

**CITY OF SHOREWOOD
CITY COUNCIL WORK SESSION
MONDAY, MARCH 10, 2025**

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

AGENDA

1. CONVENE CITY COUNCIL WORK SESSION

A. Roll Call

Mayor Labadie _____
Maddy _____
Sanschagrín _____
Gorham _____
DiGruttolo _____

B. Review Agenda

2. RECYCLING RFP

3. SOUTH SHORE SENIOR PARTNERS AGREEMENT

4. RATE ANALYSIS

5. ADJOURN

ATTACHMENTS

Recycling Coordinator Memo

Parks/Rec Manager Memo

Finance Director Memo



City Council Meeting Item

Title/Subject: Recycling RFP
Meeting Date: March 10, 2025
Prepared by: Eric Wilson, Communications & Recycling Coordinator
Reviewed by: Marc Nevinski, City Administrator
Attachments: Recycling & Organics Services Request for Proposals

Background

The City currently contracts with Republic Services for organized recycling collection. The current contract term will expire December 31, 2025. At its June 10, 2024, work session, the Council stated its intention to issue an RFP in 2025 for recycling and possibly curbside organics collection.

The City of Shorewood seeks, at minimum, to enter in a single-sort recycling contract with a company that has the resources and ability to provide curbside residential recycling services. In addition, the City seeks to enter into a possible contract with a company that has the resources and ability to provide organic materials collection for residential properties for the entire city if this aligns with direction from residents and City Council. Waste hauling will continue through an open system where residents select their preferred licensed hauler.

The City of Shorewood will accept and evaluate proposals for residential recycling and organics material collection services including collection, processing, and marketing. The goals are to:

- A. Maximize the participation;
- B. Maximize the amount of recyclable materials collected;
- C. Achieve the most cost-effective solution; and,
- D. Reduce the amount of waste sent to the Waste to Energy Facility or Landfill.

Scenario A: Single-sort recycling collection

The single-sort system is one in which residents place their city designated recyclables into one container for collection. Under this scenario, a recycling cart shall be provided, assembled and maintained by the Contractor for each residential household for recyclable material storage and set-out. Fully commingled recyclables are kept in one category throughout the collection, transportation and unloading at the processing facility. Recyclables are then processed and sorted into commodities for sale.

Scenario B: Organics material collection

In accordance with the 2022-2042 Metro Solid Waste Plan, cities with a population over 5,000 residents will be required to provide curbside organics recycling service to all households, aiming to significantly increase the amount of organic waste diverted from landfills through composting; this mandate is primarily enforced through Hennepin County Ordinance 13, which already mandates curbside organics recycling for cities with populations exceeding 10,000 people.

The date for the mandate for cities with a population over 5,000 has not been set; however, the City of Shorewood would like to begin gathering information around these services in anticipation of this future

requirement, and perhaps enter into a contract if this service is found to be desired by community members.

Scenario C: Alternate Scenario

Proposers may elect to also submit a proposal for an alternate scenario that does not conform to the specifications listed in the single-sort or organic RFP scenarios as described above.

Alternate scenarios could include major changes in the system such as:

- Alternate collection method, i.e. compostable bag instead of cart for organics or other method.
- Alternate collection frequency.
- Other innovative proposals.

Public Engagement

In order to best understand residents’ needs and determine the best proposal match, City staff will collect feedback via an online survey. The goals of the survey will be to understand behavior and habits, attitudes toward recycling and organics collection, and satisfaction with current recycling and trash services.

Proposed Timeline

Proposal & Selection Task	Date
RFP Published	April 1, 2025
Resident Survey	April 14, 2025 – May 30, 2025
Notification of Intent	April 18, 2025
Deadline for Proposers to Submit Questions	May 2, 2025, 4:30 p.m. CST
Responses to Questions Published	May 16, 2025
Submittal Deadline	May 30, 2025, 4:30 p.m. CST
Review and Selection	June 9, 2025 – July 31, 2025
Contract Execution Deadline	August 31, 2025
Contract Term	January 1, 2026 – December 31, 2030

Financial Considerations

The Recycling Fund is funded through user fees. These fees may need to be adjusted under a new contract or if new services (curbside organics) are added.

Action Requested

Staff is looking for guidance on the overall goals of the RFP, important selection criteria, or comment on the scenarios or engagement plan.



Request for Proposals (RFP)

For Residential Curbside Recycling and Organics Material Collection Services

Posted: April 1, 2025

Deadline: May 30, 2025, 4:30 p.m. CST

**City of Shorewood
5755 Country Club Road
Shorewood, MN 55331**

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1. INTRODUCTION

This request for proposals (RFP) defines the service standards, specifications and proposal requirements of the residential recycling collection and organics materials collection programs for the City of Shorewood.

The City of Shorewood seeks, at minimum, to enter in a single-sort recycling contract with a company that has the resources and ability to provide curbside residential recycling services. In addition, the City seeks to enter into a possible contract with a company that has the resources and ability to provide organic materials collection for residential properties for the entire city if this aligns with direction from residents and City Council.

The City of Shorewood will accept and evaluate proposals for residential recycling and organics material collection services including collection, processing, and marketing. The goals are to:

- A. Maximize the participation;
- B. Maximize the amount of recyclable materials collected;
- C. Achieve the most cost-effective solution; and,
- D. Reduce the amount of waste sent to the Waste to Energy Facility or Landfill.

2. BACKGROUND AND HISTORY

Shorewood currently provides biweekly curbside collection for all single-family households. Collection days are Wednesday on the “mainland” and Thursday on the islands. The above-mentioned collection days are the same as municipal solid waste (MSW) collection days and will change only as MSW collection changes.

Shorewood uses several forms of communication to promote the recycling and waste reduction program. We have a monthly newsletter, a website, and social media. The Proposer shall work cooperatively with City of Shorewood staff in creating promotional materials for each of these media.

The current population of Shorewood is approximately 7,500. We have approximately 3,001 residences eligible for the curbside collection.

Shorewood residents placed 748 tons of material for collection in 2024. On average, there were 5,334 stops per month. The charts below provide additional details.

Resident Participation Rates & Materials (2024)

Month	Pounds	Recycling Part %	Actual Stops	Possible Stops
January	176,019	96%	7,386	7,680
February	97,276	96%	4,924	5,120
March	109,128	96%	4,924	5,120
April	113,390	96%	4,924	5,120
May	124,595	96%	4,924	5,120
June	127,314	96%	4,924	5,120
July	182,993	96%	7,386	7,680
August	110,340	96%	4,924	5,120
September	107,501	96%	4,924	5,120
October	110,516	96%	4,924	5,120
November	122,927	96%	4,924	5,120
December	114,227	96%	4,924	5,120
	1,496,226			

Materials	%
OCC	32.80%
Mixed Paper	31.50%
Glass	13.50%
PET	5.70%
Tin	1.29%
Pigmented	1.16%
Natural	1.09%
PP#5	0.06%
Residual	12.90%
Total	100.0%

3. CONTRACTOR SELECTION PROCESS AND SCHEDULE

3.1 Contractor Selection Process

To the best of the ability, the City will use the following process for its decision-making:

- City staff will review and analyze the details of the qualified submitted proposals (see Section 3.2, "Evaluation Criteria"). The City reserves the right to ask Proposers for additional information/clarification to better understand the proposals. City staff will recommend the top two (2) Proposers, in rank order of priority, to each City Council.
- City staff will negotiate with the selected Proposer. If negotiations with top-ranked Proposer are not successful, the City may then initiate negotiations with the second ranked Proposers, and so on.
- Once a draft contract has been successfully negotiated, City staff will present its recommendations to City Council. The City Council may then award the contract and authorize staff to execute it.
- The new recycling contract will commence as determined by the contract.

3.2 Evaluation Criteria

The City will objectively evaluate the proposals submitted to determine the best value for the City and its residents. A comprehensive set of criteria will be used to quantify the merits of each proposal package, including (but not limited to):

- Strength of qualifications of the Proposer (together with any proposed subcontractor, if any), especially related to the needs of the City. Qualifications will include (but not be limited to) the proven capacities of the Proposer (and any subcontractor) to meet the operational requirements of the City.
- Comments from the Proposer's reference clients.
- Innovations proposed to increase participation and recyclable material quantities collected.
- Innovations proposed to improve public education about recycling to all residents.
- The price of recycling services.
- Overall, net annual cost to the City.
- Responsiveness of the proposer to all other provisions of this RFP.

These evaluation criteria are not presented in any special order. No ranking of these criteria within this RFP is intended or implied. The City reserves the right to consider other criteria in their review of proposals.

3.3 Schedule

Proposal & Selection Task	Date
RFP Published	April 1, 2025
Notification of Intent	April 18, 2025
Deadline for Proposers to Submit Questions	May 2, 2025, 4:30 p.m. CST
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Contract Execution Deadline	August 31, 2025
Contract Term	January 1, 2026 – December 31, 2030

3.4 Notification of Intent

Prospective Proposers interested in responding to this RFP shall notify the City in writing (emails or faxes are acceptable) of their interest in proposing. Notifications of intent shall be sent to:

Sandie Thone, City Clerk
5755 Country Club Road
Shorewood, MN 55331
sthone@shorewoodmn.gov

Notifications shall include name, title, address, phone number, email address and an itemized list of each Prospective Proposer intends to submit proposals to. Notification of intent must be made by Friday, April 18, 2025, 4:30 p.m. CST.

3.5 Requests for Clarification

Questions, requests for clarification or requests for information about this RFP or process must be submitted in writing to the City Clerk by Friday, May 2, 2025, 4:30 p.m. CST. All questions and requests for more information and the City response will be summarized in writing and forwarded to all other qualified Proposers on or before Friday, May 16, 2025, 4:30 p.m. CST. Any other unauthorized contact with other City staff or City Council members will subject the company to disqualification from further consideration. This restriction will be in effect from the date this RFP is finalized and released through the date of final contract award (including authorization for execution) by the City Council.

3.6 Proposers May Team with Other Companies

It is recognized that some prospective haulers may wish to subcontract with other companies for processing services. This is allowed as needed, but all such Proposer-Subcontractor relationships must be explicitly described in each proposal scenario. The City will only contract with one primary Contractor for the recycling services.

Multiple Proposers may team up with other complimentary hauling or recycling companies provided there is no collusion. A company may be listed as a part of more than one team as long as this company submits a written certification that no collusion occurred between competing proposals.

3.7 How to Submit Proposals

Proposals shall be submitted to the City of Shorewood City Clerk no later than Friday, May 30, 2025, 4:30 p.m. CST, to be considered eligible. Proposals shall be submitted in a sealed envelope with the name of the proposing company on the outside and addressed as follows:

Recycling Services Proposal
c/o Sandie Thone, City Clerk
5755 Country Club Road
Shorewood, MN 55331

Proposals will be treated in accordance with Mn. Statutes 13.591, Subdivision 3 (b), Data Practices Act. Proposers must include seven (7) printed copies and one electronic copy of the proposal on a flash drive

inside the sealed envelope. The proposal file must be formatted in Microsoft Word or a suitably compatible alternative. Only the company names of the Proposers submitting proposals will be made public. All proposal documents shall be held as confidential until the City Council awards a new contract and authorizes staff to execute the new contract.

3.8 Proposals May Be Rejected in Whole or Part

The City reserves the right to reject any or all proposals or parts of proposals, to negotiate modifications of proposals submitted, to accept part or all of the proposals on the basis of consideration(s) other than proceeds or cost, and to negotiate specific work elements with a respondent into a project of lesser or greater expense and reimbursement than described in this RFP or the respondent's reply.

3.9 RFP and Proposal to Become Part of Final Contract

The contents of this RFP, the successful proposal, and any written clarifications or modifications to the contents thereof submitted by the successful Proposer may become part of the contractual obligations and be incorporated by reference into the ensuing contract. If any provision of the contract is in conflict with the referenced RFP or proposal, the contract shall take precedent.

4. PROPOSAL CONTENT

At minimum, Proposers must submit a proposal for the Single-sort Recycling Collection Scenario (see *section 5.1 Single-Sort Scenario*), along with responses to accompanying *Attachments A, B & C*. Organic Materials Collection Scenario (see *section 5.2 Organics Material Collection*) and Alternate Scenario (see *section 5.3 Alternate Scenario*) are optional. If an alternate scenario is proposed, it will be considered using the same evaluation criteria and process as the recycling or organic scenarios. Alternate proposals must have clear and complete descriptions of the proposed operations to be considered.

4.1 Price Worksheets and Questionnaires

Prospective Proposers must complete a price worksheet and questionnaire as part of each proposal they submit (see *Attachments A, B, C*). In addition, Proposers may complete an additional alternate price worksheet if their proposed system does not fit into one of the other scenarios.

Qualified proposals must include at least the following elements for each scenario:

- Completed price worksheets (see Attachment A)
- Completed responses to contractor questionnaire (see Attachment B)
- Completed responses to scenario questionnaire (see Attachment C)

5. PROPOSAL SCENARIOS

5.1 Single-Sort Scenario

To meet RFP requirements, proposers must submit a single-sort proposal scenario. The single-sort system is one in which residents place their city designated recyclables into one container for collection. Proposer agrees to provide residential recycling services to all households.

5.1.1 Single-Sort Start Date

The start date for any new single-sort recycling contract, if such a contract is awarded by the City, shall be January 1, 2026. Proposers may suggest an alternative “change date” to start the new single-sort recyclables collection service, but this must be clearly specified in their response to this RFP.

5.1.2 Collection Vehicle Equipment Requirements

All collection vehicles used in the performance of the contract shall be duly licensed and inspected by the State of Minnesota and shall operate within the weight allowed by Minnesota Statutes. Appropriate container vehicles shall be used that are in proper working condition and that prevent loss in transit of liquid or solid cargo. All vehicles shall be kept clean and as free from offensive odors as possible.

5.1.3 Recycling Containers

Proposer shall provide containers for single-stream collection programs. The Proposer will maintain an inventory of new and replacement containers and will be required to service and repair damaged containers. The Proposer shall maintain sufficient cart inventory of various sizes to meet supply and demand needs for the entire term of the contract.

5.1.4 Collection

Except for selected multifamily dwellings, all organics material collection services will occur at the curbside. All collection operations commence no earlier than 7:00 a.m. and are completed by 6:00 p.m. on the scheduled collection day. The Proposer shall collect from each participating household, all acceptable materials that have been prepared according to publicized procedures.

Proposer shall adequately clean up any materials spilled or blown during the course of collection and/or hauling operations. Any unacceptable materials left behind should be secured within resident's recycling container, if provided. Proposer shall have no responsibility to remove any items that are not recyclable materials.

5.1.5 Collection Days

The current collection days are Wednesday for mainland areas of the City, and Thursday for the island properties. Delayed pick-ups due to holidays shall be designated in the final contract.

5.1.6 Collection Frequency

Single-sort recyclables shall be collected bi-weekly. An alternate collection frequency can be submitted under Scenario C: Alternate Scenario. If an alternate scenario is proposed, it will be considered using the same evaluation criteria and process as other scenarios.

5.1.7 Missed Collection Policy and Procedures

Residents will be directed to call the Proposer or City for missed collection and other service issues.

5.1.8 Non-Completion of Collection and Extension of Collection Hours

Proposer shall inform the City of the areas not completed, the reason for non-completion, and the expected time of completion.

5.1.9 Weighing of Loads

Proposer will keep accurate records consisting of an approved weight slip or electronic equivalent.

5.1.10 Reporting

Proposers must adequately report how they will track customer service reports, participation rates, tonnages and contamination rates.

5.1.11 Publicity, promotion and education

The Proposer shall work with the City to prepare and distribute recycling information to residents each year.

5.2 Organics Material Collection

The organic material collection scenario is one in which residents place their organics recycling into one container for collection. The proposer shall collect the organics, transport and unload at an organic processing facility. Proposer agrees to provide curbside organics services to all households.

5.2.1 Organics Material Collection Start Date

Because curbside organics services are currently not required, the start date for any organics contract, if such a contract is awarded by the City, is currently unknown. The City anticipates that Hennepin County, Minn. Stat. § 473.149 will determine a start date for curbside organic collection. Proposers may suggest any date within the five-year proposed contract period to start the new organic collection service, but this must be clearly specified in their response to this RFP.

5.2.2 Vehicle Equipment Requirements

All collection vehicles used in the performance of the contract shall be duly licensed and inspected by the State of Minnesota and shall operate within the weight allowed by Minnesota Statutes. Appropriate container vehicles shall be used that are in proper working condition and that prevent loss in transit of liquid or solid cargo. All vehicles shall be kept clean and as free from offensive odors as possible.

5.2.3 Organics Recycling Containers

Proposer shall provide containers for organics material collection programs. The Proposer will maintain an inventory of new and replacement containers and will be required to service and repair damaged containers. The Proposer shall maintain sufficient cart inventory of various sizes to meet supply and demand needs for the entire term of the contract.

5.2.4 Collection

Except for selected multifamily dwellings, all organics material collection services will occur at the curbside. All collection operations commence no earlier than 7:00 a.m. and are completed by 6:00 p.m. on the scheduled collection day. The Proposer shall collect from each participating household, all acceptable materials that have been prepared according to publicized procedures.

Proposer shall adequately clean up any materials spilled or blown during the course of collection and/or hauling operations. Any unacceptable materials left behind should be secured within resident's recycling container, if provided. Proposer shall have no responsibility to remove any items that are not recyclable materials.

5.2.5 Collection Days

The current collection days are Wednesday for mainland areas of the City, and Thursday for the island properties. Delayed pick-ups due to holidays shall be designated in the final contract.

5.2.6 Collection Frequency

The frequency in which organic recycling services would occur has not been determined. Proposers that are responding to the organics material collection scenario must suggest collection frequency in their response to this RFP on Worksheet A.

5.2.7 Missed Collection Policy and Procedures

Residents will be directed to call the Proposer or City for missed collection and other service issues.

5.2.8 Non-Completion of Collection and Extension of Collection Hours

Proposer shall inform the City of the areas not completed, the reason for non-completion, and the expected time of completion.

5.2.9 Reporting

Proposers must adequately report how they will track customer service reports, participation rates, tonnages and contamination rates.

5.2.10 Publicity, promotion and education

The Proposer shall work with the City to prepare and distribute information to residents each year.

5.3 Alternate Scenario

Proposers may elect to also submit a proposal for an alternate scenario that does not conform to the specifications listed in the single-sort or organic RFP scenarios as described above.

Alternate scenarios could include major changes in the system such as:

- Alternate collection method, i.e. compostable bag instead of cart for organics or other method.
- Alternate collection frequency.
- Other innovative proposals.

ATTACHMENT A: PRICE WORKSHEETS

All Proposers must fill out at least one price worksheet with each proposal scenario. Multiple scenarios may be submitted. Proposers may fill in the attached form or use their own similar format; however, the contents in the attached price worksheet must be included if alternate formats are submitted.

If the Proposer proposes under any alternate proposal scenarios, the proposal must explicitly describe the collection service design (e.g., resident materials sorting/preparation requirements, collection frequency, cart size, cart ownership, etc.)

The proposed price per household charge to the City for all recycling services must be completed for each scenario.

Single-Stream Recycling Collection Scenario

Year (January-December)	Number of stops (per month)	Collection Rate (per household/month)	Processing Fee (per household/month)	Total Rate (per household/month)
2026				
2027				
2028				
2029				
2030				

Organics Material Collection Scenario

Year	Start-End Date	Number of stops (per month)	Collection Rate (per household/month)	Processing Fee (per household/month)	Total Rate (per household/month)
2026					
2027					
2028					
2029					
2030					

ATTACHMENT B: CONTRACTOR QUESTIONNAIRE

Please provide requested information to the items listed below. All questions should be answered fully in order to provide the City with an understanding of the services you would provide. Information and answers can be attached on separate sheets as needed.

Qualified proposals must include at least the following elements:

1. Name and Address of Contractor.
2. Are you currently a Licensed Solid Waste Collector with the City? If not, do you intend to do so prior to a contract being signed?
3. Provide names and titles of key personnel and related tasks they would perform during the transition and during the term of the Agreement. Include personnel that would handle Shorewood during operation of recycling service.
4. How many years have you been engaged in residential recycling collection?
5. How many years have you been engaged in residential organics collection?
6. List current and past municipal recycling contracts you have had in the past 15 years. If applicable, list the date when the contract ended and the reason for the loss of a contract.
7. List current and past municipal organics contracts you have had in the past 15 years. If applicable, list the date when the contract ended and the reason for the loss of a contract.
8. Provide contact information for three references from cities where you have recently provided residential recycling services of similar size and scope. Contact information should include Organization Name, Contact Person Name, Email Address, and Phone number.
9. Describe any new contracts you have recently begun in the last 5 years. Provide a detailed list of the steps you took to ensure the contract transition was successful both from a field and customer service perspective. As a new provider, what issues or problems did you encounter and how did you deal with those issues? What challenges do you expect with this contract?
10. List company, locations and contact person for the materials processing facility for recyclables and organic materials.
11. How do you minimize missed pickups when starting a new contract and when new drivers are added during the contract?
12. Describe the number, type, size and age of collection vehicles that will be used. What type of fuel do they use? Will there be additional vehicles available should one breakdown during service?
13. What new technologies or innovations have you added or are you considering adding to vehicles to better track materials, contamination, collection problems, etc. in the field?
14. Describe how you will staff and deliver excellent customer service for this contract. Including information regarding service during route collection and office support.
15. Specify if and how you will change your capacity (i.e., staff, vehicle fleet and processing / marketing) to fulfill the Agreement, if awarded.
16. State your company safety philosophy. Provide written, signed confirmation that all required safety plans are on file and available for review upon request. Include your safety manager's name and contact information (i.e., phone number, e-mail) in the proposal.
17. Describe any environmentally sustainable initiatives in the Twin Cities Metropolitan Area (TCMA) that are currently a part of your company's business operations. List any future plans for your operations in the TCMA.

ATTACHMENT C: SCENARIO QUESTIONNAIRE

Please provide requested information to the items listed below. All questions should be answered fully in order to provide the City with an understanding of the services you would provide for each scenario. Information and answers can be attached on separate sheets as needed.

1. What are your policies and truck-side procedures to manage prohibited items that residents may place in carts?
2. What is your proposed cart color, lid color or other labels?
3. Describe the methods you propose to use to perform recycling participation study for both set-out and participation rate.
4. Describe your interest and capability of adding materials in the future. Please note the types of materials that may be included in the future.
5. Describe what you propose as plans for education to better the quality of the program, to increase participation and volume of materials collected, both initially and over the term of this contract for each scenario in which you have applied. Please describe in sufficient detail and include examples from other existing City programs, if applicable.
6. State your means to estimate process residuals from your (or subcontracted) recycling facility.
7. Describe plans for processing and marketing materials collected.
8. What are your policies and truck-side procedures to manage prohibited items that residents may place in the carts?
9. What is your proposed cart color, lid color or other labels?
10. What is your proposed list of publicity and education tools? Please describe in sufficient detail and include examples from other existing City programs, if applicable.



Title/Subject: South Shore Senior Partners Agreement
Meeting Date: March 10, 2025
Prepared by: Mitchell Czech, Parks & Recreation Manager
Attachments: Draft South Shore Senior Partners Agreement
2009 - 2014 Rental Agreement
January, February, March 2025 Newsletter

Background

The South Shore Senior Partners (SSSP) is a non-profit organization that has partnered with the City and the Shorewood Community & Event Center (SCEC) for a number of years. 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 operate.

The last agreement between the SSSP and the City was put in place in 2009 and expired on March 1, 2014. Since that time, the City and the SSSP have operated under a “month-to-month agreement,” essentially continuing the terms of the original rental agreement. The SSSP rents space at the SCEC between 8:30 a.m. – 3:30 p.m. on Monday – Thursday, and 8:30 a.m. – 12:00 p.m. on Friday. Rent is paid to the city at a rate of \$600 per month, and the SSSP also supplies volunteers to staff the welcome desk of the SCEC during the above hours. The SSSP has always been flexible with their rented space to accommodate various City programs, meetings, or potential outside rentals.

The City has drafted an agreement to formalize the partnership with the SSSP. In drafting the agreement and consulting with our City Attorney and insurance provider, there are two areas of the agreement that need City Council direction.

1. **Insurance:** Currently, the SSSP is covered under the City’s insurance policy. The current cost of having them covered under the policy is minimal. However, if there was a claim involving the SSSP, the City would have to pay the \$2,500 deductible. The City’s loss experience modification would also increase, therefore increasing the insurance premium.
2. **Background Checks:** Currently, background checks are not conducted on volunteers that staff the welcome desk of the SCEC during rented hours. Our City Attorney has advised that background checks should be required for volunteers. If the City were to conduct background checks, the City may be exposed to liability if they are cleared and something happens.

Financial Considerations

Both parts of the agreement that need council direction may have a fairly significant financial impact. While there is a minimal expense to cover the South Shore Senior Partners under the City's insurance, the potential \$2,500 deductible to be paid and higher future premiums are a risk if a claim were to be made on behalf of the SSSP.

If the City were to conduct background checks on front desk volunteers, there would be a small upfront cost to complete checks for all volunteers. However, the volunteer base of 12-15 people generally remains consistent from year to year. It is important to note that the SSSP volunteers do perform duties on behalf of the City while volunteering as they answer phone calls, greet visitors that may or may not be SSSP participants, open/close the building when staff is not available, and assist with some general cleaning duties.

The agreement also contains a pricing structure that outlines incremental increases in 2026 and 2027. Monthly rental rates have not increased since the last agreement that ended in 2014, while building costs have risen tremendously.

Discussion Requested:

Questions for discussion include:

- Is the Council comfortable with continuing to have the South Shore Senior Partners covered under the City's insurance policy?
- Is the Council comfortable with having the City conduct and pay for background checks on volunteers?
- The current agreement is for a 5-year term. However, the SSSP has expressed concern about the longevity of their organization. Would a shorter term be more desirable, particularly when considering the future of the SCEC.
- Any additional thoughts and discussion.

City of Shorewood Rental Agreement

SouthShore Senior Partners & The Shorewood Community & Event Center

This AGREEMENT is made and entered into this ___ day of ____ _ 2024, by and between the **CITY OF SHOREWOOD**, a Minnesota Municipal corporation (“City”) and the **SOUTHSHORE SENIOR PARTNERS**, a Minnesota 501(c)3 non-profit organization (“Lessee”), for use of the Shorewood Community and Event Center (“SCEC”) facility.

WHEREAS, the City is the owner of certain real property located at 5735 Country Club Road, Shorewood, Minnesota 55331 ("Property") and the office building located thereon ("SCEC"); and

WHEREAS, the Lessee desires to lease from the City a portion of the SCEC for use by Lessee for senior activities as shown on the attached Exhibit "A" ("Leased Premises") pursuant to the terms, covenants and conditions of this Lease; and

WHEREAS, the City and Lessee desire to enter into this Lease Agreement setting forth the terms of Lessee's use of the Leased Premises.

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein, it is hereby mutually agreed by the parties as follows:

1. Terms and Use. The Lessee takes and rents the Leased Premises from the City "as is" and "where is" without any liability or obligation on the part of the City to make any alterations, improvements or repairs of any kind or nature, on or about said Leased Premises for the term of five (5) years, commencing on January 1, 2025 to December 31, 2029 ("Term").

2. Rent. Lessee shall pay the City as "Rent" for the Leased Premises, the sum of Six Hundred Dollars (\$600.00) per month for the year of 2025, which Rent shall be due and payable beginning on January 1, 2025 and continuing on the 1st day of each month thereafter until the end of the year. Rent payments will increase to Six Hundred and Fifty Dollars (\$650) on January 1, 2026, and Seven Hundred Dollars (\$700) on January 1, 2027 until the end of the Lease Term. The City or Lessee may terminate this agreement for any reason or no reason at all by giving at least sixty (60) days advance written notice.

3. Facility Space. The Lessee is granted use of the Leased Premises solely for its business on Monday through Thursday 8:30 am to 3:30 pm and Fridays 8:30 until noon. The LESSEE may also utilize common spaces such as the restrooms, hallways, and/or lobby area of the SCEC as needed, and is also permitted office space for office work and limited storage. All

programming must be coordinated with the Parks & Recreation Manager and/or Recreation Specialist to avoid conflict with other programming in the center. The Lessee shall not use and shall not permit the Leased Premises to be used in any way that would cause a cancellation, restriction, or increase in premium of the City's insurance. The Lessee shall abide by and conform to all statues, ordinances, rules, and regulations relating to the use and occupancy of the SCEC. The Lessee shall comply with all City policies related to the use of the SCEC.

The City reserves the right to schedule other activities and programs during the day time hours as long as it is communicated in advance with the LESSEE. The City will work to accommodate LESSEE programs in the event other activities and programs take place during day time hours.

4. Non-Scheduled Hours and Special Events. The City agrees to accommodate LESSEE special events or programs outside of traditional leased hours (as noted in section 4) up to 4 times per year, so long as reservations are made at least 3 months in advance, events do not conflict with ongoing reservations, and the LESSEE provides volunteer front desk staff. The LESSEE is responsible for additional expense incurred by the City due to special events including but not limited to cleaning fees, tablecloth servicing, and city staff labor.

The Lessee is permitted to access the building outside of agreed upon hours to conduct necessary business relevant to LESSEE programs and services, such as bakery drop-off and watering plants. The City will issue key fobs to volunteers in need of accessing the building during non-business hours to allow for opening and closing of the facility. The Lessee assumes full responsibility for ensuring the facility is locked and that no unauthorized persons enter the facility when opening and closing the facility without city personnel present. Volunteers must return key fobs to the City upon termination of this Agreement or upon notice from the City to Lessee that the volunteer has misused their key fob.

5. Volunteers and Staffing. The Lessee will provide a representative to be at the front desk Monday-Thursday 8:30-3:30 and Fridays 8:30-Noon. Volunteer duties include but are not limited to greeting visitors, answering general questions, and providing coverage for the building when city personnel are not present. This volunteer will be responsible for coordinating all LESSEE activities.

The Lessee is responsible for adequately training and onboarding new volunteers and ensuring they are adhering to the City's Personnel Policy. The City will provide guidance and resources for training as needed, including but not limited to basic instruction guides, city contact information, building protocols, and more as requested by the LESSEE. The City

will invite interested LESSEE volunteers to the annual Shorewood Community & Event Center staff training for new and/or interested volunteers. The LESSEE is responsible for conducting background checks on all volunteers.

6. Marketing and Promotion. The City agrees to promote LESSEE programs and events via Social Media, the SCEC electronic sign, and the City website. Marketing materials are to be provided by the LESSEE at least 48 hours in advance for the City to distribute. The City's promotion of LESSEE program and events does not constitute an adoption of LESSEE's speech as the City's own speech.

7. Assignment and Subletting. Lessee may not assign this Lease without the prior written consent of the City, which consent may be granted or withheld in City's sole discretion.

8. Utilities. Lessee will not be charged for any utilities including, but not limited to, gas, water, sewer, electric and telephone, used during the Term of this Lease.

9. Maintenance and Repair. Lessee agrees to keep, repair and maintain at its sole cost and expense the Leased Premises at all times during the Term of this Lease, and will quit and deliver up the Leased Premises to the City, peacefully and quietly at the end of the Term, or upon other termination, in as good of repair and condition, as the Leased Premises was at the commencement of this Lease, reasonable use and wear thereof accepted. The Lessee will further keep the Leased Premises in a neat, clean and respectable condition at the Lessee's sole cost and expense. The Lessee will not make or suffer any waste thereon or thereof, and will not use the Leased Premises or any part thereof for any purpose called hazardous by insurance companies, and will comply in all respects with all present and future environmental laws, rules and regulations.

10. Insurance. The Lessee is covered under the City insurance policy.

11. Waiver of Liability. All personal property belonging to Lessee on the Premises shall be at the risk of Lessee, and Lessee shall carry insurance on Lessee's personal property, and the City shall not be liable for any damage thereto. Lessee waives all claims against the CITY for damages to persons or property sustained by Lessee or Lessee's occupants, licensees or invitees, except those claims caused by the intentional malicious act or intentional omissions of the City or its agents.

12. Indemnification. To the fullest extent permitted by law, the Lessee agrees to defend, indemnify, and hold harmless the City and its employees, officials, and agents from and against all claims, actions, damages, losses, and expenses, including reasonable attorney fees, arising out of the Lessee's negligence or the Lessee's performance or failure to perform its obligations under this Agreement. The Lessee's indemnification obligation shall apply to the Lessee, or anyone directly or indirectly employed or hired by the Lessee, or

anyone for whose acts the Lessee may be liable. The Lessee agrees this indemnity obligation shall survive the completion or termination of this Agreement.

13. Default Remedies. Lessee's breach of any provision of this Agreement constitutes a default. Upon default, the City will provide at least 10 days written notice to Lessee of the breach. Upon receipt of written notice, the Lessee shall have 30 days to cure the breach. If Lessee does not cure within 30 days of notice, the City may take possession of the Leased Premises immediately, using any means permissible under law, and terminate this Lease Agreement. This remedy shall be in addition to any others available at law to the City.

14. Damage or Destruction. If the Leased Premises is damaged or destroyed by fire or other casualty to the extent that the Lessee's enjoyment of the Leased Premises is substantially impaired, Lessee may (a) immediately vacate the Leased Premises and notify City in writing within ten (10) business days of Lessee's intention to terminate this Lease, in which case the Lease shall terminate as of the date of the Lessee vacating the Leased Premises; or (b) if continued occupancy is lawful, vacate a part of the Leased Premises rendered unusable by the fire or other casualty, in which case Lessee's liability for Rent is reduced in proportion to the diminution in the fair rental value of the Leased Premises. Notwithstanding the foregoing, if the Lease is not terminated by the Lessee as provided herein, and the Leased Premises cannot reasonably be repaired within thirty (30) days from the date of such damage, or if the City elects in its sole discretion not to repair such damage, the City may give the Lessee written notice that it is not going to repair the damage to the Leased Premises and that the City is terminating the Lease and the Lease shall there upon be terminated effective as of the date of the damage and the Lessee shall remove all of its property and/or equipment from the Leased Premises.

15. Holding Over. Lessee will, at the expiration of this Lease Agreement, whether by lapse of time or termination, give up immediate possession to the City. If Lessee fails to give up possession the City may, at its option, serve written notice upon Lessee that such holdover constitutes a creation of a tenancy at sufferance. If the City does not give said notice, Lessee's holdover shall create a tenancy at sufferance. In any such event the tenancy shall be upon the terms and conditions of this Lease Agreement, except that Lessee shall be obligated to pay to the City rent in the amount of \$700.00 per month on the 1st day of each month, (which rent shall be prorated on the basis of a 365 day year for each day Lessee remains in possession); excepting further that no notices shall be required prior to commencement of any legal action to gain repossession of the Premises. Lessee shall also pay to the City all damages sustained by the City resulting from retention of possession by Lessee. The provisions of this paragraph shall not constitute a waiver by the City of any right of reentry as otherwise available to the City; nor shall receipt of any rent or any other act

consistent with continued tenancy operate as a waiver of the right to terminate this Lease Agreement for a breach by Lessee hereof.

16. Notice. All notices, demands, requests, consents, approvals, or other instruments required or permitted to be given by either party pursuant to this Lease shall be in writing and duly posted or personally delivered to the other party at the following addresses:

To City: Parks and Recreation Manager, City of Shorewood, 5755 Country Club Road, Shorewood, MN 55331

To Lessee: SouthShore Senior Partners,

All notices to Lessee shall be effective if given to Lessee at the address set forth herein. All notices shall be deemed received when delivered, if hand-delivered, or three business days after deposit with the United State Postal Service, postage prepaid and sent by certified mail, return receipt requested, or one business day after deposit with a nationally recognized overnight commercial courier service, air bill prepaid. Notices by telefax or e-mail alone are not sufficient. The addresses for notices may be changed by the parties from time to time by delivery of written notice to the other party as provided herein.

17. Binding Effect. All the covenants, terms and conditions of this Lease shall extend, apply to and firmly bind the Parties, and their heirs, executors, administrators, successors and assigns.

18. Severability. If any of the terms or provisions contained herein shall be declared to be invalid or unenforceable by a court of competent jurisdiction, then the remaining provisions and conditions of this Lease, or the application of such to persons or circumstances other than those to which it is declared invalid or unenforceable, shall not be affected thereby and shall remain in full force and effect and shall be valid and enforceable to the fullest extent permitted by law.

19. Applicable Law and Venue. This Lease shall be governed by and construed in accordance with the laws of the state of Minnesota. Any action to declare or enforce any rights or obligations under this Lease shall be commenced by any party in Hennepin County District Court. City and Lessee hereby consent to the jurisdiction of such court for such purposes and agree that any notice, complaint or other legal process delivered to City or Lessee shall constitute adequate notice and service of process for all purposes and shall subject City and Lessee to the jurisdiction of such court for purposes of adjudicating any matter related to this Lease.

20. Captions. The captions of the Sections and subsections of this Lease are for convenience only, and are intended and shall not be deemed for any purpose whatever to modify, explain or place any construction upon any of the provisions of this Lease.

21. Interpretation. The language in all parts of this Lease shall be construed simply according to its fair meaning and not strictly for or against City or Lessee. Any reference to any Section herein shall be deemed to include all subsections thereof unless otherwise specified or reasonably required from context.

22. City/Lessee Relationship. Nothing contained in this Lease shall be deemed or construed to create the relationship of principal and agent or that of partnership or of joint venture or of any association between City and Lessee, and neither the method of computation of rent, nor any other provisions contained in this Lease, nor any acts of the parties hereto shall be deemed to create any relationship between City and Lessee other than the relationship of City/Lessee.

23. Waiver of Default. No waiver by City of any provision of this Lease shall be deemed to be a waiver of any other provision hereof or of any subsequent breach by Lessee of the same or any other provision. No delay on the part of City in exercising any of its right hereunder shall operate as a waiver of such rights or of any other right of City, nor shall any delay, omission or waiver on any one occasion be deemed a bar to or a waiver of the same or any other right on any other occasion. Neither City's failure to bill Lessee for any rent or additional sum as it becomes due hereunder nor its error in such billing or failure to provide any other documentation in connection therewith shall operate as a waiver of City's right to collect any such rent or additional sum which may at any time become due hereunder in the full amount to which City is entitled pursuant to the terms and provisions hereof. City's consent to or approval of any act by Lessee requiring City's consent or approval shall not be deemed to render unnecessary the obtaining of City's consent to or approval of any subsequent act of Lessee whether or not similar to the act so consented to or approved.

24. Data Practices Act. All government data collected, created, received, maintained, or disseminated for any purpose by the Parties pursuant to this Agreement shall be governed by the Minnesota Government Data Practices Act, Minn. Stat. §§ 13.01 *et seq.* ("the Data Practices Act"). Lessee agrees to comply with the Data Practices Act as it applies to any data provided to it by the City or third parties, and further agrees to cooperate and assist Customer staff in complying with any data practices requests arising out of, or related to, information generated or submitted via Lessee.

25. Audit. Pursuant to Minnesota Statutes § 16C.05, subdivision 5, Lessee agrees that the City, the State Auditor, or any of their duly authorized representatives at any time during

normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the City, and involve transactions relating to this Agreement. Lessee agrees to maintain these records for a period of six years from the date of termination of this Agreement.

26. Entire Agreement; Amendments. This Lease constitutes the entire agreement between the parties hereto with respect to the subject matter hereof, and no prior written or oral agreement or any contemporaneous oral or written understanding pertaining to any such matter shall be effective for any purpose. No provision of this Lease may be amended or supplemented except by an agreement in writing signed by both Parties.

27. Provisions Severable. No provision of this Lease which proves to be invalid, void or illegal shall in any way affect, impair or invalidate any other provision hereof and the remaining provisions hereof shall nevertheless remain in full force and effect.

28. Recording of Agreement. Lessee shall not record this Agreement against the Property. In the event that Lessee shall record this Agreement, this Agreement shall, at City's option, terminate immediately and the City shall be entitled to all rights and remedies that it has at law or in equity.

IN WITNESS WHEREOF, the parties have hereunto set their hands effective the day and year first above written.

SouthShore Center

5735 Country Club Road, Shorewood, MN 55331

Phone: (952) 474-7635 Fax: (952) 474-8852

Website: www.southshore-center.org

Rental Contract

Lessor: Friends of the SouthShore Community Center

Lessee: South Shore Senior Partners

The Friends of the SouthShore Community Center hereby enters into a Rental Contract with:

South Shore Senior Partners

This rental contract runs from March 1, 2009 to March 1, 2014. Early termination of this lease must be provided by written notice at least 60 days prior to the month end, which is to be the termination date. Rent for use of all rooms shall be a guaranteed payment of \$36,000 that covers the 60 months in this time period. Rent shall be payable monthly at the rate of \$600 per month.

Hours of rental will be Monday-Friday from 8:30 a.m. to 4:00 p.m. with these exceptions:

1. Time and space not used by South Shore Senior Partners will be available for rent by the South Shore Community Center's Rental Coordinator.

The South Shore Senior Partners will receive a monthly statement from the Center's rental coordinator.

Lessee will be responsible for all table and chair set up and tear down, putting items that are stored at the Center in the storeroom space indicated by the Center, and seeing that the guidelines of opening and closing the building are followed (see attached information).

I agree to enter into this contract with the Friends of the SouthShore Community Center.



South Shore Senior Partners

1-19-09
Date



Friends of the SouthShore Community Center

1/20/09
Date

SOUTHSHORE SENIOR PARTNERS TIMES

ShorewoodMN.gov/SSSP

January, February, March 2025

Phone: 952.474.7635

Address: 5735 Country Club Road, Shorewood MN 55331



*
* "The color of springtime is in the
* flowers, the color of winter is in the
* imagination"
*

ARCTIC FEVER — Free winter fun for all ages!

Friday, January 17th - Kick-off Party

Shorewood Community & Event Center 5:30pm-7:30pm

Join us for food, beverages & a variety of family friendly activities!

Saturday, January 18th - Winter Activities

Freeman Park, 6000 Eureka Road, Shorewood 10am-1pm

Fun attractions—sleigh rides, llamas, ice sculpting and more!

Free tax service available for seniors and low-income "simple taxes" persons/families by:

AARP - IRS CERTIFIED TAX-AIDE COUNSELORS FOR YOUR 2024 TAXES

- * Federal and State Tax Preparation
- * State Property Tax Refunds
- * Renters Rebate Returns

Appointment Dates and Times available to reserve:

Thursdays from: February 13th to April 10th
9:00am, 10:15am, 11:30am, 12:45pm

We have a new Tax Appointment specific phone line **952-960-7923**
Tax Preparation appointment line opens: **1/27/2025 (Monday)**

Tax Appt Reservations are required and taken only at our **Tax Appt phone number: 952-960-7923**

Appointments will be held at Shorewood Community & Event Center
5735 Country Club Rd
Shorewood, MN 55331

Call the Center for information 952.474.7635 Visit our website: ShorewoodMN.gov/SSSP
or stop by: 5735 Country Club Road, Shorewood MN 55331

Upcoming Events

What's your story?

Have your children or grandchildren ever asked you what your life was like when you were their age? Have you considered writing about it? Do you have a story tucked away half finished?

SSSP is offering a Writer's Class where you can get help finishing that story or begin a new one. It could be about events in your life or a topic you want to explore.

Your writing needn't be limited to life stories. Fiction, non-fiction, essay, poetry, whatever you choose can be critiqued and discussed at each session.

Join us the 1st Thursday of each month— with the exception January 9th, February 6th and March 6th at noon until 2pm.

Bring your lunch and your notebook. Coffee will be provided.

Wood Carver's Group

Now meeting Tuesdays and Fridays at 9:30am.
Come one day or both days!

Wood carvers of all skill levels welcome.
Start something new or finish something old.
Come ask questions of other carvers and make some new friends!



UPDATED ADDRESS OR PHONE?

LET US KNOW

Have you recently moved or have an updated name or address? Email us at: ShorewoodSSSP@gmail.com
Or call 952.474.7635.

If you no longer wish to receive this Newsletter, we'd appreciate that update too.

THE COMMUNITY AND EVENT CENTER HAS HAD A FEW UPGRADES IN THE PAST YEAR:

- NEW CHAIRS IN OUR CONFERENCE ROOM
- UPDATES TO OUR RESTROOMS WITH AUTOMATIC SOAP DISPENSERS,
- AUTOMATIC FAUCETS
- UPDATED COMMODES
- NEW FURNACE

THERE HAS BEEN INTEREST IN TRYING SOMETHING NEW

INTRODUCING..... OPEN CARD/GAME TIME

START A NEW A GROUP! BRING YOUR CARD AND GAME PLAYING FRIENDS ALL ARE WELCOME TO PLAY: CRIBBAGE, 500, HAND & FOOT, MEXICAN TRAIN, RUMMIKUB, ETC. WE'LL PROVIDE THE SPACE & REFRESHMENTS, YOU PROVIDE THE PLAYERS!
TRY SOMETHING NEW OR PLAY SOMETHING OLD!

TUESDAY'S 1:00-3:00PM

SHOREWOOD COMMUNITY & EVENT CENTER

THE CENTER WILL BE CLOSED ON:

Wednesday, January 1st - New Years Day
Monday, January 20th - Martin Luther King Day
Monday, February 17th - Presidents Day

SSSP BOARD MEMBERS

The SouthShore Senior Partners are dedicated to encouraging seniors(55+)in maintaining a healthy and active life style. Our programs provide seniors with a time to socialize and participate in a variety of recreational and learning opportunities.

SSSP Board Members are:

Sally Bergman Jeanna Raap
Tena Brandhorst Theresa Zerby
Twila Grout

If you are interested in joining our board, contact Tena at the Center.

Upcoming Events

ONGOING ACTIVITIES EACH MONTH

Mondays

- ◇ Busy Bee Quilters
 - 9:00 am—Noon (Mon & Wed)
- ◇ EngAGE Physical Therapy class
 - 9:00 am - Register at 612.888.9882
- ◇ Bingo
 - 1:00 pm - Win \$\$ and prizes

Tuesdays

- ◇ Card Crafters
 - 9:00 am - *Join us!*
- ◇ Woodcarvers
 - 9:30 am - *Work on your own interests, or some group projects*
- ◇ Knit and Crochet
 - 10:30 am - *No sign up needed*
- ◇ Jewelry Design and Beading
 - 1:00 pm *Bring your projects*
- ◇ **Cards/Games *Cribbage, 500, Hand & Foot, etc-All abilities & levels welcome**
 - 1:00—3:00 pm *Join us on Tuesdays!*

Wednesdays

- ◇ Busy Bee Quilters
 - 9:00 am—12:00 pm (Mon & Wed)
- ◇ Mahjong
 - 1:00 pm - *Join us for a fun game!*

Thursdays

- ◇ Bridge - *Playing cards*
 - 1:00 pm

Fridays

- ◇ Dementia Support Group with Jane Stein. Want to learn more, or have questions? Call 952.240.8835
 - 9:00 am — 1st & 3rd Fridays
 - 9:30 am - Woodcarvers, all are welcome!

ENGAGE WELL: BALANCE AGILITY & FUN!

Join Sue Kanter of EngAGE Physical Therapy and Wellness for her Balance, Agility, Power and Strength class.

Thursdays 9:00am to 9:45am
 Call Sue with questions and to sign-up
 612-888-9882 or
suek@engagephysicaltherapymn.com

SOUTHSHORE SENIOR PARTNERS BINGO!!

Mondays at 1:00 pm
 Cost: \$0.25/game

You get 3 cards/chances per game for your \$\$

Prizes are from the money collected.



 Bridge Thurs (1pm)	 Playing Cards Tues (1pm)
 Mahjong Weds (1pm)	 Woodcarving Tues (9:30am)

RECYCLE EYEGLASSES

Bring your discarded glasses to the Center. The local Lions Club will collect them.



SSSP SELLS BEAUTIFUL REPURPOSED GREETING CARDS FOR \$.50 A CARD

Did you know we create these cards Tuesday mornings? Stop in and learn a new craft and meet some new friends. Donate your used or new cards. Feeling crafty?

Join the Card Crafters group!
 Tuesdays — 9:00 am

WE ARE LOOKING FOR VOLUNTEERS

The Senior Partners staff the reception desk at the Shorewood Community & Event Center Mon-Fri. Can you volunteer 3-1/2 hours of your time to greet people, answer the phone, and be a smiling face? More info, call Tena 952.474.7635



WISH TO RENT THE EVENT CENTER?

Would you like to rent space at the Community & Event Center for your next event? Call Parks And Recreation at: 952.960.7902
 or email rentals@ci.shorewood.mn.us

BAKERY ITEMS!



Mondays & Tuesdays (half price)
 Breads, Rolls, Cookies, Sweets, etc. *Wednesdays are free!*

Thanks to Shorewood Cub Foods!

SouthShore Senior Partners
5735 Country Club Road
Shorewood, MN 55331-8926



SHOREWOOD
COMMUNITY & EVENT CENTER

ADDRESS SERVICE REQUESTED

NON-PROFIT ORG
U.S. POSTAGE
PAID
EXCELSIOR, MN
PERMIT NO. 315

Our group is a non-profit which rents space at the Shorewood Community & Events Center from the City of Shorewood. We rely on contributions, fundraising and membership to continue our programming. If you are not already a member or supporter, please consider signing up. Thank you!

SouthShore Senior Partners

ShorewoodMN.gov/SSSP

January, February, March 2025

Page 4

Become a SSSP Member Today and Join the Fun!

Name: _____

Address: _____

Phone: _____ Email: _____

Membership Cost: _____ **Birth year:** _____

Basic Annual Membership: \$30

Basic Double Membership: \$50 I am 55+: Yes or No

* Supporting Member: * \$51 - \$99 * *All Memberships renew annually*

* Sustaining Member: * \$100+

* *Any contribution over the basic membership is tax deductible.*

Membership Benefits:

*I would like to volunteer!

◆ SouthShore Sr Partners newsletter

Interests are: _____

◆ Special Events discount

◆ Pride in supporting access for older adults of our area!

* **Clip out & mail to: Shorewood Community & Events Center
5735 Country Club Road, Shorewood, MN 55331-8926**



Do you have an event or an activity that you would like to see on our calendar? Let one of our board members know of your ideas!

**Share ideas
Start something good**



Title/Subject: Financial Planning Services for Development of Long-Term Financial Management Plan

Meeting Date: March 10, 2025

Prepared by: Jeanne Schmuck, Finance Director

Reviewed by: Marc Nevinski, City Administrator

Attachments: NA

Background:

Staff is proposing to utilize a financial advisory firm to develop a long-term financial management plan for the City's governmental and enterprise funds, including utility rate studies.

The last utility rate study was conducted in 2013. The City engaged Ehlers, Inc. to perform the utility rate study with a not to exceed costs of \$24,500. Prior to that, Northland Securities, Inc. provided the utility rate study in 2009. Staff has reached out to Northland Securities, and they provided an estimate of \$12,000 for a scope of work to develop a full Long-Term Financial Management Plan, which would serve as a guide for the on-going financial management for the entire City. This would be a valuable tool to utilize in the 2026 budget process.

The Plan would contain proposed strategies and identification of key factors and objectives to monitor with respect to the financial performance of the City's Governmental Funds and Enterprise Funds (the "Funds"). It would help determine the tax levy, utility rate structure and fee schedule for the next decade to provide revenue sufficiency. It would also evaluate the sufficiency of revenues to meet current and projected financial requirements for all City Funds.

It will use projected property tax levies, fees and charges needed to fund planned services, capital improvements, and debt service. Best practices and a comparison section will be included as well. The study will use planned future capital improvements for years 2025-2034 (the "CIP"), as well as the newly adopted Pavement Management Plan.

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

Having Northland Securities complete this work, rather than doing it in-house, will expedite planning and decision making regarding the City's Funds, and allow us to have more data and information while preparing the 2026 budget. Staff is familiar with Northland Securities' tools and format for this type of plan and would be able to utilize it in-house going forward.

Financial or Budget Considerations:

Although this is not a budgeted item within the 2025 budget the estimated cost of \$12,000 would be allocated across all City funds and would have a minimal impact on any particular fund.

Discussion Requested:

Staff would like to move forward on this project as it would be a beneficial tool as the Council continues the discussions from the annual retreat. It would also be beneficial as the 2026 budget discussions get underway. This project will take a few months to complete.