



City of Shorewood

August 25, 2025
City Council Meeting



City of Shorewood
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City Council Meeting

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

City of Shorewood
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2. Consent Agenda

- A. City Council Work Session Minutes of August 11, 2025
- B. City Council Regular Meeting Minutes of August 11, 2025
- C. City Council Closed Session Meeting Minutes of August 11, 2025
- D. Verified Claims List

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2. Consent Agenda

E. Annual Review of Minnesota General Records Retention Schedule

F. Tonka United Fall Kickoff Food Truck

G. 2025 Crack Seal Quote, City Project 25-02

H. 2025 Pavement Seal Quote, City Project 25-02

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2. Consent Agenda
 - I. New Retail Liquor License
 - J. MnDNR Conservation Partners Legacy (CPL) Grant Application
 - K. Agenda Meeting Management Software Board Portal Devices
 - L. Summary of Conclusions of City Administrator Annual Review



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3. Matters from the Floor

No Council action will be taken.

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8. General/New Business
 - A. SLMPD 2026 Budget



2026 Budget Proposal

August 25, 2025

Chief Justin Ballsrud
Police Administrator Holtan



	2026 Budget	2025 Budget	Variable %	\$ Change
Income				
40101 - Excelsior (27.9582%) with PSF	1,055,612	973,593	8.4%	82,019
40102 - Greenwood (8.5557%) with PSF	323,036	297,937	8.4%	25,099
40103 - Shorewood (49.7436%) with PSF	1,877,027	1,731,186	8.4%	145,841
40104 - Tonka Bay (13.7722%) with PSF	519,994	479,592	8.4%	40,402
42210 - Public Safety Funds / Excelsior			0.0%	-
42211 - Public Safety Funds / Greenwood			0.0%	-
42212 - Public Safety Funds / Shorewood			0.0%	-
42213 - Public Safety Funds / Tonka Bay			0.0%	-
40110 - Court Overtime	8,000	7,500	6.7%	
40120 - Excelsior Park, Dock & Code Enforcement Services	46,000	46,000	0.0%	
42100 - State Police Officer Aid	170,000	160,000	6.3%	
42150 - DWI Police Officer Grant	115,500	115,500	100%	
42200 - State Training Reimbursement	18,000	18,000	0.0%	
43100 - Minnetonka School District	6,863	6,863	0.0%	
43200 - Administrative Requests	7,000	7,000	0.0%	
43400 - Special Policing Details	27,000	27,000	0.0%	
44000 - Investment Income	2,500	5,000	-60.0%	
46400 - Forfeitures	5,000	18,000	-72.2%	
46500 - Grant Reimbursements	45,000	45,000	0.0%	
46600 - Other Reimbursements	-	25,000	-100.0%	
Total Income	4,226,532	3,963,171	6.7%	293,361
Expense	450,863	Income \$582,863		(132,000)
50100 - Full-Time Salaries	2,169,889	2,145,736	1.1%	24,153
50200 - General Overtime	50,000	40,000	25.0%	10,000
50230 - Reimbursed Overtime	61,338	61,338	0.0%	-
50300 - Part-Time Salaries	131,460	44,333	198.5%	87,127
50320 - Excelsior POLICE Salaries	46,000	46,000	0.0%	-
50500 - Social Security & Medicare	57,877	40,739	41.9%	17,088
50600 - PERA Pensions	402,834	393,741	2.3%	8,893
50700 - Health Insurance Benefits	304,090	315,421	-3.6%	(11,331)
50800 - Disability Benefits	27,700	9,450	193.1%	18,250
51000 - Contracted Services	32,652	33,682	-3.1%	(1,030)
52100 - IT Equipment Leases	86,723	62,323	42.4%	26,400
52200 - Repairs and Maintenance	120,875	85,029	42.2%	35,846
52300 - Utilities	80,074	81,143	-1.3%	(1,069)
52400 - Janitorial & Cleaning	11,160	9,840	13.4%	1,320
52500 - Printing & Publishing	2,500	2,500	0.0%	-
53000 - Supplies / Fuel	88,442	89,329	-1.0%	(887)
54000 - Uniforms & Gear	22,100	21,800	1.4%	300
54500 - Training and Education	44,760	44,760	0.0%	-
56000 - Liability / Causality Insurance	238,331	226,019	5.5%	12,312
56100 - Subscriptions & Memberships	5,670	2,130	166.2%	3,540
57000 - Special Projects	49,391	24,931	98.1%	24,460
57100 - Public Safety Aid Expenses	-	102,000	-100.0%	(102,000)
58000 - Capital Plan / Vehicle Leases	140,877	80,888	74.2%	59,989
Total Expense	4,176,543	3,963,181	5.4%	213,363
General Fund Reserve Replenishment	50,000	-		
Total Expense and General Fund Reserves	4,226,543	3,963,181	6.7%	
Expenses & Reserves (%) Income	3.77546%	3.36051%		



Objectives:

- Detailed Budget Review:

Increases/Decreases (FT Salaries: **1.1%**, PT Salaries: **196.5%**, Health Insurance: **-3.6%**, PERA: **2.3%**, Disability Benefits: **193.1%**, Special Projects: **98.1%**, Capital Plan/Vehicle leases: **74.2%**).

- Positions added:

- PT Administrative Specialist in July 2025



FULL TIME SALARIES

- Removal of full time CSO Position
- Lieutenant and Sergeant – starting salaries
- Removal of DTF Position





Part-Time Salaries

Line Item 50300 - Part-Time Salaries		\$131,460			
			Hourly Wage	Avg. Wkly Hrs	
Community Service Officer - Drakulic	\$11,269	\$27.09	8		
Community Service Officer - Dehn	\$11,269	\$27.09	8		
Community Service Officer - Houston	\$11,269	\$27.09	8		
Community Service Officer - Pothini	\$10,537	\$25.33	8		
Community Service Officer - Needham	\$10,537	\$25.33	8		
Kelley Settergren (Part-Time)	\$36,577	\$35.17	20		
<i>Hired 02/18/20 - Part-Time Effective 7.1.25</i>					
Contingency (Additional Hours Worked, Etc.)	\$40,000				
Sub-Total	\$131,460				
Park and Dock Patrol Services - Part-Time Seasonal Positions	\$0			Exxelsior Reimbursed	



Disability Benefits

Line Item 50800 - Disability Benefits	\$27,700	Notations
Long-Term Disability (20 Lives @ \$485/month est.)	\$9,700	
Benefit negotiated into the officers' and sergeants' labor contracts. All full-time employees must be covered to obtain coverage contract.		
Paid Family Leave Act (20 Lives @ \$880/month est.)	\$18,000	

*Notable Increase – Paid Family Leave Act
Effective January 1, 2026



Subscriptions and Memberships

Payroll Bank / HSA Fees		
Payroll Service - QuickBooks	\$2,000	Direct Deposit - Est. \$200 Per Month
Business Checking Account - Alerus	\$600	\$50 Per Month x 12
Employee Benefits (Administer HSA Plan)	\$250	Annual Fee



	Line Item 52100 - Equipment Leases	\$88,723	
52110	Communications - Hennepin County Information Technology		
	Transfer to Technology Fund		2024 Monthly Radio Fees
	800 MHz Radios - Mobile Data Computers - Other Technology	\$32,161	\$2,680.05
			17 Portable Radios end of life
52110	Records Management System - LETG		
	Transfer to Technology Fund		
	LETG Annual Maintenance and Support Fees - \$17,245.55 (2025 Cost)	\$21,452	
52110	Card Access - General Security Services Corporation (GSSC)		
	Transfer to Technology Fund	\$2,110	\$526.20/Qtr (2024)
52120	State of MN CJIS Connection Charges		
	Network Connection	\$1,600	\$390 Per Quarter
52110	Motorola Solutions, Inc.		
	Evidencelibrary.com - Icloud Storage	\$25,000	Annual Cost - 2024
52130	Updated Access Points		
	Transfer to Technology Fund	\$1,400	
52140	Document Processing Equipment		
	Ricoh Aficio Copier/Printer/Scanner/Fax (MP C4503)	\$3,600	\$300 Per Month
	Lease Agreement - Ricoh USA		
	Contract Pricing for Copies		
52145	Postage Meter		
	Francotyp-Postalia, Inc. - Digital Meter	\$1,400	\$116 Per Month

IT Equipment Leases

- Motorola Solutions, Inc. – BWC and Squad footage evidence library



Shorewood

	2026 Budget	2025 Budget	Variable %	\$ Change
40103 · Shorewood (49.7136%) with PSF	1,877,027	1,731,186	8.4%	145,841

Total Expense and General Fund Reserves	4,226,543
	-450,863
Expenses & Reserves (-) Income	3,775,680

→ x 0.497136 = 1,877,027

Income - \$450,863

- Court Overtime, Excelsior Park, Dock & Code Enforcement, State Police Officer Aid, DWI Police Officer Grant, State Training Reimbursement, Minnetonka School District, Administrative Requests, Special Policing Details, Investment Income, Forfeitures, Grant Reimbursements



Line Item	57000 - Special Projects	\$49,391	Notations
*new	Flock Cameras	\$12,000	Grant Expired
	4 cameras \$3000 plus Audit in 2026 bi-annual		
	Flock - ALPR Bi-Annual Audit	\$2,000	
57015	ComerHouse - (Child Sexual Abuse Evaluation Center)	\$2,920	Annual Subscriber Fee
	2025 - Annual Subscriber Fee	2.00%	Estimate
57020	Lake Minnetonka Area Emergency Response Unit	\$2,800	Annual Participation Fee
	\$900 Per Member x 3 = \$2,550		
57025	Employee Assistance Program	\$6,000	EAP Program
	Peterson Counseling and Consulting, LLC		
	Annual Staff Mental Health (\$150 @20) \$3,000		
	On-Going Consult & retaining fee (\$150 @ 20) \$3000		
57030	Sojourners Domestic Assault Advocacy	\$4,000	Annual Participation Fee
57035	Hennepin County Human Services-Embedded SW	\$12,671	Annual Participation Fee
	\$88,431/7 agencies		
*new	Public Safety Building Condition Assessment	\$4,000	Split with Fire
*new	Digital Knox Box Key Project	\$3,000	2 keys installed in 2 squads



Special Projects

- ❑ Flock Camera grant expiring \$12,000 to keep in service
- ❑ Public Safety Building Condition Assessment, shared expense with fire est. \$4000 PD share. From assessment building CIP to be established.
- ❑ Building UPS (uninterruptable power supply) stopped functioning in December \$100K replacement not in 2026 budget
- ❑ \$3,000 to install two digital knox box keys in two squad cars. 8 total needed for patrol vehicles.

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8. General/New Business
 - B. Excelsior Fire District 2026 Budget



EXCELSIOR FIRE DISTRICT

2026 Budget Presentation

ABOUT US

- Serving Deephaven, Excelsior, Greenwood, Shorewood, and Tonka Bay
- Department began over 140 years ago
- Respond to over 1,100 calls per year
- 50 paid-on-call firefighters
- FT Employees – Fire Chief, Assistant Chief, Battalion Chief of Training, Fire Marshal and Office Manager
- PT Employees – Fire Inspector



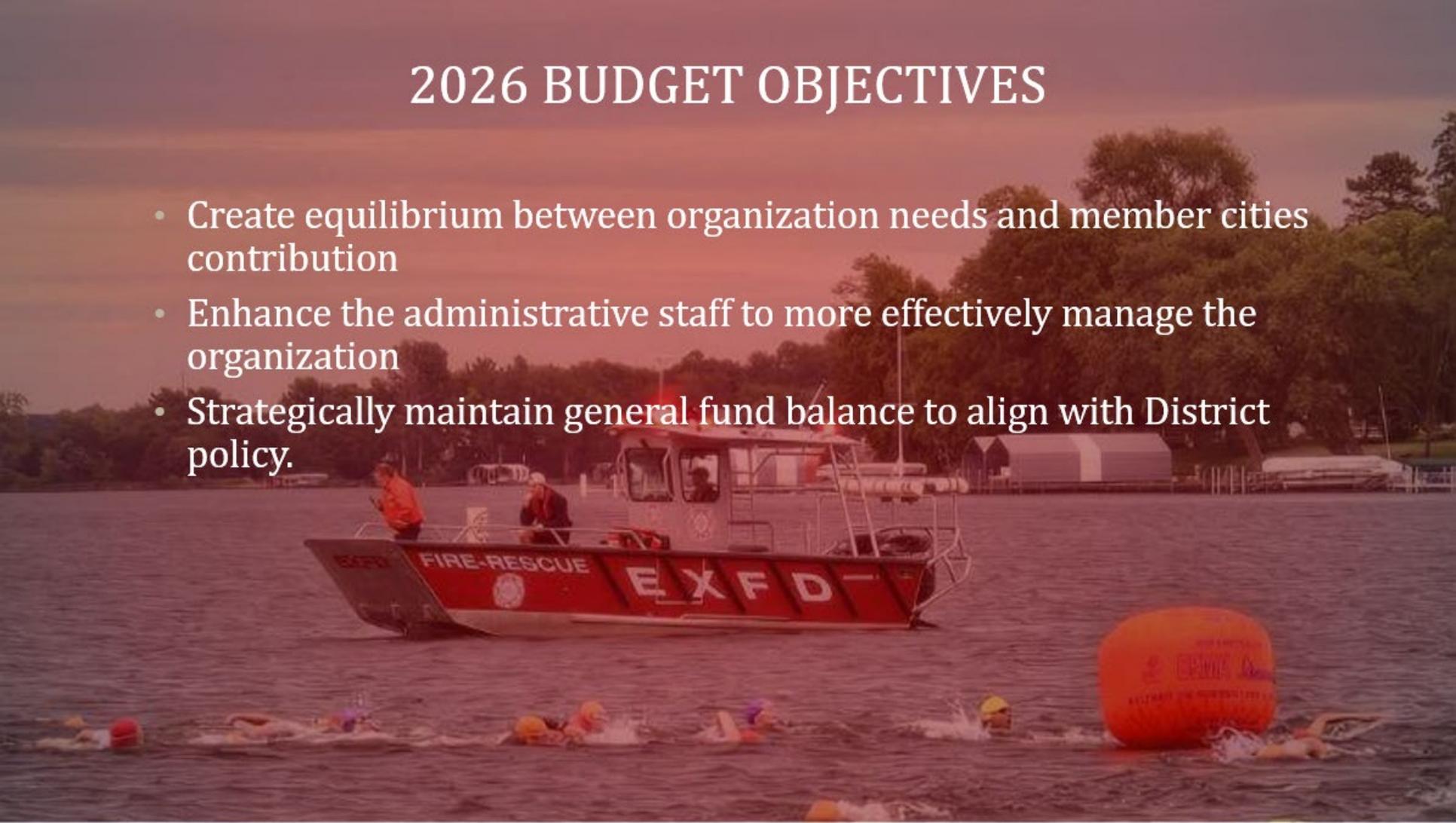
OVERVIEW & GOALS



- Review 2026 Budget Overview Memo
- Maintain and improve the current response times and high level of fire service
- Maintain the combination/paid-on-call model for 10-15 years
- Maintain full 45-50 paid-on-call staffing model
- Maintain and try to improve the ISO 3 rating
- Stay in front of OSHA standard and EMS delivery needs in the future
- Complete the final phase of the 5-year plan for combination staffing

2026 BUDGET OBJECTIVES

- Create equilibrium between organization needs and member cities contribution
- Enhance the administrative staff to more effectively manage the organization
- Strategically maintain general fund balance to align with District policy.



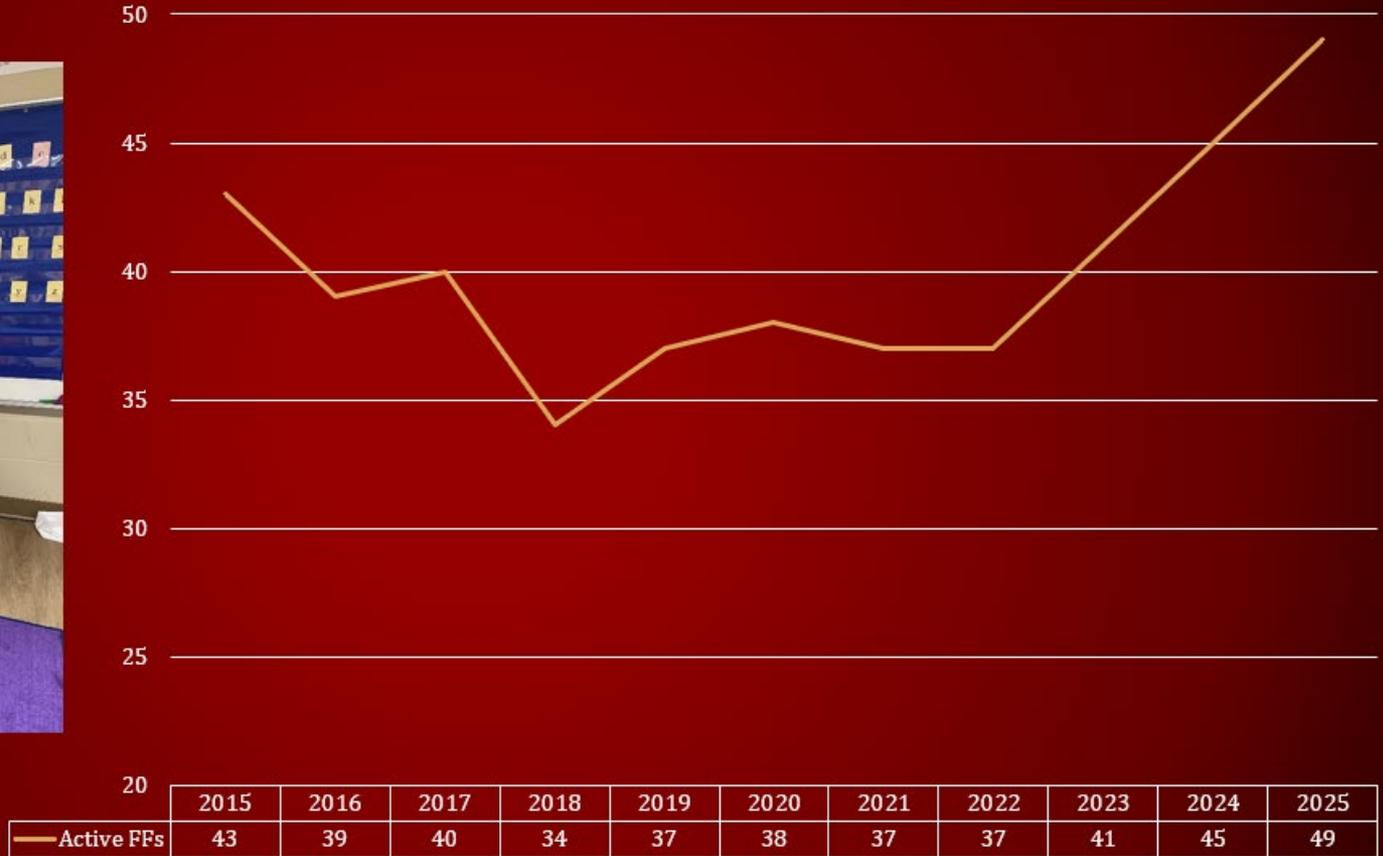
WHERE WE STARTED

- Create a pathway of success for paid-on-call firefighters
- Recruit to that pathway
- Help retain our firefighters
- Continue to improve the recruitment and retention pathway through a reasonable work/life balance for paid-on-call firefighters with a predictable schedule

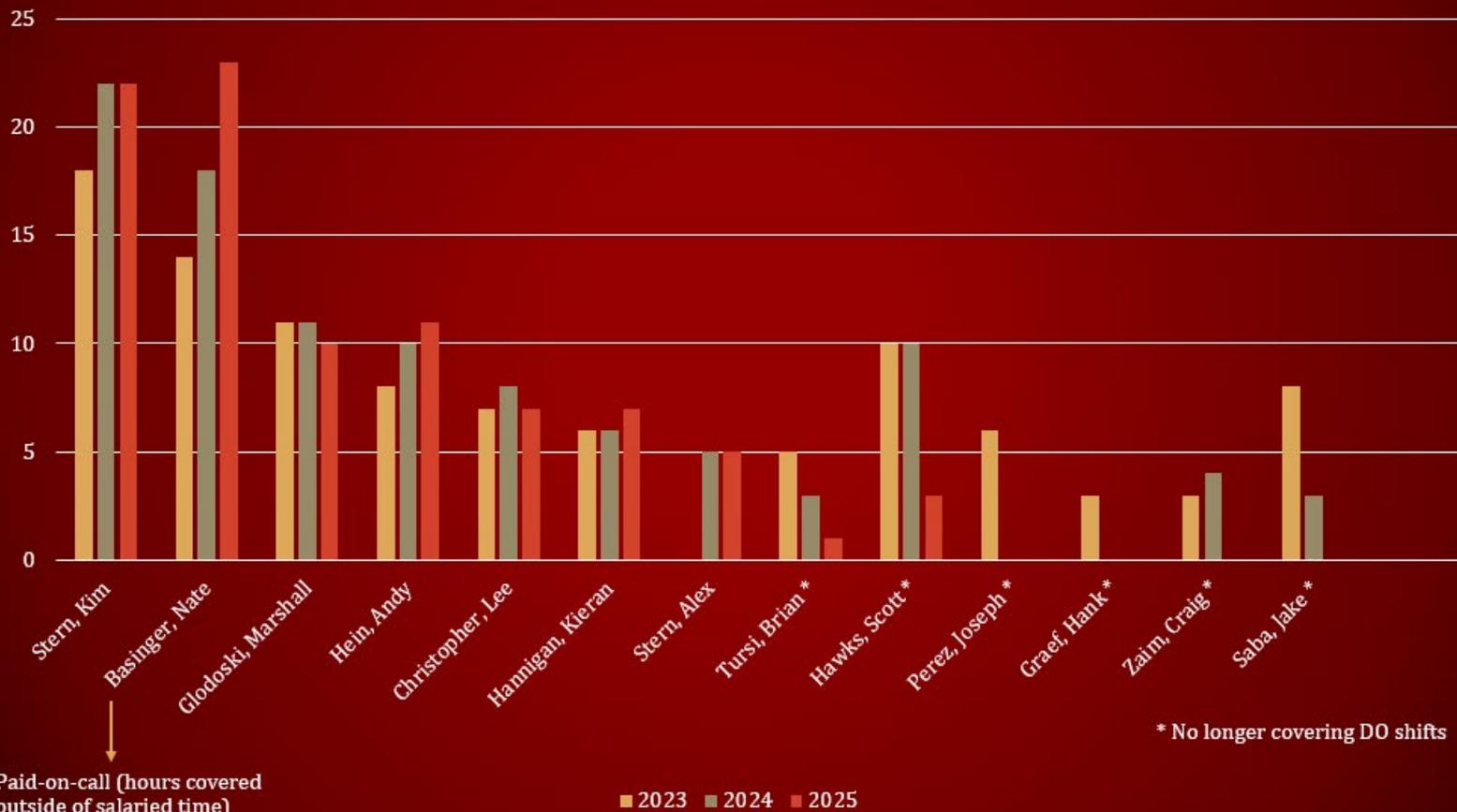




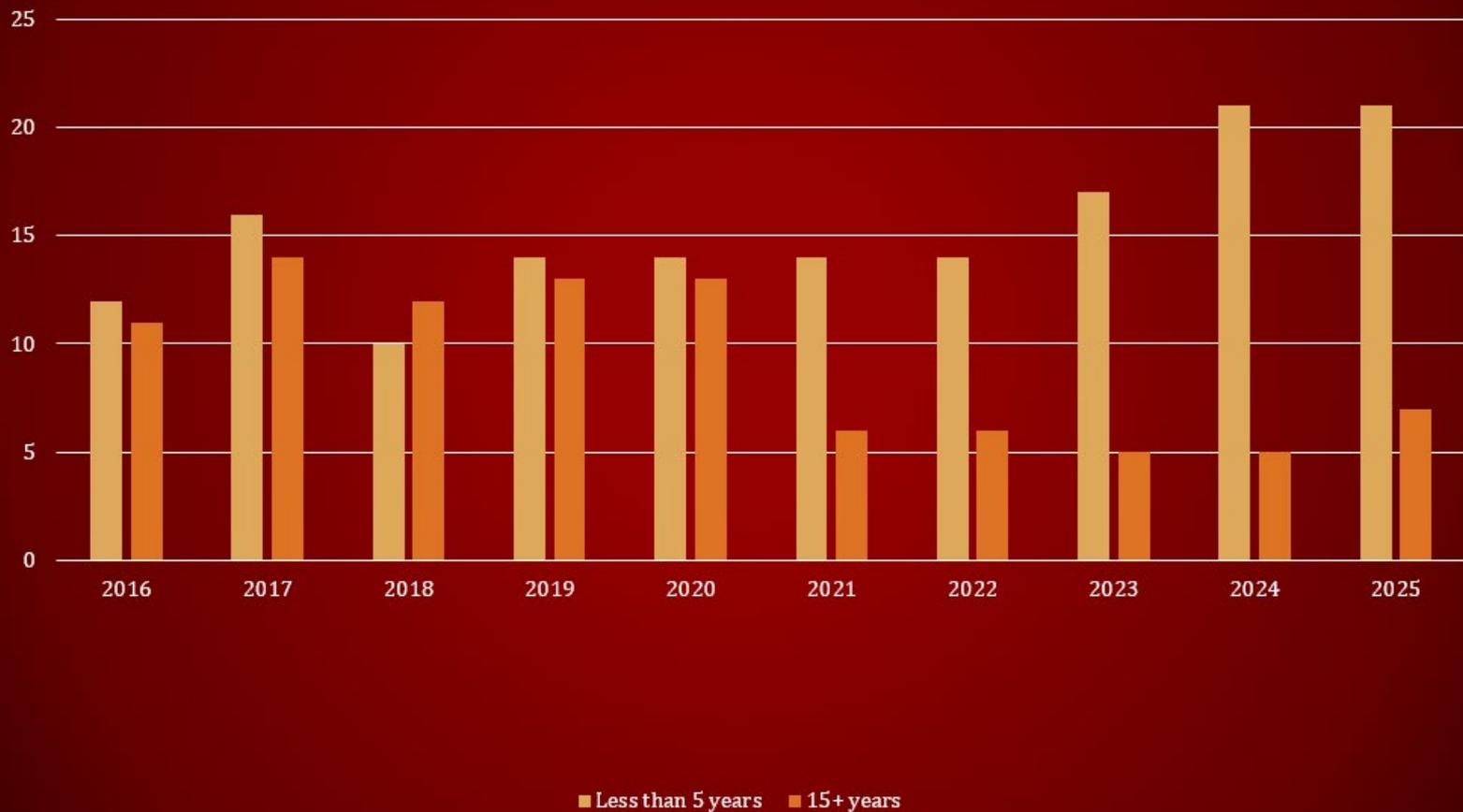
Active FFs



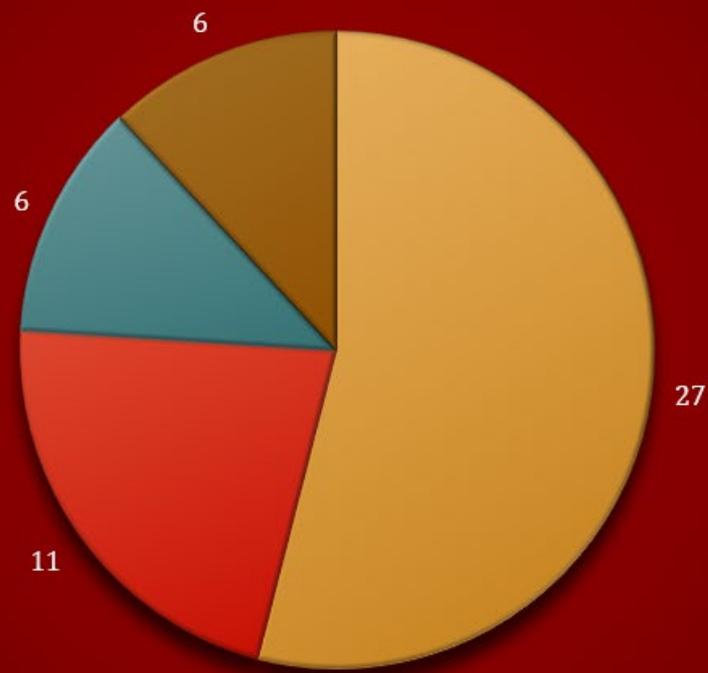
Percent of Duty Officer Shifts Covered by Individual



Years of Experience



YEARS OF SERVICE WITH EXCELSIOR FIRE DISTRICT



■ Less Than 5 Years

■ 5-10 Years

■ 10-15 Years

■ 15+ Years

POSITION OVERVIEW

Fire Chief – Focus: big picture & future (30,000' perspective)

- Prepare and administer annual budget and capital equipment plan.
- Responsible for all human resource management functions.
- Maintain effective working relationships with member cities and stakeholders.
- Coordinate mutual fire and emergency protection with neighboring cities.
- Implement policy directives from the Fire Board.
- Formulate programs and/or policies to alleviate service deficiencies.

Assistant Chief – Focus: day-to-day operations (goes between ground level & 30,000')

- Assist Fire Chief with planning, organizing, and directing overall operations of the fire district.
- Manage and maintain daily staffing.
- Maintain, update, and implement policies, procedures, and guidelines.
- Prepare and review reports for incidents, payroll, personnel, etc.
- Assist Fire Chief with operating budget and capital improvement plan.

POSITION OVERVIEW

Battalion Chiefs – Focus: 24/7 incident command coverage; shift command/on shift training.

Battalion Chief 1 – Specific focus: training

- Facilitate in-service training for department, including new recruits.
- Ensure members maintain state certification and licensure requirements.
- Maintain accurate and complete training records.

Battalion Chief 2 – Specific Focus: emergency management & technology

- Serve as Emergency Management Coordinator for the district.
- Maintain technology for the district: computers, subscriptions, network, emails, radios, pagers, etc.

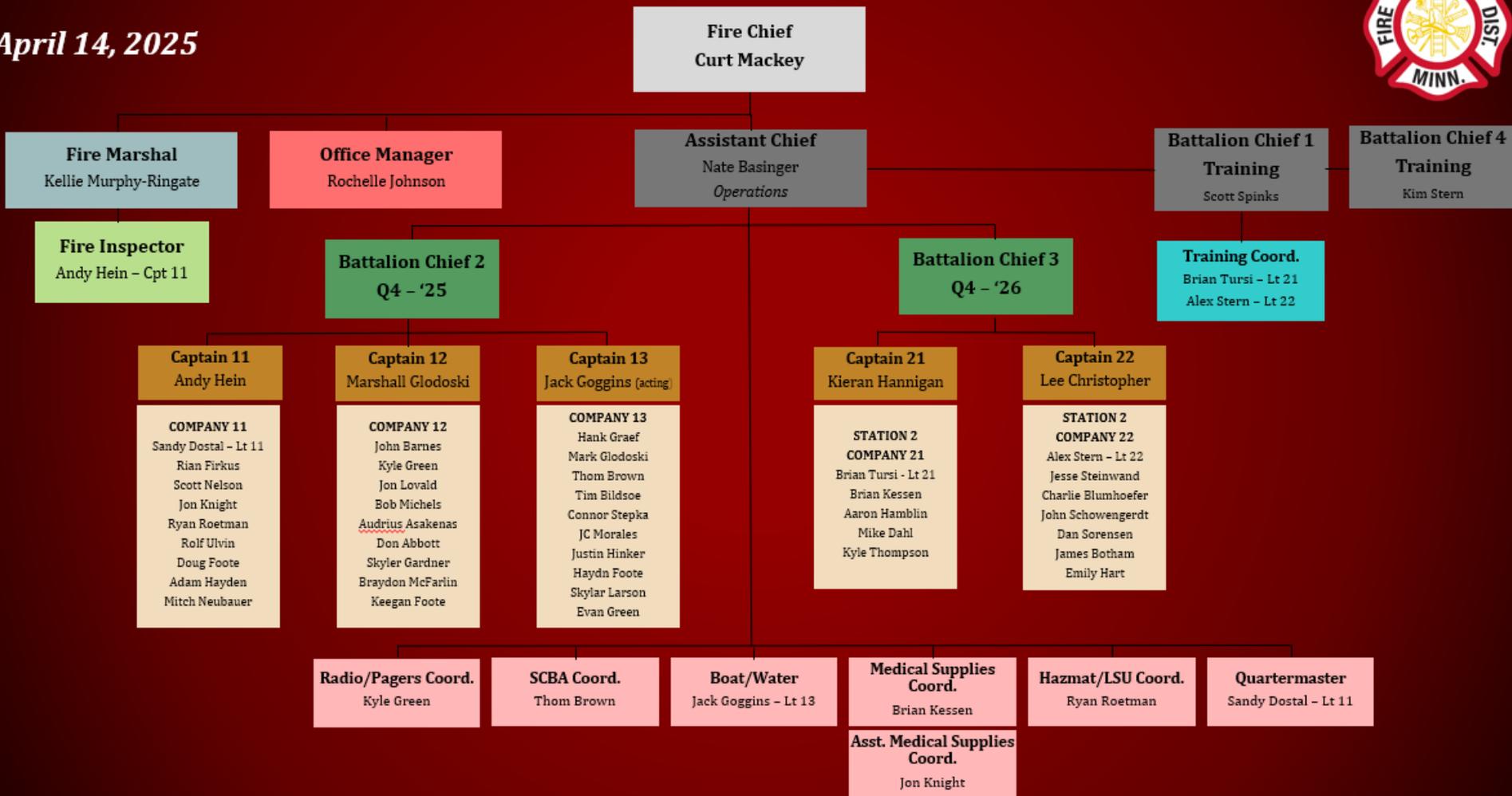
Battalion Chief 3 – Specific Focus: Logistics/Coordination

- Manage and maintain: SCBAs, Boat/Water, LSU, medical supplies, Quartermaster supplies.
- Assist with managing building and apparatus maintenance.

EXCELSIOR FIRE DISTRICT ORGANIZATION CHART



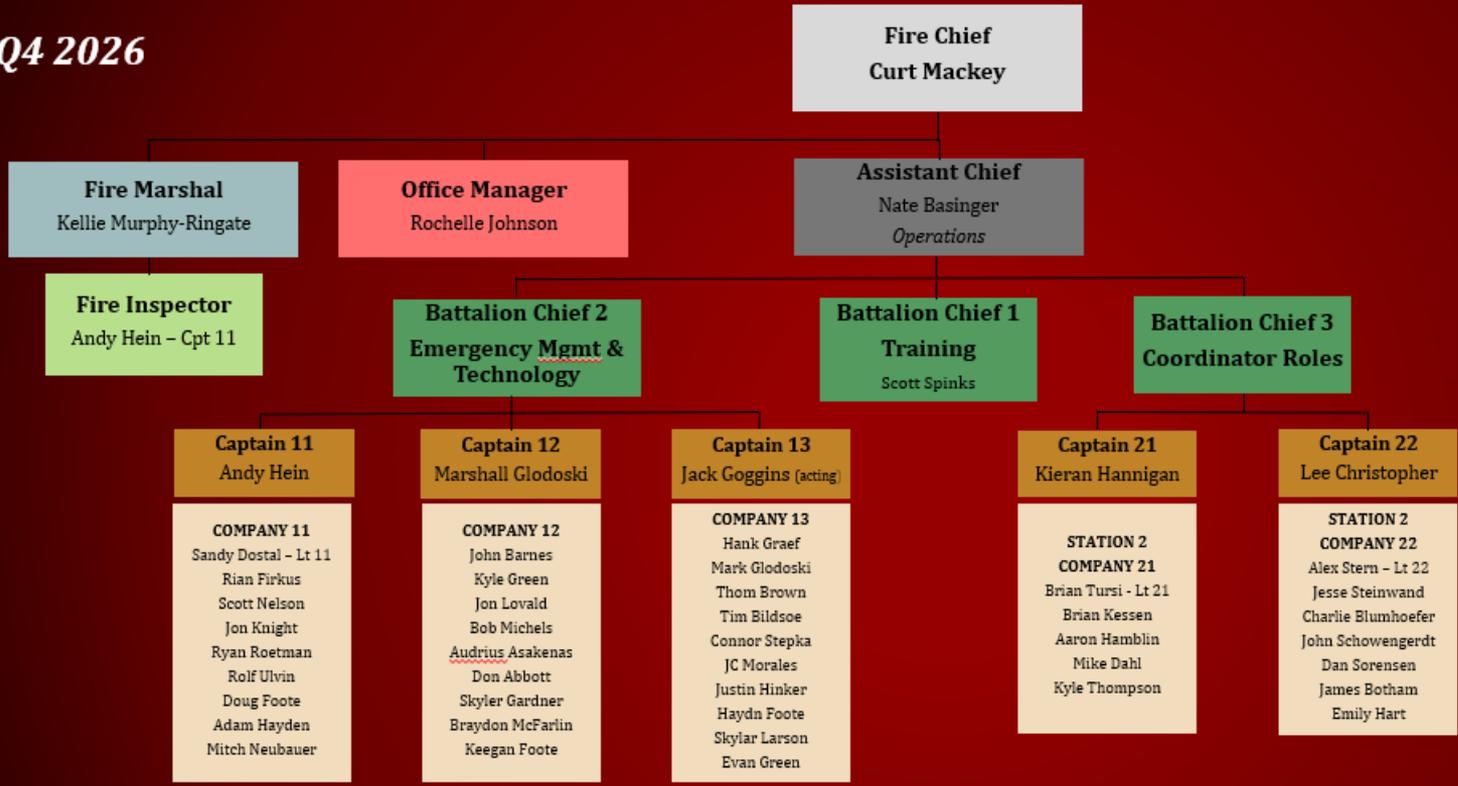
April 14, 2025



EXCELSIOR FIRE DISTRICT ORGANIZATION CHART



Q4 2026



Fire Chief

Curt Mackey

Fire Marshal

Kellie Murphy-Ringate

Office Manager

Rochelle Johnson

Assistant Chief

Nate Basinger

Operations

Fire Inspector

Andy Hein - Cpt 11

Battalion Chief 2

Emergency Mgmt & Technology

Battalion Chief 1

Training

Scott Spinks

Battalion Chief 3

Coordinator Roles

Captain 11

Andy Hein

COMPANY 11

Sandy Dostal - Lt 11
Rian Firkus
Scott Nelson
Jon Knight
Ryan Roetman
Rolf Ulvin
Doug Foote
Adam Hayden
Mitch Neubauer

Captain 12

Marshall Glodoski

COMPANY 12

John Barnes
Kyle Green
Jon Lovald
Bob Michels
Audrius Asakenas
Don Abbott
Skyler Gardner
Braydon McFarlin
Keegan Foote

Captain 13

Jack Goggins (acting)

COMPANY 13

Hank Graef
Mark Glodoski
Thom Brown
Tim Bildsoe
Connor Stepka
JC Morales
Justin Hinker
Haydn Foote
Skylar Larson
Evan Green

Captain 21

Kieran Hannigan

STATION 2

COMPANY 21

Brian Tursi - Lt 21
Brian Kessen
Aaron Hamblin
Mike Dahl
Kyle Thompson

Captain 22

Lee Christopher

STATION 2

COMPANY 22

Alex Stern - Lt 22
Jesse Steinwand
Charlie Blumhoefer
John Schowengerdt
Dan Sorensen
James Botham
Emily Hart

2026 OPERATING BUDGET

City	2026 Budget	Increase	Increase %
<u>Deephaven</u>	\$790,888.40	\$122,513.27	18.33%
Excelsior	\$359,207.56	\$67,430.09	23.11%
Greenwood	\$215,159.84	\$24,875.60	13.07%
Shorewood	\$982,406.12	\$138,827.97	16.46%
Tonka Bay	\$378,286.08	\$67,568.07	21.75%
Cities Contribution	\$2,725,948.00	\$421,215.00	18.28%



THANK YOU!

ANY QUESTIONS?

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8. General/New Business

C. Out of State Travel Request – Minnesota
Transportation Alliance

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9. Staff and Council Reports

A. Staff

B. Mayor and City Council

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10. Adjourn