3411723310035	23335 Academy Ave	Park & Utility Facilities	No
3311723110074	24200 Smithtown Rd	Public Works Building	No
3311723130003	24620 Smithtown Rd	EDA Owned Property	Yes
3211723110032	25925 Valleywood Ln	Shorewood Acres Outlot, Wetland	No
2611723410020	5115 St. Alban's Bay Rd	Pond/body of water	No
3311723220005	5425 Eureka Rd	Wetland	No
3311723130012	5620 Co Rd No 19	Gideon Glen Park	No
3511723130038	5655 Merry Ln	Christmas Lake Boat Launch	No
3311723140046	5725 Country Club Rd	Pump House near SCEC	No
3311723140047	5735 Country Club Rd	Shorewood Community & Events Center (SCEC)	No
3611723130040	5752 Covington Rd	Silver Lake Public Access	No
3311723140048	5755 Country Club Rd	Badger Park & City Hall	No
3611723130015	5755 Covington Rd	Silverwood Park	No
3411723420063	5905 Galpin Lake Rd	Galpin Lake Access	No
3411723310041	5965 Grant St	EDA Owned Property	Yes
3211723440002	6000 Eureka Rd	Freeman Park	No
3411723430022	6075 Chaska Rd	Wetland	No
2511723240094	None assigned	Public Utilities, Roadway Access	No
2511723310034	None assigned	Body of water	No
2511723320007	None assigned	Manor Park	No
2511723320028	None assigned	Manor Park	No
2511723320047	None assigned	Manor Park	No
2511723340023	None assigned	Water Tower	No
2511723430006	None assigned	Waterford 3rd Addition Outlot, Public Utilities	No
2511723430066	None assigned	Body of water	No
2511723440003	None assigned	Wetland/body of water	No
2611723110019	None assigned	Roadway Access	No
2611723140075	None assigned	Lake William	No
2611723140088	None assigned	Fire Lane	No
2911723440048	None assigned	Pond/body of water	No
3011723310007	None assigned	Body of water	No
3011723320025	None assigned	Body of water	No
3011723320026	None assigned	Body of water	No
3011723330038	None assigned	Enchanted Park Plat Outlot, Road Access	No
3011723330040	None assigned	Enchanted Park Plat Outlot, Road Access	No
3011723440028	None assigned	Road Access	No
3111723120014	None assigned	Body of water	No
3111723140032	None assigned	Wetland	No
3111723410034	None assigned	Wetland Access Road	No
3111723430001	None assigned	Wetland	No
3111723430004	None assigned	Wetland	No
3211723110031	None assigned	Valleywood Cir cul-de-sac	No
3211723110039	None assigned	Wetland	No
3211723110040	None assigned	Wetland	No
3211723110041	None assigned	Wetland	No
3211723130012	None assigned	Road Access	No
3211723220037	None assigned	Wetland	No
3211723230016	None assigned	Wetland	No
3211723430060	None assigned	Shorewood Oaks Outlot	No
3211723440029	None assigned	Trail Access to Freeman Park	No
3211723440077	None assigned	Wetland (w/adjacent pond & access trail)	No
3311723210042	None assigned	Wild Duck 2nd Outlot	No
3311723330047	None assigned	Shorewood Ponds Outlot	No
3411723330015	None assigned	Lake Linden Dr	No
3411723340008	None assigned	Chaska Rd	No
3411723340009	None assigned	Chaska Rd	No
3411723340031	None assigned	Wetland	No
3411723430014	None assigned	Mayflower Rd	No
3511723110008	None assigned	Radisson Rd	No
3511723140017	None assigned	Christmas Lake Pt Rd	No
3511723140022	None assigned	Portion of Christmas Lake Pt	No
3511723340035	None assigned	Wetland	No
3611723120058	None assigned	Waterford 2nd Add Outlot	No
3611723130016	None assigned	Silver Ridge Outlot	No
3611723210027	None assigned	Pond/body of water	No
3611723430035	None assigned	Wetland	No
3611723430041	None assigned	Wetland	No



Hennepin County Property Map

Date: 8/28/2025



PARCEL ID: 3411723310041

OWNER NAME: Shorewood Econ Dev Authority

PARCEL ADDRESS: 5965 Grant St, Shorewood MN 55331

PARCEL AREA: 0.98 acres, 42,847 sq ft

A-T-B: Abstract

SALE PRICE: \$240,000

SALE DATE: 06/2019

SALE CODE: Excluded From Ratio Studies

ASSESSED 2024, PAYABLE 2025

PROPERTY TYPE: Residential

HOMESTEAD: Non-Homestead

MARKET VALUE: \$0

TAX TOTAL: \$0.00

ASSESSED 2025, PAYABLE 2026

PROPERTY TYPE: Residential

HOMESTEAD: Non-Homestead

MARKET VALUE: \$0

Comments:

This data (i) is furnished 'AS IS' with no representation as to completeness or accuracy; (ii) is furnished with no warranty of any kind; and (iii) is not suitable for legal, engineering or surveying purposes. Hennepin County shall not be liable for any damage, injury or loss resulting from this data.

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COUNTY 2025



Hennepin County Property Map

Date: 8/28/2025



PARCEL ID: 3311723130003

OWNER NAME: The Shorewood Econ Devel Aut

PARCEL ADDRESS: 24620 Smithtown Rd, Shorewood MN 55331

PARCEL AREA: 1.03 acres, 45,046 sq ft

A-T-B: Abstract

SALE PRICE: \$131,000

SALE DATE: 09/2011

SALE CODE: Excluded From Ratio Studies

ASSESSED 2024, PAYABLE 2025

PROPERTY TYPE: Vacant Land-Residential

HOMESTEAD: Non-Homestead

MARKET VALUE: \$0

TAX TOTAL: \$0.00

ASSESSED 2025, PAYABLE 2026

PROPERTY TYPE: Vacant Land-Residential

HOMESTEAD: Non-Homestead

MARKET VALUE: \$0

Comments:

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COUNTY 2025



City of
Shorewood

September 8, 2025
City Council Meeting



City of Shorewood September 8, 2025 City Council Meeting

1. Convene City Council Regular Meeting
 - A. Pledge of Allegiance
 - B. Roll Call
 - C. Review and Adopt Agenda

City of Shorewood

September 8, 2025

City Council Meeting

2. Consent Agenda

- A. City Council Work Session Minutes of August 25, 2025
- B. City Council Regular Meeting Minutes of August 25, 2025
- C. Verified Claims List
- D. Shorewood Community Center Attendant New Hire

City of Shorewood
September 8, 2025
City Council Meeting

- 2. Consent Agenda
 - E. Tree Removal Contract
 - F. Special Assessments Correction
 - G. Accept Donation from Minnesota Transportation Alliance

City of Shorewood
September 8, 2025
City Council Meeting

3. Matters from the Floor

No Council action will be taken.

City of Shorewood
September 8, 2025
City Council Meeting

5. Parks

A. Report by Commissioner Bahneman on
08-26-25 Park Commission Meeting

City of Shorewood
September 8, 2025
City Council Meeting

6. Planning

A. Report by Commissioner Ruoff on
08-19-25 Planning Commission Meeting

City of Shorewood
September 8, 2025
City Council Meeting

6. Planning

B. PUBLIC HEARING New Construction
Municipal Water Code Amendments

Location: City-Wide

Applicant: City of Shorewood

City of Shorewood
September 8, 2025
City Council Meeting

6. Planning

C. Cannabis Code Amendments

Location: City-Wide

Applicant: City of Shorewood

City of Shorewood
September 8, 2025
City Council Meeting

6. Planning

D. Grading & Steep Slopes Code
Amendments

Location: City-Wide

Applicant: City of Shorewood

City of Shorewood
September 8, 2025
City Council Meeting

9. Staff and Council Reports

A. Staff

1. Review of City Owned Properties

B. Mayor and City Council

City of Shorewood
September 8, 2025
City Council Meeting

10. Adjourn