1. 09-22-2025 CC Reg Mtg Agenda

   Documents:

   09-22-25 CC REG MTG AGENDA.PDF

2. 09-22-2025 CC Reg Mtg Agenda Packet

   Documents:

   09-22-25 CC REG MTG AGENDA PACKET.PDF

CITY OF SHOREWOOD
CITY COUNCIL REGULAR MEETING
SEPTEMBER 22, 2025

City of Shorewood

5755 COUNTRY CLUB ROAD
CITY HALL COUNCIL CHAMBERS
7:00 PM

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 ______
Councilmember Maddy ______
Councilmember Sanschagrin ______
Councilmember Gorham ______
Councilmember DiGruttolo ______

C. Review and Adopt Agenda

2. CONSENT AGENDA

The Consent Agenda is a series of actions which are being considered for adoption this evening under a single motion.

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

A. City Council Work Session Minutes

B. City Council Regular Meeting Minutes

C. Claims List

D. Audit Services

E. Permanent Appointment of Planning Director Jake Griffiths

F. Seasonal Ice Rink Attendant Recruitment

G. Senior Accountant Appointment

H. Oktoberfest Prize Donations

I. Tonka United Food Truck

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 to the attention of the City Council. Anyone wishing to address the Council should raise their hand, or if attending remotely, please use the “raise hand” function. Please identify yourself by your first and last name and your address for the record. Please limit your comments to three minutes.

4. GENERAL BUSINESS

A. South Shore Senior Partners Presentation

B. Report by Commissioner Magistad on 09-02-25 Planning Commission Meeting

C. 5570/5580 Shorewood Ln Rezoning, Variance & Minor Subdivision

D. 2026 Preliminary Tax Levy, Preliminary General Fund Budget, and Truth in Taxation Date

E. Utility Services and Recycling Charges

F. Zoning and Land Use Fee Ordinance

G. Update 2026 Master Fee Schedule

5. STAFF AND COUNCIL REPORTS

A. Staff

B. Mayor and City Council

6. ADJOURN

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A. Staff

B. Mayor and City Council

6. ADJOURN

City Council Item 2.A.

Title/Subject: City Council Work Session Minutes
Meeting Date: September 22, 2025
Prepared By: Sandie Thone, City Clerk/ HR director

Attachments

1. 09.08.2025 CC WS Meeting Minutes

Background

City Council Work Session Minutes

Strategic Alignment

Budget Impact

Action Requested

Motion to Approve Consent Agenda
Simple Majority is required.

CITY OF SHOREWOOD | **5755 COUNTRY CLUB ROAD**
CITY COUNCIL WORK SESSION MEETING | **COUNCIL CHAMBERS**
MONDAY, SEPTEMBER 8, 2025 | **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, Sanschagrin, and Gorham; City Attorney Shepherd; City Administrator Nevinski; Parks and Recreation Manager Czech; City Clerk/HR Director Thone; Planning Director Griffiths; Director of Public Works Morreim; and, City Engineer Budde

Absent: Councilmember DiGruttolo

B. Review Agenda

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

2. ENGINEERING SERVICES FOLLOW-UP

City Administrator Nevinski explained that this item had carried over from the last Work Session meeting because the Council had run out of time to discuss this item. He noted that the staff report memo had been updated a bit since the last meeting. He briefly reviewed some of the information on project costs and a comparison of costs if the City had a staff engineer versus a consulting engineer. He explained that staff recommended the Council spend some time determining the expectations that they have around engineering and what the City wanted to try to achieve. He noted that they would also consider the level of service they were looking for. He stated that staff did not think there was enough to justify 2,080 hours of work a year. He noted that the City was always going to need an engineering firm because Shorewood was not a big enough City to go it alone. He stated that there are things that can be evaluated over the year to see where there may be some opportunities, and then plan to incorporate them into the budget. He advised caution in making an abrupt change because the City had a lot of things happening right now and explained that he didn't know where the Council's 'mark' is for what they should try to achieve with engineering services, and stated that it was very important for staff to understand the Council's expectations. He explained that Councilmember DiGruttolo was unable to attend tonight's work session, but had submitted some comments on this item. He stated that her opinion is that she believed that, from a financial standpoint, hiring a City engineer would be a better way to go than the current system, and she had also expressed concern about possible incentive structures in place, continuity, and responsiveness.

Public Works Director Morreim added that over the past year and a half, the City has generally been going through and starting to transition into staff doing more of the work. He stated that the budget numbers show that they were on track for general engineering to be less than the average over the past five years. He noted that there were other tasks staff could take on, but they may require some additional training. He stated that right now, Bolton and Menk were doing this work for the City because they have all the different specialties in their organization. He noted that City Engineer Budde is not working on every single City project and listed the other areas of expertise they had utilized from Bolton and Menk. He clarified that many of these tasks happen when the City needs them and noted that they were not just out there trying to drum up engineering costs, and stressed that this was not happening. He expressed his frustration that the perception is that Bolton and Menk or similar firms were padding the bottom line, because that is not happening. He expressed concern about the experience level if the City hired its own engineer, and noted that he also did not believe that having its own engineer could cover the hours necessary, even if he took on more engineering-type duties. He explained that he already had a full plate, but they have been discussing some of those kinds of possibilities to change things around, but cautioned that it would still be a lot of time. He stated that a consulting engineer, in cities like Shorewood, can ramp up super quickly and also ramp down super quickly, which leads to efficiency, even if the City was billing out at a higher rate, because they were paying them for fewer hours. He stated one additional item he was concerned about would be how long the City would be able to retain a staff engineer for longer than five years. He explained that he and City Administrator Nevinski were here to listen and were open to changing how the relationship or another consulting firm works, but also wanted to express their concerns.

Mayor Labadie noted that the Council had been having trouble getting through their complete Work Session agendas and urged the Council to try to get through tonight's full agenda.

The Council discussed expectations for work hours for Bolton and Menk in 2026; approximate costs for services, general engineering versus other engineering, implications of hiring a staff engineering but still needing to utilize the services of a consulting firm, the scope of work included in the staff report, potential cost savings in having a staff engineering, which tasks it would be better to have a consulting engineer handle, the deep well of knowledge available at Bolton and Menk, and the desire for more longer term strategic plan/cost management/building community trust with engineering services.

Councilmember Maddy stated that he has had nothing but good experiences with Bolton and Menk, and now the Council is considering spending more money, but does not understand what that additional money would be spent on.

Councilmember Sanschagrin clarified that he did not want to spend more money.

Councilmember Maddy asked why the Council was even having this conversation then, because every analysis had indicated that hiring a staff engineer would end up costing the City more money. He stated that he used to work in Minneapolis and noted that their engineering department sucked and is entrenched in what they think. He explained that Bolton and Menk knows that the City could always choose to hire somebody else, so they try harder. He asked Councilmember Gorham if he believed the City would be able to save money by hiring a staff engineer in addition to already having a staff engineer.

Councilmember Gorham stated that he did not think they would have two staff engineers.

Councilmember Maddy reiterated his question about this entire conversation.

Councilmember Gorham stated that the City should still have a relationship with City Engineer Budde and Bolton and Menk, but there was a scope of work that could be done by a staff engineer.

He stated that the City would still need to have a relationship with City Engineer Budde and would always need an engineer of record.

Councilmember Maddy asked about who would hold insurance for the engineer of record.

Councilmember Gorham stated that they still have professional liability and noted that he did not see the staff engineer as a design engineer. He stated that he pictured the staff engineer administering and not stamping.

Councilmember Maddy noted that Public Works Director Morreim was already administering.

Councilmember Gorham stated that he was managing Bolton and Menk's activity now, but this staff engineer would step into managing Bolton and Menk.

Mayor Labadie asked Public Works Director Morreim if he wanted to comment on his role since the Council was being disputed at the Council level.

Public Works Director Morreim stated that he was part of the project process in that things flow through him; however, on the day-to-day management of projects, he was not doing that and relied on staff engineers at Bolton and Menk, who do many of the tasks that Councilmember Gorham had outlined. He noted that they have had internal discussions about taking on more things in-house, but there can be difficulty in getting into the middle of projects and breaking continuity. He stated that one example of something that staff may be able to take on if there is additional training was the MS4 tasks, but stated that other things would need to be talked about before they do them, which is what City Administrator Nevinski had suggested be done over the next year for other things that could be done internally.

Councilmember Gorham stated that to bring some of these things in-house would require a bit of expertise or technical knowledge, specifically in project management.

Public Works Director Morreim agreed and noted that this was why he had mentioned earlier that these types of activities were not something the City should initially take on. He gave examples of areas that he did not believe should be considered for being done in-house and areas where it may be possible. He expressed frustration that there were a lot of generalizations being made that the City can do all this, it gets done, and life goes on. He stated that he understands that the Council has been talking about this for a few months, but it still felt like they were making a rushed decision in making this change without looking closely at the implications.

Mayor Labadie explained that the Council was not making any decision tonight.

Councilmember Maddy reiterated his question about what the Council was discussing.

Mayor Labadie explained that staff had six bullet points at the end of the staff memo that they would like the Council to discuss related to engineering services and read them aloud.

Councilmember Gorham stated that if the City were to explore having a staff engineer, the scope of services included in the packet information would be appropriate, but it would depend on their experience level in how much they can take on.

Mayor Labadie noted that one of the bullet points referenced assigning tasks or roles to existing staff members, and Public Works Director Morreim was the only staff member with engineering experience, and asked if it would be possible to assign additional tasks to him.

Public Works Director Morreim stated that it had already been happening over the last year. He noted that some of the minor tasks would not have to be handled by an engineer and could be taken on by other staff members.

Mayor Labadie noted that one of the concerns shared by Councilmember DiGruttolo, which had also been referenced by Councilmember Sanschagrin, was that she had concerns about continuity and responsiveness. She asked how many of the SeeClickFix issues that come in are engineer-based versus Public Works-based.

Public Works Director Morreim noted that there was a fair amount and clarified that, related to continuity and responsiveness, having Bolton and Menk has been a massive benefit for the City. He shared examples of contacts and responsiveness through SeeClickFix.

Mayor Labadie asked about Public Works Director Morreim's earlier comments about the likelihood of a staff engineer staying beyond a few years being unlikely.

Public Works Director Morreim stated that this staff engineer position would not be a design engineer, so it would take a certain kind of person, and noted that if he were a fifth-year engineer, he would not want to do this kind of job forever. He stated that what they tend to see is a transition from people working with cities to consultants, and many times, the reason is that they do not want to deal with the hands-on day-to-day stuff because it can be grueling.

Councilmember Maddy stated that the thing he loses sleep over as a Councilmember is staff retention. He referenced Public Works Director Morreim, Finance Director Schmuck, Planning Director Darling, and City Clerk/HR Director Thone and explained that he appreciated the work they do. He stated that the City has had a lot of staff move on to bigger cities as part of their career development. He stated that the Council's having this kind of political discussion did not reflect on the job of City staff members and reiterated his thanks for their work.

Councilmember Sanschagrin stated that he also appreciated City staff, but one of the things he continually hears from residents is questions about what can be done to reduce costs and taxes. He stated that there was a lot of fatigue from the residents in terms of costs and making sure that they understand that the Council was doing the best they could to manage costs, and noted that there was a gap there.

Councilmember Maddy disagreed that there was a gap and asked Finance Director Schmuck about the City's taxes per unit versus other cities in the area.

Finance Director Schmuck noted that it was hard to make comparisons because the cities all provide different services, but explained that Shorewood was in the lower majority of the neighboring communities with this tax rate. She stated that her biggest concern was that within the city's Preliminary Levy there is one hundred forty five thousand dollars for general engineering and if the City was going to start incurring expenses to hire somebody, keep a consultant on and do a transition, to buy software, to buy licensing, to conduct training, they do not have the capacity to do all those things within the current budget. She reminded the Council that after the Preliminary Levy is set, they cannot increase that number. She explained that the City also did not have a job description, had not scored, no evaluations of what they would do. She noted that Bolton and Menk was similar to WSB and noted that this was not about who the consulting engineer is. She stated that they have never really compared apples to apples because everyone was just looking at the bottom line numbers and not the projects. She noted that the City had budgeted one hundred forty-five thousand dollars for engineering services for the last few years, and they have come in a bit under that. She cautioned that if the City hired a staff engineer, that would be a fixed cost and would spend more than what was budgeted, they would not have the flexibility to cut back on things like they could with Bolton and Menk.

Planning Director Griffiths stated that many of the services from the planning side are not paid out of the City budget and are paid by the developers. He stated that if the City transitioned away from this model, those are the services that you would still not be able to replace with a staff engineer. He shared examples of other Bolton and Menk staff who handle things each week, like supervising private development projects, erosion control inspections, and time on site watching contractors, which were things that the City would still be stuck having the deep bench option of a consultant.

The Council discussed budget concerns, potential costs savings, what a job description for a staff engineer would look like, possible upsets in operations by making an abrupt change, staff concerns about Public Works Director Morreim managing the staff engineer despite being officed in a different building, expiration date of the current engineering contracts, and the possibility that if the City makes changes to the scope of services, they may not be able to get someone the same caliber as City Engineer Budde.

Mayor Labadie expressed concern that the Council had to set the Preliminary Levy at the next Council meeting, and this is a decision that would have an impact on the engineering services contract. She noted that during this discussion, the Council had not given clear direction on the bullet points from the staff report.

City Administrator Nevinski asked if the Council was comfortable with the proposal from staff to take the next six to nine months to try to analyze where they may be able to bring operations in-house and where they still need external consultants.

The Council discussed the existing contract, ways to explore different options for engineering services, the expected costs with the different approaches, whether the City had enough work to keep a staff engineer busy, having a hybrid approach with having both a staff engineer and consulting engineers, and the difficulty comparing Shorewood to larger cities.

Mayor Labadie stated that exploring the possibility of making a change to a staff engineer only required a majority vote from the Council, and Councilmembers DiGruttolo, Sanschagrin, and Gorham had already indicated their support, so that would be the direction for staff. She reminded the Council that she was concerned about the upcoming approval of the Preliminary Levy and that this was not a decision that should be rushed.

City Administrator Nevinski explained that the question still remained about what the City was going to do for 2026. He asked if the Council intended to use 2026 for the evaluation with the intent of making decisions for the 2027 budget year and noted that was what staff was recommending.

The Council discussed budget concerns, the possible need to dip into reserves in the staff engineer scenario, and the long-term Financial plan.

City Administrator Nevinski stated that the proposal to take the next nine months and really look at this and come back to the Council with a proposal for the 2027 budget would be the most thoughtful approach.

Councilmember Sanschagrin stated that he wanted to do something this year, if they can.

Councilmember Gorham stated that he did not want to talk about it for nine months and wanted to figure it out now.

Mayor Labadie explained that she was not intending to put words in anyone's mouth, but assumed that Councilmember DiGruttolo shared the opinions expressed by Councilmembers Sanschagrin and Gorham. She stated that staff was hearing from two or three Councilmembers that this is something they wanted to pursue more immediately.

Public Works Director Morreim stated that he anticipated that meant that staff would bring back a higher Preliminary Levy for 2026.

Finance Director Schmuck stated that it was hard to make a hasty decision for what some people perceive as a net-zero impact. She stated that if it was truly going to be a net zero, which she did not believe it would be, then why do they need to be so rushed. She asked why the Council would not want to be more thoroughly diligent about the decision, take a look at how it would work for 2027, and build it into the budget. She expressed frustration that the Council was being reactionary for a net-zero.

Mayor Labadie stated that she agreed with Finance Director Schmuck.

Councilmember Gorham stated that they have been talking about this issue for a long time already and did not want to drag it out more just because it was bad timing. He agreed that it was unfortunate that the City would need to vote on the Preliminary Levy in a few weeks.

Mayor Labadie stated that she felt that this was rushed and would impact the Levy. She asked Finance Director Schmuck if she would adjust the Levy by the next meeting based on the direction the majority of the Council was giving tonight.

Finance Director Schmuck stated that she would adjust the Levy, but cautioned that they do not have a job description, no scoring, no salary range, nor do they know what kind of vehicles would be needed, what kind of GIS system or computers were needed, what licensing may be needed, or even what caliber of person the City may be about to get, which could effect training expenditures in the budget. She stated that there are a lot of unknowns, so it is likely that this would mean a large change to the existing budget. She reiterated that she did not believe making this change was a net-zero decision.

Councilmember Maddy asked whose vehicle was being used by City Engineer Budde drives around town.

Finance Director Schmuck explained that the vehicle belonged to Bolton and Menk, as did the computers, the GIS system, handled the training, and covered insurance.

Mayor Labadie stated that she did not see how they could move forward in this fashion without it impacting the Levy. She noted that staff would have to run alternative Levy numbers using speculations.

Finance Director Schmuck stated that she would need to get help because she did not know everything an engineer would need and cautioned that they were going to be very rough numbers. She explained that she only had one week to gather this information because they needed to publish the packet one week prior to the meeting.

Councilmember Maddy stated that it was clear that staff did not like this direction, and two of the Council sitting at the dais also did not like this direction. He stated that the fifth Councilmember was not present, and he did not think they needed to give staff direction on something that he believed was a bad idea.

City Administrator Nevinski stated that they had been talking about this since July and were now on the cusp of wrapping up the budget and levy. He noted that Councilmember DiGruttolo had written down her recommendation and stated that staff did not believe this was the route to go, but if it is the direction of the Council, they will begin exploring it.

Mayor Labadie stated that even though she and Councilmember Maddy disagreed, the majority of the Council was giving direction to staff to bring back an alternative Levy for consideration in adding a staff engineer.

Finance Director Schmuck asked for clarification that the Council was asking staff to prepare two budgets for consideration at their next meeting, and the Council would be prepared to vote on one of them that night.

Mayor Labadie stated that it was correct, with the only variable being the potential engineering costs.

3. POTENTIAL SHOREWOOD/TONKA BAY BOUNDARY ADJUSTMENTS

Planning Director Griffiths explained that the Xcel site was split between Shorewood and Tonka Bay in addition to three other properties in the area. He stated that City staff had met with Tonka Bay staff to discuss the possibility of adjusting the boundaries so all of the properties would be located within one city. He explained that staff was looking for direction from the Council on whether this was something they wanted to pursue.

Following a brief discussion, the Council indicated its support for this proposed adjustment.

4. ADJOURN

Maddy moved, Gorham seconded, Adjourning the City Council Work Session Meeting of September 8, 2025, at 7:05 P.M. Motion passed 5/0.

ATTEST:

____
Jennifer Labadie, Mayor

____

Sandie Thone, City Clerk

City of Shorewood

City Council Item 2.B.

Title/Subject: City Council Regular Meeting Minutes
Meeting Date: September 22, 2025
Prepared By: Sandie Thone, City Clerk/ HR director

Attachments

1. 09.08.2025 CC Reg Meeting Minutes

Background

City Council Regular Meeting Minutes

Strategic Alignment

Organizational Strength & Good Governance

Budget Impact

N/A

Action Requested

Motion to Approve Consent Agenda

Simple Majority is required.

CITY OF SHOREWOOD
CITY COUNCIL REGULAR MEETING
MONDAY, SEPTEMBER 8, 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 7:10 P.M.

A. Pledge of Allegiance

B. Roll Call

Present. Mayor Labadie; Councilmembers Maddy, Sanschagrin, Gorham, and DiGruttolo (via electronic means); City Attorney Shepherd; City Administrator Nevinski; City Clerk/HR Director Thone; Planning Director Griffiths; Director of Public Works Morreim; Finance Director Schmuck; and City Engineer Budde

Absent: None

C. Review Agenda

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

Upon a roll call vote, motion passed.

2. CONSENT AGENDA

Mayor Labadie reviewed the items on the Consent Agenda.

Councilmember Sanschagrin asked to remove items D. and G. from the Consent Agenda.

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

A. City Council Work Session Minutes of August 25, 2025

B. City Council Regular Meeting Minutes of August 25, 2025

C. Approval of the Verified Claims List

D. ~~Shorewood Community Center Attendant New Hire~~ (moved to General New Business as item 8.A.)

E. Tree Removal Contract

F. Special Assessment Correction, Adopting Resolution No. 25-80, "A Resolution Rescinding Special Assessments Incorrectly Levied."

G. ~~Accept Donation from Minnesota Transportation Alliance, Adopting Resolution No. 25-84, "A Resolution Accepting a Donation from the Minnesota Transportation Alliance to the City of Shorewood for the Mayor to Travel to Washington D.C. and Participate in its D.C. Fly-In Event to Advocate for Funding for Safety Improvements to Trunk Highway 7."~~ (moved to General New Business as item 8.B.)

Upon a roll call vote, motion passed.

3. MATTERS FROM THE FLOOR

Amy Harrison, Amesbury, stated that she had lived in Shorewood for a little over two years and explained that between 2024 and 2025, her property taxes went from six thousand a year to eight thousand a year. She explained that she was in a townhouse and did not own any property other than the townhouse itself, and she found this increase to be alarming. She expressed concern that, as a City, they were not working together within the budgets that they had, were coming up with projects and then going out and looking for money through the taxpayers, then her taxes would continue to increase. She stated that if this happens, she would no longer be able to stay in her home.

Mayor Labadie asked if Finance Director Schmuck would be willing to meet with Ms. Harrison.

Finance Director Schmuck answered that she would be and suggested that Ms. Harrison call her to set up a convenient time.

Barry Brown, 6050 Burlwood Court, stated that he wanted to make a few comments regarding the Council's discussion related to insourcing or outsourcing engineering services for the City. He stated that regarding a full-time employee cost versus a consultant, his analysis of Bolton and Menk's billable hours looks like it is going to be somewhere between ten thousand and twelve thousand hours per year. He noted that he believed the City should be able to strip back two thousand eighty hours to hire a full-time employee. He noted that with property leadership and cooperation from Bolton and Menk, a full-time staff position would be able to reclaim those hours, but at a lesser cost to the taxpayers. He read aloud from the staff memo related to seeking proposals from other firms and noted that he did not believe the City had done this over the last five or six years and felt it would be a good exercise to perform in the near future. He stated that the data and comments presented in the City's staff memo lead to a logical conclusion that 2026 is the absolute best time to pursue a transition because there would be fewer CIP projects. He stated that having a staff engineer who can gain experience in 2026 would be invaluable, leading into the 2027 contract and budget discussions.

4. REPORTS AND PRESENTATIONS

5. PARKS

A. Report by Commissioner Bahneman on August 26, 2025, Park Commission Meeting

Parks Commissioner Bahneman gave an overview of the discussion and recommendations from the August 26, 2026, Park Commission meeting and answered Council questions.

6. PLANNING

A. Report by Commissioner Ruoff on August 19, 2025, Park Commission Meeting

Planning Commissioner Ruoff reviewed the discussion and recommendations from the August 19, 2025, Park Commission meeting and answered Council questions.

B. PUBLIC HEARING: New Construction Municipal Water Code Amendments
Applicant: City of Shorewood
Location: City-Wide

Planning Director Griffiths outlined past discussions and details of the proposed amendments to the City's new construction municipal water code.

Mayor Labadie opened the Public Hearing at 7:38 P.M., there being no comments, she closed the Public Hearing at 7:38 P.M.

Councilmember Sanschagrin asked if the costs included the connection charge.

Planning Director Griffiths explained that as part of the new connection, they would pay the ten-thousand-dollar connection fee.

Councilmember Sanschagrin asked if the City had done anything with the financing option.

City Administrator Nevinski noted that it was a topic that staff will bring back before the Council as they begin to explore options and put together the structure of the program.

Maddy moved, Gorham seconded, Adopting ORDINANCE 624, "An Ordinance Amending Shorewood City Code Chapter 903 to Adopt Municipal Water Connection Requirements for New Residential Construction."

Upon a roll call vote, motion passed.

Maddy moved, Gorham seconded, Adopting RESOLUTION NO. 25-081, "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."

Upon a roll call vote, motion passed.

C. Cannabis Code Amendments
Applicant: City of Shorewood
Location: City-Wide

Planning Director Griffiths briefly reviewed the proposed amendments to the City's Cannabis Code and noted that they were essentially housekeeping items.

Councilmember Gorham asked if an interim permit meant that they had to come back or if there was a sunset.

Planning Director Griffiths explained that the sunset would be when the use terminates, but noted that the registration would come back for a renewal. He reminded the Council that if a cannabis applicant comes forward, it would be a first-come, first-served situation in the City, if they met all the City requirements.

Sanschagrin moved, Maddy seconded, Adopting <u>ORDINANCE 625</u>, "An Ordinance Amending Shorewood City Code Chapter 307, 1201, and 1300 to Adopt Updated Cannabis Regulations."

Upon a roll call vote, motion passed.

Sanschagrin moved, Maddy seconded, Adopting <u>RESOLUTION NO. 25-082</u>, "A Resolution Approving the Summary Publication for Ordinance 625 Amending Shorewood City Code Chapter 307, 1201, and 1300 to Adopt Updated Cannabis Regulations."

Motion passed.

D. Grading and Steep Slopes Code Amendments
Applicant: City of Shorewood
Location: City-Wide

Planning Director Griffiths reviewed the proposed amendments to the grading and steep slopes portion of the City code.

Gorham moved, Maddy seconded, Adopting <u>ORDINANCE 626</u>, "An Ordinance Amending Shorewood City Code Chapter 1201 to Implement the Direction of the Comprehensive Plan Relative to Grading and Steep Slopes Requirements."

Upon a roll call vote, motion passed.

Maddy moved, Gorham seconded, Adopting <u>RESOLUTION NO. 25-083</u>, "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 and Steep Slopes Requirements."

Upon a roll call vote, motion passed.

7. ENGINEERING/PUBLIC WORKS

8. GENERAL/NEW BUSINESS

A. Shorewood Community and Event Center Attendant New Hire (formerly Consent Agenda item 2.D.)

City Clerk/HR Director Thone explained that this item was for a new hire in the role of attendant for the Shorewood Community and Event Center. She noted that this candidate would be a returning employee and would be available to start as soon as the background checks have been completed.

Councilmember Sanschagrin asked how the City landed on the starting wage for this position.

City Clerk/HR Director Thone explained that this position was classified as a part-time/casual, so it has a different compensation philosophy than a regular, full-time employee. She stated that new candidates get hired at the same step that existing employees are, or at the next pay step, depending on where they were at within the year. She explained that this candidate, because he had experience, was hired at the step increase for the year.

Councilmember DiGruttolo noted that the anticipated hiring range was $16.68 to $17.72 and asked why the City was going to start this individual at $18.76 and why the range would not have extended to $18.76.

City Clerk/HR Director Thone reiterated that there was a different compensation philosophy for the part-time/casual positions. She noted that the existing employees were within the anticipated hiring range and were transitioning to the next step. She explained that all of the existing employees have transitioned from the $17.72 to $18.76, which was proposed for this position. She explained that this candidate has two years of experience, so he aligns with the more experienced part-time/casuals at the SCEC, which means he would be making the same rate as the other experienced employees.

Councilmember DiGruttolo explained that the staff memo outlined the 'anticipated' hiring range being between $16.68 and $17.72, and if the City was anticipating that they were probably going to hire an experienced person, she questioned why the anticipated range did not extend to the proposed $18.76 amount. She stated that she was making a big deal about this because these kinds of little details mattered. She noted that the amount of money that the City was paying to part-time/casuals seemed pretty high. She stated that brand new firefighters were only making about three dollars per hour more than this proposed pay rate and explained that it seemed like there was a disparity or discrepancy that the City should figure out. She noted that she would like the Council to have more conversations about the City's hiring philosophy and its pay philosophy.

City Clerk/HR Director Thone explained that the City went through a compensation study in 2023, and all of their positions were placed and classified within market standards. She noted that staff would be happy to go over more of these details and try to make this information more transparent.

Councilmember Maddy noted that the firefighters make just over twenty dollars an hour when they are working, but explained that they also have a pension, so there were other benefits that they received that this position would not.

City Clerk/HR Director Thone clarified that the City had not anticipated that a two-year past employee would be applying for this position, which was why that had not been included in their anticipated hiring range information.

Maddy moved, Sanschagrin seconded to Approve the Shorewood Community and Event Center Attendant New Hire, as presented.

Upon a roll call vote, motion passed.

Mayor Labadie suggested that after the budget season wraps up, the City's salary structure and the compensation study information may be a good Work Session topic.

B. Accept Donation from Minnesota Transportation Alliance, Adopting Resolution No. 25-84, "A Resolution Accepting a Donation from the Minnesota Transportation Alliance to the City of Shorewood for the Mayor to Travel to Washington D.C. and Participate in its D.C. Fly-In Event to Advocate for Funding for Safety Improvements to Trunk Highway 7." (formerly Consent Agenda item 2.G.)

City Administrator Nevinski explained that this item was to formally accept the donation from the Minnesota Transportation Alliance for Mayor Labadie to attend the D.C. Fly-In Event to advocate for funding related to improvements to Highway 7.

Councilmember Sanschagrin stated that since the last discussion, it had come to his attention that Bolton and Menk was a primary sponsor of the Minnesota Transportation Alliance's Fly-In Event. He stated that, based on the appearance of the City's engineering firm being a primary sponsor, it caused him concern, so he would not be able to support accepting this donation.

City Administrator Nevinski read aloud the public purpose of this donation as outlined within the resolution language.

Mayor Labadie asked City Attorney Shepherd if he saw any reason that this donation could not be accepted, noting that Bolton and Menk was a sponsor of the event.

City Attorney Shepherd stated that Councilmember Sanschagrin could vote however he saw fit. He stated that he did not feel that there would be a conflict of interest in accepting this donation in order to serve its public purpose of going to D.C. and lobbying for Highway 7. He explained that it would be perfectly acceptable for the Council to accept this donation as presented. He noted that the Minnesota Transportation Alliance is a group that the League of Minnesota Cities is part of, and most engineering firms that the City would ever contract with, including Bolton and Menk, were part of it, along with many other cities and county associations.

Councilmember DiGruttolo asked if they knew what the projected costs were at this time.

Mayor Labadie stated that the costs were less than eighteen hundred dollars and included airfare, hotel, conference attendance fee, cost of riding the train from the airport to the hotel, and back. She reminded the Council that if there did happen to be any overages, she would pay for that out of pocket.

Maddy moved, Gorham seconded. Adopting Resolution No. 25-84, "A Resolution Accepting a Donation from the Minnesota Transportation Alliance to the City of Shorewood for the Mayor to Travel to Washington D.C. and Participate in its D.C. Fly-In Event to Advocate for Funding for Safety Improvements to Trunk Highway 7."

Upon a roll call vote, motion passed 3-2 (Sanschagrin and DiGruttolo opposed).

Mayor Labadie encouraged any resident who would like to know more about this matter to contact her so she could explain the reasons she felt this was advocating for Highway 7 safety improvements.

9. STAFF AND COUNCIL REPORTS AND DISCUSSION

A. Staff

1. Review of City-Owned Properties

Planning Director Griffiths explained that there were seventy-one City-owned properties in the City and noted that two have the potential for divestment. He explained that these properties, 5965 Grant Street and 24620 Smithtown Road, were owned by the City's Economic Development Authority. He outlined the reasons staff was recommending that the City hold off on divestment of either of these properties.

Councilmember Sanschagrin stated that he had not meant for this review to be focused on divestment and noted that there could be other uses for the properties. He asked if the property close to Wedgewood that was donated to the City was included in the list staff had put together.

Planning Director Griffiths stated that, off the top of his head, he did not know that particular property. He stated that the list came directly from Hennepin County as properties tied to the City. He noted that he would assume it was included in the list, but may not have an address. He suggested that Councilmember Sanschagrin reach out to him after the meeting, and he can look closer at that particular property.

Councilmember Sanschagrin suggested that the EDA add discussion of these two properties to their next meeting agenda.

Other

Public Works Director Morreim updated the Council on the access control/camera project and the interior cleaning of the water tower.

Finance Director Schmuck stated that staff was continuing to work on budget items and scoring the audit RFPs that the City had received.

Planning Director Griffiths stated that they were finishing up the zoning audit conversation with the consultant, which would be presented to the Council in October. He noted that they were also working on a substantive update to the City Code related to technical requirements for streets, water, and utility systems. He reminded the Council that the annual deer management hunt would be held in October and November.

City Clerk/HR Director Thone stated that the City received fourteen applications for the senior accountant position and would be conducting interviews later this week.

City Administrator Nevinski stated that Parks and Recreation Director Czech had communicated that the Parks Master Plan survey was now closed, but they received one hundred eighty responses. He noted that Oktoberfest would be held on September 27, 2025, from 1:00 to 3:00 P.M. He explained that on October 28, 2025, the Park Commission would hold an open house to review some of the preliminary recommendations for the Parks Master Plan. He stated that the Highway 7 transportation management organization study had a kick-off meeting last week and briefly reviewed some of their discussion topics.

B. Mayor and City Council

Councilmember Sanschagrin gave an update on the sale of the LMCC building and explained that the buyers have agreed to assume the environmental liability with a price reduction in the sale price.

Councilmember Maddy gave a shout-out to Mound Fire and explained that they had just put out their budget, which showed that they had an efficient operation.

Councilmember DiGruttolo asked City Administrator Nevinski if the Council was invited to attend the Highway 7 safety study conversations.

City Administrator Nevinski stated that it was not a closed meeting, so they could have some conversations about the best way to communicate or involve the Council.

Mayor Labadie stated that she believed the Council could be involved as long as they publicly noticed the meeting. She expressed her appreciation to Parks and Recreation Director Czech and Stephany Vasser for their hard work on the Movie in the Park event. She stated that she had attended the Highway 7 Traffic Management Organization meeting and a meeting with Councilmember Gorham and MnDOT representatives. She stated that earlier today, she attended the Regional Council of Mayors meeting, where they discussed AI and its impact on cities. She stated that there would be an Excelsior Rotary Blood Drive on September 16, 2025, from 9:00 a.m. to 3:00 P.M. at the SCEC.

10. ADJOURN

Maddy moved, Sanschagrin seconded, Adjourning the City Council Regular Meeting of September 8, 2025, at 8:33 P.M.

Upon a roll call vote, motion passed.

ATTEST:

____
Jennifer Labadie, Mayor

____
Sandie Thone, City Clerk

City of Shorewood

City Council Item 2.C.

Title/Subject: Claims List
Meeting Date: September 22, 2025
Prepared By: Jeanne Schmuck, Finance Director

Attachments

1. Payroll-09-08-2025 ACH
2. Payroll-09-08-2025
3. Council-09-22-2025

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-09-08-2025 ACH	$ 60,338.16
Payroll-09-08-2025 AP	$ 75,571.74
Council-09-22-2025	$ 1,158,181.65
Total Claims: Checks & ACH	**$ 1,294,091.55**

Strategic Alignment

Fiscal Responsibility

- Implement best practices to support sound financial management
- Maintain stable and predictable finances over the long-term

Budget Impact

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

Action Requested
Motion to Approve Consent Agenda.
Simple Majority is required.

Clearing House

Distribution Report

User: jschmuck@ci.shorewood.mn.us
Printed: 09/08/2025 - 1:53PM
Batch: 00008.09.2025

City of Shorewood

Account Number	Debit	Credit	Account Description
700-00-1010-0000	0.00	60,338.16	CASH AND INVESTMENTS
700-00-2170-0000	60,338.16	0.00	GROSS PAYROLL CLEARING
	60,338.16	60,338.16	
Report Totals:	60,338.16	60,338.16	

Accounts Payable

Check Detail

User: jschmuck@ci.shorewood.mn.us
Printed: 09/12/2025 - 2:17PM

City of Shorewood

Check Number	Check Date	Amount
10 - NCPERS GROUP LIFE INSURANCE		
0	09/08/2025	
Inv		144.00
0 Total:		144.00
10 - NCPERS GROUP LIFE INSURANCE Total:		144.00
1091 - VOYA FINANCIAL		
0	09/08/2025	
Inv		25.00
0 Total:		25.00
1091 - VOYA FINANCIAL Total:		25.00
11 - MINNESOTA DEPARTMENT OF REVENUE		
0	09/08/2025	
Inv		4,088.66
0 Total:		4,088.66
11 - MINNESOTA DEPARTMENT OF REVENUE Total:		4,088.66
1165 - FIDELITY SECURITY LIFE INSURANCE COMPANY		
0	09/08/2025	
Inv		227.05
0 Total:		227.05
1165 - FIDELITY SECURITY LIFE INSURANCE COMPANY Total:		227.05
1166 - HEALTHPARTNER-DENTAL		
0	09/08/2025	
Inv		1,613.03
0 Total:		1,613.03
1166 - HEALTHPARTNER-DENTAL Total:		1,613.03
12 - AFSCME MN COUNCIL 5 - UNION DUES		

Check Number	Check Date	Amount
0	09/08/2025	
Inv		239.44
0 Total:		239.44
12 - AFSCME MN COUNCIL 5 - UNION DUES Total:		239.44
1510 - GEN DIGITAL, INC.		
0	09/08/2025	
Inv		109.16
0 Total:		109.16
1510 - GEN DIGITAL, INC. Total:		109.16
1511 - ALLSTATE BENEFITS		
0	09/08/2025	
Inv		815.78
0 Total:		815.78
1511 - ALLSTATE BENEFITS Total:		815.78
1512 - PRE-PAID LEGAL SERVICES, INC		
0	09/08/2025	
Inv		185.73
0 Total:		185.73
1512 - PRE-PAID LEGAL SERVICES, INC Total:		185.73
2 - MISSION SQUARE RETIREMNT-302131-457		
0	09/08/2025	
Inv		2,666.20
0 Total:		2,666.20
2 - MISSION SQUARE RETIREMNT-302131-457 Total:		2,666.20
4 - AFSCME CO 5 MEMBER HEALTH FUND-UNION DENTAL		
0	09/08/2025	
Inv		210.00
0 Total:		210.00
4 - AFSCME CO 5 MEMBER HEALTH FUND-UNION DENTAL Total:		210.00
5 - EFTPS - FEDERAL W/H		
0	09/08/2025	
Inv		22,059.82

Check Number	Check Date	Amount
0 Total:		22,059.82
5 - EFTPS - FEDERAL W/H Total:		22,059.82
6 - HEALTH PARTNERS-MEDICAL		
0	09/08/2025	
Inv		24,954.51
0 Total:		24,954.51
6 - HEALTH PARTNERS-MEDICAL Total:		24,954.51
665 - OPTUM BANK		
0	09/08/2025	
Inv		2,508.21
0 Total:		2,508.21
665 - OPTUM BANK Total:		2,508.21
686 - KANSAS CITY LIFE INSURANCE COMPANY		
0	09/08/2025	
Inv		1,787.31
0 Total:		1,787.31
686 - KANSAS CITY LIFE INSURANCE COMPANY Total:		1,787.31
7 - MINNESOTA LIFE INSURANCE COMPANY		
0	09/08/2025	
Inv		1,094.80
0 Total:		1,094.80
7 - MINNESOTA LIFE INSURANCE COMPANY Total:		1,094.80
9 - PERA		
0	09/08/2025	
Inv		12,843.04
0 Total:		12,843.04
9 - PERA Total:		12,843.04
Total:		75,571.74

Accounts Payable

Computer Check Proof List by Vendor

User: jschmuck@ci.shorewood.mn.us
Printed: 09/18/2025 - 2:23PM
Batch: 00003.09.2025 - AP-09-22-2025

City of Shorewood

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 104	ADAM'S PEST CONTROL INC			Check Sequence: 1	ACH Enabled: True
4246571	Building Inspection-Shorewood#1114400	102.43	09/22/2025	101-19-4400-0000	
	Check Total:	102.43			
Vendor: 105	ADVANCED IMAGING SOLUTIONS			Check Sequence: 2	ACH Enabled: True
INV362872	Konica Minolta/C658 Copier-Copies-3rd Qtr 20:	591.41	09/22/2025	101-19-4221-0000	
INV362872	Konica Minolta/C658 Copier-Monthly Base Rat	52.00	09/22/2025	101-19-4221-0000	
	Check Total:	643.41			
Vendor: 171	AE2S CONSTRUCTION, LLC			Check Sequence: 3	ACH Enabled: False
105462	P05481-2025-001	1,358.42	09/22/2025	601-00-4400-0000	
	Check Total:	1,358.42			
Vendor: 112	AMERICAN LEGAL PUBLISHING CORPORATION			Check Sequence: 4	ACH Enabled: False
45120	City Code Internet Renwal Through 10/2026	83.33	09/22/2025	101-13-4400-0000	
45120	City Code Internet Renwal Through 10/2026	416.67	09/22/2025	101-00-1551-0000	
	Check Total:	500.00			
Vendor: 1571	Aqua Blast			Check Sequence: 5	ACH Enabled: False
635	Outdoor Building Cleaning	525.00	09/22/2025	201-00-4223-0000	
	Check Total:	525.00			
Vendor: 1412	ARVIG			Check Sequence: 6	ACH Enabled: True
September 2025	Act#3101049-Monthly Phones/Internet Services	855.17	09/22/2025	101-19-4321-0000	
	Check Total:	855.17			
Vendor: 1509	BLUE NET INC			Check Sequence: 7	ACH Enabled: True

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
62712	Monthly Network Service	4,660.77	09/22/2025	101-19-4321-0000	
	Check Total:	4,660.77			
Vendor: 677	BOLTON & MENK, INC.			Check Sequence: 8	ACH Enabled: True
0372150	Proj.#25X.138861-Park System Plan-Pk Master	7,713.00	09/22/2025	402-00-4400-0000	
0372897	Proj.# 0C1.126162-2023-2024-Pond Maintananc	320.00	09/22/2025	631-00-4303-0000	
0372898	Proj.# 0C1.123603-General Engineering	10,187.50	09/22/2025	101-31-4303-0000	
0372899	Proj.# 24X.136948-2025 Mill & Overlay Design	30,958.00	09/22/2025	420-00-4303-0000	
0372900	Proj.# 25X.139039-Pavement Management Plan	2,853.50	09/22/2025	404-00-4620-0007	
0372901	Proj.# 24X.137042.000-5580 Shorewood Lane	782.50	09/22/2025	880-00-2210-0000	
0372902	Proj.# 24X.135611-6180 Cardinal Drive	1,090.00	09/22/2025	880-00-2210-0000	
0372903	Proj.# 0C1.127485-Excelsior Woods	605.50	09/22/2025	880-00-2210-0000	
0372904	Proj.# 0C1.128200-Freeman Park Trail Improver	410.00	09/22/2025	402-00-4303-0000	
0372905	Proj.# 0C1.125586-Galpin Lake Road/TH7 Trail	15,619.00	09/22/2025	422-00-4303-0000	
0372906	Proj.# 0C1.120898-4-GIS-Utilities-Street	1,565.00	09/22/2025	101-31-4303-0000	
0372906	Proj.# 0C1.120898--2-GIS-Utilities-Water	3,147.50	09/22/2025	601-00-4303-0000	
0372906	Proj.# 0C1.120898-3-GIS-Utilities-Stormwater	3,247.50	09/22/2025	631-00-4303-0000	
0372906	Proj.# 0C1.120898-1-GIS-Utilities-Sewer	1,676.00	09/22/2025	611-00-4303-0000	
0372907	Proj.# 0C1.130016-Lake Park Villas-24250Smitl	390.00	09/22/2025	880-00-2210-0000	
0372908	Proj.# 0C1.127484-Maple Shores Developmen	390.00	09/22/2025	880-00-2210-0000	
0372910	Proj.# 0C1.129164-Mill Street Trail	19,155.50	09/22/2025	417-00-4303-0000	
0372911	Proj.# 0C1.134621-Minnesota Inboard-19765Hw	102.50	09/22/2025	880-00-2200-0000	
0372913	Proj.# C16.122391-MS4 Administration	570.00	09/22/2025	631-00-4302-0009	
0372914	Proj.# 24X.136257-SE Area Water Improvement	10,685.00	09/22/2025	601-00-4303-0000	
0372915	Proj.# 25X.137799-SE Well Pump Rebuild-WA I	155.00	09/22/2025	601-00-4303-0000	
0372916	Proj.# C16.120341-Shorewood Ln Ravine Resto	2,572.50	09/22/2025	631-00-4303-0000	
0372917	Proj.# 24X.137116.000-Shorewood Meadow	717.50	09/22/2025	880-00-2210-0000	
0372923	Proj.# C16.121661-Walnut Grove Villas - Shaefc	595.00	09/22/2025	880-00-2210-0000	
0372925	Proj.# 24X.136951-Water Connection Program	1,332.50	09/22/2025	601-00-4303-0000	
	Check Total:	116,840.50			
Vendor: 567	BUELL CONSULTING, INC.			Check Sequence: 9	ACH Enabled: False
26350SmithtownR	Escrow Release-26350 Smithtown Road	1,000.00	09/22/2025	880-00-2200-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	1,000.00			
Vendor: 1221	CAMPBELL KNUTSON P.A.			Check Sequence: 10	ACH Enabled: True
3526-0000G 44	Tonka Bay Car Wash	441.50	09/22/2025	880-00-2210-0000	
3526-0000G 44	3526-0000G 44 General Matters/Administration	8,128.16	09/22/2025	101-16-4304-0000	
3526-0001G 44	3526-0001G 44 Planning & Zoning Services	585.90	09/22/2025	101-16-4304-0000	
3526-0002G 36	3526-0002G 36 Public Works	37.80	09/22/2025	101-16-4304-0000	
3526-0009G 32	3526-0009G 32 Code Enforcement-5815 Club L	5,815.63	09/22/2025	101-16-4304-0000	
3526-0504G 14	Escrow-Tingewood	599.40	09/22/2025	880-00-2210-0000	
3526-0997G 24	3526-0997G 24 Additional Prosecution Svc	109.74	09/22/2025	101-16-4304-0000	
3526-0999G 47	3526-0999G 47 Prosecution	8,820.02	09/22/2025	101-16-4304-0000	
	Check Total:	24,538.15			
Vendor: 136	CENTERPOINT ENERGY-GAS			Check Sequence: 11	ACH Enabled: True
August 2025	6000 Eureka Road	52.80	09/22/2025	101-52-4380-0000	
August 2025	28125 Boulder Bridge	20.91	09/22/2025	601-00-4396-0000	
August 2025	24200 Smithtown Rd	67.94	09/22/2025	101-32-4380-0000	
August 2025	5755 Country Club Rd	43.34	09/22/2025	101-19-4380-0000	
August 2025	20405 Knighsbridge Rd	31.90	09/22/2025	601-00-4394-0000	
	Check Total:	216.89			
Vendor: 137	CENTURY LINK			Check Sequence: 12	ACH Enabled: True
08-25-2025	Acct#333778780-PWs-952-470-2294	23.15	09/22/2025	611-00-4321-0000	952-470-2294-642-PWs
08-25-2025	Acct#333778780-PWs-952-470-7819	43.28	09/22/2025	601-00-4321-0000	
08-25-2025	Acct#333778780-PWs-952-470-7819	43.29	09/22/2025	631-00-4321-0000	
08-25-2025	Acct#333778780-PWs-952-470-6340	41.19	09/22/2025	601-00-4321-0000	
08-25-2025	Acct#333778780-PWs-952-470-2294	23.14	09/22/2025	631-00-4321-0000	952-470-2294-642-PWs
08-25-2025	Acct#333778780-PWs-952-470-2294	23.14	09/22/2025	601-00-4321-0000	952-470-2294-642-PWs
08-25-2025	Acct#333778780-PWs-952-470-7819	43.29	09/22/2025	611-00-4321-0000	
08-25-2025	Acct#333778780-PWs-952-470-6340	41.19	09/22/2025	631-00-4321-0000	
08-25-2025	Acct#333778780-PWs-952-470-6340	41.19	09/22/2025	611-00-4321-0000	
	Check Total:	322.86			
Vendor: 915	CINTAS CORPORATION (Formerly HUEBSCH)			Check Sequence: 13	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
20435378	SCEC - Mats	66.24	09/22/2025	201-00-4223-0000	
5284884109	PWs-First Aid Supplies	99.09	09/22/2025	101-32-4400-0000	
5291212502	City Hall-First Aid Supplies	92.91	09/22/2025	101-19-4400-0000	
	Check Total:	258.24			
Vendor: 142	CITIES DIGITAL INC.			Check Sequence: 14	ACH Enabled: True
64754	Annual Laserfiche Support-2026	5,159.70	09/22/2025	101-00-1551-0000	
	Check Total:	5,159.70			
Vendor: 1096	DAVEY RESOURCE GROUP, INC.			Check Sequence: 15	ACH Enabled: True
9000129800	Forestry Consulting Services	1,007.50	09/22/2025	101-32-4400-0000	
	Check Total:	1,007.50			
Vendor: 166	EARL F. ANDERSEN			Check Sequence: 16	ACH Enabled: False
0139853-IN	Street SIgns	142.20	09/22/2025	101-32-4245-0000	
	Check Total:	142.20			
Vendor: 167	ECM PUBLISHERS INC			Check Sequence: 17	ACH Enabled: True
1063821	Planning 9/8/25 Title 900	68.75	09/22/2025	101-18-4351-0000	
1063991	Planning 9/8/25 Title 900	47.30	09/22/2025	101-18-4351-0000	
	Check Total:	116.05			
Vendor: 179	EXCELSIOR FIRE DISTRICT			Check Sequence: 18	ACH Enabled: True
I-481	Buildings & Safety Svcs	23,333.77	09/22/2025	101-22-4620-0000	
I-481	Operations & Safety Svcs	187,560.77	09/22/2025	101-22-4400-0000	
	Check Total:	210,894.54			
Vendor: 1060	GENERAL SECURITY SERVICES CORPORATION			Check Sequence: 19	ACH Enabled: True
50044905	Building Security Service Sept-Nov 2025	119.85	09/22/2025	101-52-4400-0000	
50044914	Building Security Services Sept-Nov 2025	270.00	09/22/2025	101-52-4400-0000	
50045165	City Hall - Monitor-Revised	120.83	09/22/2025	101-19-4400-0000	
50045166	SCEC-Monitor-Revised	45.50	09/22/2025	201-00-4400-0000	
50045594	Xmas Lake Security-12/2025-8/2026	720.00	09/22/2025	101-00-1551-0000	
50045594	Xmas Lake Security-12/2025-8/2026	90.00	09/22/2025	101-52-4400-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
50045595	Building Security-December 2025	59.93	09/22/2025	101-52-4400-0000	
	Check Total:	1,426.11			
Vendor: 199	GMH ASPHALT COPORATION			Check Sequence: 20	ACH Enabled: False
PV#2-2025 M&O2	2025 M&O Proj. #24X.136948	-39,615.79	09/22/2025	420-00-2060-0000	
PV#2-2025 M&O2	2025 M&O Proj. #24X.136948	792,315.86	09/22/2025	420-00-4680-0000	
	Check Total:	752,700.07			
Vendor: 200	GOPHER STATE ONE CALL			Check Sequence: 21	ACH Enabled: True
5080749	Monthly Rental-August 2025	180.45	09/22/2025	601-00-4400-0000	
5080749	Monthly Rental-August 2025	180.45	09/22/2025	631-00-4400-0000	
5080749	Monthly Rental-August 2025	180.45	09/22/2025	611-00-4400-0000	
	Check Total:	541.35			
Vendor: 1199	GREENER BLADE FERTILIZATION CO. LLC			Check Sequence: 22	ACH Enabled: False
25090110005506	Turf Maintenance-Freeman Park-Soccer Fields-8	1,025.00	09/22/2025	101-52-4400-0000	
25090110005507	Turf Maintenance-Freeman Park 8-12-2025	825.00	09/22/2025	101-52-4400-0000	
25090110595371	Turf Maintenance-Manor Park-8-12-25	282.00	09/22/2025	101-52-4400-0000	
	Check Total:	2,132.00			
Vendor: 211	HAWKINS, INC.			Check Sequence: 23	ACH Enabled: True
7193607	Chlorine for Treatment	1,295.08	09/22/2025	601-00-4245-0000	
7196677	Chemical Tank Rental	110.00	09/22/2025	601-00-4400-0000	
	Check Total:	1,405.08			
Vendor: 1384	HD SUPPLY FORMERLY HOME DEPOT PRO			Check Sequence: 24	ACH Enabled: False
855738100	SECE Supplies	30.36	09/22/2025	201-00-4245-0000	
874990609	SECE Supplies	23.42	09/22/2025	201-00-4245-0000	
	Check Total:	53.78			
Vendor: 216	HENNEPIN COUNTY RECORDER'S OFFICE			Check Sequence: 25	ACH Enabled: False
1000252510	REC0001086-View Recorded Documents	20.00	09/22/2025	101-18-4400-0000	Record
	Check Total:	20.00			

Invoice No		Description	Amount	Pmt Date	Acct Number	Reference
Vendor:	689	HENNEPIN COUNTY ACCOUNTS RECEIVABLE			Check Sequence: 26	ACH Enabled: False
1000252113		800 Mhz Radio Fee	233.04	09/22/2025	101-32-4321-0000	
		Check Total:	233.04			
Vendor:	1308	HI-LINE INC.			Check Sequence: 27	ACH Enabled: False
3095628		Misc. Equipment Parts	181.46	09/22/2025	101-32-4221-0000	
		Check Total:	181.46			
Vendor:	1456	HKGi			Check Sequence: 28	ACH Enabled: True
024-035-12		Subdivision Ordinance Amendments	1,447.50	09/22/2025	101-18-4400-0000	
		Check Total:	1,447.50			
Vendor:	1401	JENCO PROPERTY MAINTENANCE			Check Sequence: 29	ACH Enabled: False
6822		Landscaping Maint. MTCE-Badger-City Hall-PV	665.00	09/22/2025	101-19-4400-0000	
6822		Landscaping Maint. MTCE-Badger-City Hall-PV	665.00	09/22/2025	101-52-4400-0000	
		Check Total:	1,330.00			
Vendor:	1332	JERRY'S PRINTING			Check Sequence: 30	ACH Enabled: False
98849		Name Badges-Planning Commission	82.50	09/22/2025	101-18-4351-0000	
98849		Name Badges-Park Commission	82.50	09/22/2025	101-53-4351-0000	
		Check Total:	165.00			
Vendor:	1515	KATH FUEL OIL SERVICE CO.			Check Sequence: 31	ACH Enabled: True
835988		Fuel for Trailer	847.16	09/22/2025	101-32-4212-0000	
		Check Total:	847.16			
Vendor:	247	DREW KRIESEL			Check Sequence: 32	ACH Enabled: False
112641		SCEC Event Setup/Teardown	496.00	09/22/2025	201-00-4248-0000	
		Check Total:	496.00			
Vendor:	1378	MAYA MAINTENANCE LLC			Check Sequence: 33	ACH Enabled: True
1592		Janitorial Services-PWs Facility-August 2025	520.00	09/22/2025	101-32-4400-0000	
1593		Janitorial Services-SCEC-Event Setup/Teardown	201.25	09/22/2025	201-00-4248-0000	
1593		Janitorial Services-SCEC-August 2025	460.00	09/22/2025	201-00-4400-0000	

Invoice No		Description	Amount	Pmt Date	Acct Number	Reference
		Check Total:	1,181.25			
Vendor:	792	METROPOLITAN AREA MANAGEMENT ASSOCIATION (MAMA)			Check Sequence: 34	ACH Enabled: False
2345		August 28 Meeting	35.00	09/22/2025	101-13-4331-0000	
		Check Total:	35.00			
Vendor:	565	MINNESOTA DEPARTMENT OF TRANSPORTATION (MN/DOT)			Check Sequence: 35	ACH Enabled: False
P00020357		Project Material Testing for MSA	998.39	09/22/2025	420-00-4303-0000	
		Check Total:	998.39			
Vendor:	1243	MNSPECT Continuing Education, Inc.			Check Sequence: 36	ACH Enabled: False
2330833		Consulting Building Inspecion August 2025	1,220.39	09/22/2025	101-24-4400-0000	
		Check Total:	1,220.39			
Vendor:	903	PERRILL			Check Sequence: 37	ACH Enabled: True
264873		ROWay Web App-Monthly	75.00	09/22/2025	611-00-4400-0000	
264873		ROWay Web App-Monthly	75.00	09/22/2025	601-00-4400-0000	
		Check Total:	150.00			
Vendor:	1431	ROBB'S ELECTRIC, INC.			Check Sequence: 38	ACH Enabled: True
682		Water Tower Electrician	597.56	09/22/2025	601-00-4400-0000	
683		Water Tower Electrician	445.92	09/22/2025	601-00-4400-0000	
		Check Total:	1,043.48			
Vendor:	1351	SCHWICKERT'S TECTA AMERICA LLC			Check Sequence: 39	ACH Enabled: True
S510145882		Routine HVAC Maintenance	173.00	09/22/2025	101-19-4400-0000	
S510145883		Routine HVAC Maintenance	1,008.00	09/22/2025	101-32-4400-0000	
S510145884		Routine HVAC Maintenance	248.00	09/22/2025	101-32-4400-0000	
S510145885		Routine HVAC Maintenance	1,143.00	09/22/2025	201-00-4400-0000	
S510145886		Routine HVAC Maintenance	230.00	09/22/2025	201-00-4400-0000	
S510145887		HVAC Maintenance	300.00	09/22/2025	101-19-4400-0000	
		Check Total:	3,102.00			
Vendor:	1374	SIGN SOLUTIONS USA, LLC			Check Sequence: 40	ACH Enabled: True

Invoice No		Description	Amount	Pmt Date	Acct Number	Reference
419201		Signs for School Crossing	595.29	09/22/2025	101-32-4245-0000	
		Check Total:	595.29			
Vendor:	1570	SRF Consulting Group, Inc.			Check Sequence: 41	ACH Enabled: False
18960.00-1		Hwy 7 TMO Study	7,015.70	09/22/2025	404-31-4400-0012	
18960.00-2		Hwy 7 TMO Study	5,643.12	09/22/2025	404-31-4400-0012	
		Check Total:	12,658.82			
Vendor:	1194	THE McDOWELL AGENCY, INC.			Check Sequence: 42	ACH Enabled: False
163764		Background Check: Van Sloun	187.00	09/22/2025	101-13-4400-0000	
		Check Total:	187.00			
Vendor:	694	TIMESAVER OFF SITE SECRETARIAL, INC.			Check Sequence: 43	ACH Enabled: True
30156		Council Meeting-8/25/25	401.01	09/22/2025	101-13-4400-0000	
31057		Council Meeting-9/8/25	382.75	09/22/2025	101-13-4400-0000	
31058		Park Meeting-8/26/25	212.50	09/22/2025	101-53-4400-0000	
31059		Planning Meeting-9/2/25	172.00	09/22/2025	101-18-4400-0000	
		Check Total:	1,168.26			
Vendor:	1348	TOSHIBA AMERICA BUSINESS SOLUT			Check Sequence: 44	ACH Enabled: True
5035774292		SCEC - Printer Lease-Acct#450-0107118-000-S	130.07	09/22/2025	201-00-4400-0000	
		Check Total:	130.07			
Vendor:	1430	TOTAL ENTERTAINMENT/KIDSDANCE			Check Sequence: 45	ACH Enabled: False
9304		Oktoberfest DJ	600.00	09/22/2025	101-53-4438-0000	
		Check Total:	600.00			
Vendor:	386	TWIN CITY WATER CLINIC			Check Sequence: 46	ACH Enabled: True
23177		Monthly Water Testing	120.00	09/22/2025	601-00-4400-0000	
		Check Total:	120.00			
Vendor:	1003	US BANK TRUST N.A.-WIRE ONLY			Check Sequence: 47	ACH Enabled: True
7867251		Act#0103911NS-Series2020A	58.57	09/22/2025	601-00-4720-0000	
7867251		Act#0103911NS-Series2020A	27.49	09/22/2025	611-00-4720-0000	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
7867251	Act#0103911NS-Series2020A	256.65	09/22/2025	631-00-4720-0000	
7867251	Act#0103911NS-Series2020A	232.29	09/22/2025	320-00-4720-0000	
	Check Total:	575.00			
Vendor: 421	VERIZON WIRELESS			Check Sequence: 48	ACH Enabled: False
6122470391	763-204-5849-Jake Griffiths August 2025	38.40	09/22/2025	101-18-4321-0000	Acct #842017386-00001
6122470391	612-581-4018-Jeanne Schmuck August 2025	38.40	09/22/2025	101-15-4321-0000	Acct #842017386-00001
6122470391	612-297-1196/638-0176 & 952-292-2968/7023 A	155.21	09/22/2025	101-32-4321-0000	Acct #842017386-00001
6122470391	612-581-5835-Mitchell Czech August 2025	38.40	09/22/2025	201-00-4321-0000	Acct #842017386-00001
6122470391	612-581-2856-Eric Wilson August 2025	38.40	09/22/2025	101-13-4321-0000	Acct #842017386-00001
6122470391	612-581-6609-WadeWoodward August 2025	38.40	09/22/2025	101-24-4321-0000	Acct #842017386-00001
6122470391	612-581-3931-Marc Nevinski August 2025	38.40	09/22/2025	101-13-4321-0000	Acct #842017386-00001
6122470391	651-420-0864-Aaron Osowski August 2025	38.40	09/22/2025	101-18-4321-0000	Acct #842017386-00001
6122470391	612-581-4949-Sandie Thone August 2025	38.40	09/22/2025	101-13-4321-0000	Acct #842017386-00001
6122470391	612-581-3780-Planning Dept August 2025	-25.21	09/22/2025	101-18-4321-0000	Acct #842017386-00001
	Check Total:	437.20			
Vendor: 408	WM MUELLER & SONS INC			Check Sequence: 49	ACH Enabled: True
316272	Road Fill Materials	36.39	09/22/2025	101-32-4250-0000	
316344	Asphalt Patdh Materials	364.91	09/22/2025	101-32-4250-0000	
316680	Road Materials	1,457.82	09/22/2025	101-32-4250-0000	
	Check Total:	1,859.12			
	Total for Check Run:	1,158,181.65			
	Total of Number of Checks:	49			

City of Shorewood

City Council Item 2.D.

Title/Subject: Audit Services
Meeting Date: September 22, 2025
Prepared By: Jeanne Schmuck, Finance Director

Attachments

1. RESOLUTION 25-086 Audit Services

Background

For Minnesota cities with a population of over 2,500, an annual financial statements audit in accordance with generally accepted accounting principles is required. The City has not issued a request for proposal (RFP) for auditing services since 2015, and it is best practice to periodically request RFPs for professional services. The City has been satisfied with its current audit firm, and they were invited to submit a proposal. A RFP of professional auditing services for fiscal years ending 2025, 2026, 2027, was issued on July 21, 2025. It was advertised on the City and the League of Minnesota Cities websites. In addition, the RFP was sent to associate members of the MN Government Finance Officers Association. Proposals were due by August 22, 2025. Five proposals were received and have now been reviewed. LB Carlson has successfully proven to be a competent, professional, knowledgeable firm with the appropriate resources to provide the services the City requires. The qualified team they have assigned has over 75 years of governmental audit experience.

Strategic Alignment

Fiscal Responsibility — Implement best practices to support sound financial management

Budget Impact

The proposal includes costs associated with the annual audit, financial statements, and Office of the State Auditor's reporting. These costs will be allocated across the City's General and Enterprise funds.

Action Requested

Motion to approve resolution 25-086 accepting proposal LB Carlson to provide financial audit services to the City.
Simple majority vote is required.

CITY OF SHOREWOOD
COUNTY OF HENNEPIN
STATE OF MINNESOTA

RESOLUTION 25-086

A RESOLUTION ACCEPTING PROPOSAL FROM LB CARLSON TO PROVIDE FINANCIAL AUDIT SERVICES

WHEREAS, the City is required to receive an annual financial audit in accordance with generally accepted accounting principles; and

WHEREAS, the City has received a proposal from LB Carlson, detailing proposed financial audit services for the years ending December 31, 2025, 2026, & 2027, detailing the audit objectives, audit procedures, and engagement related administration, fees and other related details.

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

1. The City Council hereby authorizes the Finance Director to enter into an engagement agreement on behalf of the City for fiscal years ending December 31, 2025, 2026, & 2027.

2. Annual financial audit and reporting fees are included in the proposal as $37,150, $38,925, and $40,750 for 2025, 2026, and 2027, respectively.

Adopted by the City Council of Shorewood, Minnesota this 22nd day of September 2025.

____
Jennifer Labadie, Mayor

Attest:

____
Sandie Thone, City Clerk

City of Shorewood

City Council Item 2.E.

Title/Subject: Permanent Appointment of Planning Director Jake Griffiths
Meeting Date: September 22, 2025
Prepared By: Sandie Thone, City Clerk/ HR director

Attachments

Background

Pursuant to Shorewood Personnel Policy Section 3.08 *All new, rehired, promoted, or reassigned employees shall complete a six (6) month probationary period upon assuming their new positions. This period shall be used to observe the employee's work habits and ability to perform the work they are required to do.*

On March 17, 2025, the City Council approved the appointment of Jake Griffiths as Planning Director. Jake has proved to be a valuable member of the team and has made many positive contributions in his first six months in this position. Jake has created a solid department that is thriving under his leadership and has become a valuable member of the leadership team. Jake has developed positive relationships with his peers, the council, and the commissions. We look forward to his continued success in the organization. Jake is being recommended for a permanent appointment in the capacity of Planning Director for the City of Shorewood.

Strategic Alignment

Organizational Strength & Good Governance

- Culture of continuous improvement — Mr. Griffiths' performance and interactions as both Planner and Planning Director have strongly supported this strategic goal.

Budget Impact

No impact at this time. A one-year step increase to follow.

Action Requested

Motion to approve the permanent appointment of Jake Griffiths in the capacity of Planning Director for the City of Shorewood.
Simple majority vote required.

City of Shorewood

City Council Item 2.F.

Title/Subject: Seasonal Ice Rink Attendant Recruitment
Meeting Date: September 22, 2025
Prepared By: Sandie Thone, City Clerk/ HR director

Attachments

Background

There are currently two public parks in the city limits that have the capacity for ice skating/hockey rinks in the winter months and a warming house that the city staffs with ice rink attendants. The city parks include Cathcart Park and Manor Park.

To operate the warming house facilities at the above parks, the city hires seasonal employees to serve as ice rink attendants. The skating rinks typically open as early in the season as is physically possible with winter conditions for rink flooding. Once the rinks are completed, weather permitting, the warming houses at the parks are typically open Monday through Friday from 4:00 p.m. to 9:00 p.m., Saturday from 11:00 a.m. to 9:00 p.m. and Sunday from Noon to 9:00 p.m. and extended hours on planned school closure days such as holidays or workshop days from 10:00 a.m. to 9:00 p.m. Beginning this recruitment early in the fall allows the city to be prepared when the rinks are ready to be used. The attendants must pass a National Child Protection Act (NCPA) BCA background check before being employed in this capacity.

Strategic Alignment

Organizational Strength & Good Governance

- Providing attractive and engaging community amenities - staffing ice rinks fosters a welcoming and safe amenity for residents.

Budget Impact

The positions are classified on the city's compensation schedule as Grade 1 with a pay range of $14.59 to $21.89 per hour with an anticipated hiring range of $17.72 for new seasonal hires and $18.76 for returning ice rink attendants.

Action Requested

Motion to approve the seasonal recruitment for ice rink attendants to staff the city's warming houses during the 2025-2026 ice skating season. Simple majority vote required.

City of Shorewood

City Council Item 2.G.

Title/Subject: Senior Accountant Appointment
Meeting Date: September 22, 2025
Prepared By: Sandie Thone, City Clerk/ HR director

Attachments

Background

The city recently recruited qualified candidates for the Senior Accountant position. The city received 16 applications for the position, which closed on September 1, 2025. Staff interviewed five well-qualified candidates for the position on September 9th and brought back three for final interviews on September 11th. The staff interview panel included City Administrator Marc Nevinski, Finance Director Jeanne Schmuck, and City Clerk/HR Director Sandie Thone.

A conditional job offer was presented to and accepted by Youa Yang. Youa comes to the city with a Bachelor's degree in Accounting/Finance from Augsburg University and is currently pursuing her Master's in Public Administration and Business Administration at Hamline University. Youa has over eight years of government finance experience with the city of Minneapolis as a payroll technician, accountant technician and in the last 3-1/2 years as an Accountant/Financial Analyst. In addition, she has over seven years of experience in accounting and finance in the private sector. We look forward to welcoming Youa to our Shorewood team! If approved, her start date will be Wednesday, October 15, 2025.

Strategic Alignment

Organizational Strength & Good Governance

- Culture of continuous improvement — Hiring an experienced accountant will support improvements to operational efficiency and financial accuracy.

Budget Impact

Staff recommend Youa's compensation rate be set at Grade 10, Step G of the city's compensation schedule of $42.52 per hour. The position will be reviewed at the 6-month anniversary for consideration of permanent appointment and a six-month step increase. The position is non-exempt, PERA eligible, and receives full benefits.

Action Requested

Motion to approve the appointment of Youa Yang as a probationary employee in the capacity of Senior Accountant for the City of Shorewood.

Simple Majority vote needed.

City of Shorewood

City Council Item 2.H.

Title/Subject: Oktoberfest Prize Donations
Meeting Date: September 22, 2025
Prepared By: Mitchell Czech, Park/Rec Director

Attachments

1. RESOLUTION 25-88 - Accepting Oktoberfest Prize Donations

Background

The City of Shorewood's annual Oktoberfest event is scheduled for Saturday, September 27. This family-friendly event takes place in Badger Park and the Shorewood Community & Event Center from 1pm - 3pm, followed by activities provided by the Excelsior Rotary and Excelsior American Legion Post 259 at the Excelsior American Legion.

A formal sponsorship program for parks & recreation events was implemented in 2025. This sponsorship program allows the City to grow existing events, implement new events or activities, or offset the costs of current events. New to this year's Oktoberfest event, the City will be hosting Family Bingo, free for all attendees to participate in. The City is receiving support from our incredible partners to provide prizes for this new activity in the amounts and goods listed below. In addition to the prizes donated, Mathnasium of Minnetonka & Chanhassen is supplying reusable Bingo cards for the City to use during the event.

Organization Name	Contribution	Estimated Value
Mathnasium of Minnetonka & Chanhassen	Various prizes ranging from $1-$10	~$200
South Lake Police Department	Various prizes of $5 or less	~$25

Staff hopes Family Bingo can be a multi-generational activity many event attendees can enjoy. Adding this activity to the Oktoberfest would not be possible without the generous support and contributions from these tremendous businesses.

Strategic Alignment

Fiscal Responsibility

- Align City policies and practices with strategic direction

- Implement best practices to support sound financial management
- Maintain stable and predictable finances over the long-term

Bringing our community partners into our already established events allows us to enhance the experience for attendees and make events sustainable for the future. Growth within our sponsorship program allows our events to grow and expand while allowing us to remain fiscally responsible.

Budget Impact

The prizes donated allow the City to add an activity to the existing Oktoberfest event at no additional cost to the City.

Action Requested

Motion to approve resolution 25-88 accepting the prize donations for Family Bingo at the 2025 Oktoberfest Event.

Simple majority vote is required.

CITY OF SHOREWOOD
COUNTY OF HENNEPIN
STATE OF MINNESOTA

RESOLUTION 25-88

A RESOLUTION ACCEPTING PRIZE DONATIONS FOR FAMILY BINGO AT THE 2025 OKTOBERFEST EVENT

WHEREAS, the following persons and entities have offered to contribute to our annual Oktoberfest Event in the form of prizes for family bingo set forth below to the city; and

Name of Sponsor	Estimated Total Value of Prizes
Mathnasium of Chanhassen & Minnetonka	$200
South Lake Police Department	$25

WHEREAS, the terms or conditions of the contributions or items are to be used as prizes for Family Bingo during the 2025 Oktoberfest event on Saturday, September 27; and

WHEREAS, all such contributions have been given to the City for the benefit of its citizens, as allowed by law; and

WHEREAS, the City Council finds that it is appropriate to accept the contributions or items offered. **.**

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

1. The contributions described above are accepted and shall be used to establish and/or operate services either alone or in cooperation with others, as allowed by law.

2. The city clerk is herby directed to issue receipts to each donor acknowledging the city's receipt of the sponsor's contribution.

Adopted by the City Council of Shorewood, Minnesota this 22nd day of September 2025.

____

Jennifer Labadie, Mayor

Attest:

____

Sandie Thone, City Clerk

City of Shorewood

City Council Item 2.I.

Title/Subject: Tonka United Food Truck
Meeting Date: September 22, 2025
Prepared By: Mitchell Czech, Park/Rec Director

Attachments

1. RESOLUTION 25-89 - Tonka United Food Truck

Background

Tonka United Soccer Association is an organization that provides recreational soccer opportunities to the community at Freeman Park each year. This year, Tonka United hosted a "Kickoff" event prior to the spring and fall seasons with great success. These events were free and open to the public with a food truck, yard games, and inflatables. During these events, they received many requests for a coffee or hot chocolate truck to be in attendance on a regular basis for Saturday activities. Tonka United has requested for Cafe Viola, or a similar coffee truck, to be in attendance at Freeman Park on Saturdays for the remainder of the fall soccer season.

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

Tonka United operates the concession stand at Eddy Station, so the presence of a food truck would not impact other business operations.

Strategic Alignment

Organizational Strength & Good Governance

- Principled, data, and stakeholder-driven decisions — The presence of a coffee truck was highly requested by both attendees of Tonka United's kickoff events in the spring and fall and park users during that timeframe. This would serve as a benefit to everyone utilizing Freeman Park on Saturdays in the fall.

Budget Impact

N/A

Action Requested

Motion to approve resolution 25-89 approving a food truck during Tonka United's fall soccer season on Saturdays at Freeman Park.

Simple majority vote is required.

CITY OF SHOREWOOD
COUNTY OF HENNEPIN
STATE OF MINNESOTA

RESOLUTION 25-89

A RESOLUTION APPROVING A FOOD TRUCK DURING TONKA UNITED'S FALL SOCCER SEASON ON SATURDAYS AT FREEMAN PARK

WHEREAS, Tonka United is a local athletic association that provides youth recreational soccer opportunities to the community; and

WHEREAS, Tonka United has a desire to add to the experience of recreational soccer at Freeman Park by providing a coffee food truck during the fall season; and

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

WHEREAS, a food truck will be in attendance during Tonka United Soccer Association scheduled activities at Freeman Park on Saturdays for the remainder of the fall season, concluding on Saturday, October 18.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHOREWOOD, MINNESOTA, that a coffee food truck is hereby authorized to be in Freeman Park for the following events:

1. Tonka United Recreational Soccer Activities at Freeman Park on Saturdays during the fall soccer season between the dates of Saturday, September 27 and Saturday, October 18.

Adopted by the City Council of Shorewood, Minnesota this 22 day of September, 2025.

____
Jennifer Labadie, Mayor

Attest:

____

Sandie Thone, City Clerk

City of Shorewood

City Council Item 4.A.

Title/Subject: South Shore Senior Partners Presentation
Meeting Date: September 22, 2025
Prepared By: Mitchell Czech, Park/Rec Director

Attachments

Background
The South Shore Senior Partners (SSSP) is a non-profit organization that has partnered with the City for a number of years and operate out of the Shorewood Community & Event Center (SCEC). The SSSP is dedicated to encouraging seniors aged 55+ in maintaining a healthy and active lifestyle. Their programs provide seniors with time to socialize and participate in a variety of recreational and learning opportunities. They rent space at the SCEC and rely on contributions, fundraising, and membership to fund operations.

After discussions centered around establishing a new agreement between the SSSP and the City during the March 10 and July 14 City Council Work Sessions, the Council expressed a desire to have representatives attend a meeting to share background information about the SSSP. Members of the SSSP board have prepared a presentation that provides history, trends, and a future outlook of their organization.

Strategic Alignment
Effective Engagement & Communication

- Prioritize communications and engagement
- Dedicate time and resources to communication and engagement

The South Shore Senior Partners have been a vital organization in providing senior programming to our community. Allowing them to share background and current trends within their organization allows for effective communication.

Budget Impact
N/A

Action Requested
No action required.

City of Shorewood

City Council Item 4.B.

Title/Subject: Report by Commissioner Magistad on 09-02-25 Planning Commission Meeting
Meeting Date: September 22, 2025
Prepared By: Jake Griffiths, Planning Director

Attachments

1. 09.02.25 Draft Planning Commission Minutes

Background

NA

Strategic Alignment

NA

Budget Impact

NA

Action Requested

The City Council is requested to receive a verbal report from Commissioner Magistad on the September 2, 2025 Planning Commission meeting.

CITY OF SHOREWOOD | **COUNCIL CHAMBERS**
PLANNING COMMISSION MEETING | **5755 COUNTRY CLUB ROAD**
TUESDAY, SEPTEMBER 2, 2025 | **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 Longo, Magistad, and Ruoff; and Planning Director Griffiths

Absent: Commissioner Holker

1. APPROVAL OF AGENDA

Commissioner Magistad moved, Commissioner Longo seconded, approving the agenda for September 2, 2025, as presented. Motion passed 4/0.

2. APPROVAL OF MINUTES

- **August 19, 2025**

Chair Huskins noted that he had submitted some minor edits and corrections for the minutes.

Commissioner Longo moved, Commissioner Magistad seconded, approving the Planning Commission Meeting Minutes of August 19, 2025, as amended. Motion passed 4/0.

3. MATTERS FROM THE FLOOR

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 – REZONING, VARIANCE, AND MINOR SUBDIVISION
Applicant: Shorewood Properties, LLC
Location: 5570/5580 Shorewood Lane

Planning Director Griffiths gave an overview and staff analysis of the request for rezoning, variance, and minor subdivision for properties located at 5570 and 5580 Shorewood Lane. He stated that staff recommended approval of the requests, subject to the conditions listed in the staff report. He noted that the City had not received any comments on this application prior to the meeting.

Chair Huskins asked if, when this property was guided to R-2A, it had been done before the last Comprehensive Plan and if it had been consistent with the previous Comprehensive Plan.

Planning Director Griffiths stated that the previous Comprehensive Plan had designated the site as being between two to three units/acre. He stated that it was shifted to three to six units/acres in the current Comprehensive Plan, but stressed that three was still the key part and explained that it would still be somewhat inconsistent with the lot sizes in the City Code. He noted that this was a discrepancy that needed to be addressed, but was not pertinent to this application, other than to note that staff were aware of the discrepancy.

Commissioner Magistad asked why City Code would reflect a minimum lot depth requirement, knowing that there are properties that are shaped like right triangles.

Planning Director Griffiths stated that in a future City Code amendment, the lot depth requirements would likely be proposed to be removed because they already have lot size and lot width. He stated that he did not have a good reason for why it had been included and noted that much of the City Code is older and had not been updated for a while, which is why they were working with a consultant to help the City get this type of thing updated.

Commissioner Longo asked if the City should have the chance to have multiple units on this lot and if they could get credit for the requirements mandated by the Comprehensive Plan.

Planning Director Griffiths stated that with respect to the Comprehensive Plan, this type of application is consistent, so they are meeting the bare minimum of what the plan requires. He stated that they will get credit for doing what the City said they were going to do, but would not get any extra credit.

Pat Steinhoff, attorney for the applicant, stated that he was available to answer questions about this application.

Chair Huskins opened the Public Hearing at 7:18 P.M., and as there was no one present to address the Commission, he closed the Public Hearing at 7:18 P.M.

Commissioner Magistad stated that he knew the City couldn't require a watermain hookup, but asked if there was a way to incentivize future developers to consider it.

Planning Director Griffiths stated that there were no incentives for hooking up to the municipal water system. He noted that the Council had adopted several policy changes relative to the municipal water system, which would require some projects to hook up in the future. He explained that with this process, the City was also working on an organized hookup program.

Commissioner Longo confirmed that the Planning Commission was not being asked to make a recommendation today about the water hookup and was only considering the rezoning, variance, and minor subdivision request.

Planning Director Griffiths explained that the City Council had already made decisions related to connection to City water, but noted that this application was submitted to the City before the new policy changes that the Council had made.

Commissioner Longo asked if the plans had already been seen by the City's development staff.

Planning Director Griffiths gave an overview of where things were within the application process. He clarified that the City Council had adopted new policies that state that, going forward, any new subdivisions must hook up to the municipal water system. He reiterated that this application was submitted before that requirement went into effect, so they have to follow the former requirements, which did not require a water hookup as part of that process. He stated that in this situation, the applicant had proposed a private well, which is allowed under the City Code for their application.

Commissioner Magistad moved, Commissioner Ruoff seconded, recommending approval of the Rezoning, Variance, and Minor Subdivision for Shorewood Properties, LLC, located at 5570/5580 Shorewood Lane, subject to the conditions included in the staff report. Motion passed 4/0.

5. OTHER BUSINESS

6. REPORTS

A. Agenda Management Software Update

Planning Director Griffiths gave a brief update on the City's transition to agenda management software and noted that they were anticipating that the initial rollout of the software would take place at the City Council's September 8, 2025, meeting. He explained that this meant that the City would be transitioning to a more paperless packet format. He stated that the Commission would still get the packet sent to them via email, but noted that the agenda page may look a bit different. He noted that the biggest change would be that a hard copy of the packet would no longer be sent to their homes. He stated that if there are members of the Commission who would like to have a paper copy of the packet, they can let him know, and he can get it printed for them in time for the meeting.

Chair Huskins suggested that the Commission try to work with the electronic copy for the next meeting before they consider asking for paper copies for future meetings.

B. Council Meeting Report

Planning Director Griffiths reviewed some of the recent Council discussions and activities. He noted that Commissioner Ruoff would be handling the Planning Commission report for the next City Council meeting.

C. Draft Next Meeting Agenda

ADJOURNMENT

Commissioner Magistad moved, Commissioner Longo seconded, adjourning the Planning Commission Meeting of September 2, 2025, at 7:40 P.M. Motion passed 4/0.

City of Shorewood

City Council Item 4.C.

Title/Subject: 5570/5580 Shorewood Ln Rezoning, Variance & Minor Subdivision
Meeting Date: September 22, 2025
Prepared By: Jake Griffiths, Planning Director

Attachments

1. 09-02-2025 Planning Commission Memo
2. Resolution 25-85
3. Ordinance 629

Background

Please see the attached Planning Commission memorandum for detailed background on this request. The Planning Commission held a public hearing on the proposed rezoning, variance and minor subdivision at their September 2, 2025 meeting. There were no public comments received prior to or during the public hearing, and draft minutes from this meeting were reviewed earlier in the agenda. After closing the public hearing, the Commission recommended approval of the rezoning, variance and minor subdivision requests (4-yes, 0-no, 1-absent).

Strategic Alignment

Comprehensive Approach to Planning & Development

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

Review of planning and zoning applications generally falls into the above strategic priority. However, the City Council's decision is required to be based off review criteria within the Comprehensive Plan and City Code and be based on findings of fact.

Budget Impact

The application fees are sufficient to cover review costs. If the request is approved, the City will receive additional revenue in the form of park dedication, utility connection and building permit fees.

Action Requested

Motion to adopt Resolution 25-85 and Ordinance 629 approving the Rezoning, Variance and Minor Subdivision.

Simple majority vote is required.

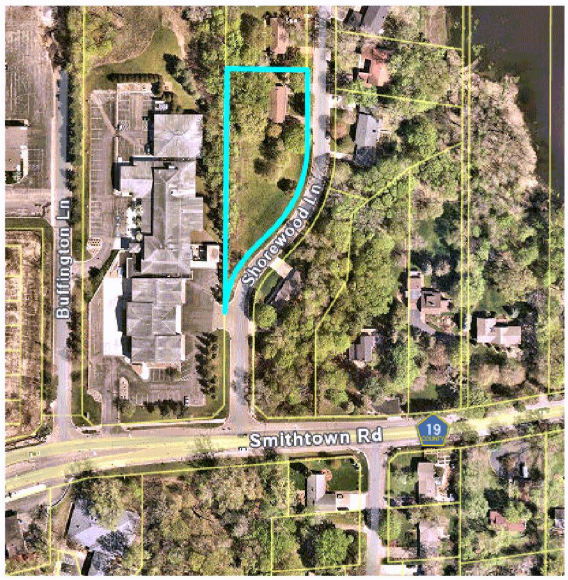
City of Shorewood

Planning Commission Meeting Item

Item
4A

Title/Subject: **5570/5580 Shorewood LN Rezoning, Variance & Minor Subdivision**
Meeting Date: September 2, 2025
Prepared by: Jake Griffiths, Planning Director
Attachments: Applicant's Narrative & Plans
Site Location Map

APPLICANT: Shorewood Properties, LLC
LOCATION: 5570/5580 Shorewood LN
REVIEW DEADLINE: November 29, 2025
COMPREHENSIVE PLAN: Low to Medium Density Residential (3-6 Units per Acre)
CURRENT ZONING: R-2A Single/Two-Family & Shoreland
PROPOSED ZONING: R-2B Single/Two-Family & Shoreland



REQUEST
The applicant is requesting a rezoning, subdivision variance, and minor subdivision which, if approved, would allow the subject property to be split into one additional lot. A duplex or single-family home could be built on the newly created property. The applicant's narrative and plans are attached for reference.

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

BACKGROUND
The 0.92-acre existing property was created by the Shorewood Terrace plat in 1967 and the existing duplex was constructed in 1970. No portion of the property is within the floodplain and the national wetland inventory does not indicate any wetlands on the site. The property is partially located within a Shoreland Overlay District as the site is within 1,000 ft of Lake Minnetonka. The property is currently utilized as a rental dwelling. The surrounding properties are all zoned R-2A and the majority of the properties in the vicinity are developed with duplexes. The only exception is Excelsior Fire District Station #1, which is located west of the site.

ANALYSIS OF REZONING

The applicant is requesting to rezone the subject property from R-2A to R-2B. The Comprehensive Plan guides properties within either of these zoning districts to produce low to medium residential dwellings at densities ranging between 3 to 6 units per acre. However, the minimum lot size established by the R-2A zoning district of 20,000 sqft for a single-family and 30,000 sqft for a two-family dwelling makes it impossible to produce developments at that density range. Because the minimum lot sizes established by the R-2A zoning district are incapable of producing developments between 3-6 units per acre, the property's current zoning designation of R-2A is inconsistent with the Comprehensive Plan. In contrast, the R-2B zoning district would be more appropriate for the subject property since its minimum lot sizes are capable of producing developments between 3 to 6 units per acre and is consistent with the Comprehensive Plan.

City Code 1201.04, Subd. 2 provides review criteria for requests to amend a property's zoning designation and states as follows:

Requests to amend the text or the district boundaries of this chapter shall be consistent with the Comprehensive Plan and shall be found by the City Council to meet at least one of the following review criteria:

> *(1) The zoning district boundary or designation was originally adopted in error or is no longer consistent with the Comprehensive Plan.*
>
> *(2) Times and conditions have changed since the text or district boundaries were adopted.*

In the case of this request, the first review criteria above is true. The property's zoning designation is no longer consistent with the Comprehensive Plan. Additionally, Minn. Stat. 473.858 requires that zoning must be consistent with the Comprehensive Plan. Therefore, the applicant's request to rezone the property from R-2A to R-2B is appropriate.

It should be noted that City staff is aware of this discrepancy between the City Code and the Comprehensive Plan and are currently in the process of working with a consultant to complete an audit of the zoning code. It is City staff's intent to bring a code amendment forward in the near future to address this discrepancy.

ANALYSIS OF SUBDIVISION VARIANCE

The applicant is requesting a subdivision variance to deviate from the 120 ft minimum lot depth requirement of the R-2B zoning district. While a portion of the property has a lot depth of 140 ft, which exceeds the 120 ft minimum lot depth, the City Code defines minimum lot depth as the shortest depth of the property. Accordingly, the property's actual lot depth is technically 0 ft as it comes to a point on its south end.

It should be noted that the minimum lot depth requirement of the R-2B zoning district is also inconsistent with the Comprehensive Plan as it is incapable of producing a development of between 3 to 6 units per acre, that also meets the minimum lot size and lot width requirements for the district. For example, lot width times lot depth should equal minimum lot size. However, in the case of the R-2B district, the minimum lot width of 90 ft times the minimum lot depth of 120 ft equals 10,800 sqft. Far short of the

15,000sqft or 20,000 sqft minimum lot size required by the City Code. Due to this inconsistency and relation to the subdivision variance review criteria below, the subdivision variance request is appropriate.

City Code 1202.37, Subd. 4. provides review criteria for subdivision variances and states as follows:

The City Council may grant a variance from strict compliance with the subdivision regulations contained in this chapter when it finds that all the following exist:

(1) That the requested subdivision variance is consistent with the Comprehensive Plan and all other applicable city plans.

The requested subdivision variance would be consistent with the Comprehensive Plan and all other applicable city plans. In fact, the requested subdivision variance would be more consistent with the Comprehensive Plan than the minimum lot depth established by the City Code.

(2) That the requested variance is in harmony with the general purposes and intent of this chapter.

The requested subdivision variance is in harmony with the general purposes and intent of the City's subdivision ordinance.

(3) There are special and highly unique circumstances or conditions affecting the property Subject Property that are not common to other properties in the city and that the strict application of the provisions of this chapter would deprive the applicant of the reasonable and minimum use of its land.

In this case, strict application of the provisions of the City Code would deprive the applicant of the reasonable and minimum use of its land as the City Code requirements make it impossible to achieve a development meeting the guidance of the Comprehensive Plan. Additionally, the subject property has an odd shape which creates a situation where even though the majority of the property would meet the minimum lot depth requirement, its coming to a point at the south end of the site creates a technical 0 ft minimum lot depth.

(4) That the granting of the variance will not be detrimental to the public health or welfare or injurious to other property in the vicinity in which the Subject Property is situated.

The granting of the variance will not be detrimental to the public health or welfare or injurious to the other property in the vicinity in which the Subject Property is situated.

(5) That the applicant has established that there are special circumstances or highly unique conditions affecting the Subject Property not resulting from the actions of the applicant, such as exceptional topographic or water conditions or inadequate access to direct sunlight for solar energy systems, such that an unusual hardship to the owner would result if the strict letter of these regulations was to be carried out.

The inconsistency between the City Code and Comprehensive Plan is unique in the context of this application to the R-2 zoning districts and does not result from the actions of the applicant.

It should be noted that City staff is aware of this discrepancy between the City Code and the Comprehensive Plan and are currently in the process of working with a consultant to complete an audit of the zoning code. It is City staff's intent to bring a code amendment forward in the near future to address this discrepancy.

ANALYSIS OF MINOR SUBDIVISION

The Minor Subdivision request is consistent with the intent of the Comprehensive Plan and complies with all City Code requirements except for those identified earlier in this memorandum. It should be noted that the minor subdivision request was submitted prior to the City's ordinance requiring connection to the municipal water system went into effect. Therefore, the City cannot require the applicant to connect to the municipal water system, and the proposed lot would be served by private well.

STAFF RECOMMENDATION

While the City Code regulating the R-2 zoning districts is largely inconsistent with the Comprehensive Plan, the applicant's requests are consistent with the Comprehensive Plan. Due to the inconsistencies between the Comprehensive Plan and the City Code, the City has little discretion when reviewing the applicant's requests. For these reasons, City staff recommend approval of the rezoning, subdivision variance and minor subdivision requests subject to the following conditions:

Prior to recording, the applicant shall complete the following:

- Revise the plans consistent with City Code, City staff's memos, and the comments of any other organization having jurisdiction in the site.
- Execute drainage and utility easement documents and exhibits.
- Pay required park dedication fees for the newly created parcel as if it were constructed with a duplex. Said park dedication fees shall not be refunded if a single-family dwelling is constructed on the property.
- Pay required utility connection fees for the newly created parcel as if it were constructed with a duplex. Said utility connection fees shall not be refunded if a single-family dwelling is constructed on the property.

Prior to construction of any home, provide the following:

- Acquire all permits from the City of Shorewood and any other jurisdiction having an interest in the site.
- Provide proof of recording of the City Council resolution, easements, and any other documents identified by the City of Shorewood as needing to be recorded.

ACTION REQUESTED

The Planning Commission is requested to hold a public hearing and make a recommendation to City Council.

MALKERSON GUNN MARTIN LLP

5353 GAMBLE DRIVE, SUITE 225
MINNEAPOLIS, MINNESOTA 55416
TELEPHONE 612-344-1111
FACSIMILE 612-344-1414

Patrick B. Steinhoff
Attorney at Law

Direct: 612.455.6601
pbs@mgmllp.com

July 21, 2025

VIA COURIER & EMAIL:
jgriffiths@shorewoodmn.gov

Jake Griffiths
Planning Director
City of Shorewood
5755 Country Club Rd.
Shorewood, MN 55331

RE: City of Shorewood Subdivision Application
Property Address: 5580 Shorewood Lane
Our File No. 3963.001

Dear Mr. Griffiths:

I submit this letter in support of the application to rezone the above-referenced property ("Property") submitted simultaneously herewith. By this application, the applicant, Sharratt Design & Company, LLC ("Applicant"), on behalf of owner, Matt Tierney, amends its application to rezone the subject property ("Property") from R-2A to R2B (as opposed to R3B stated in the Applicant's initial application).[1] The Applicant also amends its application to request a variance from the City's minimum lot depth requirement stated in Section 1201.15, subd. 5(c).

I. REZONING APPLICATION.

The purpose of this rezoning application is to bring the zoning of the Property into conformance with the City's Comprehensive Plan designation for the Property. The current zoning of the Property does not allow development of the Property at the density required by the City's Comprehensive Plan. The rezoning requested by the applicant will correct this.

[1] The applicant's original application requested a rezoning to R3B, a zoning district which the applicant selected following my consultation with you. By letter dated July 2, 2025, you informed that applicant that the City Council recently amended the City's zoning ordinance to add text stating that the purpose of the R3B zoning district is to "produce developments between 6-8 dwellings per acre" (Ord. 616, 1201.17, Subd. 1., adopted February 24, 2025). I note that the codified version of the City zoning ordinance available on the City website does not yet include this text.

The Comprehensive Plan designation for the Property is Low to Medium Density Residential. (*See* Comp. Plan, at 117). The Comprehensive Plan states that the targeted density for this designation is 3-6 units per acre. (*See* Comp. Plan, at 118). The Property has an area of .92 acres and is currently improved with a single two-family structure. The requested rezoning to R-3A will allow the Property to be subdivided to create a second lot for a second two-family structure, as shown in the application for minor subdivision submitted simultaneously herewith. The requested rezoning and subdivision of the Property into two lots will bring the density of the Property to slightly above 4 units/acre and will therefore bring the Property into conformance with its Comprehensive Plan designation.

Minnesota's planning statute for the seven-county Metro area provides that an amendment to a municipal zoning ordinance must be consistent with the municipality's comprehensive plan. *See* Minn. Stat. § 473.858, subd. 1 (2024); *see also Mendota Golf, LLP. v. City of Mendota Heights*, 708 N.W.2d 162 (Minn. 2004); *and State by Smart Growth Minneapolis v. City of Minneapolis*, 954 N.W.2d 584, 596 (Minn. 2024) ("Although [a comprehensive plan] is a planning document for the City that can be amended, it will, under the current state of the law, control the City's land use because any zoning ordinances in conflict with the Plan will have to be brought into compliance with it."). Relevant here, the Minnesota Supreme Court has held that a city's refusal to re-zone a property to be consistent with that city's comprehensive plan would be "evidence that the city is acting in an arbitrary manner." *Amcon Corporation v. City of Eagan*, 348 N.W.2d 66, 75 (Minn. 1984). Accordingly, a city's refusal to rezone a property to bring that property into conformance with the governing comprehensive plan presumptively lacks a rational basis.

II. VARIANCE APPLICATION.

The City's zoning ordinance contains a minimum lot depth requirement of 120 feet for lots located in R2B zoning districts. City Code, § 1201.15, subd. 5(c). The definition of "lot depth" in the City's zoning ordinance reads in relevant part as follows:

> **LOT DEPTH**. The shortest horizontal distance between the front lot line and the rear lot line measured from a 90-degree angle from the street right-of-way (or tangentially on a curved street or cul de sac) within the lot boundaries.

City Code, § 1201.02. This definition requires "lot depth" to be measured from the most narrow point of a lot without making any allowance for lots with irregular shapes. The most southern part of the subject property here has a pointed end and is roughly shaped like a triangle. However, applying the City's definition of "lot depth" requires one to measure lot depth at the tip of the triangle, yielding a 0' lot depth measurement.[2] Strict application of the City's ordinance therefore

[2] The City presumably copied or borrowed this definition from another source, as it seems to assume that all lots are of a rectangular shape or are located on a cul-de-sac. It is highly unlikely that a City like Shorewood with an irregular street grid would intentionally adopt a definition of "lot depth" that does not account for irregularly lot shapes.

makes the subject lot (or any other lot with a similarly irregular shape) unbuildable. I note that the irregular shape of the lot is a consequence of the curvature of the abutting public road. It is not a consequence of any action or inaction of the applicant.

The subject property satisfied all other dimensional requirements (*e.g.*, lot area, lot width, etc.) for lots in R2B zoning districts. It satisfies the minimum lot depth requirement at its widest point. It is only non-conforming as to lot width because it has a triangular shape. As noted above, if one strictly applied the definition of "lot depth" in the City zoning ordinance, all triangular-shaped lots (and many other lots with irregular shapes) are unbuildable.

According to the City's subdivision ordinance, a variance shall only be recommended when "undue hardship may result from strict compliance." City Code, § 1202.09, subd. 9. The ordinance further states that a variance may only be recommended if the Planning Commission makes certain findings. Id. I list each of these findings below, together with a statement (in *italicized text*) concerning why the Planning Commission should recommend approval of the variance requested by Applicant here:

a. There are special and highly unique circumstances or conditions affecting the property that are not common to other properties in the city and that the strict application of the provisions of this chapter would deprive the applicant of the reasonable and minimum use of its land.

   Applicant Statement: *The subject property has a triangular shape at one end. Most the lots in the City are rectangular. The City Code is written in a way that makes irregularly shaped lots like the subject property unbuildable. The irregular shape of the subject property is a highly unique circumstance that is not common to other properties in the City. Strict application of the City's zoning ordinance makes irregularly-shaped lots unbuildable, which deprives the owners of such lots of the reasonable and minimum use of their land.*

b. That the granting of the variance will not be detrimental to the public health or welfare or injurious to other property in the vicinity in which the property is situated.

   Applicant Statement: *Granting the requested variance will have no adverse impact on the public health or welfare. Granting the requested variance will not be injurious to other property in the vicinity of the subject property. As noted above, the subject property satisfied all other dimensional requirements (e.g., lot area, lot width, etc.) for lots in R2B zoning districts. It satisfies the minimum lot depth requirement at its widest point. It is only non-conforming as to the City's minimum lot width requirement because it has a triangular shape due to the curvature of the abutting public road.*

c. That the variance is to correct inequities resulting from an extreme hardship limited to topography, soils or other physical factors of the land.

<u>*Applicant Statement:*</u> *Granting the requested variance is necessary to address an extreme hardship, described above, caused by the physical shape of the subject lot (which itself is the consequence of the curvature of the abutting public road).*

City Code, § 12002.09, subd. 1. Here, there is no rational basis for the City to strictly apply a poorly-drafted definition of "lot depth" in its zoning code and to deem a lot unbuildable simply because of the shape of the lot. This is especially true where, as here, the irregular shape is a consequence of the curvature of the abutting public road and not a consequence of any action or inaction by the lot owner or the Applicant.

Based on the foregoing, the Applicant respectfully asks that the City approve its applications for rezoning and for a variance. With this letter, I am enclosing a $400.00 check for the additional variance application fee. Please call me at 612.455.6601 if the City requires additional information or if you would otherwise like to discuss this matter.

Very truly yours,

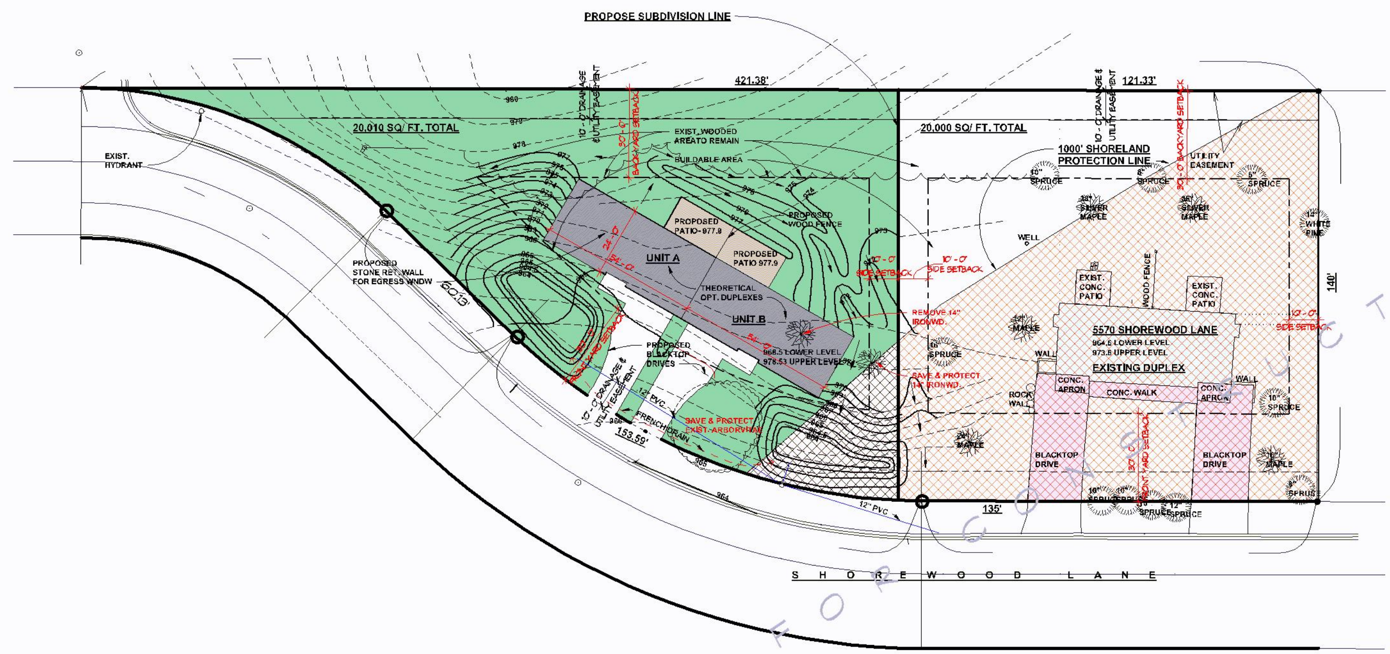
MALKERSON GUNN MARTIN LLP

/s/Patrick B. Steinhoff

Patrick B. Steinhoff

PBS/ksk

c: Clients



PROPOSED FLOOR ELEVATIONS:

GARAGE AND LOWEST FLOOR AND LOWEST OPENING: 968.5

UPPER LEVEL ELEVATION: 978.53

5570 SHOREWOOD LANE
TOTAL LOT AREA 20,001 SQ. FT.

- 1472 SQ. FT. AREA IN SHORELAND PROTECTION ZONE X 25% = 368 SQ. FT.
- 18529 SQ. FT. AREA OUTSIDE SHORELAND PROTECTION ZONE X 33% = 6115 SQ. FT.

368 SQ. FT. + 6115 SQ. FT. = 6483 MAX. ALLOWABLE IMPERVIOUS

5580 SHOREWOOD LANE PROPOSED HARDCOVER

- 2578 SQ. FT. PROPOSED BUILDING FOOTPRINT
- 1231 SQ. FT. - PROPOSED DRIVES AND WALKS
- 496 SQ. FT. PROPOSED PATIOS

4305 SQ. FT. / 20,001 SQ. FT.= 21.5% PROPOSED HARDCOVER

5580 SHOREWOOD LANE
TOTAL LOT AREA 20,000 SQ. FT.

- 14,486 SQ. FT. AREA IN SHORELAND PROTECTION ZONE X 25% = 3622 SQ. FT.
- 5514 SQ. FT. AREA OUTSIDE SHORELAND PROTECTION ZONE X 33% = 1820 SQ. FT.

1820 SQ. FT. + 3622 SQ. FT. = 5442 MAX. ALLOWABLE IMPERVIOUS

5570 SHOREWOOD LANE EXIST. HARDCOVER

- 1532 SQ. FT. EXIST. BUILDING FOOTPRINT
- 1746 SQ. FT. EXIST. DRIVES AND WALKS
- 278 SQ. FT. EXIST. CONC. PATIOS
- 12 SQ. FT. EXIST. RET. WALL

3568 SQ. FT. / 20,000 SQ. FT. = 17.8% EXIST. HARDCOVER

ZONING NOTES:

1. MIN. LOT AREA FOR R2B IS 20,000 SQ CURRENTLY SUBDIVISION WOULD NOT NEED VARIANCE
2. ALL SETBACKS SHOWN ARE FOR R2B ZONING CLASSIFICATION FOR CITY OF SHOREWOOD
3. CITY STAFF COMMUNICATED THAT THIS SITE MAY BE CONSIDERED FOR REZONING BY THE END OF THE YEAR

0' 10' 20' 40' 80'

NORTH

INFORMATION ON SITE PLAN BASED ON GRONBERG & ASSOCIATES DATED 9-30-2024

PRELIMINARY CONCEPT A

PRELIMINARY-NOT FOR CONSTRUCTION

sharratt design & company
464 SECOND STREET SUITE 100 EXCELSIOR, MN 55331
PH: 952-470-8750 FAX: 952-767-5859 info@sharrattdesign.com

SHEET INDEX

A1 SITE PLAN

PROJECT TEAM

ARCHITECT

SHARRATT DESIGN & COMPANY, LLC
464 SECOND STREET, SUITE 100
EXCELSIOR, MN 55331
CONTACT: MIKE SHARRATT (952-470-8750)

STRUCTURAL ENGINEER

T.B.D.

GENERAL CONTRACTOR

T.B.D.

ISSUED FOR

ISSUE DATE	PROGRESS SET	MEETING SET	STRUCTURAL COORD.	BID SET	PERMIT SET	REVISION	ADDENDUM	CONSTRUCTION SET
10 / 04 / 24	X							
10 / 07 / 24	TO SURVEYOR							
11 / 26 / 24	SUBDIVISION SUBMISSION							
01 / 15 / 25	SHORELAND PROT. ZONE							
01 / 22 / 25	SUBDIVISION RESUBMISSION							
01 / 28 / 25	WATERMAIN EXTENSION EST.							
05 / 22 / 25	2 EQUAL SIZED LOTS							
05 / 29 / 25	X							
06 / 04 / 25	X							
06 / 12 / 25	X							
06 / 19 / 25	X							
06 / 25 / 25	SUBDIV/REZONE SUBMISSION							
07 / 15 / 25	SUBDIV/REZONE SUBMISSION							

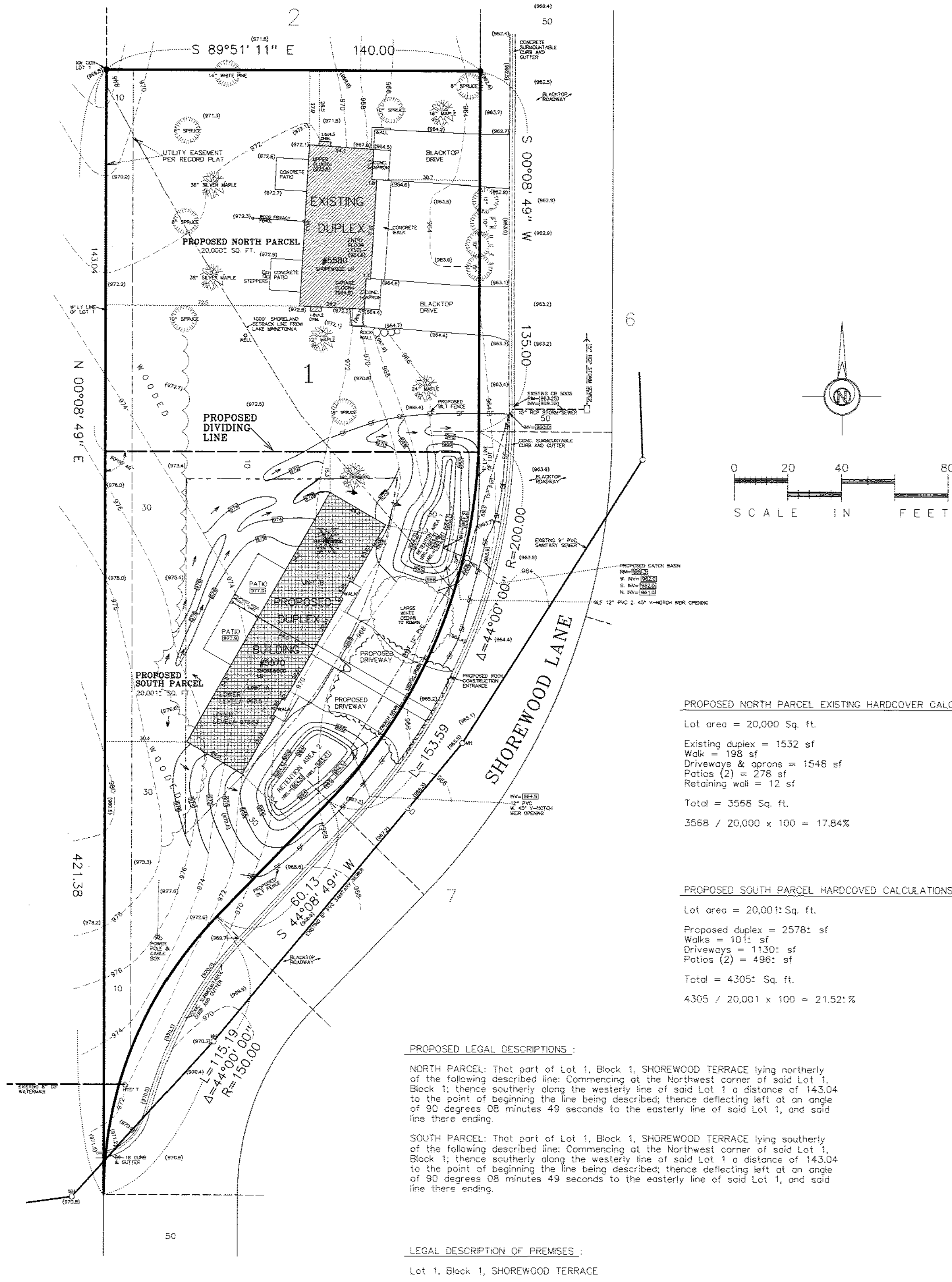
PROPOSED NEW DUPLEX FOR

TIERNEY

5580 SHOREWOOD LN
SHOREWOOD, MN

SHEET A1 NUMBER

CERTIFICATE OF SURVEY FOR
MATT TIERNEY
OF LOT 1, BLOCK 1, SHOREWOOD TERRACE
HENNEPIN COUNTY, MINNESOTA



PROPOSED NORTH PARCEL EXISTING HARDCOVER CALCULATIONS :

Lot area = 20,000 Sq. ft.

Existing duplex = 1532 sf
Walk = 198 sf
Driveways & aprons = 1548 sf
Patios (2) = 278 sf
Retaining wall = 12 sf

Total = 3568 Sq. ft.

3568 / 20,000 x 100 = 17.84%

PROPOSED SOUTH PARCEL HARDCOVED CALCULATIONS :

Lot area = 20,001± Sq. ft.

Proposed duplex = 2578± sf
Walks = 101± sf
Driveways = 1130± sf
Patios (2) = 496± sf

Total = 4305± Sq. ft.

4305 / 20,001 x 100 = 21.52±%

PROPOSED LEGAL DESCRIPTIONS :

NORTH PARCEL: That part of Lot 1, Block 1, SHOREWOOD TERRACE lying northerly of the following described line: Commencing at the Northwest corner of said Lot 1, Block 1; thence southerly along the westerly line of said Lot 1 a distance of 143.04 to the point of beginning the line being described; thence deflecting left at an angle of 90 degrees 08 minutes 49 seconds to the easterly line of said Lot 1, and said line there ending.

SOUTH PARCEL: That part of Lot 1, Block 1, SHOREWOOD TERRACE lying southerly of the following described line: Commencing at the Northwest corner of said Lot 1, Block 1; thence southerly along the westerly line of said Lot 1 a distance of 143.04 to the point of beginning the line being described; thence deflecting left at an angle of 90 degrees 08 minutes 49 seconds to the easterly line of said Lot 1, and said line there ending.

LEGAL DESCRIPTION OF PREMISES :

Lot 1, Block 1, SHOREWOOD TERRACE

● : denotes iron marker found

(908.3): denotes existing spot elevation, mean sea level datum

910.8 : denotes proposed spot elevation

—-917-—: denotes existing contour line, mean sea level datum

930 : denotes proposed contour line

Bearings shown are based upon an assumed datum.

This survey intends to show the boundaries of the above described property, and the location of an existing duplex building, spot elevations, topography, trees and all visible "hardcover", and the proposed location of a proposed dividing line, building and grades thereon. It does not purport to show any other improvements or encroachments.

25009A3.SCJ

DATE	REVISIONS
10-3-24	PROPOSED SUBDIVISION
11-16-24	PROPOSED GRADES, STORMWATER
1-14-25	ADDED 1000' SHORELAND LINE FROM LAKE MINNETONKA
6-3-25	REVISED
6-10-25	REVISED
7-9-25	PROPOSED SILT FENCE
7-15-25	10' SIDE SETBACK

I hereby certify that this plan, specification, or report was prepared by me, or under my direct supervision, and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Mark S. Gronberg

Mark S. Gronberg Minnesota License Number 12755

PROJECT

DATE 9-30-24
SCALE 1"=20'
JOB NO 25-009A

GRONBERG & ASSOCIATES, INC.
CIVIL ENGINEERS, LAND SURVEYORS, LAND PLANNERS
445 NORTH WILLOW DRIVE LONG LAKE, MN 55356
952-473-4141

Legend

- Water Meter
- Water Well
- Water Pump
- Water Curbstop
- Tonka Bay Tower
- Water Tower/Storage
- Storm Control Structure
  - Control Structure
  - Control Structure - Sump
- Storm Control Structure - Priv
- Storm Cleanout
- Storm Ditch
- Sanitary Lift Station
- Sanitary Lift Station - MCES
- Sanitary Manhole - MCES
- Sanitary Meter - MCES
- Sanitary Cleanout
- Sanitary Pipe - MCES
- Sanitary Forcemain
- Sanitary Forcemain - MCES
- Parcels 06/18/2024
- City Limits
- Storm Culvert
  - Inlet
  - Outlet
  - Outfall
  - Unknown

Map Name

0 100 Feet

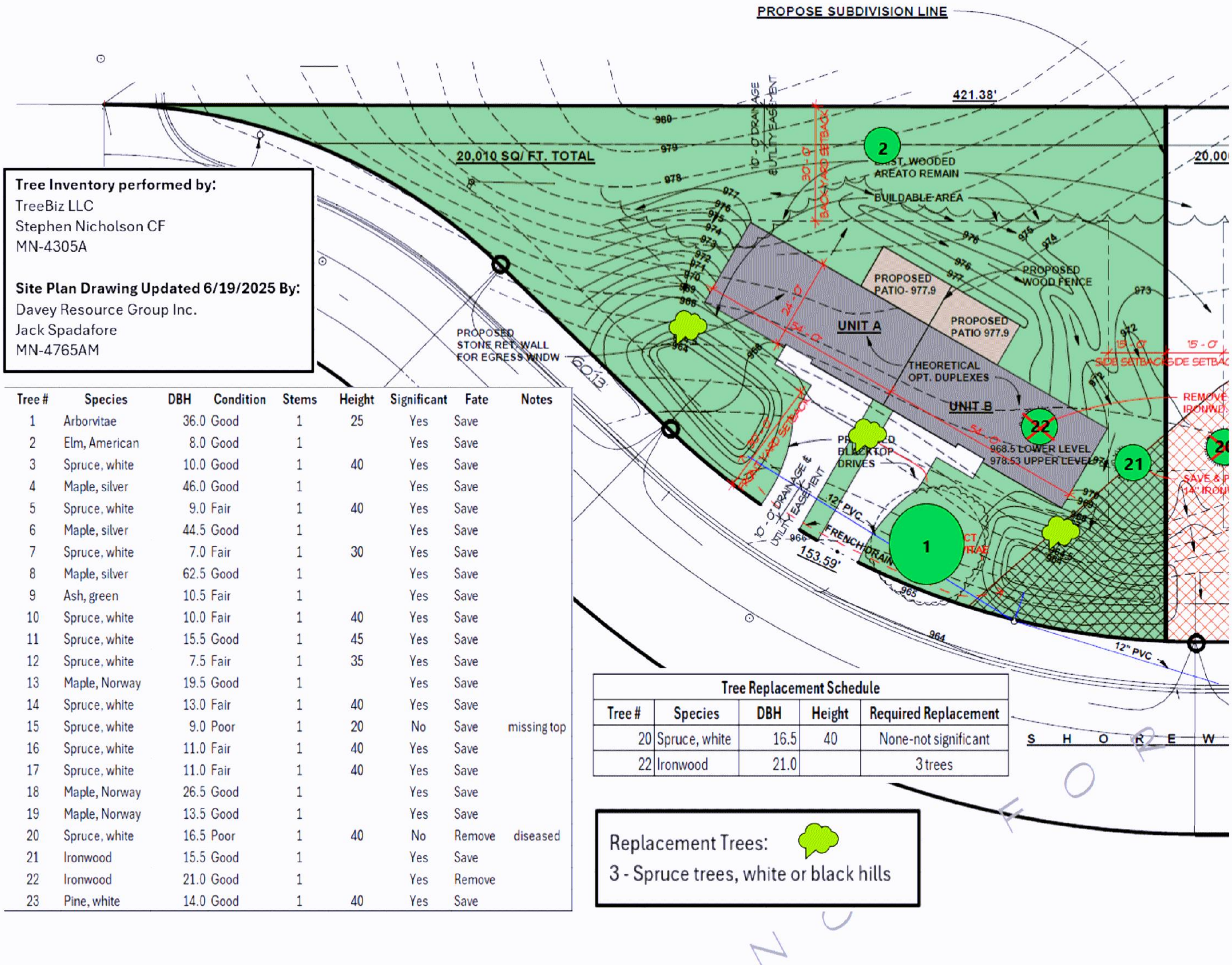
© Bolton & Menk, Inc - Web GIS 10/21/2024 8:39 AM

BOLTON & MENK

Real People. Real Solutions.

Disclaimer:

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



Tree Inventory performed by:
TreeBiz LLC
Stephen Nicholson CF
MN-4305A

Site Plan Drawing Updated 6/19/2025 By:
Davey Resource Group Inc.
Jack Spadafore
MN-4765AM

Tree #	Species	DBH	Condition	Stems	Height	Significant	Fate	Notes
1	Arborvitae	36.0	Good	1	25	Yes	Save	
2	Elm, American	8.0	Good	1		Yes	Save	
3	Spruce, white	10.0	Good	1	40	Yes	Save	
4	Maple, silver	46.0	Good	1		Yes	Save	
5	Spruce, white	9.0	Fair	1	40	Yes	Save	
6	Maple, silver	44.5	Good	1		Yes	Save	
7	Spruce, white	7.0	Fair	1	30	Yes	Save	
8	Maple, silver	62.5	Good	1		Yes	Save	
9	Ash, green	10.5	Fair	1		Yes	Save	
10	Spruce, white	10.0	Fair	1	40	Yes	Save	
11	Spruce, white	15.5	Good	1	45	Yes	Save	
12	Spruce, white	7.5	Fair	1	35	Yes	Save	
13	Maple, Norway	19.5	Good	1		Yes	Save	
14	Spruce, white	13.0	Fair	1	40	Yes	Save	
15	Spruce, white	9.0	Poor	1	20	No	Save	missing top
16	Spruce, white	11.0	Fair	1	40	Yes	Save	
17	Spruce, white	11.0	Fair	1	40	Yes	Save	
18	Maple, Norway	26.5	Good	1		Yes	Save	
19	Maple, Norway	13.5	Good	1		Yes	Save	
20	Spruce, white	16.5	Poor	1	40	No	Remove	diseased
21	Ironwood	15.5	Good	1		Yes	Save	
22	Ironwood	21.0	Good	1		Yes	Remove	
23	Pine, white	14.0	Good	1	40	Yes	Save	

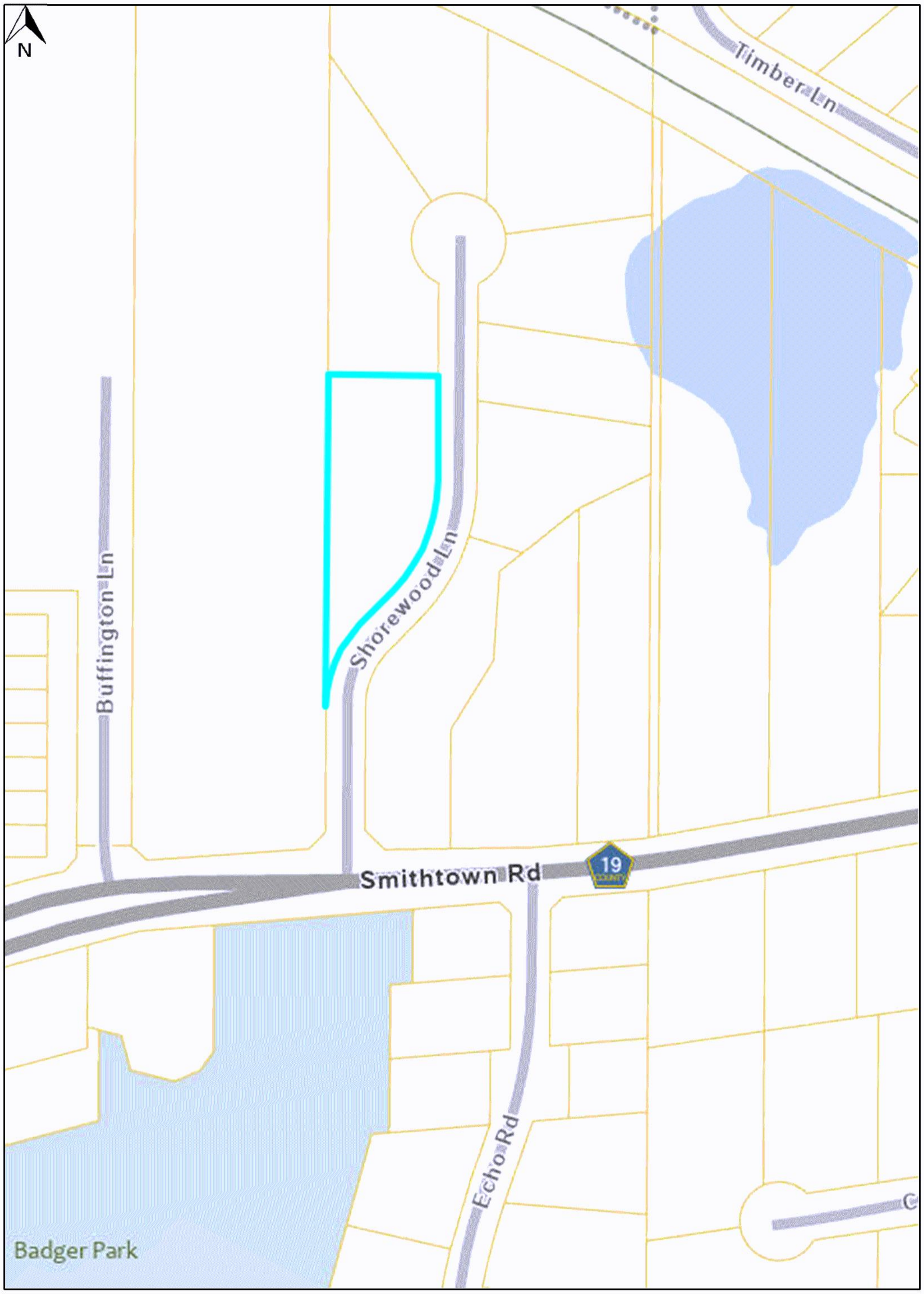
Tree Replacement Schedule

Tree #	Species	DBH	Height	Required Replacement
20	Spruce, white	16.5	40	None-not significant
22	Ironwood	21.0		3 trees

Replacement Trees:
3 - Spruce trees, white or black hills

City of Shorewood

LOCATION MAP



CITY OF SHOREWOOD
COUNTY OF HENNEPIN
STATE OF MINNESOTA

RESOLUTION 25-85

A RESOLUTION APPROVING REZONING, SUBDIVISION VARIANCE AND MINOR SUBDIVISION ON PROPERTY LOCATED AT 5570/5580 SHOREWOOD LANE

WHEREAS, Shorewood Properties, LLC (the "Applicant") proposed to subdivide their property and construct either a single-family home or duplex; and,

WHEREAS, the property is legally described as:

> **5580 Shorewood Lane**
> LOT 001, BLOCK 001, SHOREWOOD TERRACE ADDITION, HENNEPIN COUNTY, MINNESOTA

WHEREAS, the Applicant's request was reviewed by the planning staff, whose recommendation is included in a memorandum for the September 2, 2025, Planning Commission meeting, a copy of which is on file at City Hall; and,

WHEREAS, the Planning Commission held a public meeting on September 2, 2025 to review the application, the minutes of the meetings are on file at City Hall; and,

WHEREAS, the City Council considered the application at its regular meeting on September 22, 2025, at which time the planning staff memorandum and the Planning Commission's recommendations were reviewed and comments were heard by the City Council from the Applicant and staff.

NOW THEREFORE, **BE IT RESOLVED** THAT THE CITY COUNCIL OF SHOREWOOD, MINNESOTA FINDS AS FOLLOWS:

<u>FINDINGS OF FACT</u>

1. The subject property's future land use is guided as Low to Medium Density Residential at between 3 to 6 units per acre by the City of Shorewood's Comprehensive Plan.
2. The subject property is located in an R-2A Single/Two Family Residential zoning district.
3. The R-2A Single/Two Family Residential zoning district requires a minimum lot size of 20,000 square feet for single-family and 30,000 square feet for two-family dwellings.
4. The minimum lot sizes required by the R-2A zoning district are incapable of allowing residential development which conforms with the Comprehensive Plan guidance of 3 to 6 units per acre.
5. The R-2B Single/Two Family Residential Zoning district has lower minimum lot sizes which are capable of producing development which conforms with the Comprehensive Plan guidance of 3 to 6 units per acre.

6. The R-2B zoning district requires a minimum lot depth of 120 feet, which is inconsistent with its minimum lot size and minimum lot frontage requirements.
7. The Applicant proposed to construct either a new single family or two family dwelling on the property, requesting a rezoning to the R-2B zoning district, a subdivision variance to the minimum lot depth requirement, and a minor subdivision to effectuate creation of the new parcel.
8. Due to the inconsistency between the City of Shorewood's Comprehensive Plan and City Code, the Applicant's request is necessary in order to conform with the direction in the Comprehensive Plan.
9. Due to the irregular shape of the property, the lot is substantially unbuildable without a variance due to it's lot depth.
10. Section 1201.04 of the zoning regulations provides review criteria for rezonings, Section 1202.37 provides review criteria for subdivision variances, and Section 1202 provides review criteria for Minor Subdivisions.
11. The Applicant's proposal is identified on the application materials and plans submitted on July 21, 2025 (the "Plans").

CONCLUSIONS

A. Based upon the foregoing, and the records referenced herein, the City Council hereby approves the Applicant's request for a rezoning, subdivision variance and minor subdivision, as shown on the Plans.

B. The City Council finds the rezoning, subdivision variance, and minor subdivision requests are consistent with the intent of the comprehensive plan and in harmony with the general purposes and intent of the zoning regulations.

C. The City Council finds the rezoning is consistent with the intent of the Comprehensive Plan in that the property's current zoning designation is no longer consistent with the Comprehensive Plan.

D. The City Council finds that the requested subdivision variance is consistent with the Comprehensive Plan and all other applicable City plans, is in harmony with the general purposes and intent of the City's subdivision regulations, that there are special and highly unique circumstances or conditions affecting the property that are not common to other properties in the City and that the strict application of the provisions of the City Code would deprive the applicant of the reasonable and minimum use of its land, and that the granting of the subdivision variance will not be detrimental to the public health or welfare or injurious to other property in the vicinity in which the property is located, and that the applicant has demonstrated that there are special circumstances or highly unique conditions affecting the property not resulting from the actions of the applicant, such that unusual hardship of the owner would result if the strict letter of these regulations was to be carried out.

E. The subdivision variance is the minimum variance necessary to address or alleviate the practical difficulties caused by the original construction.

F. Prior to beginning any construction on the Property, the applicant shall acquire all necessary permits and submit a construction management plan including storage of construction materials, parking of contractors and subcontractors, trash management, erosion control, etc.

G. Prior to recording of the minor subdivision and subdivision variance, the applicant shall pay required park dedication and utility connection fees as if it were constructed with a duplex. Said fees shall not be refunded if a single family home is constructed in the future.

H. Prior to recording of the minor subdivision and subdivision variance, the applicant shall execute drainage and utility easement documents and exhibits as shown on the plans.

I. Prior to issuance of a permit, the applicant shall revise their plans in conformance with the zoning regulations, city code and as follows:

a. The applicant shall acquire all permits required for construction the home from the city and the Minnehaha Creek Watershed District.
b. Provide a legible survey indicating all the proposed improvements including existing and proposed contours, a tree inventory, preservation plan and landscaping plan indicating the number of trees to be planted.
c. Any other applicable information required at the time of Building Permit application.

J. The variance shall expire one year after approval unless the applicant has recorded all required materials with Hennepin County to create the new parcel, or an extension has been requested.

K. The City Clerk is hereby authorized and directed to provide a certified copy of this resolution for filing with the Hennepin County Recorder or Registrar of Titles.

ADOPTED BY THE CITY COUNCIL OF SHOREWOOD, MINNESOTA this 22nd day of September, 2025.

____
Jennifer Labadie, Mayor

Attest:

____
Sandie Thone, City Clerk

CITY OF SHOREWOOD
COUNTY OF HENNEPIN
STATE OF MINNESOTA

ORDINANCE NO. 629

AN ORDINANCE AMENDING SECTION 1201.09 SUBD 2 OF THE SHOREWOOD ZONING CODE – THE SHOREWOOD ZONING MAP FOR PROPERTY LOCATED AT 5570/5580 SHOREWOOD LN

Section 1: Section 1201.09 Subd. 2. of the Shorewood City Code is hereby amended to indicate property addressed 5570/5580 Shorewood Lane (the "Property") legally described as follows currently within the R-2A zoning district, to within the R-2B zoning district.

5570/5580 Shorewood Lane
Lot 001, Block 001, Shorewood Terrace, Hennepin County, Minnesota

Section 2: That the Zoning Administrator is hereby authorized to revise the Zoning Map of the City of Shorewood to include the Property in the R-2B zoning district.

Section 3: That this Ordinance shall be in full force and effect upon publishing in the Official Newspaper of the City of Shorewood.

ADOPTED BY THE CITY COUNCIL of the City of Shorewood, Minnesota, this 22nd day of September, 2025.

____
Jennifer Labadie, Mayor

ATTEST:

____
Sandie Thone, City Clerk

City of Shorewood

City Council Item 4.D.

Title/Subject:	2026 Preliminary Tax Levy, Preliminary General Fund Budget, and Truth in Taxation Date
Meeting Date:	September 22, 2025
Prepared By:	Jeanne Schmuck, Finance Director

Attachments

1. Resolution 25-087 Adopting the 2026 Preliminary Property Tax Levy and Establishing the Budget Meeting Date
2. 2026 Preliminary Budget Document
3. City Engineer Draft Scope of Duties
4. 2026 City Budget - Communications Report

Background

Over the past several months in work sessions, staff and Council have reviewed the various City funds, discussed the proposed property tax levy and tax rate, reviewed tax impacts on properties, and considered an updated fee schedule. The work sessions consisted of goal setting, discussing the schedule and process, and seeking direction from the Council on initiatives and expectations for the 2026 budget. Council also heard a presentation regarding the City's Long-Term Financial Management Plan (a financial model), personnel, fee schedules, franchise fees, the General Fund, Shorewood Community and Event Center, and the City's four enterprise funds along with estimates of the proposed levy and tax impacts.

The Council is asked to adopt the preliminary budget and levy at the September 22nd regular City Council meeting. The 2026 property tax levy must be certified to Hennepin County by September 30th. After certification, the preliminary levy cannot be increased but it can be decreased. The City will certify the levy to Hennepin County and the information will be used in preparing truth-in-taxation notices sent to property owners in November.

At its September 8, 2025 work session, the Council discussed the addition of a staff engineer. A summary of the assumptions, a transition schedule, and analysis of the financial impact of a staff engineering position is included in the **Budget Impact** section of the memo.

<u>General Fund</u>

The General Fund is the chief operating fund of the City. It accounts for all revenues and expenditures of a governmental unit which are not accounted for in other funds. It is usually the largest and most important accounting activity for state and local governments, normally receiving a greater variety and number of taxes and revenues than any other fund. Specifically, it receives such revenue as general property taxes, licenses and permits, fines and penalties, rents, charges for current services, state grants and aids, and interest earnings. In turn, the General Fund finances a larger range of municipal services, including police, fire, street and park maintenance, recreation programs, administration, planning and zoning, and building inspections.

The 2026 Proposed Revenues for the General Fund have been adjusted based on historical trend information and the most current data available. The General Fund operating levy is projected to increase by $16,602, to create a balanced budget. Property taxes and Intergovernmental Revenues are the main supporting revenues for the General Fund. Please note in 2025 there was a one-time allocation to the police department of $48,708 in Public Safety Aid funds from 2023, and two one-time transfers totaling $550,000 which have been removed.

2026 General Fund Revenues		
Taxes	$	6,435,897
Licenses & Permits		305,575
Intergovernmental		133,300
Charges for Services		271,450
Fines & Forfeitures		64,500
Special Assessments		5,000
Miscellaneous		161,100
Transfers		25,000
Total Revenues	$	7,401,822

Again, the General Fund budget is proposed at $7,401,822 for 2026. This is an increase of $16,602 over 2025. Public Safety makes up 43.8% of the General Fund budget. General Government includes 28.7% of the budget. Public Works is 19.3% of the General Fund budget. Park and Recreation is now 8.2% of the General Fund budget. Personnel changes discussed in the previous budget work session are also included.

2026 General Fund Expenditures by Program		
General Government	$	2,125,718
Public Safety		3,238,259
Streets		1,431,700
Park & Recreation		606,145
Total Expenditures	$	7,401,822

Wages and Benefits, $2,815,550, make up 38% of the General Fund budget. Personnel increases in the General Fund for 2026 total $297,850 as discussed in the July 28th work session. Contracted Public Safety is in the Other Services and Charges Use for the General Fund. The Police contract increased $143,897, 8.28%, and the Fire contract has a $142,572, 16.32%, increase.

2026 General Fund Expenditures by Use	
Personnel Services	$ 2,815,550
Supplies	416,115
Other Services and Charges	4,170,157
Total Expenditures	$ 7,401,822

Shorewood Community and Event Center Fund (SCEC)

This budget has been revised and now reflects a decrease of $29,620, which is mainly a decrease in personnel costs of $29,270, and capital outlay is reflected at $21,500. The levy support for this fund is a levy increase of $23,000 to create a balanced budget with 84% levy support.

Staff have been working at the direction of the Council to establish a vision for the SCEC with the desire to achieve seventy percent revenue recovery. The SCEC facility planning and assessment process will have an impact on this budget. This budget currently reflects the $145,000 levy support as reflected in the long-term financial management plan, and it currently stands at 41% revenue recovery. Adjustments may be made at a later date based on the results of the facility planning and assessment process.

Capital Funds

The capital funds will be reviewed in further detail at the October 13th Budget Work Session #6. The proposed levies for these funds are based on the analysis within the long-term financial management plan discussed at the June 23rd Budget Work Session #2, which were also included in the calculations for the levy and tax impact discussed at the August 11th Budget Work Session #4, as well as the August 25th Budget Work Session #5.

Park Improvement Capital Fund includes planned capital improvements for parks, including playground equipment, tennis courts, trails, and hockey boards, for example. The projects are proposed to be funded by a combination of tax levy and park dedication fees. The proposed property tax levy includes $170,500 for this fund. The completion of the Park Master Plan will have an impact on this budget. There is no bond issuance planned.

The **Equipment Replacement Fund** includes planned equipment purchases, which includes vehicles, trucks, skid steers, mowers, and other types of equipment. The City plans to spend approximately $545,000 per year. The proposed property tax levy includes $50,000 for this fund. There is no bond issuance planned.

The **Street Improvement Fund** includes planned capital improvements for street reconstruction projects. The projects are proposed to be funded from a combination of tax levy, utility revenues, and bond issuances. This includes costs for both the City's portion of MSA projects and city street improvement projects. There are expenses for related water, sanitary sewer, and stormwater management project costs related to the street improvements. The proposed property tax levy for 2026 includes $0 for this fund. There is no bond issuance planned.

The **MSA Street Improvement Capital Fund** is supported by Municipal State Aid (MSA) Funds. The Municipal State Aid Street program is administered through the State of Minnesota's Department of Transportation. There are three projects within the CIP that qualify for the utilization of MSA dollars. There is the Mill Street Trail ROW project led by the County will qualify for this funding in 2026. There are no proposed property tax levy dollars allocated for this fund.

Debt Service Funds

State law (Minnesota Statutes, Section 475.53) sets forth the debt limit for Minnesota cities. The "net debt" of a city cannot exceed 3% of the estimated market value of taxable property. The definition of net debt (Minnesota Statute, Section 475.51, Subd. 4) excludes many forms of debt from the statutory debt limit. As a general rule, bonds that are 100% supported by property taxes are subject to the debt limit. This type of debt includes equipment certificates, street reconstruction bonds and capital improvement plan bonds, for example.

	2024	**2025**	**2026**
Debt Subject to Statutory Debt Limit	$12,090,000	$11,385,000	$10.670.000
% of Statutory Debt Limit Used	14%	13%	12%
Estimated Legal Debt Margin (Unused Limit)	$84,155,409	$86,803,860	$86,803,860
Estimated Legal Debt Margin (Unused Limit)	$72,065,409	$75,418,860	$76,133,860

Debt Service Funds are used for the collection of ad valorem taxes and revenues from other sources for the payment of principal, interest and fiscal agent fees of general obligation bonds. The debt service levy is proposed at $1,095,586. This is a decrease of $371 from the 2025 fiscal year.

Overall Property Tax Levies and Impact

The estimated values from the County include a taxable market value of $3,019,484,300, which is a 4.63% increase. The net tax capacity is $34,554,231, adjusted for fiscal disparities. This is an increase of $1,642,433, or a 4.99% increase.

With the additions to date (Personnel, Fees, General, Shorewood Community and Event Center, Capital, and Debt Service Funds), the Net Tax Levy would increase by $653,413, or 8.6%. This would equate to a 1.994 increase to the City Tax Rate from 23.088 to 25.082.

Public Engagement:
The City has been actively reviewing ways to enhance communications with stakeholders. The public is invited to attend all City Council meetings where the budget is discussed and contact council members or city staff. 2026 budget updates have been provided in several ShoreReports and available to view on the City's website at shorewoodmn.gov/citybudget. We will continue to connect through various activities and messages and evaluate their effectiveness.

On-going Outreach
Shorewood has always encouraged input from the public and is exploring additional ways to reach out and inform residents about the budget. Please see the attached Budget Communication summary from the City's Communication Coordinator.

Public Feedback
Work sessions have included time for residents to ask questions or make comments about the proposed budget.

During the last budget work session on August 25th there was a resident who asked about the proposed base fee for non-users when water was available and expressed her frustration as to the $10,000 connection fee being no longer required when water is made available whether it is used or not which is what they were required to do.

One resident who has emailed Council and talked with staff, also reiterated that he would read his concerns and objections to the City's proposed water availability fees and their inclusion in the City budget. He also inquired about the difference between the Sewer Availability Connection fee of $1,200 and the Water Availability Connection fee of $10,000.

A third resident applauded the Council for trying to rectify the errors of the past even though it will not be well-received. He also indicated that the City should also consider calculating the cost of the raw material of the water as he stated that water is not a free resource.

Another resident indicated 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 urged the City to find a way to live within its means and stop just spending money.

At the regular meeting, a resident discussed another work session item at the Council meeting related to the budget about adding a staff engineer position. He urged the Council to thoroughly explore this avenue and also continue to use the highly skilled Bolton & Menk staff for the City's most complicated projects.

One resident called staff regarding the base water fee. He indicated that he was disappointed in the lack of public communication. An invitation was extended to him to attend the work sessions.

One other individual called and inquired about the water connection fee being mandated if water is currently available. Upon speaking with this resident, it was determined she assumed the $10,000 connection fee was being mandated, when they realized that it was the base fee that was proposed to be applied to properties with water available to them. She also indicated she felt a lack of overall consideration to protect taxpayers. An invitation was extended to her to attend the work sessions, but she indicated that would be difficult.

Open Office Hours

Open office hours have been available weekly throughout the 2026 budget process to provide opportunities for one-on-one communications with the Finance Director or City Administrator. Appointments have been available Tuesdays between 12–3 PM or Wednesdays between 7–11 AM, and alternative times can be made available if needed. The Council previously inquired about the frequently asked questions, but there have been no questions to date. We have had 98 hours available with none utilized to date.

Strategic Alignment

Fiscal Responsibility

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

Budget Impact

The impact of the above discussion is an 8.6% overall levy increase over the 2025 levy. This is a reduction from the overall property tax levy from the staff requests in June of 12.54%, in the August preliminary budget, which was a 9.72% levy increase presented at the August 11th work session and the 8.58% levy increase presented at the August 25th work session.

City of Shorewood				
2026 Property Tax Levy Information				
	2025	2026	Change in $	Change in %
General Fund Levy:				
Operating Levy	$ 3,330,359	$ 3,576,464	$ 246,105	7.39%
Public Safety Fire JPA Levy	843,578	982,406	138,828	16.46%
Public Safety Police JPA levy	1,731,176	1,877,027	145,851	8.42%
Total General Fund Levies	$ 5,905,113	$ 6,435,897	$ 530,784	8.99%
Shorewood Community & Event Center Fund Levy:				
Regular Levy	122,000	145,000	23,000	18.85%
Capital Fund Levies:				
Park Improvement Capital Fund	135,000	305,500	170,500	
Equipment Replacement Capital Fund	165,000	215,000	50,000	
Street Improvement Fund	170,500	-	(170,500)	
Community Infrastructure	-	50,000	50,000	
Total Capital Levies	$ 470,500	$ 570,500	$ 100,000	21.25%
Debt Service Fund Levies:				
2020A G.O. Street Reconstruction Bonds	226,497	229,752	3,255	
2021A G.O. Street Reconstruction Bonds	307,241	309,708	2,467	
2022A G.O. Street Reconstruction Bonds	289,009	288,376	(633)	
2023A G.O. Street Reconstruction Bonds	273,210	267,750	(5,460)	
Total Debt Service Levies	$ 1,095,957	$ 1,095,586	$ (371)	-0.03%
Actual Net Levy (Including Fiscal Disparities)	$ 7,593,570	$ 8,246,983	$ 653,413	8.60%

The levy being presented on September 23rd as the Preliminary Levy is to be certified to Hennepin County by September 30th. From that point on the levy can only be decreased and not increased. Hennepin County will use that amount to calculate the preliminary property tax estimates to be utilized in the November Truth-in-Taxation notices they distribute.

Property values are estimated to increase by 4.99% and the median value home in Shorewood is $740,650. This average increase in value would increase property tax by $102 alone. Based on the proposed budget and estimated tax rate, property owners with no change in market values from payable 2025 to payable 2026 would experience an approximate 8.6% increase in the City portion of their overall property tax bill. In the event of a market value decrease or increase from payable 2025 to payable 2026, City property taxes would change proportionately.

The following table calculates the property tax impact on residential homesteads that had no market value change from 2025 to 2026:

2026 CITY PROPERTY TAXES (WITH NO MARKET VALUE CHANGE)						
Market Value 2026	Homestead Market Value Exclusion 2026	Tax Capacity 2026	City Local Tax Capacity Rate Pay 2026	City Property Taxes 2026	Property Taxes Increase (Decrease)	Percentage Tax Increase (Decrease)
$ 400,000	$ (10,600)	$ 3,894	25.082%	$ 977	$ 55	5.9%
$ 705,448	$ -	$ 7,568	25.082%	$ 1,898	$ 150	8.6%
$ 800,000	$ -	$ 8,750	25.082%	$ 2,195	$ 173	8.6%
$ 1,000,000	$ -	$ 11,250	25.082%	$ 2,822	$ 223	8.6%
$ 1,200,000	$ -	$ 13,750	25.082%	$ 3,449	$ 273	8.6%

The following tables calculate the property tax impact on residential homesteads that had an average market value growth increase of 4.99%, and 10.0% for 2026.

2026 CITY PROPERTY TAXES (WITH MARKET VALUE INCREASE)						
Market Value 2026 ***INCREASE OF 4.99%***	Homestead Market Value Exclusion 2026	Tax Capacity 2026	City Local Tax Capacity Rate Pay 2026	City Property Taxes 2026	Property Taxes Increase (Decrease)	Percentage Tax Increase (Decrease)
$ 419,960	$ (8,800)	$ 4,112	25.082%	$ 1,031	$ 110	11.9%
$ 740,650	$ -	$ 8,008	25.082%	$ 2,009	$ 260	14.9%
$ 839,920	$ -	$ 9,249	25.082%	$ 2,320	$ 299	14.8%
$ 1,049,900	$ -	$ 11,874	25.082%	$ 2,978	$ 380	14.6%
$ 1,259,880	$ -	$ 14,499	25.082%	$ 3,637	$ 461	14.5%

2026 CITY PROPERTY TAXES (WITH MARKET VALUE INCREASE)						
Market Value 2026 ***INCREASE OF 10.0%***	Homestead Market Value Exclusion 2026	Tax Capacity 2026	City Local Tax Capacity Rate Pay 2026	City Property Taxes 2026	Property Taxes Increase (Decrease)	Percentage Tax Increase (Decrease)
$ 440,000	$ (7,000)	$ 4,330	25.082%	$ 1,086	$ 164	17.8%
$ 775,993	$ -	$ 8,450	25.082%	$ 2,119	$ 371	21.2%
$ 880,000	$ -	$ 9,750	25.082%	$ 2,445	$ 424	21.0%
$ 1,100,000	$ -	$ 12,500	25.082%	$ 3,135	$ 537	20.7%
$ 1,320,000	$ -	$ 15,250	25.082%	$ 3,825	$ 649	20.4%

Staff Engineer

At the last Council Work Session Staff was directed to pursue the concept of a staff engineer/hybrid amount for the 2026 levy and budget. Staff noted this would result in a higher levy and General Fund Budget, and the Council indicated it wished to see the expected impact. Attached is a draft outline of the likely duties and responsibilities, as well as the expected qualifications, of a staff engineer in Shorewood that would be required for this position.

Staff is estimating this position would be a Grade16 on the City's compensation schedule. The total cost and compensation is estimated to be $194,453 for 2080 hours of work, which breaks down to $141,939 for wages and $52,514 for benefits and workers' compensation. However, it is anticipated that the earliest this position would be filled is second quarter of 2026. Therefore, the 2026 cost for this position is projected at only 75% of the total, resulting in the amount of $145,840. Additional expenses of $20,157, which includes a computer, monitors, software licenses, training, phone, and mileage (rather than purchasing a vehicle). This totals $165,997. It is also staff's recommendation that 75% of the existing engineering services budget - $140,000 - would be required for services during the three-month recruitment period and a six-month transition period. This amount equates to $125,997.

If adding a staff engineer is Council's desired direction, it is recommended that 101-31 Engineering Budget and General Fund levy be increased by $125,997. The total cost for general engineering services and staffing would be $270,997 in 2026. Maintaining some sort of budget for professional engineering services for general engineering functions may be necessary for future budgets as well.

	2025	2026	Change in $	Change in %
General Fund Levy:				
Operating Levy	$ 3,330,359	$ 3,576,464	$ 246,105	7.39%
Additional for Staff Engineer		$ 125,997	$ 125,997	N/A
Public Safety Fire JPA Levy	843,578	982,406	138,828	16.46%
Public Safety Police JPA levy	1,731,176	1,877,027	145,851	8.42%
Total General Fund Levies	$ 5,905,113	$ 6,561,894	$ 656,781	11.12%

This would increase the General Fund Budget to $7,527,819 and the Preliminary Levy to $8,372,980, which is a $779,410, or 10.26%, increase over 2025.

Action Requested

Motion to approve the attached Resolution 25-087 Adopting the 2026 Preliminary Tax Levy, Preliminary General Fund Budget, and Establishing the Budget Meeting Date.

Or

Motion to Approve the attached Resolution 25-087 Adopting the 2026 Preliminary Tax Levy, Preliminary General Fund Budget, and Establishing the Budget Meeting Date with the modification of additional levy and budget supporting engineering changes in the amount of $125,997.

Majority vote is required.

CITY OF SHOREWOOD
COUNTY OF HENNEPIN
STATE OF MINNESOTA

RESOLUTION 25-087

A RESOLUTION ADOPTING THE 2026 PRELIMINARY TAX LEVY,
PRELIMINARY GENERAL FUND BUDGET,
AND ESTABLISHING THE BUDGET MEETING DATE

WHEREAS, the City annually adopts an operating levy for the coming year in accordance with Minnesota State Statutes; and

WHEREAS, City staff have presented the preliminary 2026 budget and property tax levy at work sessions in May through September 2025; and

WHEREAS, the City Council has reviewed the budget and property tax levy and made modifications to each that reflect desired community service levels; and

WHEREAS, Minnesota Statutes 275.065, Subdivision 1 requires cities to certify a maximum proposed levy on or before September 30, 2025, and to establish a public meeting date for the purpose of discussing said proposed levy; and

WHEREAS, the Shorewood City Council has reviewed the preliminary levy as found attached in 'Exhibit A'**.**

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

1. 2026 Preliminary General Fund Budget is hereby set at $7,401,822.

2. The preliminary 2026 net tax levy to be certified to the Hennepin County Auditor of $8,246,983 is hereby established as the maximum possible net tax levy for property tax payable in 2026.

3. That Monday, December 8, 2025, is hereby established for the public meeting on the proposed 2026 budget and tax levy to be held at the City Hall Council Chambers beginning at 7:00 p.m.

Adopted by the City Council of Shorewood, Minnesota on this 22nd day of September 2025.

____
Jennifer Labadie, Mayor

Attest:

____
Sandie Thone, City Clerk

GENERAL FUND

The General Fund is used to account for resources traditionally associated with government which are not required legally or by sound financial management to be accounted for in other funds. It normally receives a greater variety and number of taxes and other general revenues than any other fund. The majority of the current day-to-day operations will be financed from this fund.

General Fund
2026 Budget
Summary

Description	Actual 2023	Actual 2024	Budget 2025	Proposed Budget 2026	Budget Change 2026	Percentage Change 2026
REVENUES						
Taxes	$ 5,244,291	$ 5,654,785	$ 5,905,113	$ 6,435,897	$ 530,784	8.99%
Licenses & Permits	325,529	561,581	275,225	305,575	30,350	11.03%
Intergovernmental	449,455	195,836	136,250	133,300	(2,950)	-2.17%
Charges for Services	285,264	300,059	223,850	271,450	47,600	21.26%
Fines & Forfeitures	80,525	69,438	64,500	64,500	-	0.00%
Special Assessments	13,103	4,438	5,000	5,000	-	0.00%
Miscellaneous	327,694	414,931	146,950	161,100	14,150	9.63%
Contingency	-	-	603,332	-	(603,332)	-100.00%
Transfers In	25,000	25,000	25,000	25,000	-	0.00%
TOTAL REVENUES & OTHER FINANCING SOURCES	$ 6,750,863	$ 7,226,069	$ 7,385,220	$ 7,401,822	$ 16,602	0.22%
EXPENDITURES						
General Government	$ 1,896,459	$ 2,162,931	$ 2,101,270	$ 2,125,718	$ 24,448	1.16%
Public Safety	2,211,713	2,401,272	2,716,810	3,238,259	521,449	19.19%
Streets	1,257,897	1,163,699	1,380,980	1,431,700	50,720	3.67%
Parks and Recreation	372,014	540,688	542,820	606,145	63,325	11.67%
Other Financing Uses	200,116	112,281	643,340	-	(643,340)	-100.00%
Total Expenditures and Other Financing Uses	$ 5,938,199	$ 6,380,872	$ 7,385,220	$ 7,401,822	$ 16,602	0.22%
EXCESS (DEFICIENCY) OF REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES AND OTHER USES	$ 812,664	$ 845,197	$ -	$ -		

GENERAL GOVERNMENT

Description	Actual 2023	Actual 2024	Budget 2025	Proposed Budget 2026	Budget Change 2026	Percentage Change 2026
GENERAL GOVERNMENT						
Council	$ 82,684	$ 71,073	$ 92,150	$ 100,370	$ 8,220	8.92%
Administration	633,274	688,257	738,930	715,380	(23,550)	-3.19%
Elections	1,634	41,958	1,500	133,160	131,660	8777.33%
Finance	219,751	335,250	252,050	282,275	30,225	11.99%
Professional Services	381,617	361,204	214,000	158,000	(56,000)	-26.17%
Planning	316,525	339,548	487,140	400,723	(86,417)	-17.74%
Municipal Buildings	260,975	325,641	315,500	335,810	20,310	6.44%
TOTAL GENERAL GOVERNMENT	$ 1,896,459	$ 2,162,931	$ 2,101,270	$ 2,125,718	$ 24,448	1.16%

GENERAL GOVERNMENT

COUNCIL (11)

Department Mission

The Mayor and City Council set policy for the City and provide general direction to the administrator in policy implementation. The department budget supports council development, information efforts and special City associations and programs.

Department Description/Services

This activity provides the City Council with legislative control over matters of policy. The Council exercises budgetary control through the adoption of an annual budget certified by major funds. The Council appoints various citizen boards, commissions, and committees to render advice on legislative and policy related matters and provides general direction to the operating departments through the City Administrator.

The City Council meets twice monthly and in periodic work sessions and special meetings to consider and adopt legislative and administrative policies that pertain to the services provided to residents. The City Council also sits as the Shorewood Economic Development Authority (EDA).

Department Goals

- Ensure community engagement and citizen participation in setting city policy.
- Communicate effectively to inform and educate constituents, promoting transparency and accountability.
- Enhance effective governance based on knowledge and expertise, ensuring consistency and alignment with goals, policies and activities.

Department Performance Measures

Performance Measure	2023 Actual	2024 Actual	2025 Projected	2026 Estimated
Total # of views: incl total number of Facebook Reach, IG reach, Nextdoor Impressions, Email Opens, Website Views	165,368	305,928	310,000	315,000
Elected officials attended LMC events	4	4	7	5

Expenditures

Description	Actual 2023	Actual 2024	Budget 2025	Proposed Budget 2026	Budget Change 2026	Percentage Change 2026
Personnel Services	$ 27,020	$ 27,451	$ 27,450	$ 27,670	$ 220	0.80%
Supplies	2,735	2,125	3,000	3,000	-	0.00%
Other Services and Charges	52,928	41,498	61,700	69,700	8,000	12.97%
Total Council	$ 82,684	$ 71,073	$ 92,150	$ 100,370	$ 8,220	8.92%

GENERAL GOVERNMENT

ADMINISTATION (13)

Department Mission

The Administration Department provides efficient, effective, and transparent services to the community under the direction of the City Council. The department supports the city's day-to-day operations through sound management practices, innovative solutions, and a commitment to excellence in customer service and community support to enhance public trust, ensure the responsible use of resources, and foster a collaborative civic environment.

Department Description/Services

The Department manages the daily operations of the city through the following activities:

- **Customer Service**: Providing efficient and effective services to the community, addressing inquiries, and resolving issues promptly.
- **Community Engagement**: Facilitating citizen participation in council meetings, public forums, and community events to promote civic engagement.
- **Communications**: Providing accurate and timely information to the public through various media.
- **Human Resources**: Managing recruitment, hiring, training, and employee relations.
- **Sustainability**: Fostering environmental stewardship through recycling programs, green energy projects, and community education on sustainability.
- **Elections**: Overseeing elections, including managing polling places, administering absentee voting, training election judges, and ensuring the integrity and security of elections.
- **Licenses and Permits Process**: Efficiently issuing licenses, permits, and other regulatory approvals across all departments.

Department Goals

- ➢ Increase transparency and accountability in the agenda process by utilizing agenda meeting management software.
- ➢ Increase efficiencies in the process for issuing licenses, permits, and other regulatory approvals efficiently.
- ➢ Manage recruitment, hiring, training, and employee relations effectively.

Department Performance Measures

Performance Measure	2023 Actual	2024 Actual	2025 Projected	2026 Estimated
Use Agenda Management Software for Council and Commission meetings.	N/A	N/A	30%	100%
Licenses and Permits Processed	720	1,035	852	877
Successful New Hires Onboarded	21	15	14	12

Expenditures

Description	Actual 2023	Actual 2024	Budget 2025	Proposed Budget 2026	Budget Change 2026	Percentage Change 2026
Personnel Services	$ 540,459	$ 591,336	$ 620,930	$ 579,380	$ (41,550)	-6.69%
Supplies	21,208	18,425	18,000	19,000	1,000	5.56%
Other Services and Charges	71,606	78,496	100,000	117,000	17,000	17.00%
Total Administration	$ 633,274	$ 688,257	$ 738,930	$ 715,380	$ (23,550)	-3.19%

ELECTIONS (14)

Department Mission

This activity ensures the integrity, transparency, and accessibility of the electoral process through fair and impartial elections, fostering public trust, and promoting civic engagement. Key objectives include to providing accurate and timely information, facilitating voter participation, and upholding the highest standards of professionalism and accountability in electoral operations.

Department Description/Services

The City Clerk is the Elections Administrator and prepares for all elections including management of city election staff, polling places, administering absentee voting, recruitment and training of election judges and the absentee ballot board, and oversight of the vote tabulations. The Elections Administrator partners with Hennepin County and the Secretary of State's Office, and provides voter outreach via the City website, in-person outreach, social media, and local media.

Department Goals

- Manage polling places effectively and efficiently by providing quality training to poll workers.
- Administer absentee voting with expert support and training of election staff.
- Recruit and train election judges and the absentee ballot board by promoting a positive and competent environment for them to work in.

Department Performance Measures

Performance Measure	2023 Actual	2024 Actual	2025 Projected	2026 Estimated
Voter Outreach Opportunities/Events	N/A	2	N/A	4
Voter Turnout	N/A	91%	N/A	82%
Election Judges Recruited	N/A	53	N/A	55

Expenditures

Description	Actual 2023	Actual 2024	Budget 2025	Proposed Budget 2026	Budget Change 2026	Percentage Change 2026
Personnel Services	$ -	$ 30,881	$ -	$ 121,160	$ 121,160	
Supplies	1,609	9,761	1,500	10,000	8,500	566.67%
Other Services and Charges	25	1,317	-	2,000	2,000	
Total Elections	$ 1,634	$ 41,958	$ 1,500	$ 133,160	$ 131,660	8777.33%

GENERAL GOVERNMENT

FINANCE (15)

Department Mission

The Finance Department goal is to present timely, accurate, and complete financial information in an understandable and friendly manner to the council, residents, and staff members of the city. This department also protects and manages the assets of the City in accordance with council policies.

Department Description/Services

This activity directs the City's financial affairs pursuant to generally accepted accounting standards. This includes initiation of financial plans, review and implementation of internal controls, safeguarding assets and accounting of financial transactions, including: encompassing accounts receivable, accounts payable, payroll, cash and investment management, debt management and oversight, special assessments, and accounting control as well as facilitating the annual preparation of the Annual Comprehensive Financial Report, Long Term Financial Plan, budget documents and Capital Improvement Plan.

Department Goals

- Implement accounts receivable module within the integrated financial system.
- Continue to review and analyze internal controls.
- Review state law changes and analyzation of their impact on operations and finances.

Department Performance Measures

Performance Measure	2023 Actual	2024 Actual	2025 Projected	2026 Estimated
Number of Checks/ACH Issued	583/788	645/903	600/1,000	600/1,100
Utility Customers/Electronic Statements	3,196/530	3,212/589	3,220/593	3,230/650
Rate of Return on Cash/Investments	1.4%	1.6%	4.0%	5.0%

Expenditures

Description	Actual 2023	Actual 2024	Budget 2025	Proposed Budget 2026	Budget Change 2026	Percentage Change 2026
Personnel Services	$ 191,857	$ 160,447	$ 214,350	$ 231,260	$ 16,910	7.89%
Supplies	20,739	22,038	24,500	30,515	6,015	24.55%
Other Services and Charges	7,155	152,766	13,200	20,500	7,300	55.30%
Total Finance	$ 219,751	$ 335,250	$ 252,050	$ 282,275	$ 30,225	11.99%

GENERAL GOVERMENT

PROFESSIONAL SERVICES (16)

Department Mission

This account provides contracted legal, assessing and auditing services for the City.

Department Description/Services

This activity directs the overall legal services for the City, including the issuance of legal opinions, preparation of ordinances, resolutions, contracts and agreements, and the conduct of civil litigation. In addition, this account group provides prosecution of misdemeanor criminal violations, preparation of complaints, processing of evidence, and the trial work associated with prosecution. Legal services are provided by two private law firms, one for criminal prosecution and the other for civil matters. Assessing services provide property valuation information for tax purposes. In 2024 the County began providing free assessing services to small cities. Audit services provide for the annual financial audit required by Minnesota State Statutes.

Department Goals

- Continue to prosecute misdemeanor crimes.
- Continue to have annual audits with no findings.

Department Performance Measures

Performance Measure	2023 Actual	2024 Actual	2025 Projected	2026 Estimated
Total Court Appearances (Prosecution)	346	294	320	300
Audit Findings	0	0	0	0

Expenditures

Description	Actual 2023	Actual 2024	Budget 2025	Proposed Budget 2026	Budget Change 2026	Percentage Change 2026
Other Services and Charges	$ 381,617	$ 361,204	$ 214,000	$ 158,000	$ (56,000)	-26.17%
Total Professional Services	$ 381,617	$ 361,204	$ 214,000	$ 158,000	$ (56,000)	-26.17%

GENERAL GOVERNMENT

PLANNING (18)

Department Mission

Guide the growth and physical development of the community through the Comprehensive Plan, City Code, and review of planning and subdivision applications.

Department Description/Services

This department is responsible for the review of development proposals, preparing and updating the City's Comprehensive Plan, and other long range planning activities. It provides for administration and enforcement of the City's zoning code, and preparation and upkeep of zoning, subdivision, floodplain, and other planning and zoning related ordinances. Specific responsibilities of the Planning Department include the following:

- Provide liaison and support to the Planning Commission, the Development Review Committee, and the City Council.
- Interpret, administer and update the Comprehensive Plan, City Code, and other city policies as they relate to planning and zoning.
- Review development applications and permits for zoning compliance.
- Coordinate the development review and approval process.
- Enforce zoning violations.
- Coordinate and administer the City's Comprehensive Plan and long-term planning processes.
- Coordinate and administer the City's Deer Management Program and other environmental programs and regulations.
- Assist with economic development activities and administrative projects as requested.

Department Goals

- ➢ Begin the 2050 Comprehensive Plan update process.
- ➢ Continue updates and amendments to the City Code.
- ➢ Continue to implement a comprehensive approach to planning and development.

Department Performance Measures

Performance Measure	2023 Actual	2024 Actual	2025 Projected	2026 Estimated
Zoning Permits Approved	72	56	50	50
Planning Applications Processed	16	11	30	35
City Code Updates Completed	5	8	15	25

Expenditures

Description	Actual 2023	Actual 2024	Budget 2025	Proposed Budget 2026	Budget Change 2026	Percentage Change 2026
Personnel Services	$ 298,238	$ 317,758	$ 373,340	$ 290,450	$ (82,890)	-22.20%
Supplies	2,473	2,475	2,300	1,500	(800)	-34.78%
Other Services and Charges	15,814	19,315	111,500	108,773	(2,727)	-2.45%
Total Planning	$ 316,525	$ 339,548	$ 487,140	$ 400,723	$ (86,417)	-17.74%

GENERAL GOVERNMENT

MUNICIPAL BUILDINGS (19)

Department Mission

The Municipal Building activity ensures the safety, functionality, and aesthetic quality of City Hall including adequate coverage of general liability, property, and casualty insurance of all city facilities and functions. City facilities should remain vibrant, well maintained and functional to reflect the character of the community and provide high quality services to residents.

Department Description/Services

This activity includes the maintenance and upkeep of utilities, office equipment, office furnishings, and overall building infrastructure. The activity encompasses several key areas:

- **Building Maintenance**: Regular inspection, repair, and maintenance of city buildings to ensure safety and functionality.
- **FF&E Maintenance**: Upkeep, servicing and replacement of FF&E.
- **Insurance Requirements**: Managing and ensuring adequate coverage for general liability, property, and casualty insurance for all city facilities.
- **Systems Management**: Overseeing the maintenance and operation of HVAC and other systems within buildings to ensure efficiency and reliability.

Department Goals

- Scheduled interior and exterior building maintenance.
- Maintenance or replacement of fixture, furniture and equipment (FF&E).
- Regular inspection and maintenance of building systems (e.g. HVAC, alarms, generator).

Department Performance Measures

Performance Measure	2023 Actual	2024 Actual	2025 Projected	2026 Estimated
Interior & exterior maintenance projects	N/A	1	1	1
FF&E maintenance or replacement	0	0	1	2
Systems inspections	5	8	6	6

Expenditures

Description	Actual 2023	Actual 2024	Budget 2025	Proposed Budget 2026	Budget Change 2026	Percentage Change 2026
Personnel Services	$ -	$ -	$ -	$ 15,810	$ 15,810	
Supplies	29,607	28,614	39,000	23,000	(16,000)	-41.03%
Other Services and Charges	231,368	297,027	276,500	297,000	20,500	7.41%
Total Municipal Buildings	$ 260,975	$ 325,641	$ 315,500	$ 335,810	$ 20,310	6.44%

PUBLIC SAFETY

Description	Actual 2023	Actual 2024	Budget 2025	Proposed Budget 2026	Budget Change 2026	Percentage Change 2026
PUBLIC SAFETY						
Police	$ 1,486,703	$ 1,545,366	$ 1,738,130	$ 1,882,027	$ 143,897	8.28%
Fire	770,300	779,007	873,580	1,016,152	142,572	16.32%
Protective Inspections	154,826	189,180	198,440	340,080	141,640	71.38%
TOTAL PUBLIC SAFETY	$ 2,411,829	$ 2,513,554	$ 2,810,150	$ 3,238,259	$ 428,109	15.23%

PUBLIC SAFETY

POLICE (21)

Department Mission

Provide a modern, flexible, full-service criminal justice agency which is responsive to community needs.

Department Description/Services

The South Lake Minnetonka Police Department (SLMPD) is a joint powers entity comprised of the cities of Shorewood, Excelsior, Greenwood and Tonka Bay. The department provides for the safety of citizens in the community, the prevention and detection of crime, and the enforcement of all local, state, and federal laws in a cost-effective manner. Costs and staff are allocated to each of the participating cities on a set percentage basis. Shorewood's share of policing costs is approximately 50%, which is amended periodically per the formula established in the joint powers agreement.

Department Goals

- Maintain department staffing at 17 officers.
- Maintain reliable and adequate equipment to support department operations.
- Establish a capital improvement plan for the public safety building.

Department Performance Measures

Performance Measure	2023 Actual	2024 Actual	2025 Projected	2026 Estimated
UCR Code – Part I & II Crimes (all cities)	85	26	56	50
Yearly Calls for Service (all cities)	12,867	11,164	12,016	12,000
Yearly Calls for Service (Shorewood)	5,804	5,765	5,785	5,800

Expenditures

Description	Actual 2023	Actual 2024	Budget 2025	Proposed Budget 2026	Budget Change 2026	Percentage Change 2026
Other Services and Charges	$ 1,486,703	$ 1,545,366	$ 1,738,130	$ 1,882,027	$ 143,897	8.28%
Total Police	$ 1,486,703	$ 1,545,366	$ 1,738,130	$ 1,882,027	$ 143,897	8.28%

PUBLIC SAFETY

FIRE (22)

Department Mission

Provide a high-quality fire education, prevention, suppression, and first responder emergency services.

Department Description/Services

Fire service is provided to the City through the Excelsior Fire District and the City of Mound (serving the properties on the islands). The departments provide for the protection of life and property of the residents of Shorewood through fire prevention and suppression, fire inspection, building inspection, fire code enforcement and emergency medical services. The Excelsior Fire District operates as a Joint Powers organization. Shorewood contracts with the City of Mound.

Department Goals (EFD)

- Maintain firefighter staffing levels between 45 to 50.
- Maintain reliable and adequate equipment to support department operations.
- Maintain an average response time of 4.00 minutes or less.
- Establish a capital improvement plan for the public safety building.

Department Performance Measures (EFD)

Performance Measure	2023 Actual	2024 Actual	2025 Projected	2026 Estimated
Total Calls by Year	1,160	1,145	1,200	1,200
Duty Crew Calls by Year	294	232	263	275
Average on Scene Time (Minutes)	4.33	4.06	4.00	4.00

Expenditures

Description	Actual 2023	Actual 2024	Budget 2025	Proposed Budget 2026	Budget Change 2026	Percentage Change 2026
Other Services and Charges	$ 570,184	$ 666,726	$ 780,240	$ 1,016,152	$ 235,912	30.24%
Total Capital Outlay	200,116	112,281	93,340	-	(93,340)	-100.00%
Total Fire	$ 770,300	$ 779,007	$ 873,580	$ 1,016,152	$ 142,572	16.32%

PUBLIC SAFETY

PROTECTIVE INSPECTION (24)

Department Mission

The Protective Inspections Department ensures public health and safety through enforcement of the Minnesota State Building Code, City Code, and related regulations through plan review and inspections.

Department Description/Services

This department provides enforcement of the Minnesota State Building Code, City Code requirements, property maintenance codes, reviews plans and conducts inspections for all new construction, alteration, and/or repair projects within the City. The department also administers the Rental Housing Licensing and inspections program. The purpose of these inspections is to protect property owners and the general health and safety of members of the public through ensuring compliance with applicable codes. Services provided by the department include:

- Building permit administration and plan review.
- Building code enforcement and inspections.
- Mechanical code enforcement and inspections.
- Plumbing code enforcement and inspections.
- Property maintenance, code enforcement, and inspections.
- Rental housing licensing and inspections.
- Administrative projects as needed.

Department Goals

- ➢ Implement online rental licensing software and procedures.
- ➢ Continue review of permit applications in a timely manner.
- ➢ Continue education efforts through interactions with residents and online resources.

Department Performance Measures

Performance Measure	2023 Actual	2024 Actual	2025 Projected	2026 Estimated
Total Market Value Added	$23,138,217	$41,571,370	$40,000,000	$45,000,000
Building Permits Issued	651	933	750	775
Inspections Conducted	2,179	2,230	2,400	2,500

Expenditures

Description	Actual 2023	Actual 2024	Budget 2025	Proposed Budget 2026	Budget Change 2026	Percentage Change 2026
Personnel Services	$ 138,084	$ 159,664	$ 161,940	$ 297,460	$ 135,520	83.69%
Supplies	1,403	1,304	3,300	2,000	(1,300)	-39.39%
Other Services and Charges	15,338	28,213	33,200	40,620	7,420	22.35%
Total Protective Inspections	$ 154,826	$ 189,180	$ 198,440	$ 340,080	$ 141,640	71.38%

STREETS

Description	Actual 2023	Actual 2024	Budget 2025	Proposed Budget 2026	Budget Change 2026	Percentage Change 2026
STREETS						
City Engineer	$ 139,789	$ 138,359	$ 145,000	$ 145,000	$ -	0.00%
Public Works	1,002,213	913,665	1,073,660	1,131,440	57,780	5.38%
Ice and Snow Removal	115,895	111,675	162,320	155,260	(7,060)	-4.35%
TOTAL STREETS	$ 1,257,897	$ 1,163,699	$ 1,380,980	$ 1,431,700	$ 50,720	3.67%

STREETS

CITY ENGINEER (31)

Department Mission

Provide engineering and construction management services for the city.

Department Description/Services

This department is responsible for general engineering services in the City such as attending required city meetings, meeting and responding to general resident inquiries, technical resource to city staff on engineering matters, manage infrastructure projects, assist in capital and budget planning, and reviews all development proposals and plans.

General city engineering duties described above are budgeted for under department 31. Project related engineering services are funded through specific projects. Additionally, development review services are passed through costs to the developers.

Department Goals

- Provide quality engineering services.
- Aid in the implementation of the asset management system.
- Aid in miscellaneous engineering and resident issues.

Department Performance Measures

Performance Measure	2023 Actual	2024 Actual	2025 Projected	2026 Estimated
Amount of general engineering hours spent by consulting staff	1,189.5	1,246.5	1,260	1,260
Grant funding secured for city services/ projects	$191,784	$125,000	$473,000	$55,000
# of site reviews	30	47	35	25

Expenditures

Description	Actual 2023	Actual 2024	Budget 2025	Proposed Budget 2026	Budget Change 2026	Percentage Change 2026
Other Services and Charges	$ 139,789	$ 138,359	$ 145,000	$ 145,000	$ -	0.00%
Total City Engineer	$ 139,789	$ 138,359	$ 145,000	$ 145,000	$ -	0.00%

STREETS

PUBLIC WORKS SERVICES (32)

Department Mission

Provide for all general public works duties, maintenance of all public works equipment, and maintenance of the public works facility.

Department Description/Services

This activity provides for maintenance of City streets, public right-of-way and public property (excluding city parks – see Department 52). Maintenance performed includes road patching, tree trimming and removal, mowing and trimming of roadsides, street sweeping and street signs and signals. In addition, this budget includes the equipment costs for ice and snow removal from City streets and pedestrian facilities along with traffic control signals/signage. Lastly, the Public Works and Parks Maintenance building operational and maintenance costs are included in the department 32.

Department Goals

- Continue to provide efficient maintenance of roads, signs, etc.
- Continue improving maintenance of existing PW building and facility and all public works maintenance equipment.
- Perform maintenance of public right-of-way in accordance with the new Vegetation Management Plan.

Department Performance Measures

Performance Measure	2023 Actual	2024 Actual	2025 Projected	2026 Estimated
Replace old street signs (each)	N/A	31	30	30
Sweep and dispose of street sweepings (CY)	N/A	N/A	N/A	100
Maintain PCI of 75 or above	N/A	76	77	78

Expenditures

Description	Actual 2023	Actual 2024	Budget 2025	Proposed Budget 2026	Budget Change 2026	Percentage Change 2026
Personnel Services	$ 632,350	$ 590,918	$ 652,960	$ 711,240	$ 58,280	8.93%
Supplies	195,822	145,236	202,900	207,400	4,500	2.22%
Other Services and Charges	174,041	177,512	217,800	212,800	(5,000)	-2.30%
Total Public Works	$ 1,002,213	$ 913,665	$ 1,073,660	$ 1,131,440	$ 57,780	5.38%

STREETS

ICE AND SNOW REMOVAL (33)

Department Mission

Provide ice and snow removal on city streets and city-owned parking lots to allow for the safe and efficient movement of traffic during and after a winter event.

Department Description/Services

This activity provides for maintenance and materials for ice and snow control on City streets, trails, sidewalks and parking lots. Costs include the winter maintenance materials and staff needed for safely and efficiently providing winter maintenance throughout the city.

Department Goals

- Continue employee training and expand training opportunities as needed.
- Continue event and seasonal documentation including Winter Operations Plan.
- Expand liquids program with new capital equipment.

Department Performance Measures

Performance Measure	2023 Actual	2024 Actual	2025 Projected	2026 Estimated
Provide necessary and required winter operations training to staff (% of staff)	100%	100%	100%	100%
Complete all winter operations within 24 hours of weather ending (% of events)	90%	90%	100%	100%
Efficiently and safely treat roads per industry standards (tons/event)?	N/A	N/A	N/A	5-7

Expenditures

Description	Actual 2023	Actual 2024	Budget 2025	Proposed Budget 2026	Budget Change 2026	Percentage Change 2026
Personnel Services	$ 69,607	$ 60,760	$ 75,320	$ 81,260	$ 5,940	7.89%
Supplies	45,509	49,074	85,000	70,000	(15,000)	-17.65%
Other Services and Charges	780	1,841	2,000	4,000	2,000	100.00%
Total Ice and Snow Removal	$ 115,895	$ 111,675	$ 162,320	$ 155,260	$ (7,060)	-4.35%

PARKS AND RECREATION

Description	Actual 2023	Actual 2024	Budget 2025	Proposed Budget 2026	Budget Change 2026	Percentage Change 2026
PARKS AND RECREATION						
Park Maintenance	$ 270,593	$ 440,942	$ 418,090	$ 444,670	$ 26,580	6.36%
Recreation	101,422	99,746	124,730	161,475	36,745	29.46%
TOTAL PARKS AND RECREATION	$ 372,014	$ 540,688	$ 542,820	$ 606,145	$ 63,325	11.67%

PARKS AND RECREATION

PARK MAINTENANCE (52)

Department Mission

Provides maintenance for city parks, trails, and beaches to provide safe and enjoyable recreational opportunities for residents of all ages and abilities.

Department Description/Services

This department is responsible for the maintenance of city parks, playing fields, trails, ice rinks, buildings, parking lots, and play structures.

Department Goals

- Continue successful park maintenance with public works employees, seasonal employees and additional partnerships.
- Perform maintenance of parks and open spaces in accordance with the new Vegetation Management Plan.
- Continue to manage tree removals and tree planting.

Department Performance Measures

Performance Measure	2023 Actual	2024 Actual	2025 Projected	2026 Estimated
Successfully maintain buckthorn per the city's vegetation management plan (acres)	0	20	25	27
Provide volunteer opportunities to aid in the maintenance of parks (events/year)	3	4	5	5
Plant new trees in parks to aid in reforestation	N/A	30	70	25

Expenditures

Description	Actual 2023	Actual 2024	Budget 2025	Proposed Budget 2026	Budget Change 2026	Percentage Change 2026
Personnel Services	$ 192,179	$ 289,431	$ 307,790	$ 341,370	$ 33,580	10.91%
Supplies	30,260	38,517	48,700	45,700	(3,000)	-6.16%
Other Services and Charges	48,154	112,993	61,600	57,600	(4,000)	-6.49%
Total Park Maintenance	$ 270,593	$ 440,942	$ 418,090	$ 444,670	$ 26,580	6.36%

PARKS AND RECREATION

RECREATION (53)

Department Mission

This department has been separated from Parks Maintenance since 2012. Provides recreational programs for residents of all ages and abilities.

Department Description/Services

This department is responsible for the oversight of park shelter and field rentals, providing recreation programs & events, organizing community special events, managing the parks & recreation sponsorship program, and winter warming houses.

Department Goals

- Implement recommendations from newly developed Parks Master Plan into operations and capital investment plan.
- Expand upon existing events utilizing the sponsorship program to offset expenditures.
- Develop an official volunteer program that encourages residents and community members to contribute to programs, events, and projects with clear communication from City staff.
- Evaluate existing events and prepare to adapt.

Department Performance Measures

Performance Measure	2023 Actual	2024 Actual	2025 Projected	2026 Estimated
Park Fees and Rental Revenue	$46,618	$46,565	$46,500	$47,000
Special Event Attendance (est.)	Unknown	550	700	775
Sponsorship Revenue	$3,292	$2,100	$4,350	$5,000

Expenditures

Description	Actual 2023	Actual 2024	Budget 2025	Proposed Budget 2026	Budget Change 2026	Percentage Change 2026
Personnel Services	$ 76,608	$ 66,869	$ 83,620	$ 118,490	$ 34,870	41.70%
Supplies	2,881	1,273	3,700	4,000	300	8.11%
Other Services and Charges	21,932	31,605	37,410	38,985	1,575	4.21%
Total Recreation	$ 101,422	$ 99,746	$ 124,730	$ 161,475	$ 36,745	29.46%

OTHER

Description	Actual 2023	Actual 2024	Budget 2025	Proposed Budget 2026	Budget Change 2026	Percentage Change 2026
OTHER FINANCING USES						
Transfers Out	$ -	$ -	$ 550,000	$ -	$ (550,000)	-100.00%
Total Transfers Out	$ -	$ -	$ 550,000	$ -	$ (550,000)	-100.00%

OTHER

OTHER FINANCING USES

Department Mission

This activity provides for the administration of miscellaneous accounts not established in the previous activities.

Department Description/Services

This budget included a one-time transfer of $400,000 to the Equipment Replacement Fund (403). As well as a one-time transfer of $150,000 to the Park Improvement Capital Fund (402). These transfers utilized part of the General Fund Fund Balance. Going forward the transfers will be managed in accordance with the adopted Reserve Policy revised April 14, 2025.

Department Goals

- Designate fund balance to classifications that disclose constraints for which amounts can be spent.
- Review, determine, and assign use of excess fund balance.
- Maintain an adequate level of fund balance to provide for cash flow requirements and contingency needs.

Department Performance Measures

Performance Measure	2023 Actual	2024 Actual	2025 Projected	2026 Estimated
Transfers to Park Improvement Capital	$0	$0	$150,000	$0
Transfers to Equipment Replacement	$0	$0	$400,000	$0
Transfers to Community Infrastructure	$0	$0	$0	$0

Expenditures

Description	Actual 2023	Actual 2024	Budget 2025	Proposed Budget 2026	Budget Change 2026	Percentage Change 2026
Transfers Out	$ -	$ -	$ 550,000	$ -	$ (550,000)	-100.00%
Total Transfers Out	$ -	$ -	$ 550,000	$ -	$ (550,000)	-100.00%

SPECIAL REVENUE FUNDS

Special Revenue funds are established for specific revenues or sources that are designated for financing particular functions or activities as required by federal regulations, state statute, city charter provisions, local ordinances or specific grant agreements.

Shorewood Community and Event Center - This fund was established to account for the resources accumulated from events and activities held at the City's community center, and the payment of expenditures related to operations of the community center. The City has committed charges for services revenues for operations. Property taxes support the community center when fees generated from facility rental are not sufficient to cover expenses.

SPECIAL REVENUE

SHOREWOOD COMMUNITY AND EVENT CENTER FUND (201)

Fund Mission

This fund was established to account for the resources accumulated from events and activities held at the City's community center, and the payment of expenditures related to operations of the community center. The City has committed charges for services revenues for operations. Property taxes support the community center when fees generated from facility rental are not sufficient to cover expenses.

Fund Description/Services

The Shorewood Community & Event Center (SCEC) is nestled in the woods right next to Shorewood City Hall and Badger Park to provide recreational services and programs. The City partners with the South Shore Senior Partners to provide Senior programming. The SCEC offers multiple room rentals, with spaces for birthday parties, graduations, weddings, receptions, memorials, HOA meetings, teleconferencing, dances, and more.

Fund Goals

- Implement recommendations provided by the SCEC Task Force.
- Increase rental income while decreasing expenditures to achieve 70% cost recovery.
- Maintain a functional facility by performing routine maintenance and providing incremental building updates.

Fund Performance Measures

Performance Measure	2023 Actual	2024 Actual	2025 Projected	2026 Estimated
Total Rental Income	$68,242	$66,075	$78,000	$68,000
Total Facility Rentals	307	371	400	430
Cost Recovery – 70% Target	42.87%	38.86%	39.95%	41.00%

Revenue/Expenditures

Description	Actual 2023	Actual 2024	Budget 2025	Proposed Budget 2026	Budget Change 2026	Percentage Change 2026
REVENUES						
Taxes	$ 102,300	$ 105,000	$ 122,000	$ 145,000	$ 23,000	18.85%
Charges for Services	69,405	66,286	78,000	68,000	(10,000)	-12.82%
Miscellaneous	4,451	3,040	3,150	3,150	-	0.00%
TOTAL REVENUES	$ 176,157	$ 174,326	$ 203,150	$ 216,150	$ 13,000	6.40%
EXPENDITURES						
Personnel Services	$ 88,246	$ 88,701	$ 97,750	$ 68,480	$ (29,270)	-29.94%
Supplies	25,888	33,093	25,500	29,340	3,840	15.06%
Other Services and Charges	43,058	35,145	58,900	54,210	(4,690)	-7.96%
Capital Outlay	15,074	21,280	21,000	21,500	500	2.38%
TOTAL EXPENDITURES	$ 172,267	$ 178,220	$ 203,150	$ 173,530	$ (29,620)	-14.58%
BEGINNING FUND BALANCE	$ 74,514	$ 78,404	$ 74,510	$ 74,510		
Net Change in Fund Balance	3,890	(3,894)	-	42,620		
ENDING FUND BALANCE	$ 78,404	$ 74,510	$ 74,510	$ 117,130		

DEBT SERVICE FUNDS

Debt service funds are used to account for the payment of interest and principal on long-term general obligation debt other than debt issued for and serviced primarily by enterprise funds. The City issues general obligation bonds for the acquisition of major capital facilities and infrastructure. General obligation bonds have been issued for both governmental and business-type activities. These bonds are reported in the proprietary funds if they are expected to be repaid from proprietary revenues. In addition, general obligation bonds have been issued to refund special assessments related bonds. General obligation bonds are direct obligations and pledge the full faith and credit of the City.

DEBT SERVICE

GENERAL OBLIGATION FUNDS

Fund Mission

This fund was established to account for the resources accumulated for the payment of interest and principal on the outstanding governmental debt service activities. The City has pledged the full faith and credit and these bonds will be repaid from future tax levies.

General Obligation Debt Service Levies

Debt Service Fund Levies:			
2020A G.O. Street Reconstruction Bonds	$ 230,487	$ 228,492	$ 226,497
2021A G.O. Street Reconstruction Bonds	312,806	310,023	307,241
2022A G.O. Street Reconstruction Bonds	228,639	289,416	289,009
2023A G.O. Street Reconstruction Bonds		160,331	273,210
Total Debt Service Levies	$ 771,932	$ 988,262	$ 1,095,957

General Obligation Street Reconstruction Bonds Outstanding

		Interest Rates	Issue Date	Maturity Date	Authorized & Issued	Balance 12/30/2024	Balance 12/31/25	Current Portion
General Obligation Street Reconstruction Bonds								
320	GO Street Reconstruction - 2020A	1.0-1.625	8/25/2020	2/1/2041	$ 3,030,000	$ 2,460,000	$ 2,270,000	$ 190,000
321	GO Streset Reconstruction - 2021A	1.0-1.35	7/28/2021	2/1/2034	3,285,000	2,755,000	2,490,000	265,000
322	GO Streset Reconstruction - 2022A	4.31	12/1/2022	2/1/2043	3,535,000	3,495,000	3,370,000	130,000
323	G.O. Street Reconstruction Bonds 2023A	3.7876	7/12/2023	2/1/2044	3,380,000	3,380,000	3,255,000	130,000
	Total Governmental Debt					**$ 12,090,000**	**$ 11,385,000**	**$ 715,000**

General Obligation Street Reconstruction Bonds Annual Service Requirements to Maturity

GO St Reconstruction Debt Maturity Note

	Principal	Interest	Total
2026	$ 715,000	$ 321,092	$ 1,036,092
2027	730,000	305,581	1,035,581
2028	740,000	289,705	1,029,705
2029	760,000	273,363	1,033,363
2030	770,000	256,556	1,026,556
2031-2035	3,550,000	1,009,511	4,559,511
2036-2040	2,420,000	570,647	2,990,647
2041-2044	1,700,000	120,352	1,820,352
	$ 11,385,000	$ 3,146,807	$ 14,531,807

GENERAL FUND DETAILED BUDGETS

2026 Budget
Revenue by Line Item

Account Number	Description	Actual 2023	Actual 2024	Budget 2025	Proposed Budget 2026	Budget Change 2026	Percentage Change 2026
REVENUES							
TAXES							
101-00-3010-0000	CURRENT AD VALOREM TAXES	$ 5,080,670	$ 5,481,854	$ 5,905,113	$ 6,435,897	$ 530,784	8.99%
101-00-3011-0000	DELINQUENT AD VALOREM TAXES	7,618	33,618	-	-	-	
101-00-3100-0000	FISCAL DISPARITIES	154,209	137,505	-	-	-	
101-00-3191-0000	PENALTIES & INT. ON AD VALOREM	1,795	1,807	-	-	-	
	Total Taxes	5,244,291	5,654,785	5,905,113	6,435,897	530,784	8.99%
LICENSES & PERMITS							
101-00-3211-0000	LIQUOR LICENSES	3,230	2,730	3,500	3,500	-	0.00%
101-00-3212-0000	TOBACCO LICENSES	2,250	2,000	2,250	2,250	-	0.00%
101-00-3215-0000	REFUSE COLLECTION LICENSES	1,825	1,425	1,825	1,825	-	0.00%
101-00-3216-0000	TREE TRIMMING LICENSES	1,050	1,110	600	600	-	0.00%
101-00-3218-0000	OTHER BUSINESS LICENSES&PEN	1,584	2,123	750	1,200	450	60.00%
101-00-3219-0000	LAWN FERTILIZER LICENSE	150	150	200	200	-	0.00%
101-00-3221-0000	BUILDING PERMITS	9,025	44,298	-	-	-	
101-00-3223-0000	DOG LICENSES	1,305	1,543	1,500	1,000	(500)	-33.33%
101-00-3224-0000	FARM ANIMAL PERMIT	150	700	-	-	-	
101-00-3225-0000	HORSE PERMITS	25	25	-	-	-	
101-00-3226-0000	OTHER NON-BUSINESS LICENSES AN	-	600	-	-	-	
101-00-3235-0000	SOLICITOR PERMIT	150	200	500	500	-	0.00%
101-24-3217-0000	RENTAL HOUSING LICENSES	4,425	7,329	4,100	4,500	400	9.76%
101-24-3221-0000	BUILDING PERMITS	222,591	352,151	200,000	220,000	20,000	10.00%
101-24-3222-0000	PLAN CHECK FEES	77,769	145,197	60,000	70,000	10,000	16.67%
	Total Licenses & Permits	325,529	561,581	275,225	305,575	30,350	11.03%

INTERGOVERNMENTAL

101-00-3340-0000	PUBLIC SAFETY AID	342,512	-	-	-	-	
101-00-3343-0000	MKT VALUE CREDIT AID	42	-	-	-	-	
101-00-3344-0000	PERA AID	-	-	4,750	-	(4,750)	-100.00%
101-00-3345-0000	MUNICIPAL STATE AID FOR STREET	106,846	118,815	131,500	131,500	-	0.00%
101-00-3348-0000	PRES NOMINATION PRIMARY REIMB	-	22,974	-	-	-	
101-00-3362-0000	MISC GRANTS	-	52,250	-	-	-	
101-00-3365-0000	EXCELSIOR ANNEX-DETACH	55	1,797	-	1,800	1,800	
	Total Intergovernmental	449,455	195,836	136,250	133,300	(2,950)	-2.17%

CHARGES FOR SERVICES

101-00-3417-0000	SPECIAL ASSESSMENT SEARCHES	(175)	275	-	-	-	
101-00-3420-0000	ELECTION FILING FEES	-	12	-	-	-	
101-00-3472-0000	TREE SALES	8,729	6,867	8,000	4,000	(4,000)	-50.00%
101-00-3474-0000	ARCTIC FEVER DONATIONS	3,292	2,100	3,000	-	(3,000)	-100.00%
101-00-3482-0000	Special Event Permit Fees	350	450	350	350	-	0.00%
101-00-3627-0000	CELLULAR ANTENNA REVENUE	226,729	227,685	166,000	209,800	43,800	26.39%
101-18-3413-0000	ZONING & SUBDIVISION FEES	11,742	16,105	10,000	10,000	-	0.00%
101-53-3471-0000	PARK FEES & RENTALS	35,234	44,840	35,000	43,000	8,000	22.86%
101-53-3474-0000	ARCTIC FEVER DONATIONS	(25)	-	-	3,000	3,000	
101-53-3476-0000	COMM GARDEN PLOT RENTAL	1,285	1,325	1,500	1,300	(200)	-13.33%
101-53-3478-0000	SAFETY CAMP	(933)	365	-	-	-	
101-53-3479-0000	MUSIC IN THE PARK	(1,655)	-	-	-	-	
101-53-3480-0000	PARK PROGRAM FEES	692	35	-	-	-	
	Total Charges for Services	285,264	300,059	223,850	271,450	47,600	21.26%

FINES & FORFEITURES

101-00-3510-0000	FINES & FORFEITS	80,525	69,438	64,500	64,500	-	0.00%
	Total Fines & Forfeitures	80,525	69,438	64,500	64,500	-	0.00%

SPECIAL ASSESSMENTS							
101-00-3610-0000	SPECIAL ASSESSMENT-CURRENT	13,103	4,438	5,000	5,000	-	0.00%
	Total Special Assessments	13,103	4,438	5,000	5,000	-	0.00%
MISCELLANEOUS							
101-00-3414-0000	PASS-THRU CHARGES	(2,210)	646	-	-	-	
101-00-3415-0000	SALE OF COPIES	237	186	250	100	(150)	-60.00%
101-00-3620-0000	INTEREST EARNINGS	195,622	240,419	100,000	130,000	30,000	30.00%
101-00-3622-0000	LEASE INTEREST REVENUE	67,630	65,949	-	-	-	
101-00-3624-0000	REFUNDS & REIMBURSEMENTS	34,030	48,476	45,700	30,000	(15,700)	-34.35%
101-00-3670-0000	MISCELLANEOUS REVENUE	30,312	59,256	1,000	1,000	-	0.00%
101-00-3910-0000	SALES OF CAPITAL ASSETS	2,050	-	-	-	-	
101-53-3623-0000	PARK DONATIONS	24	-	-	-	-	
	Total Miscellaneous	327,694	414,931	146,950	161,100	14,150	9.63%
	TOTAL REVENUES	6,725,863	7,201,069	6,756,888	7,376,822	619,934	9.17%
OTHER FINANCING SOURCES							
101-00-3790-0000	CONTINGENCY	-	-	603,332	-	(603,332)	-100.00%
101-00-3920-0000	TRANSFERS IN	25,000	25,000	25,000	25,000	-	0.00%
	Total Other Financing Sources	25,000	25,000	628,332	25,000	(603,332)	-96.02%
	TOTAL REVENUES	$ 6,750,863	$ 7,226,069	$ 7,385,220	$ 7,401,822	$ 16,602	0.22%

2026 Budget
Expenditures by Line Item

Account Number	Description	Actual 2023	Actual 2024	Budget 2025	Proposed Budget 2026	Budget Change 2026	Percentage Change 2026
DEPT 11	**COUNCIL**						
PERSONAL SERVICES							
101-11-4103-0000	PART-TIME	$ 25,100	$ 25,500	$ 25,500	$ 25,500	$ -	0.00%
101-11-4122-0000	FICA CONTRIB - CITY SHARE	1,920	1,951	1,950	1,950	-	0.00%
101-11-4125-0000	MN PAID LEAVE PREMIUM	-	-	-	220	220	
	Total Personal Services	27,020	27,451	27,450	27,670	220	0.80%
SUPPLIES							
101-11-4245-0000	GENERAL SUPPLIES	2,735	2,125	3,000	3,000	-	0.00%
	Total Supplies	2,735	2,125	3,000	3,000	-	0.00%
OTHER SERVICES AND CHARGES							
101-11-4321-0000	COMMUNICATIONS - VOICE/DATA	-	-	-	-	-	
101-11-4331-0000	TRAVEL, CONFERENCE & SCHOOL	1,030	3,748	5,000	5,000	-	0.00%
101-11-4346-0000	EVENTS	7,500	7,500	8,000	12,000	4,000	50.00%
101-11-4351-0000	PRINTING AND PUBLISHING	310	27	200	200	-	0.00%
101-11-4400-0000	CONTRACTUAL SERVICES	9,633	1,431	4,500	4,500	-	0.00%
101-11-4433-0000	DUES AND SUBSCRIPTIONS	34,455	28,792	44,000	48,000	4,000	9.09%
	Total Other Services and Charges	52,928	41,498	61,700	69,700	8,000	12.97%
	Total Council	$ 82,684	$ 71,073	$ 92,150	$ 100,370	$ 8,220	8.92%

2026 Budget
Expenditures by Line Item

Account Number	Description	Actual 2023	Actual 2024	Budget 2025	Proposed Budget 2026	Budget Change 2026	Percentage Change 2026
DEPT 13	**ADMINISTRATION**						
PERSONAL SERVICES							
101-13-4101-0000	FULL-TIME REGULAR	$ 401,249	$ 455,083	$ 475,110	$ 425,330	$ (49,780)	-10.48%
101-13-4102-0000	OVERTIME	-	-	-	-	-	
101-13-4103-0000	PART-TIME	23,120	0	-	-	-	
101-13-4121-0000	PERA CONTRIB - CITY SHARE	31,626	34,398	35,630	31,900	(3,730)	-10.47%
101-13-4122-0000	FICA CONTRIB - CITY SHARE	31,039	34,003	36,350	32,540	(3,810)	-10.48%
101-13-4125-0000	MN PAID LEAVE PREMIUM	-	-	-	3,740	3,740	
101-13-4131-0000	EMPLOYEE INSURANCE - CITY	51,842	65,138	70,710	84,580	13,870	19.62%
101-13-4151-0000	WORKERS COMPENSATION	1,584	2,713	3,130	1,290	(1,840)	-58.79%
	Total Personal Services	540,459	591,336	620,930	579,380	(41,550)	-6.69%
SUPPLIES							
101-13-4200-0000	OFFICE SUPPLIES	8,758	6,253	5,000	5,000	-	0.00%
101-13-4208-0000	POSTAGE	7,509	7,449	8,000	9,000	1,000	12.50%
101-13-4245-0000	GENERAL SUPPLIES	4,942	4,723	5,000	5,000	-	0.00%
	Total Supplies	21,208	18,425	18,000	19,000	1,000	5.56%
OTHER SERVICES AND CHARGES							
101-13-4321-0000	COMMUNICATIONS - VOICE/DATA	2,508	1,547	5,000	2,000	(3,000)	-60.00%
101-13-4331-0000	TRAVEL, CONFERENCE & SCHOOL	6,978	7,936	9,000	9,000	-	0.00%
101-13-4351-0000	PRINTING AND PUBLISHING	16,113	8,621	14,000	14,000	-	0.00%
101-13-4400-0000	CONTRACTUAL SERVICES	34,193	56,942	59,000	88,000	29,000	49.15%
101-13-4433-0000	DUES AND SUBSCRIPTIONS	11,815	3,451	13,000	4,000	(9,000)	-69.23%

2026 Budget
Expenditures by Line Item

Account Number	Description	Actual 2023	Actual 2024	Budget 2025	Proposed Budget 2026	Budget Change 2026	Percentage Change 2026
	Total Other Services and Charges	71,606	78,496	100,000	117,000	17,000	17.00%
	Total Administration	$ 633,274	$ 688,257	$ 738,930	$ 715,380	$ (23,550)	-3.19%

2026 Budget
Expenditures by Line Item

Account Number	Description	Actual 2023	Actual 2024	Budget 2025	Proposed Budget 2026	Budget Change 2026	Percentage Change 2026
DEPT 14	**ELECTIONS**						
PERSONAL SERVICES							
101-14-4101-0000	FULL-TIME	$ -	$ -	$ -	$ 64,520	$ 64,520	
101-14-4107-0000	ELECTION JUDGE	-	30,881	-	28,000	28,000	
101-14-4121-0000	PERA CONTRIB-CITY SHARE	-	-	-	4,840	4,840	
101-14-4122-0000	FICA CONTRIB-CITY SHARE	-	-	-	4,940	4,940	
101-14-4125-0000	MN PAID LEAVE PREMIUM	-	-	-	570	570	
101-14-4131-0000	EMPLOYEE INSURANCE - CITY	-	-	-	18,090	18,090	
101-14-4151-0000	WORKERS COMPENSATION	-	-	-	200	200	
	Total Personal Services	-	30,881	-	121,160	121,160	
SUPPLIES							
101-14-4200-0000	OFFICE SUPPLIES	2,050	264	-	2,000	2,000	
101-14-4208-0000	ELECTION POSTAGE	313	-	500	1,000	500	100.00%
101-14-4221-0000	MAINTENANCE OF EQUIPMENT	(754)	-	1,000	3,000	2,000	200.00%
101-14-4245-0000	GENERAL SUPPLIES	-	9,496	-	4,000	4,000	
	Total Supplies	1,609	9,761	1,500	10,000	8,500	566.67%
OTHER SERVICES AND CHARGES							
101-14-4331-0000	TRAVEL, CONFERENCE & SCHOOL	-	989	-	1,000	1,000	
101-14-4351-0000	PRINTING AND PUBLISHING	-	328	-	1,000	1,000	
101-14-4400-0000	CONTRACTUAL SERVICES	25	-	-	-	-	
	Total Other Services and Charges	25	1,317	-	2,000	2,000	

2026 Budget
Expenditures by Line Item

Account Number	Description	Actual 2023	Actual 2024	Budget 2025	Proposed Budget 2026	Budget Change 2026	Percentage Change 2026
	Total Elections	$ 1,634	$ 41,958	$ 1,500	$ 133,160	$ 131,660	8777.33%

2026 Budget
Expenditures by Line Item

Account Number	Description	Actual 2023	Actual 2024	Budget 2025	Proposed Budget 2026	Budget Change 2026	Percentage Change 2026
DEPT 15	**FINANCE**						
PERSONAL SERVICES							
101-15-4101-0000	FULL-TIME REGULAR	$ 150,510	$ 126,838	$ 165,760	$ 170,920	$ 5,160	3.11%
101-15-4121-0000	PERA CONTRIB - CITY SHARE	11,284	8,309	12,430	12,820	390	3.14%
101-15-4122-0000	FICA CONTRIB - CITY SHARE	11,516	10,452	12,680	13,080	400	3.15%
101-15-4125-0000	MN PAID LEAVE PREMIUM	-	-	-	1,500	1,500	
101-15-4131-0000	EMPLOYEE INSURANCE - CITY	17,782	14,122	22,360	32,420	10,060	44.99%
101-15-4151-0000	WORKERS COMPENSATION	765	726	1,120	520	(600)	-53.57%
	Total Personal Services	191,857	160,447	214,350	231,260	16,910	7.89%
SUPPLIES							
101-15-4200-0000	OFFICE SUPPLIES	910	726	1,000	1,000	-	0.00%
101-15-4221-0000	MAINTENANCE OF EQUIPMENT	19,829	21,311	23,500	29,515	6,015	25.60%
	Total Supplies	20,739	22,038	24,500	30,515	6,015	24.55%
OTHER SERVICES AND CHARGES							
101-15-4321-0000	COMMUNICATIONS - VOICE/DATA	375	-	-	-	-	
101-15-4331-0000	TRAVEL, CONFERENCE & SCHOOL	1,288	714	3,200	3,200	-	0.00%
101-15-4351-0000	PRINTING AND PUBLISHING	1,452	1,415	2,000	2,000	-	0.00%
101-15-4400-0000	CONTRACTUAL SERVICES	214	135,606	1,500	1,500	-	0.00%
101-15-4433-0000	DUES AND SUBSCRIPTIONS	935	-	1,400	800	(600)	-42.86%
101-15-4440-0000	MISC SERVICES/CONTINGENCY	-	1,665	-	-	-	
101-15-4450-0000	BANK SERVICE CHARGES	2,891	13,365	5,100	13,000	7,900	154.90%

2026 Budget
Expenditures by Line Item

Account Number	Description	Actual 2023	Actual 2024	Budget 2025	Proposed Budget 2026	Budget Change 2026	Percentage Change 2026
	Total Other Services and Charges	7,155	152,766	13,200	20,500	7,300	55.30%
	Total Finance	$ 219,751	$ 335,250	$ 252,050	$ 282,275	$ 30,225	11.99%

2026 Budget
Expenditures by Line Item

Account Number	Description	Actual 2023	Actual 2024	Budget 2025	Proposed Budget 2026	Budget Change 2026	Percentage Change 2026
DEPT 16	**PROFESSIONAL SERVICES**						
OTHER SERVICES AND CHARGES							
101-16-4301-0000	AUDITING & ACCOUNTING	$ 45,322	$ 91,224	$ 39,000	$ 10,000	$ (29,000)	-74.36%
101-16-4304-0000	LEGAL FEES	165,345	87,904	155,000	128,000	(27,000)	-17.42%
101-16-4400-0000	CONTRACTUAL SERVICES	170,950	182,076	20,000	20,000	-	0.00%
	Total Other Services and Charges	381,617	361,204	214,000	158,000	(56,000)	-26.17%
	Total Professional Services	$ 381,617	$ 361,204	$ 214,000	$ 158,000	$ (56,000)	-26.17%

2026 Budget
Expenditures by Line Item

Account Number	Description	Actual 2023	Actual 2024	Budget 2025	Proposed Budget 2026	Budget Change 2026	Percentage Change 2026
DEPT 18	**PLANNING**						
PERSONAL SERVICES							
101-18-4101-0000	FULL-TIME REGULAR	$ 220,222	$ 238,889	$ 273,970	$ 208,260	$ (65,710)	-23.98%
101-18-4102-0000	OVERTIME	-	-	-	-	-	
101-18-4103-0000	PART-TIME	5,911	154	-	-	-	
101-18-4121-0000	PERA CONTRIB - CITY SHARE	16,959	17,568	20,550	15,620	(4,930)	-23.99%
101-18-4122-0000	FICA CONTRIB - CITY SHARE	15,717	17,211	20,960	15,930	(5,030)	-24.00%
101-18-4125-0000	MN PAID LEAVE PREMIUM	-	-	-	1,830	1,830	
101-18-4131-0000	EMPLOYEE INSURANCE - CITY	38,725	42,437	56,260	48,000	(8,260)	-14.68%
101-18-4151-0000	WORKERS COMPENSATION	704	1,499	1,600	810	(790)	-49.38%
	Total Personal Services	298,238	317,758	373,340	290,450	(82,890)	-22.20%
SUPPLIES							
101-18-4200-0000	OFFICE SUPPLIES	373	2,475	1,300	-	(1,300)	-100.00%
101-18-4221-0000	MAINTENANCE OF EQUIPMENT	2,032	-	500	1,500	1,000	200.00%
101-18-4245-0000	GENERAL SUPPLIES	69	-	500	-	(500)	-100.00%
	Total Supplies	2,473	2,475	2,300	1,500	(800)	-34.78%
OTHER SERVICES AND CHARGES							
101-18-4321-0000	COMMUNICATIONS - VOICE/DATA	1,018	1,155	1,000	1,095	95	9.50%
101-18-4331-0000	TRAVEL, CONFERENCE & SCHOOL	606	580	2,000	2,000	-	0.00%
101-18-4351-0000	PRINTING AND PUBLISHING	693	2,340	1,000	3,000	2,000	200.00%
101-18-4400-0000	CONTRACTUAL SERVICES	6,797	13,311	105,000	100,000	(5,000)	-4.76%
101-18-4433-0000	DUES AND SUBSCRIPTIONS	6,700	1,928	2,500	2,678	178	7.12%

2026 Budget
Expenditures by Line Item

Account Number	Description	Actual 2023	Actual 2024	Budget 2025	Proposed Budget 2026	Budget Change 2026	Percentage Change 2026
	Total Other Services and Charges	15,814	19,315	111,500	108,773	(2,727)	-2.45%
	Total Planning	$ 316,525	$ 339,548	$ 487,140	$ 400,723	$ (86,417)	-17.74%

2026 Budget
Expenditures by Line Item

Account Number	Description	Actual 2023	Actual 2024	Budget 2025	Proposed Budget 2026	Budget Change 2026	Percentage Change 2026
DEPT 19	**MUNICIPAL BUILDINGS**						
PERSONAL SERVICES							
101-19-4101-0000	FULL-TIME REGULAR	$ -	$ -	$ -	$ 11,590	$ 11,590	
101-19-4121-0000	PERA CONTRIB-CITY SHARE	-	-	-	870	870	
101-19-4122-0000	FICA CONTRIB-CITY SHARE	-	-	-	890	890	
101-19-4125-0000	MN PAID LEAVE PREMIUM	-	-	-	100	100	
101-19-4131-0000	EMPLOYEE INSURANCE - CITY	-	-	-	2,320	2,320	
101-19-4151-0000	WORKERS COMPENSATION	-	-	-	40	40	
	Total Personal Services	-	-	-	15,810	15,810	
SUPPLIES							
101-19-4221-0000	MAINTENANCE OF EQUIPMENT	11,673	8,615	18,000	12,000	(6,000)	-33.33%
101-19-4223-0000	MAINTENANCE OF BUILDINGS	13,900	17,336	17,000	7,000	(10,000)	-58.82%
101-19-4245-0000	GENERAL SUPPLIES	4,034	2,663	4,000	4,000	-	0.00%
	Total Supplies	29,607	28,614	39,000	23,000	(16,000)	-41.03%
OTHER SERVICES AND CHARGES							
101-19-4303-0000	ENGINEERING FEE	-	-	-	-	-	
101-19-4321-0000	COMMUNICATIONS - VOICE/DATA	77,067	103,438	99,000	99,000	-	0.00%
101-19-4360-0000	INSURANCE	119,819	167,154	130,000	150,000	20,000	15.38%
101-19-4361-0000	INSURANCE DEDUCTIBLE	-	2,905	-	-	-	
101-19-4380-0000	UTILITY SERVICES	12,699	11,566	15,000	15,000	-	0.00%
101-19-4400-0000	CONTRACTUAL SERVICES	20,529	11,056	30,000	30,000	-	0.00%
101-19-4410-0000	RENTALS	780	591	1,200	1,000	(200)	-16.67%

2026 Budget
Expenditures by Line Item

Account Number	Description	Actual 2023	Actual 2024	Budget 2025	Proposed Budget 2026	Budget Change 2026	Percentage Change 2026
101-19-4433-0000	DUES AND SUBSCRIPTIONS	474	317	1,200	1,000	(200)	-16.67%
101-19-4437-0000	TAXES/LICENSES	-	-	100	1,000	900	900.00%
	Total Other Services and Charges	231,368	297,027	276,500	297,000	20,500	7.41%
	Total Municipal Buildings	$ 260,975	$ 325,641	$ 315,500	$ 335,810	$ 20,310	6.44%
	TOTAL GENERAL GOVERNMENT	$ 1,896,459	$ 2,162,931	$ 2,101,270	$ 2,125,718	$ 24,448	1.16%

2026 Budget
Expenditures by Line Item

Account Number	Description	Actual 2023	Actual 2024	Budget 2025	Proposed Budget 2026	Budget Change 2026	Percentage Change 2026
DEPT 21	**POLICE**						
OTHER SERVICES AND CHARGES							
101-21-4400-0000	CONTRACTUAL SERVICES	$ 1,482,396	$ 1,537,795	$ 1,684,422	$ 1,877,027	$ 192,605	11.43%
101-21-4440-0000	MISC SERVICES/CONTINGENCY	4,307	7,571	53,708	5,000	(48,708)	-90.69%
	Total Other Services and Charges	1,486,703	1,545,366	1,738,130	1,882,027	143,897	8.28%
	Total Police	$ 1,486,703	$ 1,545,366	$ 1,738,130	$ 1,882,027	$ 143,897	8.28%

2026 Budget
Expenditures by Line Item

Account Number	Description	Actual 2023	Actual 2024	Budget 2025	Proposed Budget 2026	Budget Change 2026	Percentage Change 2026
DEPT 22	**FIRE**						
OTHER SERVICES AND CHARGES							
101-22-4400-0000	CONTRACTUAL SERVICES	$ 570,184	$ 666,726	$ 780,240	$ 1,016,152	$ 235,912	30.24%
	Total Other Services and Charges	570,184	666,726	780,240	1,016,152	235,912	30.24%
CAPITAL OUTLAY							
101-22-4620-0000	BUILDINGS & STRUCTURES	200,116	112,281	93,340	-	(93,340)	-100.00%
	Total Capital Outlay	200,116	112,281	93,340	-	(93,340)	-100.00%
	Total Fire	$ 770,300	$ 779,007	$ 873,580	$ 1,016,152	$ 142,572	16.32%

2026 Budget
Expenditures by Line Item

Account Number	Description	Actual 2023	Actual 2024	Budget 2025	Proposed Budget 2026	Budget Change 2026	Percentage Change 2026
DEPT 24	**PROTECTIVE INSPECTIONS**						
PERSONAL SERVICES							
101-24-4101-0000	FULL-TIME REGULAR	$ 102,571	$ 120,888	$ 121,200	$ 212,910	$ 91,710	75.67%
101-24-4121-0000	PERA CONTRIB - CITY SHARE	7,692	9,014	9,090	15,970	6,880	75.69%
101-24-4122-0000	FICA CONTRIB - CITY SHARE	7,792	9,078	9,270	16,290	7,020	75.73%
101-24-4125-0000	MN PAID LEAVE PREMIUM	-	-	-	1,870	1,870	
101-24-4131-0000	EMPLOYEE INSURANCE - CITY	19,575	20,016	21,510	49,400	27,890	129.66%
101-24-4151-0000	WORKERS COMPENSATION	454	667	870	1,020	150	17.24%
	Total Personal Services	138,084	159,664	161,940	297,460	135,520	83.69%
SUPPLIES							
101-24-4200-0000	OFFICE SUPPLIES	68	135	300	-	(300)	-100.00%
101-24-4212-0000	MOTOR FUELS & LUBRICANTS	1,171	1,156	1,500	1,500	-	0.00%
101-24-4245-0000	GENERAL SUPPLIES	164	13	1,500	500	(1,000)	-66.67%
	Total Supplies	1,403	1,304	3,300	2,000	(1,300)	-39.39%
OTHER SERVICES AND CHARGES							
101-24-4321-0000	COMMUNICATIONS - VOICE/DATA	829	777	600	830	230	38.33%
101-24-4331-0000	TRAVEL, CONFERENCE & SCHOOL	1,308	363	2,000	2,000	-	0.00%
101-24-4400-0000	CONTRACTUAL SERVICES	12,840	26,654	30,000	37,190	7,190	23.97%
101-24-4433-0000	DUES AND SUBSCRIPTIONS	361	334	600	600	-	0.00%
101-24-4437-0000	TAXES/LICENSES	-	85	-	-	-	
	Total Other Services and Charges	15,338	28,213	33,200	40,620	7,420	22.35%

2026 Budget
Expenditures by Line Item

Account Number	Description	Actual 2023	Actual 2024	Budget 2025	Proposed Budget 2026	Budget Change 2026	Percentage Change 2026
	Total Protective Inspections	$ 154,826	$ 189,180	$ 198,440	$ 340,080	$ 141,640	71.38%
	TOTAL PUBLIC SAFETY	$ 2,411,829	$ 2,513,554	$ 2,810,150	$ 3,238,259	$ 428,109	15.23%

2026 Budget
Expenditures by Line Item

Account Number	Description	Actual 2023	Actual 2024	Budget 2025	Proposed Budget 2026	Budget Change 2026	Percentage Change 2026
DEPT 31	**CITY ENGINEER**						
OTHER SERVICES AND CHARGES							
101-31-4303-0000	ENGINEERING FEES	$ 139,789	$ 138,359	$ 145,000	$ 145,000	$ -	0.00%
	Total Other Services and Charges	139,789	138,359	145,000	145,000	-	0.00%
	Total City Engineer	$ 139,789	$ 138,359	$ 145,000	$ 145,000	$ -	0.00%

2026 Budget
Expenditures by Line Item

Account Number	Description	Actual 2023	Actual 2024	Budget 2025	Proposed Budget 2026	Budget Change 2026	Percentage Change 2026
DEPT 32	**STREETS**						
PERSONAL SERVICES							
101-32-4101-0000	FULL-TIME REGULAR	$ 453,250	$ 415,227	$ 463,340	$ 486,100	$ 22,760	4.91%
101-32-4102-0000	OVERTIME	7,288	312	5,000	5,000	-	0.00%
101-32-4103-0000	PART-TIME	2,358	-	-	-	-	
101-32-4105-0000	STREET PAGER PAY	3,503	3,066	8,500	8,500	-	0.00%
101-32-4121-0000	PERA CONTRIB - CITY SHARE	34,944	34,007	34,750	36,460	1,710	4.92%
101-32-4122-0000	FICA CONTRIB - CITY SHARE	34,194	33,094	35,450	37,190	1,740	4.91%
101-32-4125-0000	MN PAID LEAVE PREMIUM	-	-	-	4,280	4,280	
101-32-4131-0000	EMPLOYEE INSURANCE - CITY	71,161	77,692	83,840	117,470	33,630	40.11%
101-32-4151-0000	WORKERS COMPENSATION	25,652	27,519	22,080	16,240	(5,840)	-26.45%
	Total Personal Services	632,350	590,918	652,960	711,240	58,280	8.93%
SUPPLIES							
101-32-4200-0000	OFFICE SUPPLIES	1,111	410	400	700	300	75.00%
101-32-4212-0000	MOTOR FUELS & LUBRICANTS	55,042	47,597	54,000	54,000	-	0.00%
101-32-4221-0000	MAINTENANCE OF EQUIPMENT	37,762	33,958	35,000	35,000	-	0.00%
101-32-4223-0000	MAINTENANCE OF BUILDINGS	14,759	15,236	17,000	17,000	-	0.00%
101-32-4240-0000	SMALL TOOLS/MINOR EQUIPMENT	2,719	3,343	3,500	4,500	1,000	28.57%
101-32-4245-0000	GENERAL SUPPLIES	19,260	22,987	23,000	31,000	8,000	34.78%
101-32-4250-0000	ROAD MAINT MATERIALS	65,170	21,705	70,000	65,200	(4,800)	-6.86%
	Total Supplies	195,822	145,236	202,900	207,400	4,500	2.22%

OTHER SERVICES AND CHARGES

2026 Budget
Expenditures by Line Item

Account Number	Description	Actual 2023	Actual 2024	Budget 2025	Proposed Budget 2026	Budget Change 2026	Percentage Change 2026
101-32-4305-0000	DRUG TESTING	991	965	1,200	1,200	-	0.00%
101-32-4321-0000	COMMUNICATIONS - VOICE/DATA	9,473	8,509	8,000	10,000	2,000	25.00%
101-32-4331-0000	TRAVEL, CONFERENCE & SCHOOL	3,366	5,201	7,500	7,500	-	0.00%
101-32-4351-0000	PRINTING AND PUBLISHING	50	-	-	-	-	
101-32-4380-0000	UTILITY SERVICES	11,820	8,257	15,000	15,000	-	0.00%
101-32-4399-0000	UTILITIES-STREET LIGHTS	51,415	47,928	52,000	52,000	-	0.00%
101-32-4400-0000	CONTRACTUAL SERVICES	95,364	103,288	130,000	123,000	(7,000)	-5.38%
101-32-4410-0000	RENTALS	631	957	1,400	1,400	-	0.00%
101-32-4433-0000	DUES AND SUBSCRIPTIONS	519	341	1,700	1,000	(700)	-41.18%
101-32-4437-0000	TAXES/LICENSES	331	2,065	1,000	1,700	700	70.00%
101-32-4440-0000	MISC SERVICES/CONTINGENCY	80	-	-	-	-	
	Total Other Services and Charges	174,041	177,512	217,800	212,800	(5,000)	-2.30%
	Total Streets	$ 1,002,213	$ 913,665	$ 1,073,660	$ 1,131,440	$ 57,780	5.38%

2026 Budget
Expenditures by Line Item

Account Number	Description	Actual 2023	Actual 2024	Budget 2025	Proposed Budget 2026	Budget Change 2026	Percentage Change 2026
DEPT 33	**ICE AND SNOW REMOVAL**						
PERSONAL SERVICES							
101-33-4101-0000	FULL-TIME REGULAR	$ 41,662	$ 41,443	$ 46,330	$ 48,770	$ 2,440	5.27%
101-33-4102-0000	OVERTIME	12,675	46	10,000	10,000	-	0.00%
101-33-4103-0000	PART-TIME	70	-	-	-	-	
101-33-4121-0000	PERA CONTRIB - CITY SHARE	4,075	3,827	3,470	3,660	190	5.48%
101-33-4122-0000	FICA CONTRIB - CITY SHARE	3,674	3,480	3,540	3,730	190	5.37%
101-33-4131-0000	EMPLOYEE INSURANCE - CITY	4,162	8,148	9,040	13,040	4,000	44.25%
101-33-4151-0000	WORKERS COMPENSATION	3,288	3,815	2,940	1,630	(1,310)	-44.56%
	Total Personal Services	69,607	60,760	75,320	81,260	5,940	7.89%
SUPPLIES							
101-33-4245-0000	GENERAL SUPPLIES	45,509	49,074	85,000	70,000	(15,000)	-17.65%
	Total Supplies	45,509	49,074	85,000	70,000	(15,000)	-17.65%
OTHER SERVICES AND CHARGES							
101-33-4321-0000	COMMUNICATIONS - VOICE/DATA	-	-	-	2,000	2,000	
101-33-4331-0000	TRAVEL, CONFERENCE & SCHOOL	780	1,841	2,000	2,000	-	0.00%
	Total Other Services and Charges	780	1,841	2,000	4,000	2,000	100.00%
	Total Ice and Snow Removal	$ 115,895	$ 111,675	$ 162,320	$ 155,260	$ (7,060)	-4.35%
	TOTAL PUBLIC WORKS	$ 1,257,897	$ 1,163,699	$ 1,380,980	$ 1,431,700	$ 50,720	3.67%

2026 Budget
Expenditures by Line Item

Account Number	Description	Actual 2023	Actual 2024	Budget 2025	Proposed Budget 2026	Budget Change 2026	Percentage Change 2026
DEPT 52	**PARK MAINTENANCE**						
PERSONAL SERVICES							
101-52-4101-0000	FULL-TIME REGULAR	$ 135,382	$ 180,646	$ 181,500	$ 192,850	$ 11,350	6.25%
101-52-4102-0000	OVERTIME	476	34	1,500	1,500	-	0.00%
101-52-4103-0000	PART-TIME	7,902	29,334	44,200	43,710	(490)	-1.11%
101-52-4121-0000	PERA CONTRIB - CITY SHARE	10,783	15,458	13,610	17,740	4,130	30.35%
101-52-4122-0000	FICA CONTRIB - CITY SHARE	10,991	15,718	17,270	18,100	830	4.81%
101-52-4125-0000	MN PAID LEAVE PREMIUM	-	-	-	2,080	2,080	
101-52-4131-0000	EMPLOYEE INSURANCE - CITY	18,234	32,369	33,900	55,760	21,860	64.48%
101-52-4151-0000	WORKERS COMPENSATION	8,411	15,871	15,810	9,630	(6,180)	-39.09%
	Total Personal Services	192,179	289,431	307,790	341,370	33,580	10.91%
SUPPLIES							
101-52-4221-0000	MAINTENANCE OF EQUIPMENT	7,132	2,636	8,000	8,000	-	0.00%
101-52-4223-0000	MAINTENANCE OF BUILDINGS	5,283	12,158	10,000	10,000	-	0.00%
101-52-4240-0000	SMALL TOOLS/MINOR EQUIPMENT	478	1,104	1,200	1,200	-	0.00%
101-52-4245-0000	GENERAL SUPPLIES	8,985	10,306	9,500	9,500	-	0.00%
101-52-4247-0000	TREES PURCHASED	8,381	12,312	20,000	17,000	(3,000)	-15.00%
	Total Supplies	30,260	38,517	48,700	45,700	(3,000)	-6.16%
OTHER SERVICES AND CHARGES							
101-52-4303-0000	ENGINEERING FEES	2,350	-	2,000	-	(2,000)	-100.00%
101-52-4321-0000	COMMUNICATIONS - VOICE/DATA	3,611	3,388	3,000	3,000	-	0.00%
101-52-4331-0000	TRAVEL, CONFERENCE & SCHOOL	89	-	1,200	1,200	-	0.00%

2026 Budget
Expenditures by Line Item

Account Number	Description	Actual 2023	Actual 2024	Budget 2025	Proposed Budget 2026	Budget Change 2026	Percentage Change 2026
101-52-4351-0000	PRINTING AND PUBLISHING	-	300	400	400	-	0.00%
101-52-4380-0000	UTILITY SERVICES	8,582	8,154	9,000	9,000	-	0.00%
101-52-4400-0000	CONTRACTUAL SERVICES	26,674	95,306	35,000	35,000	-	0.00%
101-52-4402-0000	CHRISTMAS LAKE AIS INSPECTIONS	5,000	5,000	5,000	5,000	-	0.00%
101-52-4410-0000	RENTALS	1,107	845	6,000	4,000	(2,000)	-33.33%
101-52-4433-0000	DUES AND SUBSCRIPTIONS	674	-	-	-	-	
101-52-4440-0000	MISC SERVICES/CONTINGENCY	67	-	-	-	-	
	Total Other Services and Charges	48,154	112,993	61,600	57,600	(4,000)	-6.49%
	Total Park Maintenance	$ 270,593	$ 440,942	$ 418,090	$ 444,670	$ 26,580	6.36%

2026 Budget
Expenditures by Line Item

Account Number	Description	Actual 2023	Actual 2024	Budget 2025	Proposed Budget 2026	Budget Change 2026	Percentage Change 2026
DEPT 53	**RECREATION**						
PERSONAL SERVICES							
101-53-4101-0000	FULL-TIME REGULAR	$ 45,523	$ 35,762	$ 40,340	$ 78,120	$ 37,780	93.65%
101-53-4103-0000	PART-TIME	16,697	21,712	27,680	8,510	(19,170)	-69.26%
101-53-4121-0000	PERA CONTRIB - CITY SHARE	4,466	2,328	4,900	6,500	1,600	32.65%
101-53-4122-0000	FICA CONTRIB - CITY SHARE	4,657	2,640	5,200	6,630	1,430	27.50%
101-53-4125-0000	MN PAID LEAVE PREMIUM	-	-	-	760	760	
101-53-4131-0000	EMPLOYEE INSURANCE - CITY	4,041	3,511	4,110	17,050	12,940	314.84%
101-53-4151-0000	WORKERS COMPENSATION	1,224	916	1,390	920	(470)	-33.81%
	Total Personal Services	76,608	66,869	83,620	118,490	34,870	41.70%
SUPPLIES							
101-53-4208-0000	POSTAGE	-	-	-	-	-	
101-53-4245-0000	GENERAL SUPPLIES	1,531	1,073	2,500	2,500	-	0.00%
101-53-4246-0000	PROGRAM SUPPLIES	1,351	200	1,200	1,500	300	25.00%
	Total Supplies	2,881	1,273	3,700	4,000	300	8.11%
OTHER SERVICES AND CHARGES							
101-53-4248-0000	OTHER PROGRAMS FEE	192	554	500	800	300	60.00%
101-53-4321-0000	COMMUNICATIONS - VOICE/DATA	-	-	-	-	-	
101-53-4331-0000	TRAVEL, CONFERENCE & SCHOOL	528	822	1,200	1,250	50	4.17%
101-53-4351-0000	PRINTING AND PUBLISHING	881	3,385	1,200	2,000	800	66.67%
101-53-4400-0000	CONTRACTUAL SERVICES	9,704	10,475	12,000	12,000	-	0.00%
101-53-4433-0000	DUES AND SUBSCRIPTIONS	1,094	635	1,010	1,010	-	0.00%

2026 Budget
Expenditures by Line Item

Account Number	Description	Actual 2023	Actual 2024	Budget 2025	Proposed Budget 2026	Budget Change 2026	Percentage Change 2026
101-53-4438-0000	OKTOBERFEST	416	4,853	5,500	5,425	(75)	-1.36%
101-53-4441-0000	ARCTIC FEVER PROGRAMS	9,117	6,859	9,500	9,700	200	2.11%
101-53-4443-0000	SAFETY CAMP	-	1,207	-	2,800	2,800	
101-53-4444-0000	ENTERTAINMENT IN THE PARK	-	2,815	2,700	4,000	1,300	48.15%
101-53-4449-0000	ADAPTIVE & INCLUSION	-	-	3,800	-	(3,800)	-100.00%
	Total Other Services and Charges	21,932	31,605	37,410	38,985	1,575	4.21%
	Total Recreation	$ 101,422	$ 99,746	$ 124,730	$ 161,475	$ 36,745	29.46%
	TOTAL PARKS AND RECREATION	$ 372,014	$ 540,688	$ 542,820	$ 606,145	$ 63,325	11.67%
	TOTAL EXPENDITURES	$ 5,938,199	$ 6,380,872	$ 6,835,220	$ 7,401,822	$ 566,602	8.29%

2026 Budget
Expenditures by Line Item

Account Number	Description	Actual 2023	Actual 2024	Budget 2025	Proposed Budget 2026	Budget Change 2026	Percentage Change 2026
OTHER FINANCING USES							
TRANSFERS OUT							
101-32-4820-0000	OPERATING TRANSFERS	$ -	$ -	$ 400,000	$ -	$ (400,000)	-100.00%
101-53-4820-0000	OPERATING TRANSFERS	-	-	150,000	-	(150,000)	-100.00%
	Total Transfers Out	$ -	$ -	$ 550,000	$ -	$ (550,000)	-100.00%
	TOTAL EXPENDITURES AND OTHER FINANCING USES	$ 5,938,199	$ 6,380,872	$ 7,385,220	$ 7,401,822	$ 16,602	0.22%

SPECIAL REVENUE FUND DETAILED BUDGETS

REVENUES

TAXES

201-00-3010-0000	CURRENT AD VALOREM TAXES	$ 102,300	$ 105,000	$ 122,000	$ 145,000	$ 23,000	18.85%
	Total Taxes	102,300	105,000	122,000	145,000	23,000	18.85%

CHARGES FOR SERVICES

201-00-3410-0000	RENTAL INCOME	68,242	66,075	78,000	68,000	(10,000)	-12.82%
201-00-3480-0000	PROGRAM (CLASS) FEES	1,164	211	-	-	-	
	Total Charges for Services	69,405	66,286	78,000	68,000	(10,000)	-12.82%

Miscellaneous

201-00-3620-0000	INTEREST EARNINGS	4,293	3,045	3,150	3,150	-	0.00%
201-00-3670-0000	MISCELLANEOUS REVENUE	158	(5)	-	-	-	
	Total Miscellaneous	4,451	3,040	3,150	3,150	-	0.00%
	TOTAL REVENUES	$ 176,157	$ 174,326	$ 203,150	$ 216,150	$ 13,000	6.40%

2026 Budget
Expenditures by Line Item

Account Number	Description	Actual 2023	Actual 2024	Budget 2025	Proposed Budget 2026	Budget Change 2026	Percentage Change 2026
Fund 201	**Shorewood Community and Event Center**						
PERSONAL SERVICES							
201-00-4101-0000	FULL-TIME REGULAR	$ 44,609	$ 36,642	$ 60,510	$ 33,480	$ (27,030)	-44.67%
201-00-4103-0000	PART-TIME	26,521	33,058	18,880	18,760	(120)	-0.64%
201-00-4121-0000	PERA CONTRIB - CITY SHARE	4,838	5,893	4,500	3,920	(580)	-12.89%
201-00-4122-0000	FICA CONTRIB - CITY SHARE	5,468	7,031	6,070	4,000	(2,070)	-34.10%
201-00-4125-0000	MN PAID LEAVE PREMIUM	-	-	-	460	460	
201-00-4131-0000	EMPLOYEE INSURANCE - CITY	5,719	4,782	6,170	7,310	1,140	18.48%
201-00-4151-0000	WORKERS COMPENSATION	1,091	1,296	1,620	550	(1,070)	-66.05%
	Total Personal Services	88,246	88,701	97,750	68,480	(29,270)	-29.94%
SUPPLIES							
201-00-4200-0000	OFFICE SUPPLIES	4,397	3,837	1,500	1,500	-	0.00%
201-00-4223-0000	MAINTENANCE OF BUILDINGS	5,723	16,096	9,000	12,000	3,000	33.33%
201-00-4245-0000	GENERAL SUPPLIES	4,596	2,872	4,500	4,500	-	0.00%
201-00-4246-0000	EVENT SUPPLIES EXPENSE	122	85	500	-	(500)	-100.00%
201-00-4248-0000	PROGRAM (CLASS) EXPENSES	11,050	10,204	10,000	11,340	1,340	13.40%
	Total Supplies	25,888	33,093	25,500	29,340	3,840	15.06%
OTHER SERVICES AND CHARGES							
201-00-4321-0000	COMMUNICATIONS - VOICE/DATA	2,149	1,889	2,500	2,600	100	4.00%
201-00-4331-0000	TRAVEL, CONFERENCE & SCHOOL	205	-	600	600	-	0.00%
201-00-4351-0000	PRINTING AND PUBLISHING	-	1,843	2,000	2,000	-	0.00%
201-00-4380-0000	UTILITY SERVICES	14,948	10,922	17,000	13,800	(3,200)	-18.82%

2026 Budget
Expenditures by Line Item

Account Number	Description	Actual 2023	Actual 2024	Budget 2025	Proposed Budget 2026	Budget Change 2026	Percentage Change 2026
201-00-4400-0000	CONTRACTUAL SERVICES	24,037	15,187	34,000	30,000	(4,000)	-11.76%
201-00-4433-0000	DUES AND SUBSCRIPTIONS	689	1,753	800	800	-	0.00%
201-00-4437-0000	TAXES/LICENSES	903	1,017	1,000	3,410	2,410	241.00%
201-00-4440-0000	MISC SERVICES	67	-	1,000	1,000	-	0.00%
201-00-4450-0000	BANK SERVICE CHARGES	61	2,534	-	-	-	
	Total Other Services and Charges	43,058	35,145	58,900	54,210	(4,690)	-7.96%
CAPTAIL OUTLAY							
201-00-4620-0000	BUILDINGS & STRUCTURES	15,074	21,280	21,000	21,500	500	2.38%
	Total Capital Outlay	15,074	21,280	21,000	21,500	500	2.38%
	Total Shorewood Community and Event Center	$ 172,267	$ 178,220	$ 203,150	$ 173,530	$ (29,620)	-14.58%

CITY ENGINEER DRAFT SCOPE OF DUTIES
September 22, 2025

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Performs detailed technical support, research, analyses, cost estimates, engineering reports, and professional recommendations regarding municipal engineering issues and public infrastructure improvements.
2. Manages the city's Stormwater Pollution Prevention Program (SWPPP) report to the MPCA and monitor related regulatory updates.
3. Serves as the primary Public Works representative for all transportation and traffic related issues (i.e., performing and/or coordinating traffic volume/speed counts, installing traffic counting equipment and downloading interpreting data, reviewing traffic studies, stop sign and crosswalk requests, etc.).
4. Completes traffic studies for state aid funding as required by MnDOT, and additional traffic studies as warranted.
5. Manages Municipal State Aid and Minnesota Department of Transportation reporting requirements (Certification of Mileage, Needs Update, System Revisions).
6. Coordinate collection of pavement condition data and update the City's pavement management plan.
7. Directs work of consulting engineers, land surveyors, water resource specialists and other related city consultants.
8. Reviews preliminary reports and plans and specifications prepared by consultants for City projects, verify that said reports and plans and specifications conform to current City ordinances, standards, policies, and construction details, and specifications.
9. Responds to citizen inquiries regarding traffic control, grading, drainage and erosion control related issues and reviews, investigates, and responds to complaints from the public, contractors, developers, and public agencies.
10. Assists in preparing the capital plan and budget.
11. Provides general technical information in response to written or oral inquiries from the general public, consulting engineers, employees, and state and federal agencies.
12. Meets with citizens, public officials, other government agencies' staff, contractors, consultants and suppliers to discuss and represent the City's interests and to ensure compliance with City's policies as directed by the Public Works Director.
13. Coordinate active construction projects to ensure that the improvements are completed as specified.
14. Monitor the activities of external agencies impacting Shorewood, so that the interests of the City of Shorewood community are served and met.
15. Assist in processing applicable project funding, pay applications, reimbursements, and close-outs.
16. Coordinate project meetings including pre-construction meetings and routine update meetings
17. Leads management and development of City's GIS program, including data collection, analysis, and mapping to support infrastructure planning, project design, and asset management efforts.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Civil Engineering from an accredited engineering degree program.
- Registration as a Professional Engineer (P.E.) in the state of Minnesota or have the ability to obtain within six months of appointment date.
- 6 years of civil engineering experience with increasing responsibility.
- Municipal engineering, water resource engineering and project management experience required.
- Experience using GIS for advanced spatial analysis, database management, and map production to support infrastructure planning, engineering design, and long-term asset management is preferred.

2026 City Budget – Communications Report

Date	Platform	Engagement	Content
	City Budget Web Page	• Jan 1-June 16: 255 views, 170 users • June 17-July 22: 32 views, 25 users • July 22-Aug 6: 18 views, 10 users • August 7-20: 18 views, 12 users • August 21-September 16: 40 views, 24 users	Shorewoodmn.gov/citybudget

9/1/2025	September-October ShoreReport	Printed: 2800 Mailed: 2492	2026 City Budget Update As in years past, there will be several budget work sessions over the next several months, during which we will review the various City funds, discuss the proposed property tax levy and tax rate, review tax impacts on properties, update the 10-year Capital Improvement Plan (CIP), and update the Fee Schedule, etc. The first two work sessions consisted of goal setting, discussing the schedule and process, and seeking direction from the Council on initiatives and expectations for the 2026 budget, and then review of the long-term financial management plan. Personnel, fees, and franchise fees were discussed at the City Council Work Session on July 28. The public is invited to participate in City Council meetings where the budget is discussed. Residents can also contact council members or City staff directly to provide their input. During each budget work session, a dedicated time slot is provided for public feedback. This offers a chance to engage in direct dialogue with city officials and council members. Work sessions are held on the second and fourth Monday of each month at 5:30 p.m. at Shorewood City Hall, unless noted otherwise on the City's website. Please see the calendar below for upcoming meetings where the budget will be discussed. • Monday, September 8 (City Council Meeting): City Council approves preliminary 2026 Budget, sets proposed 2026 Tax Levy, and establishes Budget Hearing Date. Adopt 2026 fee ordinances and fee schedule. • Monday, September 22 (City Council Budget Work Session #6): 2026-2035 Capital Improvement Plan and Debt Service Funds. Detailed budget information will be available to view on the City's website on both the Agenda web page and the City Budget web page. In addition to public comments during work sessions, residents may schedule one-one-one appointments with the Finance Director or City Administrator. Appointments can be made Tuesdays between 12-3 p.m. or Wednesdays between 7-11 a.m., alternative times can be made available if needed. Please call Jeanne Schmuck at 952-960-7903 to schedule a time.
8/28/25	Email: September 2025 News & Events (General City News & Events)	Sent: 906 Opens: 655 Clicks (budget link): 0	Date Changes to the 2026 Budget Preparation Calendar City Council has rescheduled the 2026 preliminary levy & fee schedule city council session to September 22 (originally published in ShoreReport for September 8), and the the CIP & debt service work session to October 14 (scheduled for Tuesday due to a holiday, originally published in ShoreReport for September 22). These schedule changes have been made due to timing.

			The public is invited to attend all City Council meetings where the budget is discussed, and contact council members or city staff. Comments may be made during 'Matters from the Floor' at regular city council meetings (September 22). We will take a few minutes for the public to provide feedback at scheduled budget work sessions (October 14). The revised calendar is available to download (PDF) or can be viewed on the City's budget web page. To ask questions, share feedback, or schedule a one-on-one discussion regarding the budget, contact Finance Director Jeanne Schmuck at 952-960-7903.
8/28/25	Facebook Post	Views: 96 Clicks: 0	**Date Changes to Shorewood 2026 Budget Preparation Calendar** City Council has rescheduled the 2026 preliminary levy city council session to September 22, and the the CIP & debt service work session to October 14 (scheduled for Tuesday due to a holiday). The public is invited to attend all City Council meetings where the budget is discussed, and contact council members or city staff. We will take a few minutes for the public to provide feedback at all scheduled budget work sessions. To ask questions, share feedback, or schedule a one-on-one discussion regarding the budget, contact Finance Director Jeanne Schuck at 952-960-7903. The complete budget calendar is available to view on the City's budget web page at https://shorewoodmn.gov/CityBudget
8/27/25	Website Blog Post		Date Changes to 2026 Budget Preparation City Council has rescheduled the 2026 Preliminary levy from September 8 to September 22, and the the CIP & Debt Service work session from September 22 to October 14 (scheduled for Tuesday due to a holiday). The public is invited to attend all City Council meetings where the budget is discussed, and contact council members or city staff. We will take a few minutes for the public to provide feedback at all scheduled budget work sessions. The revised calendar is available to download as a PDF or can be viewed on the City's budget web page. • 2026 Shorewood City Budget Calendar - Revised (PDF) • shorewoodmn.gov/CityBudget

8/27/25	Nextdoor Post	Impressions: 190 Reactions: 1	**Date Changes to Shorewood 2026 Budget Preparation Calendar** City Council has rescheduled the 2026 preliminary levy city council session to September 22, and the the CIP & debt service work session to October 14 (scheduled for Tuesday due to a holiday). The public is invited to attend all City Council meetings where the budget is discussed, and contact council members or city staff. We will take a few minutes for the public to provide feedback at all scheduled budget work sessions. To ask questions, share feedback, or schedule a one-on-one discussion regarding the budget, contact Finance Director Jeanne Schuck at 952-960-7903. The complete budget calendar is available to view on the City's budget web page at https://shorewoodmn.gov/449/City-Budget
8/27/25	Email (City Budget List)	Sent: 39 Opens: 31 Clicks: 1	Subject: New Dates for 2026 Budget Meetings Preheader: Don't Miss Your Chance to Share Feedback on the 2026 Budget Date Changes to the 2026 Budget Preparation Calendar City Council has rescheduled the 2026 preliminary levy city council session to September 22, and the the CIP & debt service work session to October 14 (scheduled for Tuesday due to a holiday). The public is invited to attend all City Council meetings where the budget is discussed, and contact council members or city staff. We will take a few minutes for the public to provide feedback at all scheduled budget work sessions. The revised calendar is available to download (PDF) or can be viewed on the City's budget web page.To ask questions, share feedback, or schedule a one-on-one discussion regarding the budget, contact Finance Director Jeanne Schuck at 952-960-7903.
8/25/25	Email (ShoreReport List)	Sent: 958 Opens: 727 Clicks: 155	The September/October 2025 ShoreReport (PDF) is available to view and download online. This issue includes: • 2026 Budget Update • Ash Tree Removals in Freeman Park • Deer Management Program • 2025 Photo Contest • Fall Events • And more...
8/8/25	Email (Budget)	Sent: 39 Opens: 30 Clicks: 2	City Budget Work Session #4: General Fund, Levies & Tax ImpactMonday, August 11, 20256:00 p.m.Shorewood City Hall, 5755 Country Club Road

			The fourth City Budget Work Session is scheduled for Monday, August 11 at 6:00 p.m. On Monday, City Council will discuss and provide direction regarding the General Fund Budget, Levy, and Tax Impacts.Prior work sessions consisted of goal-setting, discussing the schedule and process, and seeking direction from City Council on initiatives and expectations for the 2026 budget, then reviewing the long-term financial management plan, personnel, fee schedules, and franchise fees.The proposed General Fund budget reflects a balanced budget of $7,486,342, which is an overall budget increase of $101,122, 1.37%, over 2025.On August 25, City Council will discuss the Shorewood Community and Event Center, and enterprise funds budgets, but they will not have an impact on the estimated levy. Preliminary Budget Adoption actions are scheduled for September 8.Complete details about the Proposed 2026 General Fund Budget, Levies, and Tax Impact can be found in the August 11 Work Session Agenda Packet (PDF).Public Engagement & FeedbackThe public is invited to attend all City Council meetings where the budget is discussed, and contact council members or City staff. We will take a few minutes for the public to provide feedback at each budget work session.As in past years, 2026 budget updates will be provided in ShoreReports and available to view on the City's website at shorewoodmn.gov/citybudget. Staff and Council will continue to connect through various activities and messages and evaluate their effectiveness.Open Office HoursIn addition to public comments during work sessions, City staff will host weekly open office hours throughout the 2026 budget process to provide opportunities for one-on-one communications with the Finance Director or City Administrator. Appointments can be made Tuesdays between 12-3 p.m. or Wednesdays between 7-11 a.m., alternative times can be made available if needed. Please call Jeanne Schmuck at 952-960-7903 to schedule a time.

8/5/25	Blog post on website	•	August & September City Budget Work Sessions Posted on August 5, 2025 at 2:09 PM by Eric Wilson As in years past, there will be several budget work sessions over the next several months, during which we will review the various City funds, discuss the proposed property tax levy and tax rate, review tax impacts on properties, update the 10-year Capital Improvement Plan (CIP), and update the Fee Schedule, etc. The first two work sessions consisted of goal setting, discussing the schedule and process, and seeking direction from the Council on initiatives and expectations for the 2026 budget, and then review of the long-term financial management plan. Personnel, fees, and franchise fees were discussed at the most recent City Council Work Session on Monday, July 28. The public is invited to participate in City Council meetings where the budget is discussed. Residents can also contact council members or City staff directly to provide their input. During each budget work session, a dedicated time slot will be provided for public feedback. This offers a chance to engage in direct dialogue with city officials and council members. Work sessions are held on the second and fourth Monday of each month at 5:30 p.m. at Shorewood City Hall, unless noted otherwise on the City's website. Please see the calendar below for upcoming budget work sessions. Monday, August 11, 2025 (City Council Budget Work Session #4): General Fund, Levies, and Tax Impact Monday, August 25, 2025 (City Council Budget Work Session #5): Special Revenue & Enterprise Funds. Monday, September 8, 2025 (City Council Meeting): City Council approves preliminary 2026 Budget, sets proposed 2026 Tax Levy, and establishes Budget Hearing Date. Adopt 2026 fee ordinances and fee schedule. Monday, September 22, 2025 (City Council Budget Work Session #6): 2026-2035 Capital Improvement Plan & Debt Service Funds.

			Detailed budget information for these will be available to view on the City's website on both the City Council Work Session Agenda ?web page and the City Budget Web page at shorewoodmn.gov/citybudget. In addition to public comments during work sessions, residents may schedule one-one-one appointments with the Finance Director or City Administrator. Appointments can be made Tuesdays between 12-3 p.m. or Wednesdays between 7-11 a.m., alternative times can be made available if needed. Please call Jeanne Schmuck at 952-960-7903 to schedule a time.
7/25/25	Email (City Budget List)	• Sent: 35 • Opens: 28 • Clicks: 2	**City Budget Work Session #3: Personnel, Fees, and Franchise Fees** **Monday, July 28, 2025** **5:30-6:45 p.m.** **Shorewood City Hall, 5755 Country Club Road** As in years past, there will be a number of budget work sessions over the next several months, during which we will review the various City funds, discuss the proposed property tax levy and tax rate, review tax impacts on properties, update the 10-year Capital Improvement Plan (CIP), and update the Fee Schedule, etc. The first two work sessions consisted of goal setting, discussing the schedule and process, and seeking direction from the Council on initiatives and expectations for the 2026 budget, and then review of the long-term financial management plan. Personnel, fees, and franchise fees will be discussed at the next City Council Work Session, scheduled for Monday, July 28 at 5:30 p.m. The budget information for these are available to view on the July 28 Work Session Agenda web page. **Public Engagement & Feedback** The public is invited to attend all City Council meetings where the budget is discussed, and contact council members or City staff. We will take a few minutes for the public to provide feedback at each budget work session. As in past years, 2026 budget updates will be provided in ShoreReports and available to view on the City's website at shorewoodmn.gov/citybudget. Staff and Council will continue to connect through various activities and messages and evaluate their effectiveness. **Open Office Hours** In addition to public comments during work sessions, City staff will host weekly open office hours throughout the 2026 budget process to provide opportunities for one-on-one communications with the

			Finance Director or City Administrator. Appointments can be made Tuesdays between 12-3 p.m. or Wednesdays between 7-11 a.m., alternative times can be made available if needed. Please call Jeanne Schmuck at 952-960-7903 to schedule a time.
7/3/25	ShoreRepor t	• Mailed to 2,492 HH • Emailed to ShoreReport List, • Sent: 962 • Opens: 707 • Clicks: 133	**Discuss & Share Your Feedback on the 2026 City Budget** Shorewood community members are invited to attend one-on-one appointments with the Finance Director or City Administrator at Shorewood City Hall to discuss the 2026 city budget. Appointments can be made Tuesdays between 12:00-3:00 p.m. or Wednesdays between 7:00-11:00 a.m., alternative times can be made available, if needed. Please call Jeanne Schmuck at 952-960-7903 to schedule a time. In addition to open office hours, public comments will be accepted during City Council Work Sessions when the budget is being discussed. Work sessions are held each month on the second and fourth Mondays at 5:30 p.m. at City Hall, unless noted otherwise. The 2026 budget planning calendar, updates, and email notification sign-up list can be found on the City's budget web page at shorewoodmn.gov/CityBudget.
7/2/25	July General eNews	• Sent: 910 • Opens: 667 • Clicks (budget): 1	**2026 Budget Open Office Hours** Shorewood community members are invited to attend one-on-one appointments with the Finance Director or City Administrator at Shorewood City Hall to discuss the 2026 city budget. Appointments can be made Tuesdays between 12-3 p.m. or Wednesdays between 7-11 a.m., alternative times can be made available if needed. Please call Jeanne Schmuck at 952-960-7903 to schedule a time. Sign up for budget email updates
6/20/25	Email (City Budget List)	• Sent: 35 • Opens: 27 • Clicks: 2	**City Budget Work Session #2: Long-Term Financial Plan & Rate Study** **Monday, June 23, 2025** **5:30-6:45 p.m.** **Shorewood City Hall, 5755 Country Club Road** Northland Securities, Inc. has been engaged to build a Long-Term Financial Management Plan for the City of Shorewood. This Plan is intended to help inform decisions on tax and enterprise fees, among other financial decisions. The Plan provides information to inform decisions both in the near term, and long-term, as near-term decisions often have long-term implications. The Plan contains proposed strategies and key objectives to monitor with respect to on-going and future financial performance. This Plan utilizes the audited financial information from 2023 and 2024, as well as the 2025 budget and 2025-2034 Capital Improvement Plan. The Plan will be presented and discussed at the next City Council Work Session, scheduled for Monday, June 23 at 5:30 p.m. The Plan is available to view on the June 23, 2025 Work Session Agenda web page.

			Public Engagement & Feedback The public is invited to attend all City Council meetings where the budget is discussed, and contact council members or City staff. We will take a few minutes for the public to provide feedback at each budget work session. As in past years, 2026 budget updates will be provided in ShoreReports and available to view on the City's website at shorewoodmn.gov/citybudget. Staff and Council will continue to connect through various activities and messages and evaluate their effectiveness. **Open Office Hours** In addition to public comments during work sessions, City staff will host weekly open office hours throughout the 2026 budget process to provide opportunities for one-on-one communications with the Finance Director or City Administrator. Appointments can be made Tuesdays between 12-3 p.m. or Wednesdays between 7-11 a.m., alternative times can be made available if needed. Please call Jeanne Schmuck at 952-960-7903 to schedule a time.
6/17/25	FB post	• Reach: 55	Shorewood community members are invited to attend one-on-one appointments with the Finance Director or City Administrator at Shorewood City Hall to discuss the 2026 city budget. Appointments can be made Tuesdays between 12-3 p.m. or Wednesdays between 7-11 a.m., alternative times can be made available if needed. Please call Jeanne Schmuck at 952-960-7903 to schedule a time. In addition to open office hours, public comments will be accepted during city council work sessions when the budget is being discussed. Work sessions are held each month on the second and fourth Mondays at 5:30 p.m. at City Hall, unless noted otherwise. The 2026 budget planning calendar and updates can be found on the City's budget web page at https://shorewoodmn.gov/449/City-Budget
6/16/25	News Flash	• Stats not avail on individual news flash posts •	Shorewood community members are invited to attend one-on-one appointments with the Finance Director or City Administrator at Shorewood City Hall to discuss the 2026 city budget. Appointments can be made Tuesdays between 12-3 p.m. or Wednesdays between 7-11 a.m., alternative times can be made available if needed. Please call Jeanne Schmuck at 952-960-7903 to schedule a time. In addition to open office hours, public comments will be accepted during city council work sessions when the budget is being discussed. Work sessions are held each month on the second and fourth Mondays at 5:30 p.m. at City Hall, unless noted otherwise. The 2026 budget planning calendar and updates can be found on the City's budget web page at shorewoodmn.gov/CityBudget. Sign up for city budget email updates

			Sign up to receive reminder texts for upcoming meetings using Notify Me®
6/16/25	IG post	• Reach: 60	 Shorewood community members are invited to attend one-on-one appointments with the Finance Director or City Administrator at Shorewood City Hall to discuss the 2026 city budget. Appointments can be made Tuesdays between 12-3 p.m. or Wednesdays between 7-11 a.m., alternative times can be made available if needed. Please call Jeanne Schmuck at 952-960-7903 to schedule a time. In addition to open office hours, public comments will be accepted during city council work sessions when the budget is being discussed. Work sessions are held each month on the second and fourth Mondays at 5:30 p.m. at City Hall, unless noted otherwise. The 2026 budget planning calendar and updates can be found on the City's budget web page at shorewoodmn.gov/CityBudget or the link in our bio.
6/9/25	Email (City Budget List)	• Sent: 35 • Opens: 29 • Clicks: 1	**City Budget Work Session #1: Goal Setting** **Monday, June 9, 2025** **5:30-6:45 p.m.** **Shorewood City Hall, 5755 Country Club Road** The June 9, 2025 Work Session is scheduled to include the first 2026 budget work session. While there will continue to be opportunities as the City moves through the budget planning process, one of the main objectives of this goal setting session is for City Council to provide their direction on the priorities, initiatives, and expectations for the 2026 budget.

			Topics scheduled to be reviewed and discussed include: • Taxable Market Value • Net Tax Capacity • Total Tax Levy • Tax Rate For complete agenda topic items and supporting documents, visit the June 9, 2025 Work Session Agenda web page. **Public Engagement & Feedback** The public is invited to attend all City Council meetings where the budget is discussed, and contact council members or City staff. On June 9, and all future budget work sessions, we will take a few minutes for the public to provide feedback. As in past years, 2026 budget updates will be provided in ShoreReports and available to view on the City's website at shorewoodmn.gov/citybudget. Staff and Council will continue to connect through various activities and messages and evaluate their effectiveness. **Open Office Hours** In addition to public comments during work sessions, City staff will host weekly open office hours throughout the 2026 budget process to provide opportunities for one-on-one communications with the Finance Director or City Administrator. Appointments can be made Tuesdays between 12-3 p.m. or Wednesdays between 7-11 a.m., alternative times can be made available if needed. Please call Jeanne Schmuck at 952-960-7903 to schedule a time.
6/5/25	Email (City Budget List)	• Sent: 35 • Opens: 28 • Clicks: 1	Subject: 2026 City Budget Work Session #1, Pre-header: Join Us for the First Budget Work Session on Goal Setting City Budget Work Session #1: Goal Setting Monday, June 9, 20255:30-6:45 p.m. Shorewood City Hall, 5755 Country Club Road The June 9, 2025 Work Session is scheduled to include the first 2026 budget work session. While there will continue to be opportunities as the City moves through the budget planning process, one of the main objectives of this goal setting session is for City Council to provide their direction on the priorities,

			initiatives, and expectations for the 2026 budget.Topics scheduled to be reviewed and discussed include:Taxable Market ValueNet Tax CapacityTotal Tax LevyTax RateFor complete agenda topic items and supporting documents, visit the June 9, 2025 Work Session Agenda web page. Public Engagement & Feedback The public is invited to attend all City Council meetings where the budget is discussed, and contact council members or City staff. On June 9, and all future budget work sessions, we will take a few minutes for the public to provide feedback.As in past years, 2026 budget updates will be provided in ShoreReports and available to view on the City's website at shorewoodmn.gov/citybudget. Staff and Council will continue to connect through various activities and messages and evaluate their effectiveness. Open Office Hours In addition to public comments during work sessions, City staff will host weekly open office hours throughout the 2026 budget process to provide opportunities for one-on-one communications with the Finance Director or City Administrator. Appointments can be made Tuesdays between 12-3 p.m. or Wednesdays between 7-11 a.m., alternative times can be made available if needed. Please call Jeanne Schmuck at 952-960-7903 to schedule a time.
5/28/25	Email – June General Enews	• Sent: 910 • Opens: 658 • Clicks (budget link): 3	**2026 Budget Process & Calendar** As in years past, several budget work sessions will be held over several months, during which council and staff will review the various City funds, discuss the proposed property tax levy and tax rate, review tax impacts on properties, update the 10-year Capital Improvement Plan (CIP), update the Fee Schedule, etc. The 2026 budget calendar is now available to view on the City's budget web page. Sign up for budget email updates

5/27/25	IG Post	• Views: 99 • Reach: 59	
5/21/25	Nextdoor Post	• Impressions: 144	**The 2026 budget calendar is now available to view on the City of Shorewood's budget web page.** As in years past, several budget work sessions will be held over several months, during which council and staff will review the various City funds, discuss the proposed property tax levy and tax rate, review tax impacts on properties, update the 10-year Capital Improvement Plan (CIP), update the Fee Schedule, etc. Although there are numerous decisions to be made through the development of the 2026 budget, the two key scheduled actions are the approval of the preliminary budget and levy in September, and the adoption of the final 2026 budget and property tax levy in December. Along with these, council and staff will also be finalizing the 2026-2035 CIP, 2026 Fee Schedule, and other budget related actions. For the complete calendar and to sign up for and view updates on the 2026 budget process, visit they city's budget page at https://mn-shorewood.civicplus.com/449/City-Budget
5/21/25	FB Post	• Views: 340 • Reach: 233 • Link Clicks: 4	The 2026 budget calendar is now available to view on the City's budget web page. As in years past, several budget work sessions will be held over several months, during which council and staff will review the various City funds, discuss the proposed property tax levy and tax rate, review tax impacts on properties, update the 10-year Capital Improvement Plan (CIP), update the Fee Schedule, etc. Although there are numerous decisions to be made through the development of the 2026 budget, the two key scheduled actions are the approval of the preliminary budget and levy in September, and the adoption of the final 2026 budget and property tax levy in December. Along with these, council and staff will also be finalizing the 2026-2035 CIP, 2026 Fee Schedule, and other budget related actions. For the complete calendar and to sign up for and view updates on the 2026 budget process, visit they city's budget page at **https://mn-shorewood.civicplus.com/449/City-Budget**
5/20/25	News Flash	• Stats not avail on	**2026 Budget Process**

			individual news flash posts	**At its March 24 Work Session (PDF, see page 14), City Council discussed the draft 2026 budget calendar (see below). As in years past, several budget work sessions will be held over several months, during which council and staff will review the various City funds, discuss the proposed property tax levy and tax rate, review tax impacts on properties, update the 10-year Capital Improvement Plan (CIP), update the Fee Schedule, etc.** **Although there are numerous decisions to be made through the development of the 2026 budget, the two key scheduled actions are the approval of the preliminary budget and levy in September, and the adoption of the final 2026 budget and property tax levy in December. Along with these, council and staff will also be finalizing the 2026-2035 CIP, 2026 Fee Schedule, and other budget related actions.** **Direction for each budget comes from City Council discussions with staff which are informed by past results and input from residents in various ways, such as online engagement and direct communication with the City. While the City Council takes final action on the budget each December, developing the budget is a year-round process.** **The public is invited to attend all City Council meetings where the budget is discussed, contact council members or city staff, and participate in project planning, such as the 2025 Parks Master Plan update or the Highway 7 Corridor Study.** **2026 budget updates will be provided in *ShoreReports* and available to view on the City's website at shorewoodmn.gov/citybudget.** **Sign up to receive email updates** (pic)Table of calendar dates posted in news flash
5/20/25	Email (City Budget List)		• Sent: 33 • Opens: 27 • Clicks: 2	Subject: 2026 City Budget Process Has Begun Pre header: Stay Informed! Discover Key Updates on the 2026 City Budget Process. 2026 City Budget Process & Calendar At its March 24 Work Session (PDF, see page 14), City Council discussed the draft 2026 budget calendar, which is available to view on the City's budget web page.

			As in years past, several budget work sessions will be held over several months, during which council and staff will review the various City funds, discuss the proposed property tax levy and tax rate, review tax impacts on properties, update the 10-year Capital Improvement Plan (CIP), update the Fee Schedule, etc.Although there are numerous decisions to be made through the development of the 2026 budget, the two key scheduled actions are the approval of the preliminary budget and levy in September, and the adoption of the final 2026 budget and property tax levy in December. Along with these, council and staff will also be finalizing the 2026-2035 CIP, 2026 Fee Schedule, and other budget related actions.Direction for each budget comes from City Council discussions with staff which are informed by past results and input from residents in various ways, such as online engagement and direct communication with the City. While the City Council takes final action on the budget each December, developing the budget is a year-round process.The public is invited to attend all City Council meetings where the budget is discussed, contact council members or city staff, and participate in project planning, such as the 2025 Parks Master Plan update or the Highway 7 Corridor Study. 2026 budget updates will be provided in ShoreReports and available to view on the City's website at shorewoodmn.gov/citybudget.
5/2/225	Email, May to June ShoreReport (ShoreReport Email List)	• Sent: 963 • Opens: 718 • Clicks: 145 (download ShoreReport)	Subject: May & June 2025 ShoreReport Preheader: Download the latest newsletter The May/June 2025 ShoreReport (PDF) is available to view and download online. This issue includes: 2025 Community Survey Projects Happening In & Around Shorewood 2026 Budget Process Permits You Can Complete Online Spring Cleanup & Paper Shred Details And more…
May-June	ShoreReport (print)	• Mailed to 2,576 HHs	2026 Budget Process At its March 24 Work Session, City Council discussed the draft 2026 budget calendar. As in years past, several budget work sessions will be held over several months, during which council and staff will review the various City funds, discuss the proposed property tax levy and tax rate, review tax impacts on properties, update the 10-year Capital Improvement Plan (CIP), update the Fee Schedule, etc. Although there are numerous decisions to be made through the development of the 2026 budget, the two key scheduled actions are the approval of the preliminary budget and levy in September, and the adoption of the final 2026 budget and property tax levy in December. Along with these, council and staff will also be finalizing the 2026-2035 CIP, 2026 Fee Schedule, and other budget related actions. Direction for each

			budget comes from City Council discussions with staff which are informed by past results and input from residents in various ways, such as online engagement and direct communication with the City. While the City Council takes final action on the budget each December, developing the budget is a year-round process. The public is invited to attend all City Council meetings where the budget is discussed, contact council members or city staff, and participate in project planning, such as the 2025 Parks Master Plan update or the Highway 7 Corridor Study. 2026 budget updates will be provided in ShoreReports and available to view on the City's website. Budget information can be found at shorewoodmn.gov/citybudget.
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City of Shorewood

City Council Item 4.E.

Title/Subject: Utility Services and Recycling Charges
Meeting Date: September 22, 2025
Prepared By: Jeanne Schmuck, Finance Director

Attachments

1. Ordinance 627 - Utility Service and Recycling Charges

Background

Pursuant to MN State Law municipalities shall set forth fees to be reimbursed for administrative costs and expenses associated with issuing permits, licenses and providing other city services and amenities. Each year our fees are reviewed by departments as part of the budget process. Cities should consider three things when setting fees: 1) Cities should not view the fees as a significant source of revenue, rather fees must approximate the direct and indirect costs associated with issuing the license, permit or service and with policing, regulating or administering the service or licensed activities; 2) The fee amount should sufficiently reimburse the city for all of the expenses related to the license regulations or providing the service but should not cover other unrelated expenses; 3) Fees should be set based on the city's particular situation and not based solely on what other cities have found reasonable. When possible, staff try to stay in line with inflation.

The following are the proposed fees and justification as recommended by Staff who have reviewed their respective departmental fees to approximate the direct and indirect costs associated with the services provided.

<u>Section III: Utility Rates</u>
The proposed utility rate changes are based upon several previous discussions with the Council. Based on the rate analysis provided by Northland Securities, included within the long-term financial plan, the Sanitary Sewer rates are proposed to increase 30% based on the information provided with the long-term financial plan. The Plan also recommended an estimated 6% increase in 2027, with approximately 3-4% increase annually thereafter, based on current assumptions.

Water connection permits are proposed to increase to adequately pay for the services being provided by the City. Water meter test fee is increasing to cover the City costs for the test.

Water Service fees are also changing based on several annual retreats and work session discussions. The changes include a base fee for all properties that have City water available, and an additional consumption level of 5,001-25,000 gallons to support the City's conservation efforts.

Water Infrastructure Fee is added but will not begin until 2027 to provide ample time to educate property owners of the significance of the fee. This fee is for all property owners where City water is not currently available. Although this is not effective until 2027 it is included for additional transparency as we move forward with educational and informational materials over the next year.

Stormwater Management Utilities base rate is increasing to $69.58 per quarter, which is a $26.09 increase per quarter based on the rate analysis within the long-term financial plan. The various tiers have been removed and reference to the City Code has been added similar other areas within the fee schedule, as what was previously presented only reference one of 5 classifications the calculation should apply.

The Residential recycling fee is proposed to increase $1 per quarter. This is subject to change upon review of the responses to the City's Request for Proposal.

Strategic Alignment
Fiscal Responsibility

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

The fee schedule is designed to cover expenses and promote long-term financial stability for the City's enterprise funds.

Budget Impact
Based on the 2025 Rate Analysis and the Long-Term Financial Management Plan, the four enterprise funds are projected to maintain affordable rates.

Action Requested
Motion to approve the attached Ordinance No. 627 Utility Service and Recycling Charges.

Simple majority vote is required.

CITY OF SHOREWOOD
COUNTY OF HENNEPIN
STATE OF MINNESOTA

ORDINANCE 627

AN ORDINANCE APPROVING AMENDMENTS TO SHOREWOOD CITY CODE CHAPTER 1301.02 UTILITY SERVICE AND RECYCLING CHARGES

Section 1. City Code Section 1301.02 is hereby amended as shown on Exhibit A. Language ~~stricken~~ is proposed to be deleted and language underlined is proposed to be added.

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

Section 3: Effective Date. This Ordinance 627 shall take effect on January 1, 2026 following publication in the City's official newspaper.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF SHOREWOOD, MINNESOTA this 22nd day of September, 2025.

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JENNIFER LABADIE, MAYOR

ATTEST:

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SANDIE THONE, CITY CLERK

III. Utility Rates		
Sanitary Sewer		
Type of Charge/Fee	***City Code Reference***	***Charge/Fee***
Sewer connection permit	904.07.1	$150
Sanitary Sewer Service **Residential:** Sewer ~~Only~~ per quarter Low Income Sewer per quarter **Commercial:** Base Charge 1-28,500 gallons per quarter ~~1,000 gallons in excess of~~Over -28,500 gallons per quarter ~~per quarter~~	904.15.1a Ord. ~~611~~627 Ord.~~611~~627	 $~~142.25~~184.93 $~~94.83~~123.29 $~~16.08~~20.90 $~~142.25~~184.93 $~~3.69~~4.80/1,000 gallons
Sanitary sewer surcharge	904.09.5	$100/month
Local sewer availability charge	904.18.3	$1,200
Water		
Type of Charge/Fee	***City Code Reference***	***Charge/Fee***
Water connection permit Inside Outside	903.03.1a	 ~~$60~~ $150 ~~$60~~ $100
Watering restriction violation	903.12	$50 first violation $25 increase each succeeding violation (e.g. 2nd violation $75, 3rd violation $100, and the like)
Water meter 5/8" x 3/4"meter w/swivels 5/8" x 3/4" copperhorn 1" meter includes swivel 1" copperhorn 1" pressure-reducing valve 1 1/2" meter (with flanges) 2" meter (with flanges) 1 1/2" pressure-reducing valve 2" pressure-reducing valve	903.04.1	 Cost plus 10% Cost plus 10% Cost plus 10% Cost plus 10% Cost plus 10% Cost plus 10% Cost plus 10% Cost plus 10% Cost plus 10%

Meter Test	903.08.4	$150~~80~~

III. Utility Rates (continued)		
Water (continued)		
Type of Charge/Fee	***City Code Reference***	***Charge/Fee***
Water service ~~1st 5,000 gallons~~ ~~Per 1,000 gallons in excess of 5,000 and up to 50,000 gallons~~ ~~Per 1,000 gallons in excess of 50,000 gallons per quarter~~	903.09.1a Ord. ~~611~~627	~~$32.51~~ ~~$5.49~~ ~~$7.89~~
Base Fee (where water available) Consumption Tier 1 (first 5,000 gallons) Tier 2 (5,001 to 25,000 gallons) Tier 3 (25,001 to 50,000 gallons) Tier 4 (over 50,000 gallons)	903.09.1a Ord. 627	$32.51/qtr. $1.75/1,000 gallons $5.75/1,000 gallons $8.65/1,000 gallons $10.35/1,000 gallons
Water service - low income per quarter	903.09.1a Ord.~~611~~627	~~$27.91 minimum~~2/3s Base + consumption if under 5,000 gallons per quarter
Water Infrastructure fee	Beginning 2027	$10/qtr. (not contributing Base Fee)
Water turn-on and shut-off fee	903.04	$50
Water connection fee Single-family residential, Multi-family residential, Commercial, Schools, churches, government and other non-residential	903.04	$10,000 See chart/formula in 903.04 Subd 3a
Stormwater Management		
Type of Charge/Fee	***City Code Reference***	***Charge/Fee***
Stormwater Management Utility Basic System Rate	905.03 Ord.~~611~~627	$~~43.49~~69.58

~~Lots less than 10,000 s/f per quarter~~ ~~Lots 10,000-50,000 s/f per quarter~~ ~~Lots 50,000 plus s/f per quarter~~		See chart/formulas in 905.03 Subd 2 ~~$30.46~~ ~~$43.49~~ ~~$56.61~~
MS4 Illicit Discharge Appeal	907.11	$200.00
Recycling		
Type of Charge/Fee	***City Code***	***Charge/Fee***
Residential recycling fee	Ord. ~~611~~627	$~~18~~19/quarter/household

City of Shorewood

City Council Item 4.F.

Title/Subject: Zoning and Land Use Fee Ordinance
Meeting Date: September 22, 2025
Prepared By: Jeanne Schmuck, Finance Director

Attachments

1. PC Staff Report
2. Ordinance 628 - Zoning and Land Use Fees

Background

Minnesota State Statute § 462.353, Subd. 4. requires that changes to land use fees be adopted via an ordinance amendment. The attached ordinance will go into effect on January 1, 2026. Historically, the City of Shorewood has processed updates to its fee schedule closer to the end of the year. However, as part of the City's updated budget process fee changes are being reviewed earlier in the year to allow for additional notice to residents, builders, and developers before the fees go into effect.

The following zoning and land use fee changes are proposed for 2026.

- Adding a $1,000 escrow for subdivision sketch plan review.
- Increasing the zoning permit fee from $25 to $50.
- Increasing the zoning verification letter fee from $50 to $250.
- Adding a fee and escrow for the newly created Administrative Adjustment application.

Strategic Alignment

Fiscal Responsibility

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

The fee schedule is designed to cover expenses and promote long-term financial stability for the City's general fund.

Budget Impact

Zoning and land use fees are not a way for the City to make revenue. The fees associated with zoning and land use are charged in order to “break-even” and offset review costs. To that end, most fees in Shorewood have both a fixed application fee and an escrow amount which is used to cover review costs associated with the City Attorney and City Engineer’s review.

Action Requested

Motion to approve Ordinance No. 628 Zoning and Land Use Fees.
Simple majority vote is required.

City of Shorewood

Planning Commission Meeting Item

Item
4C

Title/Subject: **2026 Fee Schedule**
Meeting Date: August 19, 2025
Prepared by: Jake Griffiths, Planning Director
Attachments: Draft 2026 Fee Schedule Amendment Language

Background
Minnesota State Statute § 462.353, Subd. 4. requires that changes to land use fees be adopted via an ordinance amendment. Accordingly, on an annual basis the Commission reviews proposed fee changes just as it would any other amendment to the City Code. The attached draft fee schedule, if approved, would go into effect on January 1, 2026. Historically the City of Shorewood has processed updates to its fee schedule closer to the end of the year, however, as part of the City's updated budget process fee changes are being reviewed earlier in the year to allow for additional notice to residents, builders, and developers before the fees go into effect.

Discussion
Zoning and land use fees are not a way for the City to make revenue. The fees associated with zoning and land use are charged in order to "break-even" and offset review costs. To that end, most fees in Shorewood have both a fixed application fee and an escrow amount which is used to cover review costs associated with the City Attorney and City Engineer's review.

The following zoning and land use fee changes are proposed for 2026, see the attached fee schedule for more information:

- Adding a $1,000 escrow for subdivision sketch plan review.
- Increasing the zoning permit fee from $25 to $50.
- Increasing the zoning verification letter fee from $50 to $250.
- Adding a fee and escrow for the newly created Administrative Adjustment application.

<u>Public Engagement</u>
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 July 28, 2025 work session.

<u>Staff's Recommendation</u>
City staff recommends approval of the attached fee schedule amendment.

Action Requested
The Planning Commission is requested to hold a public hearing on the proposed 2026 Fee Schedule and make a recommendation based on findings of fact to the City Council.

CITY OF SHOREWOOD
COUNTY OF HENNEPIN
STATE OF MINNESOTA

ORDINANCE 628

AN ORDINANCE APPROVING AMENDMENTS TO SHOREWOOD CITY CODE CHAPTER 1301.03 LAND USE FEES

Section 1. City Code Section 1301.03 is hereby amended as shown on Exhibit A. Language ~~stricken~~ is proposed to be deleted and language underlined is proposed to be added.

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

Section 3: Effective Date. This Ordinance 628 shall take effect on January 1, 2026 following publication in the City's official newspaper.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF SHOREWOOD, MINNESOTA this 22nd day of September, 2025.

____

JENNIFER LABADIE, MAYOR

ATTEST:

____

SANDIE THONE, CITY CLERK

VII. Zoning and Land Use Fees

Note: Base fees are non-refundable. Escrow deposits are to cover consulting engineer and attorney expenses. Applicants are informed that any city expenses not covered by these fees will be billed to them. Unused escrow fees will be returned to applicant upon written request. Applications with more than one required escrow deposit shall be required to submit the combined total of all escrow amounts.

Type of Charge/Fee	*City Code Reference*	*Charge/Fee*
Comprehensive plan amendment		
Pre-application		$200
Formal Application		$800 plus $3,000 escrow
Conditional use permit	1201.04	
Residential		$500 plus $500 escrow
Non-residential		$600 plus $1,000 escrow
Interim use permit	1201.04	
Residential		$500 plus $500 escrow
Non-residential		$600 plus $1,000 escrow
Planned unit development		
Concept Stage	1201.25	$500 plus $2,000 escrow
Development Stage	1201.25	$700 plus $2,000 escrow
Final Stage	1201.25	$500 plus $1,000 escrow
By Conditional Use Permit	1201.06	$500 plus $1,000 escrow
Sign permits	1201.03 Subd.11	
Temporary		See Zoning Permit
Permanent		Per 1997 U.B.C. Table 1-A
Site plan review	1201.03	$200 plus $1,000 escrow
Subdivision sketch plan review	1202.03 (Ord. 628)	$200 plus $1,000 escrow
Subdivision (minor subdivision)	1202.03 (Ord. 576)	$500 plus $2,000 escrow
Subdivision (preliminary plat)	1202.03	$600 plus $25/lot plus escrow as follows:
5 or fewer lots		$2,000
Over 5 lots		$3,000

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VII. Zoning and Land Use Fees		
Note: Base fees are non-refundable. Escrow deposits are to cover consulting engineer and attorney expenses. Applicants are informed that any city expenses not covered by these fees will be billed to them. Unused escrow fees will be returned to applicant upon written request. Applications with more than one required escrow deposit shall be required to submit the combined total of all escrow amounts.		
Type of Charge/Fee	***City Code Reference***	***Charge/Fee***
Subdivision (final plat) 5 or fewer lots Over 5 lots	1202.03	$500 plus $25/lot plus escrow as follows: $2,000 $4,000
Traffic studies when required as part of another application	Multiple	Escrow for estimated cost of study to be reviewed by the City's consulting engineers plus $500.
Vacation of Easement or Right-of-Way	901	$500 plus $1,000 escrow
Variances Residential Non-residential	1201.05/1202.09	 $500 plus $500 escrow $600 plus $500 escrow
Zoning amendment (text or map)	1201.04	$600 plus $1,000 escrow
Zoning permits	1201.07 (Ord. 628)	~~$25~~ $50
Zoning verification letter		~~$50~~ $250
Park dedication (cash in lieu of land)	1202.07 (Ord. 628)	$7,500 dwelling unit/Resd'l 8% of raw land value/Comm'l
Extension of plat approval or amendment of development agreement	1202.03	$200 plus $1,000 escrow for amendments
Administrative Adjustment	1202.33 (Ord. 628)	$500 plus $1,000 escrow

City of Shorewood

City Council Item 4.G.

Title/Subject: Update 2026 Master Fee Schedule
Meeting Date: September 22, 2025
Prepared By: Jeanne Schmuck, Finance Director

Attachments

1. RESOLUTION 25-090 2026 Master Fee Schedule

Background

Pursuant to MN State Law, municipalities shall set forth fees to be reimbursed for administrative costs and expenses associated with issuing permits, licenses and providing other city services and amenities. Each year our fees are reviewed by departments as part of the budget process. Cities should consider three things when setting fees: 1) Cities should not view the fees as a significant source of revenue, rather fees must approximate the direct and indirect costs associated with issuing the license, permit or service and with policing, regulating or administering the service or licensed activities; 2) The fee amount should sufficiently reimburse the city for all the expenses related to the license regulations or providing the service but should not cover other unrelated expenses; 3) Fees should be set based on the city's particular situation and not based solely on what other cities have found reasonable. When possible, staff try to stay in line with inflation.

The following summary of proposed fees will be incorporated into the City's 2026 Master Fee Schedule for adoption at the September 8th City Council meeting based on the approved 2026 budget calendar. The following are the proposed fees and justification as recommended by Staff who have reviewed their respective departmental fees to approximate the direct and indirect costs associated with the services provided. Please see the attached red-line version of the 2026 Fee Schedule.

<u>Section I: License and Permit Service Fees</u>

The only proposed change in Section 1 is an increase to cover the cost of processing and issuing dock licenses to adequately pay for the services being provided by the Planning and Protective Services departments.

<u>Section III: Utility Rates</u>

The proposed utility rate changes are based upon several previous discussions with the Council. Based on the rate analysis provided by Northland Securities, included within the long-term financial plan, the Sanitary Sewer rates are proposed to increase by 30% based on the information provided by the long-term financial plan. The Plan also recommended an estimated 6% increase in 2027, with an approximately 3-4% increase annually thereafter, based on current assumptions. Water connection permits are proposed to increase to adequately pay for the services being provided by the City. The water meter test fee is increasing to cover the City costs for the test.

Water Service fees are also changing based on several annual retreats and work session discussions. The changes include a base fee for all properties that have City water available, and an additional consumption level of 5,001-25,000 gallons to support the City's conservation efforts.

A Water Infrastructure Fee has been added but will not begin until 2027 to provide ample time to educate property owners of the significance of the fee. This fee is for all property owners where City water is not currently available. Although this is not effective until 2027, it is included for additional transparency as we move forward with educational and informational materials over the next year.

The Stormwater Management Utilities base rate is increasing to $69.58 per quarter, which is a $26.09 increase per quarter based on the rate analysis within the long-term financial plan. The various tiers have been removed and reference to the City Code has been added to similar other areas within the fee schedule, as what was previously presented only reference one of 5 classifications the calculation should apply.

The residential recycling fee is proposed to increase $1 per quarter. This is subject to change upon review of the responses to the City's Request for Proposal.

A resident was in to discuss a utility bill and inquired about seasonal rates for utilities. Seasonal rates were removed from the fee schedule July 2007. This was a consent item with no indication as to why it was removed. Another customer inquired about stormwater management credits. They were not created when stormwater management was established. Both of these items increase complexity and expenses to administer and assure compliance.

Section IV: Miscellaneous Fees and Charges

The rental license fee increase is to adequately pay for the services provided by the Planning and Protective Inspections departments. A fee was also added for the utilization of Public Works Staff at a rate of $75 per hour.

Section V: Parks and Recreation

Parks and recreation use fees are proposed to change as organized sports participant fees are now included in developed agreements with athletic associations. Some other recreational fees reflect slight increases in various areas.

Section VI: Building and Right of Way Fees

There are two new fees being added to the fee schedule, the first being a $175 minimum permit fee for building permit applications. Building permit fees are typically based on the market value of the project. However, in some situations the market value is so low on a proposed project that the permit fees are negligible even though the same amount of staff time is required to process the permits. By implementing a minimum permit fee, the City will break even on every building permit application. It is anticipated that this fee will only apply to a handful of building permit applications every year, as most building permit applications cost more than $175.

The second application fee that is new for 2026 is the engineering fee for new single-family homes and addition building permits. The fee is proposed to be $300 for new single-family homes and $100 for single-family additions. This fee helps to offset the cost of reviewing the more complex permit applications that involve items such as stormwater management and grading plan review. City staff reviewed the fee schedules of a number of cities in the area and set the proposed fees for engineering review at a similar level. Without these fees, the cost of conducting engineering review for building permit applications would be shifted to the City's overall budget and would ultimately be paid by taxpayers, rather than the applicant for the building permit. City staff feel these fees are necessary to continue to offer a high level of service to residents while still being fiscally responsible.

Other minor rate increases are included to adequately pay for the services provided by the Planning and Protective Inspections departments.

<u>Section VII: Zoning and Land Use Fees</u>
An escrow is being added to Subdivision sketch plan review to align with other fees within this section to cover consulting engineer and attorney expenses passed on to the applicant. Zoning permits and verification letters are increased again to adequately pay for the services provided by the Planning and Protective Services departments. Also, the administrative adjustment application was created as part of the subdivision ordinance update adopted by the City Council on July 14, 2025. The application fees are proposed to be the same as the Minor Subdivision application, as the Administrative Adjustment will involve a similar amount of review by City staff.

<u>Shorewood Community and Event Center Fees</u>
These fees are increased to incorporate the custodial fees within the various fee structures for simplification. "Federally registered" has been added to non-profit for further clarification.

Strategic Alignment
Fiscal Responsibility

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

The master fee schedule is designed to cover expenses and promote long-term financial stability for the City's various funds.

Budget Impact

The city fees are expected to cover the cost of providing the services as delineated in the Master Fee Schedule.

Action Requested

Motion to approve Resolution 25-090 adopting the 2026 Master Fee Schedule updates as proposed.

Simple majority vote is required.

CITY OF SHOREWOOD
COUNTY OF HENNEPIN
STATE OF MINNESOTA

RESOLUTION 25-090

A RESOLUTION APPROVING THE 2026 MASTER FEE SCHEDULE

WHEREAS, The City of Shorewood has established fees for licensing, permits, programs, and services that include but are not limited to building, zoning, planning, business, community center, animal, park and recreation, rentals, solicitors, fire prevention, utility, franchise, administrative citations, and other miscellaneous fees that further the health, safety, and welfare of the community at large; and

WHEREAS, all fees and charges shall be fixed and determined by the council and set forth in the master fee schedule which will be adopted by resolution and uniformly enforced. All fees have been reviewed and audited for their effectiveness and were recommend in the following categories which will be included in the 2026 City Master Fee Schedule:

Section III: Utility Rates Ordinance 627 includes increases to Residential Recycling fees, Water rates, Sanitary Sewer rates, and Stormwater Management rates.

Section IV: Miscellaneous Fees and Charges to cover staffing costs of processing applications and providing inspections.

Section V: Park and Recreation to cover staffing, maintenance, operation, equipment and supplies for providing these services and amenities to the community.

Section VI: Building and Right of Way Fees to cover staffing costs of processing applications and providing inspections.

Section VII: Zoning and Land Use Fees Ordinance 628 includes increases to the city's zoning and land use fees allowing for the city to cover the increasing costs of processing and providing these services to the public.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHOREWOOD, MINNESOTA that the 2026 Master Fee Schedule updates are approved.

Adopted by the City Council of Shorewood, Minnesota this 22nd day of September 2025.

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Jennifer Labadie, Mayor

Attest:

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Sandie Thone, City Clerk