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## 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**



## City Council Item 2.A.

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**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.

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, Sanschagrín, 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**

**Sanschagrín 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

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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 Sanschagrín 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 Sanschagrín, 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 Sanschagrín 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, Sanschagrín, 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.

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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 Sanschagrín 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 Sanschagrín 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:**

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**Jennifer Labadie, Mayor**

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Sandie Thone, City Clerk

DRAFT



## City Council Item 2.B.

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**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.

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, Sanschagrín, 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**

**Sanschagrín 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 Sanschagrín asked to remove items D. and G. from the Consent Agenda.

**Maddy moved, Sanschagrín 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 Sanschagrín 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 Sanschagrín 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.

**Sanschagrín moved, Maddy seconded, Adopting ORDINANCE 625, “An Ordinance Amending Shorewood City Code Chapter 307, 1201, and 1300 to Adopt Updated Cannabis Regulations.”**

Upon a roll call vote, motion passed.

**Sanschagrín moved, Maddy seconded, Adopting RESOLUTION NO. 25-082, “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 ORDINANCE 626, “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 RESOLUTION NO. 25-083, “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 Sanschagrín 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, Sanschagrín 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 Sanschagrín 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 Sanschagrín 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 (Sanschagrín 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 Sanschagrín 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 Sanschagrín reach out to him after the meeting, and he can look closer at that particular property.

Councilmember Sanschagrín 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**

**CITY OF SHOREWOOD REGULAR COUNCIL MEETING MINUTES**

**SEPTEMBER 8, 2025**

**Page 8 of 8**

Councilmember Sanschagrín 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, Sanschagrín 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 Council Item 2.C.

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**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                    | <u>\$ 1,158,181.65</u> |
| <b>Total Claims: Checks &amp; ACH</b> | <b>\$ 1,294,091.55</b> |

### 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



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

# Accounts Payable

## Check Detail

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



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

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

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



| Invoice No                            | Description   | Amount          | Pmt Date                 | Acct Number   | Reference          |
|---------------------------------------|---|-----------------|--------------------------|---|--------------------|
| Vendor: 104<br>4246571                | ADAM'S PEST CONTROL INC<br>Building Inspection-Shorewood#1114400  | 102.43          | 09/22/2025               | Check Sequence: 1<br>101-19-4400-0000                     | ACH Enabled: True  |
|                                       | Check Total:  | 102.43          |                          |   |                    |
| Vendor: 105<br>INV362872<br>INV362872 | ADVANCED IMAGING SOLUTIONS<br>Konica Minolta/C658 Copier-Copies-3rd Qtr 2025<br>Konica Minolta/C658 Copier-Monthly Base Rate    | 591.41<br>52.00 | 09/22/2025<br>09/22/2025 | Check Sequence: 2<br>101-19-4221-0000<br>101-19-4221-0000 | ACH Enabled: True  |
|                                       | Check Total:  | 643.41          |                          |   |                    |
| Vendor: 171<br>105462                 | AE2S CONSTRUCTION, LLC<br>P05481-2025-001   | 1,358.42        | 09/22/2025               | Check Sequence: 3<br>601-00-4400-0000                     | ACH Enabled: False |
|                                       | Check Total:  | 1,358.42        |                          |   |                    |
| Vendor: 112<br>45120<br>45120         | AMERICAN LEGAL PUBLISHING CORPORATION<br>City Code Internet Renwal Through 10/2026<br>City Code Internet Renwal Through 10/2026 | 83.33<br>416.67 | 09/22/2025<br>09/22/2025 | Check Sequence: 4<br>101-13-4400-0000<br>101-00-1551-0000 | ACH Enabled: False |
|                                       | Check Total:  | 500.00          |                          |   |                    |
| Vendor: 1571<br>635                   | Aqua Blast<br>Outdoor Building Cleaning   | 525.00          | 09/22/2025               | Check Sequence: 5<br>201-00-4223-0000                     | ACH Enabled: False |
|                                       | Check Total:  | 525.00          |                          |   |                    |
| Vendor: 1412<br>September 2025        | ARVIG<br>Act#3101049-Monthly Phones/Internet Services   | 855.17          | 09/22/2025               | Check Sequence: 6<br>101-19-4321-0000                     | ACH Enabled: True  |
|                                       | 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 I  | 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-24250Smitf  | 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 Restor   | 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 Knightsbridge 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<br>1000252113            | HENNEPIN COUNTY ACCOUNTS RECEIVABLE<br>800 Mhz Radio Fee  | 233.04                     | 09/22/2025                             | Check Sequence: 26<br>101-32-4321-0000   | ACH Enabled: False |
|                                      | Check Total:  | 233.04                     |  |  |                    |
| Vendor: 1308<br>3095628              | HI-LINE INC.<br>Misc. Equipment Parts   | 181.46                     | 09/22/2025                             | Check Sequence: 27<br>101-32-4221-0000   | ACH Enabled: False |
|                                      | Check Total:  | 181.46                     |  |  |                    |
| Vendor: 1456<br>024-035-12           | HKGi<br>Subdivision Ordinance Amendments  | 1,447.50                   | 09/22/2025                             | Check Sequence: 28<br>101-18-4400-0000   | ACH Enabled: True  |
|                                      | Check Total:  | 1,447.50                   |  |  |                    |
| Vendor: 1401<br>6822<br>6822         | JENCO PROPERTY MAINTENANCE<br>Landscaping Maint. MTCE-Badger-City Hall-PV<br>Landscaping Maint. MTCE-Badger-City Hall-PV                                      | 665.00<br>665.00           | 09/22/2025<br>09/22/2025               | Check Sequence: 29<br>101-19-4400-0000<br>101-52-4400-0000                     | ACH Enabled: False |
|                                      | Check Total:  | 1,330.00                   |  |  |                    |
| Vendor: 1332<br>98849<br>98849       | JERRY'S PRINTING<br>Name Badges-Planning Commission<br>Name Badges-Park Commission  | 82.50<br>82.50             | 09/22/2025<br>09/22/2025               | Check Sequence: 30<br>101-18-4351-0000<br>101-53-4351-0000                     | ACH Enabled: False |
|                                      | Check Total:  | 165.00                     |  |  |                    |
| Vendor: 1515<br>835988               | KATH FUEL OIL SERVICE CO.<br>Fuel for Trailer   | 847.16                     | 09/22/2025                             | Check Sequence: 31<br>101-32-4212-0000   | ACH Enabled: True  |
|                                      | Check Total:  | 847.16                     |  |  |                    |
| Vendor: 247<br>112641                | DREW KRIESEL<br>SCEC Event Setup/Teardown   | 496.00                     | 09/22/2025                             | Check Sequence: 32<br>201-00-4248-0000   | ACH Enabled: False |
|                                      | Check Total:  | 496.00                     |  |  |                    |
| Vendor: 1378<br>1592<br>1593<br>1593 | MAYA MAINTENANCE LLC<br>Janitorial Services-PWs Facility-August 2025<br>Janitorial Services-SCEC-Event Setup/Teardown<br>Janitorial Services-SCEC-August 2025 | 520.00<br>201.25<br>460.00 | 09/22/2025<br>09/22/2025<br>09/22/2025 | Check Sequence: 33<br>101-32-4400-0000<br>201-00-4248-0000<br>201-00-4400-0000 | ACH Enabled: True  |

| Invoice No   | Description  | Amount   | Pmt Date   | Acct Number  | Reference                                |
|--|--|--|--|--|--|
|  | Check Total:   | 1,181.25   |  |  |  |
| Vendor: 792<br>2345  | METROPOLITAN AREA MANAGEMENT ASSOCIATION (MAMA)<br>August 28 Meeting   | 35.00  | 09/22/2025   | 101-13-4331-0000   | Check Sequence: 34<br>ACH Enabled: False |
|  | Check Total:   | 35.00  |  |  |  |
| Vendor: 565<br>P00020357   | MINNESOTA DEPARTMENT OF TRANSPORTATION (MN/DOT)<br>Project Material Testing for MSA  | 998.39   | 09/22/2025   | 420-00-4303-0000   | Check Sequence: 35<br>ACH Enabled: False |
|  | Check Total:   | 998.39   |  |  |  |
| Vendor: 1243<br>2330833  | MNSPECT Continuing Education, Inc.<br>Consulting Building Inspeccion August 2025   | 1,220.39   | 09/22/2025   | 101-24-4400-0000   | Check Sequence: 36<br>ACH Enabled: False |
|  | Check Total:   | 1,220.39   |  |  |  |
| Vendor: 903<br>264873<br>264873  | PERRILL<br>ROWay Web App-Monthly<br>ROWay Web App-Monthly  | 75.00<br>75.00   | 09/22/2025<br>09/22/2025   | 611-00-4400-0000<br>601-00-4400-0000   | Check Sequence: 37<br>ACH Enabled: True  |
|  | Check Total:   | 150.00   |  |  |  |
| Vendor: 1431<br>682<br>683   | ROBB'S ELECTRIC, INC.<br>Water Tower Electrician<br>Water Tower Electrician  | 597.56<br>445.92   | 09/22/2025<br>09/22/2025   | 601-00-4400-0000<br>601-00-4400-0000   | Check Sequence: 38<br>ACH Enabled: True  |
|  | Check Total:   | 1,043.48   |  |  |  |
| Vendor: 1351<br>S510145882<br>S510145883<br>S510145884<br>S510145885<br>S510145886<br>S510145887 | SCHWICKERT'S TECTA AMERICA LLC<br>Routine HVAC Maintenance<br>Routine HVAC Maintenance<br>Routine HVAC Maintenance<br>Routine HVAC Maintenance<br>Routine HVAC Maintenance<br>HVAC Maintenance | 173.00<br>1,008.00<br>248.00<br>1,143.00<br>230.00<br>300.00 | 09/22/2025<br>09/22/2025<br>09/22/2025<br>09/22/2025<br>09/22/2025<br>09/22/2025 | 101-19-4400-0000<br>101-32-4400-0000<br>101-32-4400-0000<br>201-00-4400-0000<br>201-00-4400-0000<br>101-19-4400-0000 | Check Sequence: 39<br>ACH Enabled: True  |
|  | Check Total:   | 3,102.00   |  |  |  |
| Vendor: 1374   | SIGN SOLUTIONS USA, LLC  |  |  |  | Check Sequence: 40<br>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-St | 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 / | 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-Wade Woodward 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 Council Item 2.D.

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**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 Council Item 2.E.

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**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 Council Item 2.F.

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**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 Council Item 2.G.

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**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 9<sup>th</sup> and brought back three for final interviews on September 11<sup>th</sup>. 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 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

| <u>Name of Sponsor</u>                | <u>Estimated Total Value of Prizes</u> |
|---------------------------------------|--|
| 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 hereby 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:**

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**Sandie Thone, City Clerk**



## 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 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 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.

4  
5 **DRAFT MINUTES**  
6

7  
8 **CALL TO ORDER**  
9

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

11  
12 **ROLL CALL**

13  
14 Present: Chair Huskins; Commissioners Longo, Magistad, and Ruoff; and Planning Director  
15 Griffiths

16  
17 Absent: Commissioner Holker  
18

19 **1. APPROVAL OF AGENDA**  
20

21 Commissioner Magistad moved, Commissioner Longo seconded, approving the agenda  
22 for September 2, 2025, as presented. Motion passed 4/0.  
23

24 **2. APPROVAL OF MINUTES**  
25

- 26 • **August 19, 2025**  
27

28 Chair Huskins noted that he had submitted some minor edits and corrections for the minutes.  
29

30 Commissioner Longo moved, Commissioner Magistad seconded, approving the Planning  
31 Commission Meeting Minutes of August 19, 2025, as amended. Motion passed 4/0.  
32

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

35 **4. PUBLIC HEARINGS**

36 Chair Huskins explained that the Planning Commission is comprised of residents of the  
37 City of Shorewood who are serving as volunteers on the Commission. The Commissioners  
38 are appointed by the City Council. The Commission's role is to help the City Council in  
39 determining zoning and planning issues. One of the Commission's responsibilities is to  
40 hold public hearings and to help develop the factual record for an application and to make  
41 a non-binding recommendation to the City Council. The recommendation is advisory only.  
42

43 **A. PUBLIC HEARING – REZONING, VARIANCE, AND MINOR SUBDIVISION**

44 **Applicant: Shorewood Properties, LLC**

45 **Location: 5570/5580 Shorewood Lane**  
46

47 Planning Director Griffiths gave an overview and staff analysis of the request for rezoning,  
48 variance, and minor subdivision for properties located at 5570 and 5580 Shorewood Lane. He  
49 stated that staff recommended approval of the requests, subject to the conditions listed in the  
50 staff report. He noted that the City had not received any comments on this application prior to the  
51 meeting.  
52

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

3  
4 Planning Director Griffiths stated that the previous Comprehensive Plan had designated the site  
5 as being between two to three units/acre. He stated that it was shifted to three to six units/acres  
6 in the current Comprehensive Plan, but stressed that three was still the key part and explained  
7 that it would still be somewhat inconsistent with the lot sizes in the City Code. He noted that this  
8 was a discrepancy that needed to be addressed, but was not pertinent to this application, other  
9 than to note that staff were aware of the discrepancy.

10  
11 Commissioner Magistad asked why City Code would reflect a minimum lot depth requirement,  
12 knowing that there are properties that are shaped like right triangles.

13  
14 Planning Director Griffiths stated that in a future City Code amendment, the lot depth requirements  
15 would likely be proposed to be removed because they already have lot size and lot width. He  
16 stated that he did not have a good reason for why it had been included and noted that much of  
17 the City Code is older and had not been updated for a while, which is why they were working with  
18 a consultant to help the City get this type of thing updated.

19  
20 Commissioner Longo asked if the City should have the chance to have multiple units on this lot  
21 and if they could get credit for the requirements mandated by the Comprehensive Plan.

22  
23 Planning Director Griffiths stated that with respect to the Comprehensive Plan, this type of  
24 application is consistent, so they are meeting the bare minimum of what the plan requires. He  
25 stated that they will get credit for doing what the City said they were going to do, but would not  
26 get any extra credit.

27  
28 Pat Steinhoff, attorney for the applicant, stated that he was available to answer questions about  
29 this application.

30  
31 Chair Huskins opened the Public Hearing at 7:18 P.M., and as there was no one present to  
32 address the Commission, he closed the Public Hearing at 7:18 P.M.

33  
34 Commissioner Magistad stated that he knew the City couldn't require a watermain hookup, but  
35 asked if there was a way to incentivize future developers to consider it.

36  
37 Planning Director Griffiths stated that there were no incentives for hooking up to the municipal  
38 water system. He noted that the Council had adopted several policy changes relative to the  
39 municipal water system, which would require some projects to hook up in the future. He explained  
40 that with this process, the City was also working on an organized hookup program.

41  
42 Commissioner Longo confirmed that the Planning Commission was not being asked to make a  
43 recommendation today about the water hookup and was only considering the rezoning, variance,  
44 and minor subdivision request.

45  
46 Planning Director Griffiths explained that the City Council had already made decisions related to  
47 connection to City water, but noted that this application was submitted to the City before the new  
48 policy changes that the Council had made.

49  
50 Commissioner Longo asked if the plans had already been seen by the City's development staff.  
51

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

7  
8 **Commissioner Magistad moved, Commissioner Ruoff seconded, recommending approval**  
9 **of the Rezoning, Variance, and Minor Subdivision for Shorewood Properties, LLC, located**  
10 **at 5570/5580 Shorewood Lane, subject to the conditions included in the staff report. Motion**  
11 **passed 4/0.**

12  
13 **5. OTHER BUSINESS**

14  
15 **6. REPORTS**

16  
17 **A. Agenda Management Software Update**  
18

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

28  
29 Chair Huskins suggested that the Commission try to work with the electronic copy for the next  
30 meeting before they consider asking for paper copies for future meetings.

31  
32 **B. Council Meeting Report**  
33

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

37  
38 **C. Draft Next Meeting Agenda**  
39

40 **ADJOURNMENT**  
41

42 **Commissioner Magistad moved, Commissioner Longo seconded, adjourning the Planning**  
43 **Commission Meeting of September 2, 2025, at 7:40 P.M. Motion passed 4/0.**  
44  
45



## 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.



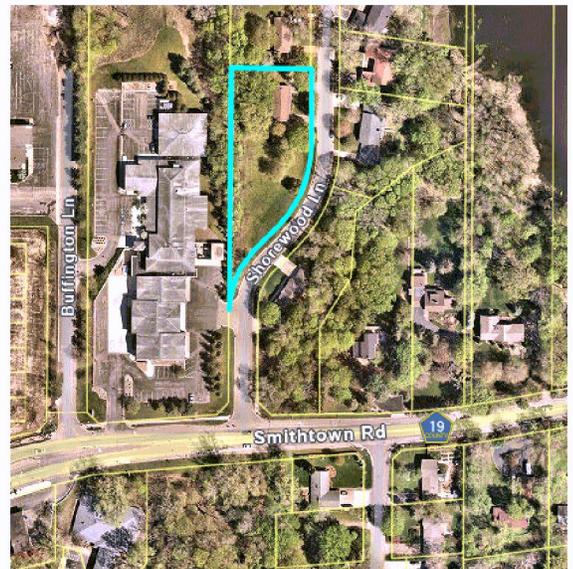
**Title/Subject:** 5570/5580 Shorewood LN Rezoning, Variance & Minor Subdivision  
**Meeting Date:** September 2, 2025  
**Prepared by:** Jake Griffiths, Planning Director  
**Attachments:** Applicant’s Narrative & Plans  
 Site Location Map

**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@mgmlp.com**

July 21, 2025

**VIA COURIER & EMAIL:**  
**igriffiths@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).<sup>1</sup> 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.

---

<sup>1</sup> 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.<sup>2</sup> Strict application of the City’s ordinance therefore

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<sup>2</sup> 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.

*Applicant Statement: 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*

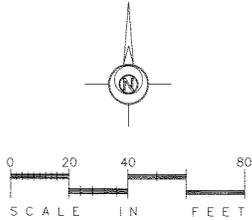
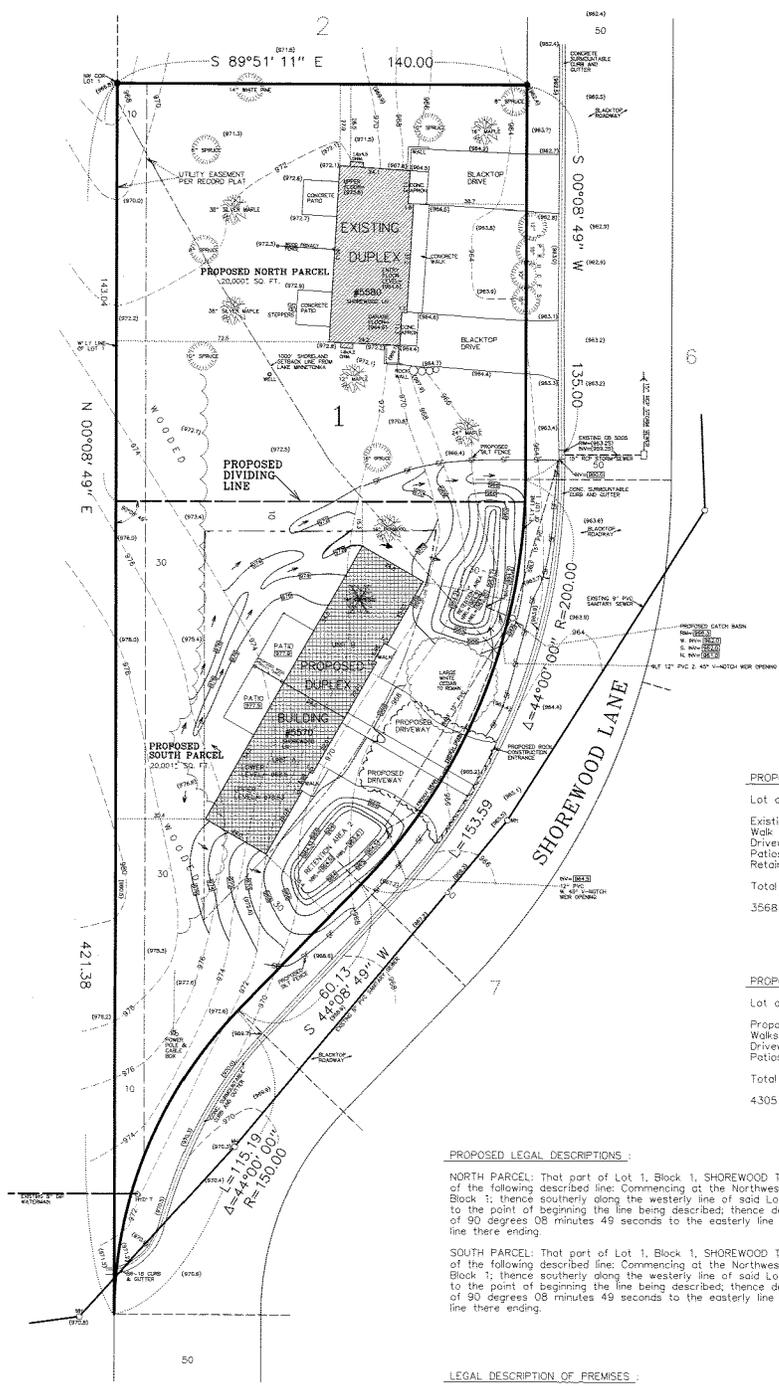
Patrick B. Steinhoff

PBS/ksk

c: Clients



# 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 HARDCOVER CALCULATIONS :**

Lot area = 20,001 Sq. ft.  
 Proposed duplex = 2578 sf  
 Walks = 1015 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.

| DATE     | REVISIONS                                      |
|----------|--|
| 10-21-24 | PROPOSED SURVEY                                |
| 11-18-24 | PROPOSED GRAVEL STORMWATER                     |
| 1-14-25  | ADDED 1000' SHORELINE LINE FROM LAKE WENTWICKA |
| 4-23-25  | REVISED  |
| 6-10-25  | REVISED  |
| 7-19-25  | PROPOSED SPLIT FENCE                           |
| 7-19-25  | 20' SIDE STREETS                               |

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**



**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.

0 100 Feet

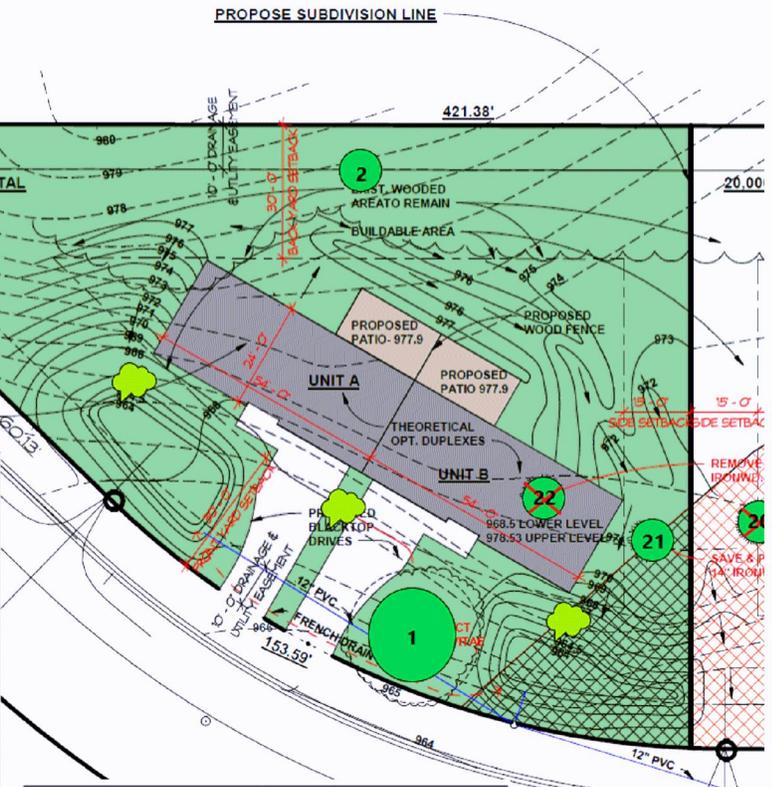
© Bolton & Menk, Inc - Web GIS 10/21/2024 8:39 AM



**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   |             |

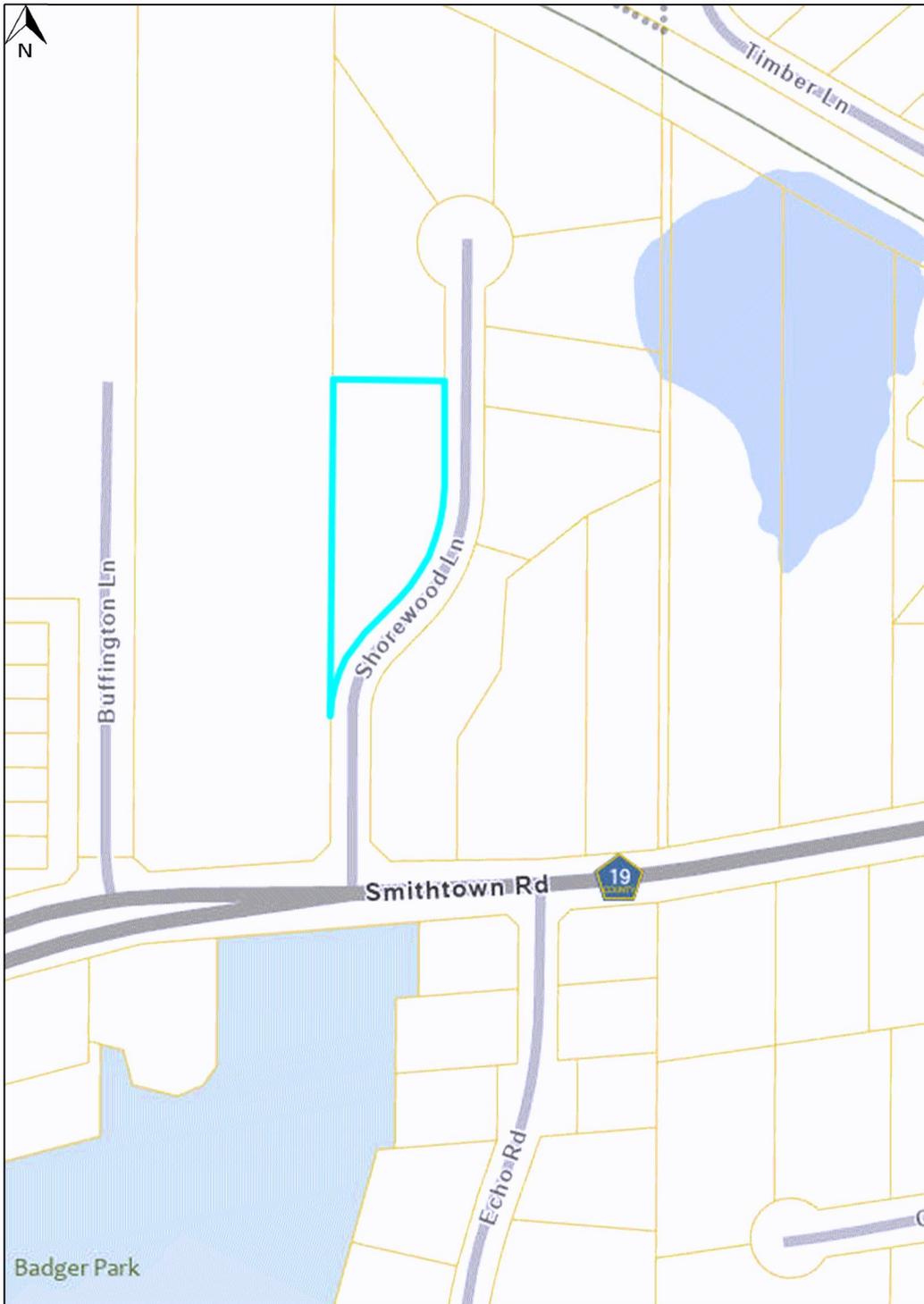


**Tree Replacement Schedule**

| 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

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:

**FINDINGS OF FACT**

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 its 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.

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**Jennifer Labadie, Mayor**

**Attest:**

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**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.

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**Jennifer Labadie, Mayor**

**ATTEST:**

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**Sandie Thone, City Clerk**



## City Council Item 4.D.

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**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 22<sup>nd</sup> regular City Council meeting. The 2026 property tax levy must be certified to Hennepin County by September 30<sup>th</sup>. 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.

### General Fund

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.

| <b>2026 General Fund Revenues</b> |                     |
|-----------------------------------|---------------------|
| 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              |
| <b>Total Revenues</b>             | <b>\$ 7,401,822</b> |

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.

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

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 28<sup>th</sup> 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.

| <b>2026 General Fund Expenditures by Use</b> |                     |
|--|---------------------|
| Personnel Services                           | \$ 2,815,550        |
| Supplies                                     | 416,115             |
| Other Services and Charges                   | 4,170,157           |
| <b>Total Expenditures</b>                    | <b>\$ 7,401,822</b> |

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 13<sup>th</sup> 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 23<sup>rd</sup> Budget Work Session #2, which were also included in the calculations for the levy and tax impact discussed at the August 11<sup>th</sup> Budget Work Session #4, as well as the August 25<sup>th</sup> 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](https://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 25<sup>th</sup> 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 11<sup>th</sup> work session and the 8.58% levy increase presented at the August 25<sup>th</sup> work session.

| City of Shorewood<br>2026 Property Tax Levy Information         |              |              |              |             |
|---|--------------|--------------|--------------|-------------|
|   | 2025         | 2026         | Change in \$ | Change in % |
| <b><u>General Fund Levy:</u></b>                                |              |              |              |             |
| 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%       |
| <b><u>Shorewood Community &amp; Event Center Fund Levy:</u></b> |              |              |              |             |
| Regular Levy  | 122,000      | 145,000      | 23,000       | 18.85%      |
| <b><u>Capital Fund Levies:</u></b>                              |              |              |              |             |
| 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%      |
| <b><u>Debt Service Fund Levies:</u></b>                         |              |              |              |             |
| 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 23<sup>rd</sup> as the Preliminary Levy is to be certified to Hennepin County by September 30<sup>th</sup>. 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:

| <b>2026 CITY PROPERTY TAXES (WITH NO MARKET VALUE CHANGE)</b> |                                       |                   |                                       |                          |                                    |                                    |
|---|---------------------------------------|-------------------|---------------------------------------|--------------------------|------------------------------------|------------------------------------|
| 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.

| <b>2026 CITY PROPERTY TAXES (WITH MARKET VALUE INCREASE)</b> |                                       |                   |                                       |                          |                                    |                                    |
|--|---------------------------------------|-------------------|---------------------------------------|--------------------------|------------------------------------|------------------------------------|
| 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) |
| <b>INCREASE OF 4.99%</b>                                     |                                       |                   |                                       |                          |                                    |                                    |
| \$ 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%                              |

| <b>2026 CITY PROPERTY TAXES (WITH MARKET VALUE INCREASE)</b> |                                       |                   |                                       |                          |                                    |                                    |
|--|---------------------------------------|-------------------|---------------------------------------|--------------------------|------------------------------------|------------------------------------|
| 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) |
| <b>INCREASE OF 10.0%</b>                                     |                                       |                   |                                       |                          |                                    |                                    |
| \$ 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 % |
|-------------------------------|--------------|--------------|--------------|-------------|
| <b>General Fund Levy:</b>     |              |              |              |             |
| 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 22<sup>nd</sup> day of September 2025.

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**Jennifer Labadie, Mayor**

**Attest:**

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**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<br>2023      | Actual<br>2024      | Budget<br>2025      | Proposed<br>Budget<br>2026 | Budget<br>Change<br>2026 | Percentage<br>Change<br>2026 |
|---|---------------------|---------------------|---------------------|----------------------------|--------------------------|------------------------------|
| <b>REVENUES</b>   |                     |                     |                     |                            |                          |                              |
| 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%                        |
| <b>TOTAL REVENUES &amp; OTHER<br/>FINANCING SOURCES</b>   | <b>\$ 6,750,863</b> | <b>\$ 7,226,069</b> | <b>\$ 7,385,220</b> | <b>\$ 7,401,822</b>        | <b>\$ 16,602</b>         | <b>0.22%</b>                 |
| <b>EXPENDITURES</b>   |                     |                     |                     |                            |                          |                              |
| 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%                        |
| <b>EXCESS (DEFICIENCY) OF REVENUES<br/>AND OTHER SOURCES OVER (UNDER)<br/>EXPENDITURES AND OTHER USES</b> | <b>\$ 812,664</b>   | <b>\$ 845,197</b>   | <b>\$ -</b>         | <b>\$ -</b>                |                          |                              |

# GENERAL GOVERNMENT

| Description                     | Actual<br>2023      | Actual<br>2024      | Budget<br>2025      | Proposed<br>Budget<br>2026 | Budget<br>Change<br>2026 | Percentage<br>Change<br>2026 |
|---------------------------------|---------------------|---------------------|---------------------|----------------------------|--------------------------|------------------------------|
| <b>GENERAL GOVERNMENT</b>       |                     |                     |                     |                            |                          |                              |
| 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%                        |
| <b>TOTAL GENERAL GOVERNMENT</b> | <b>\$ 1,896,459</b> | <b>\$ 2,162,931</b> | <b>\$ 2,101,270</b> | <b>\$ 2,125,718</b>        | <b>\$ 24,448</b>         | <b>1.16%</b>                 |

# 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

## ADMINISTRATION (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              |                        |
| <b>Total Elections</b>     | <b>\$ 1,634</b> | <b>\$ 41,958</b> | <b>\$ 1,500</b> | <b>\$ 133,160</b>    | <b>\$ 131,660</b>  | <b>8777.33%</b>        |

# 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 GOVERNMENT

## 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%                  |
| <b>Total Municipal Buildings</b> | <b>\$ 260,975</b> | <b>\$ 325,641</b> | <b>\$ 315,500</b> | <b>\$ 335,810</b>    | <b>\$ 20,310</b>   | <b>6.44%</b>           |

# PUBLIC SAFETY

| Description                | Actual<br>2023      | Actual<br>2024      | Budget<br>2025      | Proposed<br>Budget<br>2026 | Budget<br>Change<br>2026 | Percentage<br>Change<br>2026 |
|----------------------------|---------------------|---------------------|---------------------|----------------------------|--------------------------|------------------------------|
| <b>PUBLIC SAFETY</b>       |                     |                     |                     |                            |                          |                              |
| 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%                       |
| <b>TOTAL PUBLIC SAFETY</b> | <b>\$ 2,411,829</b> | <b>\$ 2,513,554</b> | <b>\$ 2,810,150</b> | <b>\$ 3,238,259</b>        | <b>\$ 428,109</b>        | <b>15.23%</b>                |

# 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<br>Actual | 2024<br>Actual | 2025<br>Projected | 2026<br>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<br>2023 | Actual<br>2024 | Budget<br>2025 | Proposed<br>Budget<br>2026 | Budget<br>Change<br>2026 | Percentage<br>Change<br>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<br>2023      | Actual<br>2024      | Budget<br>2025      | Proposed<br>Budget<br>2026 | Budget<br>Change<br>2026 | Percentage<br>Change<br>2026 |
|----------------------|---------------------|---------------------|---------------------|----------------------------|--------------------------|------------------------------|
| <b>STREETS</b>       |                     |                     |                     |                            |                          |                              |
| 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%                       |
| <b>TOTAL STREETS</b> | <b>\$ 1,257,897</b> | <b>\$ 1,163,699</b> | <b>\$ 1,380,980</b> | <b>\$ 1,431,700</b>        | <b>\$ 50,720</b>         | <b>3.67%</b>                 |

# 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<br>2023    | Actual<br>2024    | Budget<br>2025    | Proposed<br>Budget<br>2026 | Budget<br>Change<br>2026 | Percentage<br>Change<br>2026 |
|------------------------------------|-------------------|-------------------|-------------------|----------------------------|--------------------------|------------------------------|
| <b><u>PARKS AND RECREATION</u></b> |                   |                   |                   |                            |                          |                              |
| 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%                       |
| <b>TOTAL PARKS AND RECREATION</b>  | <b>\$ 372,014</b> | <b>\$ 540,688</b> | <b>\$ 542,820</b> | <b>\$ 606,145</b>          | <b>\$ 63,325</b>         | <b>11.67%</b>                |

# 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%                  |
| <b>Total Recreation</b>    | <b>\$ 101,422</b> | <b>\$ 99,746</b> | <b>\$ 124,730</b> | <b>\$ 161,475</b>    | <b>\$ 36,745</b>   | <b>29.46%</b>          |

# OTHER

| Description                        | Actual<br>2023 | Actual<br>2024 | Budget<br>2025 | Proposed<br>Budget<br>2026 | Budget<br>Change<br>2026 | Percentage<br>Change<br>2026 |
|------------------------------------|----------------|----------------|----------------|----------------------------|--------------------------|------------------------------|
| <b><u>OTHER FINANCING USES</u></b> |                |                |                |                            |                          |                              |
| 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 |
|-------------------------------|-------------------|-------------------|-------------------|----------------------|--------------------|------------------------|
| <b>REVENUES</b>               |                   |                   |                   |                      |                    |                        |
| 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%                  |
| <b>TOTAL REVENUES</b>         | <b>\$ 176,157</b> | <b>\$ 174,326</b> | <b>\$ 203,150</b> | <b>\$ 216,150</b>    | <b>\$ 13,000</b>   | <b>6.40%</b>           |
| <b>EXPENDITURES</b>           |                   |                   |                   |                      |                    |                        |
| 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%                  |
| <b>TOTAL EXPENDITURES</b>     | <b>\$ 172,267</b> | <b>\$ 178,220</b> | <b>\$ 203,150</b> | <b>\$ 173,530</b>    | <b>\$ (29,620)</b> | <b>-14.58%</b>         |
| <b>BEGINNING FUND BALANCE</b> | <b>\$ 74,514</b>  | <b>\$ 78,404</b>  | <b>\$ 74,510</b>  | <b>\$ 74,510</b>     |                    |                        |
| Net Change in Fund Balance    | 3,890             | (3,894)           | -                 | 42,620               |                    |                        |
| <b>ENDING FUND BALANCE</b>    | <b>\$ 78,404</b>  | <b>\$ 74,510</b>  | <b>\$ 74,510</b>  | <b>\$ 117,130</b>    |                    |                        |

## **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          |
| <b>Total Debt Service Levies</b>       | <b>\$</b> | <b>771,932</b> | <b>\$</b> | <b>988,262</b> | <b>\$</b> | <b>1,095,957</b> |

#### General Obligation Street Reconstruction Bonds Outstanding

|   | Interest Rates                         | Issue Date | Maturity Date | Authorized & Issued | Balance 12/30/2024   | Balance 12/31/25     | Current Portion   |            |
|---|--|------------|---------------|---------------------|----------------------|----------------------|-------------------|------------|
| <b>General Obligation Street Reconstruction Bonds</b> |  |            |               |                     |                      |                      |                   |            |
| 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 Street 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 Street 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    |
|   | <b>Total Governmental Debt</b>         |            |               |                     | <b>\$ 12,090,000</b> | <b>\$ 11,385,000</b> | <b>\$ 715,000</b> |            |

#### 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            |
|           | <b>\$ 11,385,000</b>                    | <b>\$ 3,146,807</b> | <b>\$ 14,531,807</b> |

# GENERAL FUND DETAILED BUDGETS

**2026 Budget  
Revenue by Line Item**

| Account Number                       | Description                    | Actual<br>2023 | Actual<br>2024 | Budget<br>2025 | Proposed<br>Budget<br>2026 | Budget<br>Change<br>2026 | Percentage<br>Change<br>2026 |
|--------------------------------------|--------------------------------|----------------|----------------|----------------|----------------------------|--------------------------|------------------------------|
| <b><u>REVENUES</u></b>               |                                |                |                |                |                            |                          |                              |
| <b><u>TAXES</u></b>                  |                                |                |                |                |                            |                          |                              |
| 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%                        |
| <b><u>LICENSES &amp; PERMITS</u></b> |                                |                |                |                |                            |                          |                              |
| 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%        |
|                  | <b>TOTAL REVENUES</b>    | <b>6,725,863</b> | <b>7,201,069</b> | <b>6,756,888</b> | <b>7,376,822</b> | <b>619,934</b> | <b>9.17%</b> |

**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%      |
|                  | <b>TOTAL REVENUES</b>         | <b>\$ 6,750,863</b> | <b>\$ 7,226,069</b> | <b>\$ 7,385,220</b> | <b>\$ 7,401,822</b> | <b>\$ 16,602</b> | <b>0.22%</b> |

**2026 Budget**

**Expenditures by Line Item**

| <u>Account Number</u>                    | <u>Description</u>               | <u>Actual<br/>2023</u> | <u>Actual<br/>2024</u> | <u>Budget<br/>2025</u> | <u>Proposed<br/>Budget<br/>2026</u> | <u>Budget<br/>Change<br/>2026</u> | <u>Percentage<br/>Change<br/>2026</u> |
|--|----------------------------------|------------------------|------------------------|------------------------|-------------------------------------|-----------------------------------|---------------------------------------|
| DEPT 11                                  | <b><u>COUNCIL</u></b>            |                        |                        |                        |                                     |                                   |                                       |
| <b><u>PERSONAL SERVICES</u></b>          |                                  |                        |                        |                        |                                     |                                   |                                       |
| 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%                                 |
| <b><u>SUPPLIES</u></b>                   |                                  |                        |                        |                        |                                     |                                   |                                       |
| 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%                                 |
| <b><u>OTHER SERVICES AND CHARGES</u></b> |                                  |                        |                        |                        |                                     |                                   |                                       |
| 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**

| <b>Account Number</b> | <b>Description</b>                       | <b>Actual<br/>2023</b> | <b>Actual<br/>2024</b> | <b>Budget<br/>2025</b> | <b>Proposed<br/>Budget<br/>2026</b> | <b>Budget<br/>Change<br/>2026</b> | <b>Percentage<br/>Change<br/>2026</b> |
|-----------------------|--|------------------------|------------------------|------------------------|-------------------------------------|-----------------------------------|---------------------------------------|
| DEPT 13               | <b><u>ADMINISTRATION</u></b>             |                        |                        |                        |                                     |                                   |                                       |
|                       | <b><u>PERSONAL SERVICES</u></b>          |                        |                        |                        |                                     |                                   |                                       |
| 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%                                |
|                       | <b><u>SUPPLIES</u></b>                   |                        |                        |                        |                                     |                                   |                                       |
| 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%                                 |
|                       | <b><u>OTHER SERVICES AND CHARGES</u></b> |                        |                        |                        |                                     |                                   |                                       |
| 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**

| <b>Account Number</b> | <b>Description</b>               | <b>Actual<br/>2023</b> | <b>Actual<br/>2024</b> | <b>Budget<br/>2025</b> | <b>Proposed<br/>Budget<br/>2026</b> | <b>Budget<br/>Change<br/>2026</b> | <b>Percentage<br/>Change<br/>2026</b> |
|-----------------------|----------------------------------|------------------------|------------------------|------------------------|-------------------------------------|-----------------------------------|---------------------------------------|
|                       | 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**

| <b>Account Number</b>                    | <b>Description</b>               | <b>Actual<br/>2023</b> | <b>Actual<br/>2024</b> | <b>Budget<br/>2025</b> | <b>Proposed<br/>Budget<br/>2026</b> | <b>Budget<br/>Change<br/>2026</b> | <b>Percentage<br/>Change<br/>2026</b> |
|--|----------------------------------|------------------------|------------------------|------------------------|-------------------------------------|-----------------------------------|---------------------------------------|
| DEPT 14                                  | <u><b>ELECTIONS</b></u>          |                        |                        |                        |                                     |                                   |                                       |
| <b><u>PERSONAL SERVICES</u></b>          |                                  |                        |                        |                        |                                     |                                   |                                       |
| 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                           |                                       |
| <b><u>SUPPLIES</u></b>                   |                                  |                        |                        |                        |                                     |                                   |                                       |
| 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%                               |
| <b><u>OTHER SERVICES AND CHARGES</u></b> |                                  |                        |                        |                        |                                     |                                   |                                       |
| 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**

| <b>Account Number</b> | <b>Description</b> | <b>Actual<br/>2023</b> | <b>Actual<br/>2024</b> | <b>Budget<br/>2025</b> | <b>Proposed<br/>Budget<br/>2026</b> | <b>Budget<br/>Change<br/>2026</b> | <b>Percentage<br/>Change<br/>2026</b> |
|-----------------------|--------------------|------------------------|------------------------|------------------------|-------------------------------------|-----------------------------------|---------------------------------------|
|                       | Total Elections    | \$ 1,634               | \$ 41,958              | \$ 1,500               | \$ 133,160                          | \$ 131,660                        | 8777.33%                              |

**2026 Budget**

**Expenditures by Line Item**

| <u>Account Number</u>                    | <u>Description</u>          | <u>Actual<br/>2023</u> | <u>Actual<br/>2024</u> | <u>Budget<br/>2025</u> | <u>Proposed<br/>Budget<br/>2026</u> | <u>Budget<br/>Change<br/>2026</u> | <u>Percentage<br/>Change<br/>2026</u> |
|--|-----------------------------|------------------------|------------------------|------------------------|-------------------------------------|-----------------------------------|---------------------------------------|
| DEPT 15                                  | <b><u>FINANCE</u></b>       |                        |                        |                        |                                     |                                   |                                       |
| <b><u>PERSONAL SERVICES</u></b>          |                             |                        |                        |                        |                                     |                                   |                                       |
| 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%                                 |
| <b><u>SUPPLIES</u></b>                   |                             |                        |                        |                        |                                     |                                   |                                       |
| 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%                                |
| <b><u>OTHER SERVICES AND CHARGES</u></b> |                             |                        |                        |                        |                                     |                                   |                                       |
| 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**

| <b>Account Number</b> | <b>Description</b>               | <b>Actual<br/>2023</b> | <b>Actual<br/>2024</b> | <b>Budget<br/>2025</b> | <b>Proposed<br/>Budget<br/>2026</b> | <b>Budget<br/>Change<br/>2026</b> | <b>Percentage<br/>Change<br/>2026</b> |
|-----------------------|----------------------------------|------------------------|------------------------|------------------------|-------------------------------------|-----------------------------------|---------------------------------------|
|                       | 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**

| <b>Account Number</b> | <b>Description</b>                       | <b>Actual<br/>2023</b> | <b>Actual<br/>2024</b> | <b>Budget<br/>2025</b> | <b>Proposed<br/>Budget<br/>2026</b> | <b>Budget<br/>Change<br/>2026</b> | <b>Percentage<br/>Change<br/>2026</b> |
|-----------------------|--|------------------------|------------------------|------------------------|-------------------------------------|-----------------------------------|---------------------------------------|
| DEPT 16               | <b><u>PROFESSIONAL SERVICES</u></b>      |                        |                        |                        |                                     |                                   |                                       |
|                       | <b><u>OTHER SERVICES AND CHARGES</u></b> |                        |                        |                        |                                     |                                   |                                       |
| 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**

| <b>Account Number</b>                    | <b>Description</b>          | <b>Actual<br/>2023</b> | <b>Actual<br/>2024</b> | <b>Budget<br/>2025</b> | <b>Proposed<br/>Budget<br/>2026</b> | <b>Budget<br/>Change<br/>2026</b> | <b>Percentage<br/>Change<br/>2026</b> |
|--|-----------------------------|------------------------|------------------------|------------------------|-------------------------------------|-----------------------------------|---------------------------------------|
| DEPT 18                                  | <u>PLANNING</u>             |                        |                        |                        |                                     |                                   |                                       |
| <b><u>PERSONAL SERVICES</u></b>          |                             |                        |                        |                        |                                     |                                   |                                       |
| 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%                               |
| <b><u>SUPPLIES</u></b>                   |                             |                        |                        |                        |                                     |                                   |                                       |
| 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%                               |
| <b><u>OTHER SERVICES AND CHARGES</u></b> |                             |                        |                        |                        |                                     |                                   |                                       |
| 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**

| <b>Account Number</b> | <b>Description</b>               | <b>Actual<br/>2023</b> | <b>Actual<br/>2024</b> | <b>Budget<br/>2025</b> | <b>Proposed<br/>Budget<br/>2026</b> | <b>Budget<br/>Change<br/>2026</b> | <b>Percentage<br/>Change<br/>2026</b> |
|-----------------------|----------------------------------|------------------------|------------------------|------------------------|-------------------------------------|-----------------------------------|---------------------------------------|
|                       | 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**

| <b>Account Number</b> | <b>Description</b>                       | <b>Actual<br/>2023</b> | <b>Actual<br/>2024</b> | <b>Budget<br/>2025</b> | <b>Proposed<br/>Budget<br/>2026</b> | <b>Budget<br/>Change<br/>2026</b> | <b>Percentage<br/>Change<br/>2026</b> |
|-----------------------|--|------------------------|------------------------|------------------------|-------------------------------------|-----------------------------------|---------------------------------------|
| DEPT 19               | <b><u>MUNICIPAL BUILDINGS</u></b>        |                        |                        |                        |                                     |                                   |                                       |
|                       | <b><u>PERSONAL SERVICES</u></b>          |                        |                        |                        |                                     |                                   |                                       |
| 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                            |                                       |
|                       | <b><u>SUPPLIES</u></b>                   |                        |                        |                        |                                     |                                   |                                       |
| 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%                               |
|                       | <b><u>OTHER SERVICES AND CHARGES</u></b> |                        |                        |                        |                                     |                                   |                                       |
| 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**

| <b>Account Number</b> | <b>Description</b>               | <b>Actual<br/>2023</b> | <b>Actual<br/>2024</b> | <b>Budget<br/>2025</b> | <b>Proposed<br/>Budget<br/>2026</b> | <b>Budget<br/>Change<br/>2026</b> | <b>Percentage<br/>Change<br/>2026</b> |
|-----------------------|----------------------------------|------------------------|------------------------|------------------------|-------------------------------------|-----------------------------------|---------------------------------------|
| 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%                                 |
|                       | <b>TOTAL GENERAL GOVERNMENT</b>  | <b>\$ 1,896,459</b>    | <b>\$ 2,162,931</b>    | <b>\$ 2,101,270</b>    | <b>\$ 2,125,718</b>                 | <b>\$ 24,448</b>                  | <b>1.16%</b>                          |

**2026 Budget**

**Expenditures by Line Item**

| <b>Account Number</b>                    | <b>Description</b>               | <b>Actual<br/>2023</b> | <b>Actual<br/>2024</b> | <b>Budget<br/>2025</b> | <b>Proposed<br/>Budget<br/>2026</b> | <b>Budget<br/>Change<br/>2026</b> | <b>Percentage<br/>Change<br/>2026</b> |
|--|----------------------------------|------------------------|------------------------|------------------------|-------------------------------------|-----------------------------------|---------------------------------------|
| DEPT 21                                  | <u>POLICE</u>                    |                        |                        |                        |                                     |                                   |                                       |
| <b><u>OTHER SERVICES AND CHARGES</u></b> |                                  |                        |                        |                        |                                     |                                   |                                       |
| 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**

| <b>Account Number</b>                    | <b>Description</b>               | <b>Actual<br/>2023</b> | <b>Actual<br/>2024</b> | <b>Budget<br/>2025</b> | <b>Proposed<br/>Budget<br/>2026</b> | <b>Budget<br/>Change<br/>2026</b> | <b>Percentage<br/>Change<br/>2026</b> |
|--|----------------------------------|------------------------|------------------------|------------------------|-------------------------------------|-----------------------------------|---------------------------------------|
| DEPT 22                                  | <u><b>FIRE</b></u>               |                        |                        |                        |                                     |                                   |                                       |
| <b><u>OTHER SERVICES AND CHARGES</u></b> |                                  |                        |                        |                        |                                     |                                   |                                       |
| 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%                                |
| <b><u>CAPITAL OUTLAY</u></b>             |                                  |                        |                        |                        |                                     |                                   |                                       |
| 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**

| <b>Account Number</b> | <b>Description</b>                       | <b>Actual<br/>2023</b> | <b>Actual<br/>2024</b> | <b>Budget<br/>2025</b> | <b>Proposed<br/>Budget<br/>2026</b> | <b>Budget<br/>Change<br/>2026</b> | <b>Percentage<br/>Change<br/>2026</b> |
|-----------------------|--|------------------------|------------------------|------------------------|-------------------------------------|-----------------------------------|---------------------------------------|
| DEPT 24               | <b><u>PROTECTIVE INSPECTIONS</u></b>     |                        |                        |                        |                                     |                                   |                                       |
|                       | <b><u>PERSONAL SERVICES</u></b>          |                        |                        |                        |                                     |                                   |                                       |
| 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%                                |
|                       | <b><u>SUPPLIES</u></b>                   |                        |                        |                        |                                     |                                   |                                       |
| 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%                               |
|                       | <b><u>OTHER SERVICES AND CHARGES</u></b> |                        |                        |                        |                                     |                                   |                                       |
| 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**

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

**2026 Budget**

**Expenditures by Line Item**

| <b>Account Number</b>                    | <b>Description</b>               | <b>Actual<br/>2023</b> | <b>Actual<br/>2024</b> | <b>Budget<br/>2025</b> | <b>Proposed<br/>Budget<br/>2026</b> | <b>Budget<br/>Change<br/>2026</b> | <b>Percentage<br/>Change<br/>2026</b> |
|--|----------------------------------|------------------------|------------------------|------------------------|-------------------------------------|-----------------------------------|---------------------------------------|
| DEPT 31                                  | <u>CITY ENGINEER</u>             |                        |                        |                        |                                     |                                   |                                       |
| <b><u>OTHER SERVICES AND CHARGES</u></b> |                                  |                        |                        |                        |                                     |                                   |                                       |
| 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**

| <b>Account Number</b>                    | <b>Description</b>          | <b>Actual<br/>2023</b> | <b>Actual<br/>2024</b> | <b>Budget<br/>2025</b> | <b>Proposed<br/>Budget<br/>2026</b> | <b>Budget<br/>Change<br/>2026</b> | <b>Percentage<br/>Change<br/>2026</b> |
|--|-----------------------------|------------------------|------------------------|------------------------|-------------------------------------|-----------------------------------|---------------------------------------|
| DEPT 32                                  | <b><u>STREETS</u></b>       |                        |                        |                        |                                     |                                   |                                       |
| <b><u>PERSONAL SERVICES</u></b>          |                             |                        |                        |                        |                                     |                                   |                                       |
| 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%                                 |
| <b><u>SUPPLIES</u></b>                   |                             |                        |                        |                        |                                     |                                   |                                       |
| 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%                                 |
| <b><u>OTHER SERVICES AND CHARGES</u></b> |                             |                        |                        |                        |                                     |                                   |                                       |

**2026 Budget**

**Expenditures by Line Item**

| <b>Account Number</b> | <b>Description</b>                      | <b>Actual<br/>2023</b> | <b>Actual<br/>2024</b> | <b>Budget<br/>2025</b> | <b>Proposed<br/>Budget<br/>2026</b> | <b>Budget<br/>Change<br/>2026</b> | <b>Percentage<br/>Change<br/>2026</b> |
|-----------------------|---|------------------------|------------------------|------------------------|-------------------------------------|-----------------------------------|---------------------------------------|
| 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                     | -                      | -                      | -                                   | -                                 |                                       |
|                       | <b>Total Other Services and Charges</b> | <b>174,041</b>         | <b>177,512</b>         | <b>217,800</b>         | <b>212,800</b>                      | <b>(5,000)</b>                    | <b>-2.30%</b>                         |
|                       | <b>Total Streets</b>                    | <b>\$ 1,002,213</b>    | <b>\$ 913,665</b>      | <b>\$ 1,073,660</b>    | <b>\$ 1,131,440</b>                 | <b>\$ 57,780</b>                  | <b>5.38%</b>                          |

2026 Budget

Expenditures by Line Item

| Account Number   | Description                              | Actual<br>2023      | Actual<br>2024      | Budget<br>2025      | Proposed<br>Budget<br>2026 | Budget<br>Change<br>2026 | Percentage<br>Change<br>2026 |
|------------------|--|---------------------|---------------------|---------------------|----------------------------|--------------------------|------------------------------|
| DEPT 33          | <b><u>ICE AND SNOW REMOVAL</u></b>       |                     |                     |                     |                            |                          |                              |
|                  | <b><u>PERSONAL SERVICES</u></b>          |                     |                     |                     |                            |                          |                              |
| 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%                        |
|                  | <b><u>SUPPLIES</u></b>                   |                     |                     |                     |                            |                          |                              |
| 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%                      |
|                  | <b><u>OTHER SERVICES AND CHARGES</u></b> |                     |                     |                     |                            |                          |                              |
| 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%                       |
|                  | <b>TOTAL PUBLIC WORKS</b>                | <b>\$ 1,257,897</b> | <b>\$ 1,163,699</b> | <b>\$ 1,380,980</b> | <b>\$ 1,431,700</b>        | <b>\$ 50,720</b>         | <b>3.67%</b>                 |

**2026 Budget**

**Expenditures by Line Item**

| <u>Account Number</u>                    | <u>Description</u>             | <u>Actual<br/>2023</u> | <u>Actual<br/>2024</u> | <u>Budget<br/>2025</u> | <u>Proposed<br/>Budget<br/>2026</u> | <u>Budget<br/>Change<br/>2026</u> | <u>Percentage<br/>Change<br/>2026</u> |
|--|--------------------------------|------------------------|------------------------|------------------------|-------------------------------------|-----------------------------------|---------------------------------------|
| DEPT 52                                  | <b><u>PARK MAINTENANCE</u></b> |                        |                        |                        |                                     |                                   |                                       |
| <b><u>PERSONAL SERVICES</u></b>          |                                |                        |                        |                        |                                     |                                   |                                       |
| 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%                                |
| <b><u>SUPPLIES</u></b>                   |                                |                        |                        |                        |                                     |                                   |                                       |
| 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%                                |
| <b><u>OTHER SERVICES AND CHARGES</u></b> |                                |                        |                        |                        |                                     |                                   |                                       |
| 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**

| <b>Account Number</b> | <b>Description</b>                      | <b>Actual<br/>2023</b> | <b>Actual<br/>2024</b> | <b>Budget<br/>2025</b> | <b>Proposed<br/>Budget<br/>2026</b> | <b>Budget<br/>Change<br/>2026</b> | <b>Percentage<br/>Change<br/>2026</b> |
|-----------------------|---|------------------------|------------------------|------------------------|-------------------------------------|-----------------------------------|---------------------------------------|
| 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                     | -                      | -                      | -                                   | -                                 |                                       |
|                       | <b>Total Other Services and Charges</b> | <b>48,154</b>          | <b>112,993</b>         | <b>61,600</b>          | <b>57,600</b>                       | <b>(4,000)</b>                    | <b>-6.49%</b>                         |
|                       | <b>Total Park Maintenance</b>           | <b>\$ 270,593</b>      | <b>\$ 440,942</b>      | <b>\$ 418,090</b>      | <b>\$ 444,670</b>                   | <b>\$ 26,580</b>                  | <b>6.36%</b>                          |

**2026 Budget**

**Expenditures by Line Item**

| <b>Account Number</b> | <b>Description</b>                       | <b>Actual<br/>2023</b> | <b>Actual<br/>2024</b> | <b>Budget<br/>2025</b> | <b>Proposed<br/>Budget<br/>2026</b> | <b>Budget<br/>Change<br/>2026</b> | <b>Percentage<br/>Change<br/>2026</b> |
|-----------------------|--|------------------------|------------------------|------------------------|-------------------------------------|-----------------------------------|---------------------------------------|
| DEPT 53               | <b><u>RECREATION</u></b>                 |                        |                        |                        |                                     |                                   |                                       |
|                       | <b><u>PERSONAL SERVICES</u></b>          |                        |                        |                        |                                     |                                   |                                       |
| 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%                                |
|                       | <b><u>SUPPLIES</u></b>                   |                        |                        |                        |                                     |                                   |                                       |
| 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%                                 |
|                       | <b><u>OTHER SERVICES AND CHARGES</u></b> |                        |                        |                        |                                     |                                   |                                       |
| 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**

| <b>Account Number</b> | <b>Description</b>                      | <b>Actual<br/>2023</b> | <b>Actual<br/>2024</b> | <b>Budget<br/>2025</b> | <b>Proposed<br/>Budget<br/>2026</b> | <b>Budget<br/>Change<br/>2026</b> | <b>Percentage<br/>Change<br/>2026</b> |
|-----------------------|---|------------------------|------------------------|------------------------|-------------------------------------|-----------------------------------|---------------------------------------|
| 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%                              |
|                       | <b>Total Other Services and Charges</b> | <b>21,932</b>          | <b>31,605</b>          | <b>37,410</b>          | <b>38,985</b>                       | <b>1,575</b>                      | <b>4.21%</b>                          |
|                       | <b>Total Recreation</b>                 | <b>\$ 101,422</b>      | <b>\$ 99,746</b>       | <b>\$ 124,730</b>      | <b>\$ 161,475</b>                   | <b>\$ 36,745</b>                  | <b>29.46%</b>                         |
|                       | <b>TOTAL PARKS AND RECREATION</b>       | <b>\$ 372,014</b>      | <b>\$ 540,688</b>      | <b>\$ 542,820</b>      | <b>\$ 606,145</b>                   | <b>\$ 63,325</b>                  | <b>11.67%</b>                         |
|                       | <b>TOTAL EXPENDITURES</b>               | <b>\$ 5,938,199</b>    | <b>\$ 6,380,872</b>    | <b>\$ 6,835,220</b>    | <b>\$ 7,401,822</b>                 | <b>\$ 566,602</b>                 | <b>8.29%</b>                          |

2026 Budget

Expenditures by Line Item

| Account Number                     | Description  | Actual<br>2023      | Actual<br>2024      | Budget<br>2025      | Proposed<br>Budget<br>2026 | Budget<br>Change<br>2026 | Percentage<br>Change<br>2026 |
|------------------------------------|--|---------------------|---------------------|---------------------|----------------------------|--------------------------|------------------------------|
| <b><u>OTHER FINANCING USES</u></b> |  |                     |                     |                     |                            |                          |                              |
| <b><u>TRANSFERS OUT</u></b>        |  |                     |                     |                     |                            |                          |                              |
| 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%                     |
|                                    | <b>TOTAL EXPENDITURES AND OTHER<br/>FINANCING USES</b> | <b>\$ 5,938,199</b> | <b>\$ 6,380,872</b> | <b>\$ 7,385,220</b> | <b>\$ 7,401,822</b>        | <b>\$ 16,602</b>         | <b>0.22%</b>                 |

# **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%        |
|                  | <b>TOTAL REVENUES</b> | <b>\$ 176,157</b> | <b>\$ 174,326</b> | <b>\$ 203,150</b> | <b>\$ 216,150</b> | <b>\$ 13,000</b> | <b>6.40%</b> |

**2026 Budget**

**Expenditures by Line Item**

| <b>Account Number</b>                    | <b>Description</b>                          | <b>Actual<br/>2023</b> | <b>Actual<br/>2024</b> | <b>Budget<br/>2025</b> | <b>Proposed<br/>Budget<br/>2026</b> | <b>Budget<br/>Change<br/>2026</b> | <b>Percentage<br/>Change<br/>2026</b> |
|--|---|------------------------|------------------------|------------------------|-------------------------------------|-----------------------------------|---------------------------------------|
| Fund 201                                 | <u>Shorewood Community and Event Center</u> |                        |                        |                        |                                     |                                   |                                       |
| <b><u>PERSONAL SERVICES</u></b>          |   |                        |                        |                        |                                     |                                   |                                       |
| 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%                               |
| <b><u>SUPPLIES</u></b>                   |   |                        |                        |                        |                                     |                                   |                                       |
| 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%                                |
| <b><u>OTHER SERVICES AND CHARGES</u></b> |   |                        |                        |                        |                                     |                                   |                                       |
| 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**

| <b>Account Number</b>            | <b>Description</b>                         | <b>Actual<br/>2023</b> | <b>Actual<br/>2024</b> | <b>Budget<br/>2025</b> | <b>Proposed<br/>Budget<br/>2026</b> | <b>Budget<br/>Change<br/>2026</b> | <b>Percentage<br/>Change<br/>2026</b> |
|----------------------------------|--|------------------------|------------------------|------------------------|-------------------------------------|-----------------------------------|---------------------------------------|
| 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%                                |
| <br><b><u>CAPITAL OUTLAY</u></b> |  |                        |                        |                        |                                     |                                   |                                       |
| 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 | <ul style="list-style-type: none"> <li>• Jan 1-June 16: 255 views, 170 users</li> <li>• June 17-July 22: 32 views, 25 users</li> <li>• July 22-Aug 6: 18 views, 10 users</li> <li>• August 7-20: 18 views, 12 users</li> <li>• August 21-September 16: 40 views, 24 users</li> </ul> | Shorewoodmn.gov/citybudget |

|          |   |  |  |
|----------|---|--|--|
| 9/1/2025 | September-October ShoreReport   | Printed: 2800<br>Mailed: 2492                      | <p>2026 City Budget Update</p> <p>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.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Monday, September 22 (City Council Budget Work Session #6): 2026-2035 Capital Improvement Plan and Debt Service Funds.</li> </ul> <p>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-on-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.</p> |
| 8/28/25  | <a href="#">Email:</a><br>September 2025 News & Events (General City News & Events) | Sent: 906<br>Opens: 655<br>Clicks (budget link): 0 | Date Changes to the 2026 Budget Preparation Calendar<br>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.   |

|         |                   |                        |   |
|---------|-------------------|------------------------|---|
|         |                   |                        | <p>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).</p> <p>The revised calendar is available to <a href="#">download (PDF)</a> or can be viewed on the City's <a href="#">budget web page</a>.</p> <p>To ask questions, share feedback, or schedule a one-on-one discussion regarding the budget, contact Finance Director Jeanne Schmuck at 952-960-7903.</p>   |
| 8/28/25 | Facebook Post     | Views: 96<br>Clicks: 0 | <p><b>**Date Changes to Shorewood 2026 Budget Preparation Calendar**</b></p> <p>City Council has rescheduled the 2026 preliminary levy city council session to September 22, and the the CIP &amp; debt service work session to October 14 (scheduled for Tuesday due to a holiday).</p> <p>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.</p> <p>To ask questions, share feedback, or schedule a one-on-one discussion regarding the budget, contact Finance Director Jeanne Schuck at 952-960-7903.</p> <p>The complete budget calendar is available to view on the City's budget web page at <a href="https://shorewoodmn.gov/CityBudget">https://shorewoodmn.gov/CityBudget</a></p> |
| 8/27/25 | Website Blog Post |                        | <p>Date Changes to 2026 Budget Preparation</p> <p>City Council has rescheduled the 2026 Preliminary levy from September 8 to September 22, and the the CIP &amp; Debt Service work session from September 22 to October 14 (scheduled for Tuesday due to a holiday).</p> <p>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.</p> <p>The revised calendar is available to download as a PDF or can be viewed on the City's budget web page.</p> <ul style="list-style-type: none"> <li>• <a href="#">2026 Shorewood City Budget Calendar - Revised (PDF)</a></li> <li>• <a href="https://shorewoodmn.gov/CityBudget">shorewoodmn.gov/CityBudget</a></li> </ul>                             |

|         |  |  |  |
|---------|--|--|--|
| 8/27/25 | Nextdoor Post                            | Impressions: 190<br>Reactions: 1       | <b>**Date Changes to Shorewood 2026 Budget Preparation Calendar**</b> 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 <a href="https://shorewoodmn.gov/449/City-Budget">https://shorewoodmn.gov/449/City-Budget</a>   |
| 8/27/25 | <a href="#">Email (City Budget List)</a> | Sent: 39<br>Opens: 31<br>Clicks: 1     | Subject: New Dates for 2026 Budget Meetings<br>Preheader: Don't Miss Your Chance to Share Feedback on the 2026 Budget<br><br>Date Changes to the 2026 Budget Preparation Calendar<br><br>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 <a href="#">download (PDF)</a> , 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<br>Opens: 727<br>Clicks: 155 | The <a href="#">September/October 2025 ShoreReport (PDF)</a> is available to view and download online.<br><br>This issue includes: <ul style="list-style-type: none"> <li>• 2026 Budget Update</li> <li>• Ash Tree Removals in Freeman Park</li> <li>• Deer Management Program</li> <li>• 2025 Photo Contest</li> <li>• Fall Events</li> <li>• And more...</li> </ul>  |
| 8/8/25  | Email (Budget)                           | Sent: 39<br>Opens: 30<br>Clicks: 2     | City Budget Work Session #4: General Fund, Levies & Tax Impact Monday, August 11, 2025 6:00 p.m. Shorewood City Hall, 5755 Country Club Road   |

|  |  |  |  |
|--|--|--|--|
|  |  |  | <p>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 &amp; 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 <a href="http://shorewoodmn.gov/citybudget">shorewoodmn.gov/citybudget</a>. 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.</p> |
|--|--|--|--|

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| 8/5/25 | Blog post on website | • | <p>August &amp; September City Budget Work Sessions</p> <p>Posted on August 5, 2025 at 2:09 PM by Eric Wilson</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Monday, August 11, 2025 (City Council Budget Work Session #4): General Fund, Levies, and Tax Impact</p> <p>Monday, August 25, 2025 (City Council Budget Work Session #5): Special Revenue &amp; Enterprise Funds.</p> <p>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.</p> <p>Monday, September 22, 2025 (City Council Budget Work Session #6): 2026-2035 Capital Improvement Plan &amp; Debt Service Funds.</p> |
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|         |  |  | <p>Detailed budget information for these will be available to view on the City’s website on both the City Council Work Session Agenda <a href="#">web page</a> and the City Budget Web page at <a href="http://shorewoodmn.gov/citybudget">shorewoodmn.gov/citybudget</a>.</p> <p>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.</p>   |
| 7/25/25 | <a href="#">Email</a> (City Budget List) | <ul style="list-style-type: none"> <li>• Sent: 35</li> <li>• Opens: 28</li> <li>• Clicks: 2</li> </ul> | <p><b>City Budget Work Session #3: Personnel, Fees, and Franchise Fees</b><br/> <b>Monday, July 28, 2025</b><br/> <b>5:30-6:45 p.m.</b><br/> <b>Shorewood City Hall, 5755 Country Club Road</b></p> <p>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.</p> <p>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 <a href="#">web page</a>.</p> <p><b>Public Engagement &amp; Feedback</b><br/> 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.</p> <p>As in past years, 2026 budget updates will be provided in ShoreReports and available to view on the City’s website at <a href="http://shorewoodmn.gov/citybudget">shorewoodmn.gov/citybudget</a>. Staff and Council will continue to connect through various activities and messages and evaluate their effectiveness.</p> <p><b>Open Office Hours</b><br/> 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</p> |

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|         |  |  | 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  | ShoreReport                              | <ul style="list-style-type: none"> <li>• Mailed to 2,492 HH</li> <li>• Emailed to ShoreReport List,</li> <li>• Sent: 962</li> <li>• Opens: 707</li> <li>• Clicks: 133</li> </ul> | <p><b>Discuss &amp; Share Your Feedback on the 2026 City Budget</b></p> <p>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 <a href="http://shorewoodmn.gov/CityBudget">shorewoodmn.gov/CityBudget</a>.</p>   |
| 7/2/25  | July General eNews                       | <ul style="list-style-type: none"> <li>• Sent: 910</li> <li>• Opens: 667</li> <li>• Clicks (budget): 1</li> </ul>  | <p><b>2026 Budget Open Office Hours</b></p> <p>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.</p> <p><a href="#">Sign up for budget email updates</a></p>   |
| 6/20/25 | <a href="#">Email (City Budget List)</a> | <ul style="list-style-type: none"> <li>• Sent: 35</li> <li>• Opens: 27</li> <li>• Clicks: 2</li> </ul>   | <p><b>City Budget Work Session #2: Long-Term Financial Plan &amp; Rate Study</b><br/> <b>Monday, June 23, 2025</b><br/> <b>5:30-6:45 p.m.</b><br/> <b>Shorewood City Hall, 5755 Country Club Road</b></p> <p>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.</p> <p>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.</p> <p>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 <a href="#">web page</a>.</p> |

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|         |            |   | <p><b>Public Engagement &amp; Feedback</b><br/>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.</p> <p>As in past years, 2026 budget updates will be provided in ShoreReports and available to view on the City’s website at <a href="http://shorewoodmn.gov/citybudget">shorewoodmn.gov/citybudget</a>. Staff and Council will continue to connect through various activities and messages and evaluate their effectiveness.</p> <p><b>Open Office Hours</b><br/>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.</p> |
| 6/17/25 | FB post    | <ul style="list-style-type: none"> <li>• Reach: 55</li> </ul>   | <p>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.</p> <p>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.</p> <p>The 2026 budget planning calendar and updates can be found on the City's budget web page at <a href="https://shorewoodmn.gov/449/City-Budget">https://shorewoodmn.gov/449/City-Budget</a></p>   |
| 6/16/25 | News Flash | <ul style="list-style-type: none"> <li>• Stats not avail on individual news flash posts</li> <li>•</li> </ul> | <p>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.</p> <p>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.</p> <p>The 2026 budget planning calendar and updates can be found on the City's budget web page at <a href="http://shorewoodmn.gov/CityBudget">shorewoodmn.gov/CityBudget</a>.<br/><a href="#">Sign up for city budget email updates</a></p>   |

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|         |  |  | Sign up to receive reminder texts for upcoming meetings using <a href="#">Notify Me®</a>  |
| 6/16/25 | IG post                                  | <ul style="list-style-type: none"> <li>• Reach: 60</li> </ul>  |  <p>Call 952-960-7903 to schedule an appointment.</p> <p>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.</p> <p>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.</p> <p>The 2026 budget planning calendar and updates can be found on the City's budget web page at <a href="http://shorewoodmn.gov/CityBudget">shorewoodmn.gov/CityBudget</a> or the link in our bio.</p> |
| 6/9/25  | <a href="#">Email (City Budget List)</a> | <ul style="list-style-type: none"> <li>• Sent: 35</li> <li>• Opens: 29</li> <li>• Clicks: 1</li> </ul> | <p><b>City Budget Work Session #1: Goal Setting</b><br/> <b>Monday, June 9, 2025</b><br/> <b>5:30-6:45 p.m.</b><br/> <b>Shorewood City Hall, 5755 Country Club Road</b></p> <p>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.</p>  |

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|        |  |  | <p>Topics scheduled to be reviewed and discussed include:</p> <ul style="list-style-type: none"> <li>• Taxable Market Value</li> <li>• Net Tax Capacity</li> <li>• Total Tax Levy</li> <li>• Tax Rate</li> </ul> <p>For complete agenda topic items and supporting documents, visit the <a href="#">June 9, 2025 Work Session Agenda web page</a>.</p> <p><b>Public Engagement &amp; Feedback</b><br/> 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.</p> <p>As in past years, 2026 budget updates will be provided in ShoreReports and available to view on the City’s website at <a href="http://shorewoodmn.gov/citybudget">shorewoodmn.gov/citybudget</a>. Staff and Council will continue to connect through various activities and messages and evaluate their effectiveness.</p> <p><b>Open Office Hours</b><br/> 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.</p> |
| 6/5/25 | <a href="#">Email (City Budget List)</a> | <ul style="list-style-type: none"> <li>• Sent: 35</li> <li>• Opens: 28</li> <li>• Clicks: 1</li> </ul> | <p>Subject: 2026 City Budget Work Session #1,<br/> Pre-header: Join Us for the First Budget Work Session on Goal Setting</p> <p>City Budget Work Session #1: Goal Setting<br/> Monday, June 9, 2025:30-6:45 p.m.<br/> Shorewood City Hall, 5755 Country Club Road</p> <p>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,</p>   |

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|         |  |  | <p>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 <a href="#">June 9, 2025 Work Session Agenda web page</a>.</p> <p><b>Public Engagement &amp; Feedback</b><br/>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 <a href="http://shorewoodmn.gov/citybudget">shorewoodmn.gov/citybudget</a>. Staff and Council will continue to connect through various activities and messages and evaluate their effectiveness.</p> <p><b>Open Office Hours</b><br/>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.</p> |
| 5/28/25 | <a href="#">Email</a> – June General Enews | <ul style="list-style-type: none"> <li>• Sent: 910</li> <li>• Opens: 658</li> <li>• Clicks (budget link): 3</li> </ul> | <p><b>2026 Budget Process &amp; Calendar</b><br/>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.</p> <p>The 2026 budget calendar is now available to view on the City's <a href="#">budget web page</a>.</p> <p><a href="#">Sign up for budget email updates</a></p>  |

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| 5/27/25 | IG Post       | <ul style="list-style-type: none"> <li>Views: 99</li> <li>Reach: 59</li> </ul>                           |  <p><b>2026 City Budget</b><br/>At its March 24 Work Session, City Council discussed the draft 2026 budget calendar.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p><b>Updates &amp; Feedback</b><br/>The public is invited to attend all City Council meetings where the budget is discussed, contact councilmembers or city staff, and participate in project planning.</p> <p>Stay up-to-date on the 2026 budget process by visiting the City's budget web page, which highlights the budget calendar, features budget documentation, and provides a link where you can sign up for email updates.</p> <p><a href="https://shorewoodmn.gov/CityBudget">shorewoodmn.gov/CityBudget</a></p> |
| 5/21/25 | Nextdoor Post | <ul style="list-style-type: none"> <li>Impressions: 144</li> </ul>                                       | <p><b>**The 2026 budget calendar is now available to view on the City of Shorewood's budget web page.**</b> 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 <a href="https://mn-shorewood.civicplus.com/449/City-Budget">https://mn-shorewood.civicplus.com/449/City-Budget</a></p>  |
| 5/21/25 | FB Post       | <ul style="list-style-type: none"> <li>Views: 340</li> <li>Reach: 233</li> <li>Link Clicks: 4</li> </ul> | <p>The 2026 budget calendar is now available to view on the City's budget web page.</p> <p>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.</p> <p>For the complete calendar and to sign up for and view updates on the 2026 budget process, visit they city's budget page at <a href="https://mn-shorewood.civicplus.com/449/City-Budget">https://mn-shorewood.civicplus.com/449/City-Budget</a></p>  |
| 5/20/25 | News Flash    | <ul style="list-style-type: none"> <li>Stats not avail on</li> </ul>                                     | <p><b>2026 Budget Process</b></p>   |

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|         |  | <p>individual<br/>news<br/>flash<br/>posts</p>   | <p>At its <a href="#">March 24 Work Session</a> (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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>2026 budget updates will be provided in <a href="#">ShoreReports</a> and available to view on the City's website at <a href="http://shorewoodmn.gov/citybudget">shorewoodmn.gov/citybudget</a>.</p> <p><a href="#">Sign up to receive email updates</a></p> <p>(pic)Table of calendar dates posted in news flash</p> |
| 5/20/25 | <a href="#">Email</a> (City Budget List) | <ul style="list-style-type: none"> <li>• Sent: 33</li> <li>• Opens: 27</li> <li>• Clicks: 2</li> </ul> | <p>Subject: 2026 City Budget Process Has Begun</p> <p>Pre header: Stay Informed! Discover Key Updates on the 2026 City Budget Process.</p> <p>2026 City Budget Process &amp; Calendar</p> <p>At its <a href="#">March 24 Work Session</a> (PDF, see page 14), City Council discussed the draft 2026 budget calendar, which is available to view on the City's <a href="#">budget web page</a>.</p>  |

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|          |   |   | <p>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 <a href="http://shorewoodmn.gov/citybudget">shorewoodmn.gov/citybudget</a>.</p> |
| 5/2/225  | Email, May to June ShoreReport (ShoreReport Email List) | <ul style="list-style-type: none"> <li>• Sent: 963</li> <li>• Opens: 718</li> <li>• Clicks: 145 (download ShoreReport)</li> </ul> | <p>Subject: May &amp; June 2025 ShoreReport<br/>Preheader: Download the latest newsletter</p> <p>The May/June 2025 ShoreReport (PDF) is available to view and download online.</p> <p>This issue includes:<br/>2025 Community Survey<br/>Projects Happening In &amp; Around Shorewood<br/>2026 Budget Process<br/>Permits You Can Complete Online<br/>Spring Cleanup &amp; Paper Shred Details<br/>And more...</p>   |
| May-June | ShoreReport (print)                                     | <ul style="list-style-type: none"> <li>• Mailed to 2,576 HHs</li> </ul>   | <p>2026 Budget Process</p> <p>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</p>  |

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|  |  |   | <p>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.</p> <p>Budget information can be found at <a href="http://shorewoodmn.gov/citybudget">shorewoodmn.gov/citybudget</a>.</p> |
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## City Council Item 4.E.

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**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.

### Section III: Utility Rates

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

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

|            |          |                             |
|------------|----------|-----------------------------|
| Meter Test | 903.08.4 | \$ <u>150</u> <del>80</del> |
|------------|----------|-----------------------------|

| <b>III. Utility Rates (continued)</b>  |                                     |  |
|--|-------------------------------------|--|
| <b>Water (continued)</b>   |                                     |  |
| <b>Type of Charge/Fee</b>  | <b>City Code Reference</b>          | <b>Charge/Fee</b>  |
| Water service<br><del>1<sup>st</sup> 5,000 gallons</del><br><br><del>Per 1,000 gallons in excess of 5,000 and up to 50,000 gallons</del><br><br><del>Per 1,000 gallons in excess of 50,000 gallons per quarter</del>                   | 903.09.1a<br>Ord. <del>611627</del> | <del>\$32.51</del><br><br><del>\$5.49</del><br><br><del>\$7.89</del>   |
| <u>Base Fee (where water available)</u><br><u>Consumption</u><br><br><u>Tier 1 (first 5,000 gallons)</u><br><u>Tier 2 (5,001 to 25,000 gallons)</u><br><u>Tier 3 (25,001 to 50,000 gallons)</u><br><u>Tier 4 (over 50,000 gallons)</u> | <u>903.09.1a</u><br><u>Ord. 627</u> | <u>\$32.51/qtr.</u><br><br><u>\$1.75/1,000 gallons</u><br><u>\$5.75/1,000 gallons</u><br><u>\$8.65/1,000 gallons</u><br><u>\$10.35/1,000 gallons</u> |
| Water service - low income per quarter   | 903.09.1a<br>Ord. <del>611627</del> | <del>\$27.91 minimum</del> <u>2/3s Base + consumption if under 5,000 gallons per quarter</u>   |
| <u>Water Infrastructure fee</u>  | <u>Beginning 2027</u>               | <u>\$10/qtr. (not contributing Base Fee)</u>   |
| Water turn-on and shut-off fee   | 903.04                              | \$50   |
| Water connection fee<br><br>Single-family residential, Multi-family residential, Commercial, Schools, churches, government and other non-residential   | 903.04                              | \$10,000<br><br>See chart/formula in 903.04 Subd 3a  |
| <b>Stormwater Management</b>   |                                     |  |
| <b>Type of Charge/Fee</b>  | <b>City Code Reference</b>          | <b>Charge/Fee</b>  |
| Stormwater Management Utility<br>Basic System Rate   | 905.03<br>Ord. <del>611627</del>    | <del>\$43.49</del> <u>69.58</u>  |

|  |                                |  |
|--|--------------------------------|--|
| <del>Lots less than 10,000 s/f per quarter</del> |                                | <del>\$30.46</del>                             |
| <del>Lots 10,000-50,000 s/f per quarter</del>    |                                | <del>\$43.49</del>                             |
| <del>Lots 50,000 plus s/f per quarter</del>      |                                | <del>\$56.61</del>                             |
| MS4 Illicit Discharge Appeal                     | 907.11                         | \$200.00                                       |
| <b>Recycling</b>                                 |                                |  |
| <b>Type of Charge/Fee</b>                        | <b>City Code</b>               | <b>Charge/Fee</b>                              |
| Residential recycling fee                        | Ord. <del>611</del> <u>627</u> | <del>\$18</del> <u>\$19</u> /quarter/household |



## 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.



**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.

Public Engagement

Notice of the public hearing and proposed amendments was published in both of the City’s official newspapers at least 10 days prior to tonight’s meeting, and was posted on the City’s website, and at City Hall. Additionally, this topic has previously been discussed by the City Council at their July 28, 2025 work session.

Staff’s Recommendation

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

| <b>VII. Zoning and Land Use Fees</b>   |                                    |   |
|--|------------------------------------|---|
| <p>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.</p> |                                    |   |
| <i>Type of Charge/Fee</i>  | <i>City Code Reference</i>         | <i>Charge/Fee</i>                           |
| 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 <a href="#">(Ord. 628)</a> | \$200 <a href="#">plus \$1,000 escrow</a>   |
| 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                                     |

| <b>VII. Zoning and Land Use Fees</b>   |                            |  |
|--|----------------------------|--|
| <p>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.</p> |                            |  |
| <i>Type of Charge/Fee</i>  | <i>City Code Reference</i> | <i>Charge/Fee</i>  |
| Subdivision (final plat)<br><br><div style="text-align: right;">                         5 or fewer lots<br/>                         Over 5 lots                     </div>   | 1202.03                    | \$500 plus \$25/lot plus<br>escrow as follows:<br>\$2,000<br>\$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<br><br><div style="text-align: right;">                         Residential<br/>                         Non-residential                     </div>  | 1201.05/1202.09            | \$500 plus \$500 escrow<br>\$600 plus \$500 escrow   |
| Zoning amendment (text or map)   | 1201.04                    | \$600 plus \$1,000 escrow  |
| Zoning permits   | 1201.07 <u>(Ord. 628)</u>  | <del>\$25</del> <u>\$50</u>  |
| Zoning verification letter   |                            | <del>\$50</del> <u>\$250</u>   |
| Park dedication (cash in lieu of land)   | 1202.07 <u>(Ord. 628)</u>  | \$7,500 dwelling unit/Resd'l<br>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   |
| <u>Administrative Adjustment</u>   | <u>1202.33 (Ord. 628)</u>  | <u>\$500 plus \$1,000 escrow</u>   |



## 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
2. 2026 Master Fee Schedule-Clean
3. 2026 Master Fee Schedule-Redline

### **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.

#### Section I: License and Permit Service Fees

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.

#### Section III: Utility Rates

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.

#### Section VII: Zoning and Land Use Fees

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.

#### Shorewood Community and Event Center Fees

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 22<sup>nd</sup> day of September 2025.

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**Jennifer Labadie, Mayor**

**Attest:**

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**Sandie Thone, City Clerk**



# 2026 MASTER FEE SCHEDULE

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## Introduction

In May of 2017, the Shorewood City Council approved an amendment to Chapter 1300: Municipal Fees of the Shorewood City Code, removing the actual fees from the Code, with the exception of Land Use Fees, and replacing it with referencing the Master Fee Schedule which will establish fees by Council resolution. Land Use Fees are required pursuant to MN State statutes to be amended and established by ordinance in communities that collect in excess of \$5,000 in said fees on an annual basis.

Previous and future resolutions and ordinances amending or establishing new fees will be collated into the Master Fee Schedule as necessary and prudent. These updates are set forth by Council resolution (and ordinance in the case of Land Use Fees) and incorporated into the Master Fee Schedule upon adoption of the proposed established fees. This provides a cost-effective and expedient process for reviewing fees for relevance and providing annual updates to the schedule of city fees and a user-friendly document for public use.

A copy of the Master Fee Schedule is available on the city website at [www.ci.shorewood.mn.us](http://www.ci.shorewood.mn.us) or at city offices located at 5755 Country Club Road in Shorewood, MN 55331. To obtain an electronic copy please email [cityhall@shorewoodmn.gov](mailto:cityhall@shorewoodmn.gov).

| <b>I. License, Permit Service Charges, and Miscellaneous Fees</b> |                            |   |
|---|----------------------------|---|
| <i>Type of Charge/Fee</i>   | <i>City Code Reference</i> | <i>Charge/Fee</i>   |
| <b>I. License and Permit Service Fees</b>                         |                            |   |
| Administrative Enforcement  | 104.03                     | Class A Offenses: \$300<br>Violations of Public Health Regulations<br>(Chapters 501-503, except those violations<br>which are also Zoning Code Violations)<br><br>Class B Offenses: \$300<br>Violations of Rental Housing Regulations<br>(Chapter 1004)<br>Subsequent Class B Violations \$1,000<br><br>Class C Offenses: \$300<br>Violations of Building Regulations<br>(Chapters 1001-1003 and 1005)<br>Violations of Wetland Regulations<br>(Chapter 1102)<br>Violations of Tree Preservation<br>Regulations (Chapter 1103)<br>Violations of Zoning Regulations<br>(Chapter 1201)<br><br><u>Subsequent Class A &amp; C Violations:</u><br>2nd citation within 24 months:<br>25% increase over scheduled civil penalty<br><br>3rd citation within 24 months:<br>50% increase over scheduled civil penalty<br><br>4th citation within 24 months:<br>100% increase over scheduled civil penalty |
| Administrative Enforcement Appeal                                 | 104.03 Subd. 5             | \$200   |
| Administrative Non-Payment Fee                                    | 104.03 Subd. 5             | \$100   |

| <b>I. License, Permit Service Charges, and Miscellaneous Fees (continued)</b>  |                            |  |
|--|----------------------------|--|
| <b>Type of Charge/Fee</b>  | <b>City Code Reference</b> | <b>Charge/Fee</b>  |
| <b>I. License and Permit Service Fees (continued)</b>                          |                            |  |
| Adult use license Investigative fee<br>Adult use facility license              | 309                        | \$500<br>\$1,675 + \$50/video booth or stall   |
| Animal impound fees<br>Daily boarding fee<br>Additional services when required | 701.08.4                   | \$25 first offense of year, \$50 thereafter<br>\$25<br>\$95 inoculation<br>\$35 bath   |
| Commercial lawn fertilizer application license (annual)                        | 310.03.2d                  | \$50   |
| Dock - Boat docks and boat storage facility license                            | 304.05                     | \$35   |
| Dock - Multiple dock facility license  | 1201.24, Subd.10           | 1-10 Slips \$100<br>11-50 Slips \$250<br>51-100 Slips \$400<br>101 or More Slips \$550 |
| Dog licenses, per animal   | 701.03.2                   | \$10/\$5 license late fee  |
| Farm and other animals   | 704.09                     | \$50   |
| Fire alarm permits   | 601.06.1                   | \$200 2nd false alarm and thereafter   |
| Fire (recreational fire permit)  | 501.03                     | No charge-obtained at Excelsior Fire District  |
| Fireworks dealer license/permit  |                            | \$100 per site/per year  |
| Gambling permit - exempt   | 301.09.3                   | \$25   |
| Gambling premises permit - new investigation fee                               | 301.08.4                   | \$100  |
| Horse permit   | 702.04                     | \$25   |
| Kennel license   | 701.04.2                   | \$25/initial license<br>\$10/renewal license   |
| Police alarm permits   | 601.06.1                   | \$100 3rd false alarm and thereafter   |
| Solicitor permit (annual)  | 308.08                     | \$75   |

| <b>I. License, Permit Service Charges, and Miscellaneous Fees (continued)</b>   |                            |   |
|---|----------------------------|---|
| <i>Type of Charge/Fee</i>   | <i>City Code Reference</i> | <i>Charge/Fee</i>   |
| <b>I. License and Permit Service Fees (continued)</b>   |                            |   |
| System contractor license   |                            | \$1,000 bond  |
| Therapeutic Massage<br>Massage Business License<br>Massage Therapist License<br>Massage Business License<br>Investigation Fee<br>Massage Therapist License<br>Investigation Fee | Ord. 600                   | \$300<br>\$150<br>\$300<br>\$150  |
| Tobacco<br>Tobacco Retailer License<br><br>Tobacco administrative fines:<br>Tobacco licensees in violation<br><br>Individuals in tobacco violation                              | 302                        | \$250/premise<br><br>\$75 first offense<br>\$200 second offense within 24-month period<br>\$250 thereafter within 24-month period<br><br>\$50/offense |
| Tree Trimmer License  | 305                        | \$50  |

| <b>II. Liquor License Fees and Liquor Violation Fines</b>   |                            |   |
|---|----------------------------|---|
| <i>Type of Charge/Fee</i>   | <i>City Code Reference</i> | <i>Charge/Fee</i>   |
| Intoxicating liquor license - on-sale   | 401.06.1                   | \$7,500   |
| Wine license - on-sale  | 401.06.1                   | \$1,000   |
| Intoxicating liquor - off-sale  | 401.06.1                   | \$310   |
| Liquor special club license   | 401.06.1                   | \$250   |
| Special Sunday license  | 401.06.1                   | \$200   |
| 3.2% malt/liquor license - on-sale  | 401.06.2                   | \$300   |
| 3.2% malt liquor license - off-sale   | 401.06.2                   | \$50  |
| 3.2% malt liquor or intoxicating liquor Temporary license   | 401.06.2                   | \$25  |
| Extended Sales (2:00 a.m.) liquor license (in addition to State required fee) for On-Sale Intoxicating and Malt Liquor Establishments | 401.05                     | \$100   |
| Liquor license investigation fee new license  | 401.06.1                   | \$500   |
| Liquor license investigation fee - Renewal with change in managers/owners/like  | 401.06.1                   | \$250   |
| Liquor licensee in violation  | 401.21                     | \$500/first offense<br>\$1,000 second offense in 24 months<br>\$1,500 third offense in 24 months<br>\$2,000 fourth offense in 24 months |

| <b>III. Utility Rates</b>       |                            |   |
|---------------------------------|----------------------------|---|
| <b>Sanitary Sewer</b>           |                            |   |
| <b>Type of Charge/Fee</b>       | <b>City Code Reference</b> | <b>Charge/Fee</b>   |
| Sewer connection permit         | 904.07.1                   | \$150   |
| <u>Sanitary Sewer Service</u>   | 904.15.1a                  |   |
| <b>Residential:</b>             | Ord. 627                   |   |
| Sewer per quarter               |                            | \$184.93  |
| Low Income Sewer per quarter    |                            | \$123.29  |
| <b>Commercial:</b>              | Ord. 627                   |   |
| Base Charge                     |                            | \$20.90   |
| 1-28,500 gallons per quarter    |                            | \$184.93  |
| Over 28,500 gallons per quarter |                            | \$4.80/1,000 gallons  |
| Sanitary sewer surcharge        | 904.09.5                   | \$100/month   |
| Local sewer availability charge | 904.18.3                   | \$1,200   |
| <b>Water</b>                    |                            |   |
| <b>Type of Charge/Fee</b>       | <b>City Code Reference</b> | <b>Charge/Fee</b>   |
| Water connection permit         | 903.03.1a                  |   |
| Inside                          |                            | \$150   |
| Outside                         |                            | \$100   |
| Watering restriction violation  | 903.12                     | \$50 first violation<br>\$25 increase each succeeding violation<br>(e.g. 2nd violation \$75, 3rd violation \$100, and the like) |
| Water meter                     | 903.04.1                   |   |
| 5/8" x 3/4" meter w/swivels     |                            | Cost plus 10%   |
| 5/8" x 3/4" copperhorn          |                            | Cost plus 10%   |
| 1" meter includes swivel        |                            | Cost plus 10%   |
| 1" copperhorn                   |                            | Cost plus 10%   |
| 1" pressure-reducing valve      |                            | Cost plus 10%   |
| 1 1/2" meter (with flanges)     |                            | Cost plus 10%   |
| 2" meter (with flanges)         |                            | Cost plus 10%   |
| 1 1/2" pressure-reducing valve  |                            | Cost plus 10%   |
| 2" pressure-reducing valve      |                            | Cost plus 10%   |
| Meter Test                      | 903.08.4                   | \$150   |

| <b>III. Utility Rates (continued)</b>   |                            |   |
|---|----------------------------|---|
| <b>Water (continued)</b>  |                            |   |
| <b>Type of Charge/Fee</b>   | <b>City Code Reference</b> | <b>Charge/Fee</b>   |
| Water service<br>Base Fee (where water available)<br>Consumption<br>Tier 1 (first 5,000 gallons)<br>Tier 2 (5,001 to 25,000 gallons)<br>Tier 3 (25,001 to 50,000 gallons)<br>Tier 4 (over 50,000 gallons) | 903.09.1a<br>Ord. 627      | \$32.51/qtr.<br><br>\$1.75/1,000 gallons<br>\$5.75/1,000 gallons<br>\$8.65/1,000 gallons<br>\$10.35/1,000 gallons |
| Water service - low income per quarter  | 903.09.1a<br>Ord. 627      | 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<br><br>Single-family residential, Multi-family residential, Commercial, Schools, churches, government and other non-residential  | 903.04                     | \$10,000<br><br>See chart/formula in 903.04 Subd 3a   |
| <b>Stormwater Management</b>  |                            |   |
| <b>Type of Charge/Fee</b>   | <b>City Code Reference</b> | <b>Charge/Fee</b>   |
| Stormwater Management Utility<br>Basic System Rate  | 905.03<br>Ord. 627         | \$69.58<br>See chart/formulas in 905.03 Subd 2  |
| MS4 Illicit Discharge Appeal  | 907.11                     | \$200.00  |
| <b>Recycling</b>  |                            |   |
| <b>Type of Charge/Fee</b>   | <b>City Code Reference</b> | <b>Charge/Fee</b>   |
| Residential recycling fee   | Ord. 627                   | \$19/quarter/household  |

| <b>IV. Miscellaneous Fees and Charges</b>   |                            |  |
|---|----------------------------|--|
| <i>Type of Charge/Fee</i>   | <i>City Code Reference</i> | <i>Charge/Fee</i>  |
| Special assessment search   |                            | \$25   |
| Mailed minutes (non-resident)   |                            | \$75 annual<br>\$.25/page/individual   |
| Mailed agendas  |                            | \$35 annual<br>\$.25/page/individual   |
| Copies (B&W)  |                            | \$.25/page/single side 8.5x11<br>\$.50/page/single side > 8.5x14<br>\$3/page/single side > 11x17 |
| Color copies  |                            | \$1/page/single side<br>\$2/page/single side > 8.5x14<br>\$4/page/single side > 11x17            |
| Mailing labels (All city residents)   |                            | \$65 all residents on mailing labels   |
| Aerial topography:<br>Mylar copy<br>Electronic  |                            | \$16/acre plus \$5/mylar<br>\$50/megabyte of data  |
| City code<br>book<br>CD rom<br>Updates  |                            | \$75<br>\$25<br>\$25/year  |
| City zoning code  |                            | \$.25 per page   |
| Assessment certification fee  | 903.10.3(e)                | \$50   |
| Comprehensive plan (softbound color copy)   |                            | \$1.00 per page  |
| City subdivision ordinance (softbound copy)   |                            | \$.25 per page   |
| Election candidate filing fee   |                            | \$2  |
| Sand/salt barrel charge   |                            | \$40 barrel + sand/salt, \$30 refill only  |
| License application fee, per rental dwelling in building with one to five units (includes two inspections per unit) | 1004.06.6                  | \$200  |
| Rental housing licenses (3-year period)   |                            | \$100  |
| Appeal filing fee   |                            |  |

| <b>IV. Miscellaneous Fees and Charges (continued)</b>  |   |   |
|--|---|---|
| <i>Type of Charge/Fee</i>  | <i>City Code Reference</i>                    | <i>Charge/Fee</i>                                   |
| License application fee, per rental dwelling in building with six or more rental units (includes up to two inspections per unit)   | 1004.03 (3)<br>(Res.17-089)                   | \$450 plus \$10 per rental unit up to \$800 maximum |
| Additional inspections as necessary  | 1004.03 (3)<br>(Res.17-089)                   | \$75/inspection                                     |
| Rental license application fee for buildings with six (6) or more units constructed within one year from date of application shall be base license fee excluding \$10 per rental unit fee. | 1004.03(3)<br>(Res.20-022)                    |   |
|  | 1004.03(3)<br>(Res.17-089)                    |   |
| Tree preservation - providing funds for planting trees on city property  | 1103  | \$400 per tree                                      |
| Wetland buffer monuments   | 1102.06 Subd.2                                | \$44 per marker + tax                               |
| Return check fee   |   | \$25  |
| Plans and specifications, paper copy   |   | \$35  |
| Plans and specifications, CD copy  |   | \$25  |
| Public Works Staff   |   | \$75/hour   |
| Franchise Fees: These monthly fees are collected by the respective utilities and remitted to the City on a quarterly basis.  | Ordinance 559<br>and 560 Adopted<br>6/25/2018 |   |
| <u>Natural Gas Franchise Fee:</u>  |   |   |
| Residential  |   | \$4.00  |
| Com-A  |   | \$4.00  |
| SVDF-A   |   | \$4.00  |
| SVDF-B   |   | \$4.00  |
| LG (Dual Fuel or Firm)   |   | \$4.00  |
| Com/Ind-B  |   | \$10.00   |
| Com/Ind-C  |   | \$25.00   |
| <u>Electric Franchise Fee:</u>   |   |   |
| Residential  |   | \$4.00  |
| Small C & I Non-Demand   |   | \$8.00  |
| Small C & I Demand   |   | \$10.00   |
| Large C & I  |   | \$25.00   |

| <b>V. Park and Recreation</b>         |                                   |   |
|---------------------------------------|-----------------------------------|---|
| <b><i>Type of Charge/Fee</i></b>      | <b><i>City Code Reference</i></b> | <b><i>Charge/Fee</i></b>  |
| Park and recreation use fees          | 902.06.3                          |   |
| Lights                                |                                   | \$30/hour   |
| Skating Rinks, per rink               |                                   | \$40  |
| Tournament, city services             |                                   | \$400   |
| Tournament, parking overflow          |                                   | \$500   |
| Tournament, refundable deposit        |                                   | \$500   |
| Special Event Registration and Permit | 505.02.4                          | \$50/day for events on public property with 75 or more attendees/participants |
| Community gardens                     |                                   | \$35-resident<br>\$50-non-resident  |
| Athletic Fields                       |                                   |   |
| Damage deposit, all fields            |                                   | \$200 (refundable)  |
| Badger Park Turf Field,               |                                   | \$75/hour or \$550/day  |
| Lights                                |                                   | \$30/hour   |
| Diamond field (baseball)              |                                   | \$50 for 4 hours  |
| Freeman Park Soccer Fields            |                                   | \$260/day   |
| Manor Park Soccer Field               |                                   | \$160/day   |
| Tennis Courts                         |                                   | \$10/court/hour   |
| Picnic Pavilions                      |                                   |   |
| Manor/Freeman/Silverwood              |                                   | \$50-resident<br>\$75-non-resident  |
| Eddy Station/Badger Park              |                                   | \$80-resident<br>\$105-non-resident   |

| <b>VI. Building and Right of Way Fees</b>  |                            |   |
|--|----------------------------|---|
| <p>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.</p> |                            |   |
| <i>Type of Charge/Fee</i>  | <i>City Code Reference</i> | <i>Charge/Fee</i>   |
| Building permit  | 1001.05                    | 1997 UBC Sec. 107, Table 1A<br>State Rule 1300.0160   |
| Building permit plan review fee  | 1001.05                    | 32.5% of permit fee (up to \$3,000)<br>65% of permit fee (over \$3,000)<br>\$175 minimum permit fee |
| Reinspection fee   |                            | \$75  |
| Engineering fee  |                            |   |
| New Single-Family Home   |                            | \$300   |
| Single Family Addition   |                            | \$100   |
| Residential  |                            |   |
| Roofing permit   | S.B.C.                     | \$175   |
| Siding permit  | S.B.C.                     | \$175   |
| Window permit  | S.B.C.                     | \$175   |
| Mechanical permit  | S.B.C.                     | State Statute/2.5% of value with a \$100 minimum  |
| Plumbing permit  | S.B.C.                     | \$15/fixture with a \$100 minimum   |
| Water heater, softener,<br>purification<br>system  | S.B.C.                     | \$100 each  |
| Removal or abandonment, underground tanks  | U.F.C.                     | 1997 UBC Section 107  |
| Demolition permit  | S.B.C.                     | \$200 per structure   |
| Sign permit application fee  | 1201.03.11f                | See Zoning Permit (Temporary) Per 1997 U.B.C. Table 1-A (Permanent)                                 |
| After-the-fact permit applications   | S.B.C.                     | Double permit fees  |
| Grading/filling permit   | S.B.C.                     | Per 1997 U.B.C. Table A-33-A and A-33-B<br>65% of permit fee  |
| Grading/filling permit plan review fee   |                            |   |

| <b>VI. Building and Right of Way Fees (continued)</b>  |                            |   |
|--|----------------------------|---|
| <p>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.</p> |                            |   |
| <i>Type of Charge/Fee</i>  | <i>City Code Reference</i> | <i>Charge/Fee</i>                               |
| ROW administrative charge  | 901.03 Subd. 3             | \$200 (in addition to actual costs)             |
| ROW annual registration fee  | 901.06 Subd.1              | \$400   |
| ROW/easement encroachment  | 901                        | \$300 plus \$1,000 escrow                       |
| ROW/encroachment permit  | 901.01.2                   | \$40  |
| ROW or public ground excavation permit   | 901.08 Subd. 2             | \$200   |
| Directional drilling or boring   | 901.08 Subd. 2             | \$45 per 100 L. Ft. (in addition to permit fee) |
| Open trenching   | 901.08 Subd. 2             | \$75 per 100 L. Ft. (in addition to permit fee) |
| Obstruction permit   | 901.08 Subd. 2             | \$20  |
| Small wireless facility (per site)   | 901.08 Subd. 2             | \$150 (in addition to actual costs)             |
| Security/damage deposit (non-utility)  | 901.08 Subd. 6             | Varies  |
| Pole/pole attachment   | 901.08 Subd. 2             | \$20  |
| Underground sprinkler/irrigation system permit   | 901.01.2d                  | Included in encroachment permit                 |

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

**VII. Zoning and Land Use Fees (continued)**

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.

| <b>Type of Charge/Fee</b>  | <b>City Code Reference</b> | <b>Charge/Fee</b>  |
|--|----------------------------|--|
| Subdivision (final plat)<br><br>5 or fewer lots<br>Over 5 lots   | 1202.03                    | \$500 plus \$25/lot plus escrow as follows:<br>\$2,000<br>\$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<br>Residential<br>Non-residential                      | 1201.05/1202.09            | \$500 plus \$500 escrow<br>\$600 plus \$500 escrow   |
| Zoning amendment (text or map)                                   | 1201.04                    | \$600 plus \$1,000 escrow  |
| Zoning permits   | 1201.07                    | \$50   |
| Zoning verification letter                                       |                            | \$250  |
| Park dedication (cash in lieu of land)                           | 1202.07                    | \$7,500 dwelling unit/Residential<br>8% of raw land value/Commercial                             |
| Extension of plat approval or amendment of development agreement | 1202.03                    | \$200 plus \$1,000 escrow for amendments   |
| Administrative Adjustment  | 1202.33                    | \$500 plus \$1,000 escrow  |

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

**SHOREWOOD COMMUNITY AND EVENT CENTER**

*All room and kitchen rentals are subject to availability. Rates schedule is subject to change.*

| <b>BANQUET ROOM</b>   |                           |  |                         |                 |
|---|---------------------------|--|-------------------------|-----------------|
| <b>CAPACITY: 160 - ROUND TABLES, 180 - THEATRE STYLE</b>  |                           |  |                         |                 |
| <b>DAY OF WEEK</b>  | <b>TIME OF DAY</b>        | <b>MIN. HOURS</b>                                    | <b>NON-RESIDENT</b>     | <b>RESIDENT</b> |
| Saturday  | 8:00 AM to 12:00 Midnight | 6  | \$115/hour              | \$90/hour       |
| Sunday  | 8:00 AM to 11:00 PM       | 4  | \$100/hour              | \$75/hour       |
| Monday - Friday   | 9:00 AM to 12:00 Midnight | 2  | \$90/hour               | \$65/hour       |
| Damage Deposit  |                           |  | \$200                   | \$200           |
| Large Group Fee (100+ Guests)   |                           |  | \$75                    | \$50            |
| <b>ACTIVITY ROOM</b>  |                           |  |                         |                 |
| <b>CAPACITY: 40 - BANQUET TABLES, 60 - THEATRE STYLE</b>  |                           |  |                         |                 |
| <b>DAY OF WEEK</b>  | <b>TIME OF DAY</b>        | <b>MIN. HOURS</b>                                    | <b>NON-RESIDENT</b>     | <b>RESIDENT</b> |
| Saturday  | 9:00 AM to 12:00 Midnight | 2  | \$85/hour               | \$70/hour       |
| Sunday - Friday   | 9:00 AM to 11:00 PM       | 2  | \$80/hour               | \$65/hour       |
|   |                           |  |                         |                 |
| <b>CONFERENCE ROOM</b>  |                           |  |                         |                 |
| <b>CAPACITY: 20</b>   |                           |  |                         |                 |
| <b>DAY OF WEEK</b>  | <b>TIME OF DAY</b>        | <b>MIN. HOURS</b>                                    | <b>NON-RESIDENT</b>     | <b>RESIDENT</b> |
| Saturday  | 9:00 AM to 12:00 Midnight | 4  | \$50/hour               | \$35/hour       |
| Sunday - Friday   | 9:00 AM to 11:00 PM       | 2  | \$45/hour               | \$30/hour       |
|   |                           |  |                         |                 |
| <b>ALL RENTAL ROOMS &amp; LOBBY</b>   |                           |  |                         |                 |
| <b>CAPACITY: 300</b>  |                           |  |                         |                 |
| <b>DAY OF WEEK</b>  | <b>TIME OF DAY</b>        | <b>MIN. HOURS</b>                                    | <b>NON-RESIDENT</b>     | <b>RESIDENT</b> |
| Saturday  | 9:00 AM to 12:00 Midnight | 6  | \$200/hour              | \$160/hour      |
| Sunday – Friday   | 9:00 AM to 11:00 PM       | 4  | \$180/hour              | \$145/hour      |
| Damage Deposit  |                           |  | \$400                   | \$400           |
| Large Group Fee (100+ Guests)   |                           |  | \$125                   | \$75            |
| <b>COMMERCIAL KITCHEN</b>   |                           |  |                         |                 |
| <b>DAY OF WEEK</b>  | <b>RENTAL FEE</b>         | <b>STORAGE FEE</b>                                   | <b>SECURITY DEPOSIT</b> |                 |
| Monday-Friday   | \$30/hour one time use    | \$50/month for one rental area/\$25 additional space | \$200                   |                 |
| Tier 1  | \$350/month 0-16 hours    |  |                         |                 |
| Tier 2  | \$600/month 17-49 hours   |  |                         |                 |
| Tier 3  | \$950/month unlimited     |  |                         |                 |
| Federally registered non-profit groups will receive a 25% discount on the hourly rental rate based on their business residency. Prior to receiving the discount, the group must submit documented proof of their non-profit status. Local federally registered non-profit groups are defined as having residency within the cities of Shorewood, Tonka Bay, Deephaven, Excelsior, and Greenwood. The discount is not applied to the damage deposit. |                           |  |                         |                 |

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**SHOREWOOD COMMUNITY AND EVENT CENTER  
RENTAL ITEMS**

**Linens:**

Rounds @ 12.00 each

Rectangles @ 12.00 each

**All-inclusive dish rental:**

\$2.50 per person

**Water glass or coffee cup:**

\$0.50 each

**Coffee: \$10/pot**

Additional fees and/or damage deposits may be required for unique set-up or decoration requests.



2026 MASTER FEE SCHEDULE

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## Introduction

In May of 2017, the Shorewood City Council approved an amendment to Chapter 1300: Municipal Fees of the Shorewood City Code, removing the actual fees from the Code, with the exception of Land Use Fees, and replacing it with referencing the Master Fee Schedule which will establish fees by Council resolution. Land Use Fees are required pursuant to MN State statutes to be amended and established by ordinance in communities that collect in excess of \$5,000 in said fees on an annual basis.

Previous and future resolutions and ordinances amending or establishing new fees will be collated into the Master Fee Schedule as necessary and prudent. These updates are set forth by Council resolution (and ordinance in the case of Land Use Fees) and incorporated into the Master Fee Schedule upon adoption of the proposed established fees. This provides a cost-effective and expedient process for reviewing fees for relevance and providing annual updates to the schedule of city fees and a user-friendly document for public use.

A copy of the Master Fee Schedule is available on the city website at [www.ci.shorewood.mn.us](http://www.ci.shorewood.mn.us) or at city offices located at 5755 Country Club Road in Shorewood, MN 55331. To obtain an electronic copy please email [cityhall@shorewoodmn.gov](mailto:cityhall@shorewoodmn.gov).

| <b>I. License, Permit, Service Charges, and Miscellaneous Fees</b> |                            |  |
|--|----------------------------|--|
| <i>Type of Charge/Fee</i>  | <i>City Code Reference</i> | <i>Charge/Fee</i>  |
| <b>I. License and Permit Service Fees</b>                          |                            |  |
| Administrative Enforcement   | 104.03                     | <p>Class A Offenses: \$300<br/>Violations of Public Health Regulations (Chapters 501-503, except those violations which are also Zoning Code Violations)</p> <p>Class B Offenses: \$300<br/>Violations of Rental Housing Regulations (Chapter 1004)<br/>Subsequent Class B Violations \$1,000</p> <p>Class C Offenses: \$300<br/>Violations of Building Regulations (Chapters 1001-1003 and 1005)<br/>Violations of Wetland Regulations (Chapter 1102)<br/>Violations of Tree Preservation Regulations (Chapter 1103)<br/>Violations of Zoning Regulations (Chapter 1201)</p> <p><u>Subsequent Class A &amp; C Violations:</u><br/>2nd citation within 24 months:<br/>25% increase over scheduled civil penalty</p> <p>3rd citation within 24 months:<br/>50% increase over scheduled civil penalty</p> <p>4th citation within 24 months:<br/>100% increase over scheduled civil penalty</p> |
| Administrative Enforcement Appeal                                  | 104.03 Subd. 5             | \$200  |
| Administrative Non-Payment Fee                                     | 104.03 Subd. 5             | \$100  |

| <b>I. License, Permit, Service Charges, and Miscellaneous Fees</b> |                            |  |
|--|----------------------------|--|
| <i>Type of Charge/Fee</i>  | <i>City Code Reference</i> | <i>Charge/Fee</i>  |
| <b>I. License and Permit Service Fees (continued)</b>              |                            |  |
| Adult use license<br>Investigative fee                             | 309                        | \$500  |
| Adult use facility license   |                            | \$1,675 + \$50/video booth or stall  |
| Animal impound fees  | 701.08.4                   | \$25 first offense of year, \$50 thereafter  |
| Daily boarding fee   |                            | \$25   |
| Additional services<br>when required                               |                            | \$95 inoculation<br>\$35 bath  |
| Commercial lawn fertilizer<br>application license (annual)         | 310.03.2d                  | \$50   |
| Dock - Boat docks and boat storage<br>facility license             | 304.05                     | \$35   |
| Dock - Multiple dock facility license                              | 1201.24, Subd.10           | <del>\$2 per slip/per year or \$200 whichever is greater</del><br><a href="#">1-10 Slips \$100</a><br><a href="#">11-50 Slips \$250</a><br><a href="#">51-100 Slips \$400</a><br><a href="#">101 or More Slips \$550</a> |
| Dog licenses, per animal   | 701.03.2                   | \$10/\$5 license late fee  |
| Farm and other animals   | 704.09                     | \$50   |
| Fire alarm permits   | 601.06.1                   | \$200 2nd false alarm and thereafter   |
| Fire (recreational fire permit)                                    | 501.03                     | No charge-obtained at Excelsior Fire District  |
| Fireworks dealer license/permit                                    |                            | \$100 per site/per year  |
| Gambling permit - exempt   | 301.09.3                   | \$25   |
| Gambling premises permit - new<br>investigation fee                | 301.08.4                   | \$100  |
| Horse permit   | 702.04                     | \$25   |
| Kennel license   | 701.04.2                   | \$25/initial license<br>\$10/renewal license   |

|                           |          |                                      |
|---------------------------|----------|--------------------------------------|
| Police alarm permits      | 601.06.1 | \$100 3rd false alarm and thereafter |
| Solicitor permit (annual) | 308.08   | \$75                                 |

| <b>I. License, Permit, Service Charges, and Miscellaneous Fees</b>  |                                   |   |
|---|-----------------------------------|---|
| <b><i>Type of Charge/Fee</i></b>  | <b><i>City Code Reference</i></b> | <b><i>Charge/Fee</i></b>  |
| <b>I. License and Permit Service Fees (continued)</b>   |                                   |   |
| System contractor license   |                                   | \$1,000 bond  |
| Therapeutic Massage<br>Massage Business License<br>Massage Therapist License<br>Massage Business License<br>Investigation Fee<br>Massage Therapist License<br>Investigation Fee | Ord. 600                          | \$300<br>\$150<br>\$300<br>\$150  |
| Tobacco<br>Tobacco Retailer License<br><br>Tobacco administrative fines:<br>Tobacco licensees in violation<br><br>Individuals in tobacco violation                              | 302                               | \$250/premise<br><br>\$75 first offense<br>\$200 second offense within 24-month period<br>\$250 thereafter within 24-month period<br><br>\$50/offense |
| Tree Trimmer License  | 305                               | \$50  |

| <b>II. Liquor License Fees and Liquor Violation Fines</b>   |                                   |   |
|---|-----------------------------------|---|
| <b><i>Type of Charge/Fee</i></b>  | <b><i>City Code Reference</i></b> | <b><i>Charge/Fee</i></b>  |
| Intoxicating liquor license - on-sale   | 401.06.1                          | \$7,500   |
| Wine license - on-sale  | 401.06.1                          | \$1,000   |
| Intoxicating liquor - off-sale  | 401.06.1                          | \$310   |
| Liquor special club license   | 401.06.1                          | \$250   |
| Special Sunday license  | 401.06.1                          | \$200   |
| 3.2% malt/liquor license - on-sale  | 401.06.2                          | \$300   |
| 3.2% malt liquor license - off-sale   | 401.06.2                          | \$50  |
| 3.2% malt liquor or intoxicating liquor<br>Temporary license  | 401.06.2                          | \$25  |
| Extended Sales (2:00 a.m.) liquor license (in<br>addition to State required fee) for On- Sale<br>Intoxicating and Malt Liquor<br>Establishments | 401.05                            | \$100   |
| Liquor license investigation fee new license  | 401.06.1                          | \$500   |
| Liquor license investigation fee - Renewal<br>with change in managers/owners/like   | 401.06.1                          | \$250   |
| Liquor licensee in violation  | 40121                             | \$500/first offense<br>\$1,000 second offense in 24 months<br>\$1,500 third offense in 24 months<br>\$2,000 fourth offense in 24 months |

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

|            |          |                 |
|------------|----------|-----------------|
| Meter Test | 903.08.4 | \$ <u>15080</u> |
|------------|----------|-----------------|

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

|   |                                |   |
|---|--------------------------------|---|
| <p><del>Lots less than 10,000 s/f per quarter</del><br/> <del>Lots 10,000-50,000 s/f per quarter</del><br/> <del>Lots 50,000 plus s/f per quarter</del></p> |                                | <p><u>See chart/formulas in 905.03 Subd 2</u><br/> <del>\$30.46</del><br/> <del>\$43.49</del><br/> <del>\$56.61</del></p> |
| MS4 Illicit Discharge Appeal  | 907.11                         | \$200.00  |
| <b>Recycling</b>  |                                |   |
| <b><i>Type of Charge/Fee</i></b>  | <b><i>City Code</i></b>        | <b><i>Charge/Fee</i></b>  |
| Residential recycling fee   | Ord. <del>611</del> <u>627</u> | <del>\$181</del> <u>\$1819</u> /quarter/household   |

| <b>IV. Miscellaneous Fees and Charges</b>   |                            |  |
|---|----------------------------|--|
| <i>Type of Charge/Fee</i>   | <i>City Code Reference</i> | <i>Charge/Fee</i>  |
| Special assessment search   |                            | \$25   |
| Mailed minutes (non-resident)   |                            | \$75 annual<br>\$.25/page/individual   |
| Mailed agendas  |                            | \$35 annual<br>\$.25/page/individual   |
| Copies (B&W)  |                            | \$.25/page/single side 8.5x11<br>\$.50/page/single side > 8.5x14<br>\$3/page/single side > 11x17 |
| Color copies  |                            | \$1/page/single side<br>\$2/page/single side > 8.5x14<br>\$4/page/single side > 11x17            |
| Mailing labels (All city residents)   |                            | \$65 all residents on mailing labels   |
| Aerial topography:<br>Mylar copy<br>Electronic  |                            | \$16/acre plus \$5/mylar<br>\$50/megabyte of data  |
| City code book  |                            | \$75   |
| CD rom  |                            | \$25   |
| Updates   |                            | \$25/year  |
| City zoning code  |                            | \$.25 per page   |
| Assessment certification fee  | 903.10.3(e)                | \$50   |
| Comprehensive plan (softbound color copy)   |                            | \$1.00 per page  |
| City subdivision ordinance (softbound copy)   |                            | \$.25 per page   |
| Election candidate filing fee   |                            | \$2  |
| Sand/salt barrel charge   |                            | \$40 barrel + sand/salt, \$30 refill only  |
| License application fee, per rental dwelling in building with one to five units (includes two inspections per unit)<br>Rental housing licenses (3-year period)<br>Appeal filing fee | 1004.06.6                  | <del>\$150</del> <u>\$200</u><br><br>\$100   |

| <b>IV. Miscellaneous Fees and Charges (continued)</b>  |   |   |
|--|---|---|
| <b>Type of Charge/Fee</b>  | <b>City Code Reference</b>              | <b>Charge/Fee</b>   |
| License application fee, per rental dwelling in building with six or more rental units (includes up to two inspections per unit)   | 1004.03(3)<br>(Res.17-089)              | <del>\$400</del> <u>\$450</u> plus \$10 per rental unit up to \$800 maximum |
| Additional inspections as necessary  | 1004.03(3)<br>(Res.17-089)              | \$75/inspection   |
| Rental license application fee for buildings with six (6) or more units constructed within one year from date of application shall be base license fee excluding \$10 per rental unit fee. | 1004.03(3)<br>(Res.20-022)              |   |
|  | 1004.03(3)<br>(Res.17-089)              |   |
| Tree preservation - providing funds for planting trees on city property  | 1103                                    | \$400 per tree  |
| Wetland buffer monuments   | 1102.06 Subd.2                          | \$44 per marker + tax   |
| Return check fee   |   | \$25  |
| Plans and specifications, paper copy   |   | \$35  |
| Plans and specifications, CD copy  |   | \$25  |
| <b>Public Works Staff</b>  |   | <b><u>\$75/hour</u></b>   |
| Franchise Fees: These monthly fees are collected by the respective utilities and remitted to the City on a quarterly basis.  | Ordinance 559 and 560 Adopted 6/25/2018 |   |
| Natural Gas Franchise Fee:   |   |   |
| Residential  |   | \$4.00  |
| Com-A  |   | \$4.00  |
| SVDF-A   |   | \$4.00  |
| SVDF-B   |   | \$4.00  |
| LG (Dual Fuel or Firm)   |   | \$4.00  |
| Com/Ind-B  |   | \$10.00   |
| Com/Ind-C  |   | \$25.00   |
| Electric Franchise Fee:  |   |   |
| Residential  |   | \$4.00  |
| Small C & I Non-Demand   |   | \$8.00  |
| Small C & I Demand   |   | \$10.00   |

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|             |  |         |
|-------------|--|---------|
| Large C & I |  | \$25.00 |
|-------------|--|---------|

| <b>V. Park and Recreation</b>  |  |  |
|--|--|--|
| <i>Type of Charge/Fee</i>  | <i>City Code Reference</i>                               | <i>Charge/Fee</i>  |
| Park and recreation use fees<br><del>Organized sports participant skating rinks (per rink)</del><br>Lights<br><del>Tournament Skating Rinks</del> , per rink<br>Tournament, city services<br>Tournament, parking overflow<br>Tournament, refundable deposit<br><br>Special Event Registration and Permit                     | 902.06.3<br><br><br><br><br><br><br><br><br><br>505.02.4 | <del>\$12 per participant, per sport, per season</del><br>\$30/hour<br><del>\$40</del> 30/day plus attendant<br>\$400<br>\$500<br>\$500<br><br>\$50/day for events on public property with 75 or more attendees/participants   |
| Community gardens  |  | Resident & Non-Resident Fees<br>\$35/resident<br>\$50/non-resident   |
| <del>Soccer/Football/Baseball/Softball Fields (per field)</del> <u>Athletic Fields</u><br>Damage deposit, all fields<br><del>Football field</del> <u>Badger Park Turf Field, unlighted</u><br>Lights<br>Diamond field (baseball)<br><br>Freeman Park <u>Soccer Fields</u><br>Manor Park <u>Soccer Field</u><br>Tennis Courts |  | \$200 <del>flat fee</del> (refundable)<br>\$75/hour or \$550/day<br>\$30/hour<br>\$50 for 4 hours<br><br>\$260/day<br>\$160/day<br>\$10/court/hour   |
| Picnic Pavilions<br><br>Manor/Freeman/Silverwood<br><br>Eddy Station/Badger Park   |  | Resident & Non-Resident Fees<br><br><del>\$45 + tax</del> resident <u>50</u><br><del>\$70 + tax</del> non-resident <u>75</u><br><br><del>\$75 + tax</del> resident <u>80</u><br><del>\$100 + tax</del> non-resident <u>105</u> |

**VI. Building and Right of Way 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.

| <i>Type of Charge/Fee</i>                   | <i>City Code Reference</i> | <i>Charge/Fee</i>   |
|---|----------------------------|---|
| Building permit                             | 1001.05                    | 1997 UBC Sec. 107, Table 1A<br>State Rule 1300.0160   |
| Building permit plan review fee             | 1001.05                    | 32.5% of permit fee (up to \$3,000)<br>65% of permit fee (over \$3,000)<br><u>\$175 minimum permit fee</u>  |
| Reinspection fee                            |                            | \$75  |
| <u>Engineering fee</u>                      |                            |   |
| <u>New Single-Family Home</u>               |                            | <u>\$300</u>  |
| <u>Single Family Addition</u>               |                            | <u>\$100</u>  |
| Residential                                 |                            |   |
| Roofing permit                              | S.B.C.                     | <u>\$150</u> <u>\$175</u>   |
| Siding permit                               | S.B.C.                     | <u>\$150</u> <u>\$175</u>   |
| Window permit                               | S.B.C.                     | <u>\$150</u> <u>\$175</u>   |
| Mechanical permit                           | S.B.C.                     | State Statute/2.5% of value   |
| —Plumbing permit                            | S.B.C.                     | <u>\$80</u> <u>\$100</u> minimum  |
| Water heater, softener, purification system | S.B.C.                     | \$15/fixture with a <u>\$80</u> <u>\$100</u> minimum<br><u>\$80</u> <u>\$100</u> each <u>or 2 for \$100</u> |
| Removal or abandonment, underground tanks   | U.F.C.                     | 1997 UBC Section 107  |
| Demolition permit                           | S.B.C.                     | <u>\$150</u> <u>\$200</u> principal per structure<br><u>\$75</u> accessory structure                        |
| Sign permit application fee                 | 1201.03.11f                | See Zoning Permit (Temporary) Per 1997 U.B.C. Table 1-A (Permanent)   |

|  |        |   |
|--|--------|---|
| After-the-fact permit applications     | S.B.C. | Double permit fees                      |
| Grading/filling permit                 | S.B.C. | Per 1997 U.B.C. Table A-33-A and A-33-B |
| Grading/filling permit plan review fee |        | 65% of permit fee                       |

**VI. Building and Right of Way Fees (continued)**

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.

| <i>Type of Charge/Fee</i>                            | <i>City Code Reference</i> | <i>Charge/Fee</i>  |
|--|----------------------------|--|
| ROW administrative charge                            | 901.03 Subd. 3             | \$200 (in addition to actual costs)                          |
| ROW annual registration fee                          | 901.06 Subd.1              | \$400  |
| ROW/easement encroachment<br>ROW/encroachment permit | 901<br>901.01.2            | \$300 plus \$1,000 escrow<br>\$40                            |
| ROW or public ground excavation<br>permit            | 901.08 Subd. 2             | \$200  |
| Directional drilling or boring                       | 901.08 Subd. 2             | \$45 per 100 L. Ft. (in addition to permit fee)              |
| Open trenching                                       | 901.08 Subd. 2             | <del>\$7560</del> per 100 L. Ft. (in addition to permit fee) |
| Obstruction permit                                   | 901.08 Subd. 2             | \$20   |
| Small wireless facility (per site)                   | 901.08 Subd. 2             | \$150 (in addition to actual costs)                          |
| Security/damage deposit (non-utility)                | 901.08 Subd. 6             | Varies   |
| Pole/pole attachment                                 | 901.08 Subd. 2             | \$20   |
| Underground sprinkler/irrigation<br>system permit    | 901.01.2d                  | Included in encroachment permit                              |

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

**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.

| <b>Type of Charge/Fee</b>   | <b>City Code Reference</b> | <b>Charge/Fee</b>   |
|---|----------------------------|---|
| Subdivision (final plat)<br><br>5 or fewer lots<br>Over 5 lots      | 1202.03                    | \$500 plus \$25/lot plus<br>escrow as follows:<br>\$2,000<br>\$4,000                                      |
| Traffic studies when required as part of<br>another application     | Multiple                   | Escrow for estimated cost of<br>study to be reviewed by the<br>City's consulting engineers<br>plus \$500. |
| Vacation of Easement or Right-of-Way                                | 901                        | \$500 plus \$1,000 escrow   |
| Variances<br><br>Residential<br>Non-residential                     | 1201.05/1202.09            | \$500 plus \$500 escrow<br>\$600 plus \$500 escrow  |
| Zoning amendment (text or map)                                      | 1201.04                    | \$600 plus \$1,000 escrow   |
| Zoning permits  | 1201.07 <u>(Ord. 628)</u>  | <del>\$25</del> <u>\$50</u>   |
| Zoning verification letter  |                            | <del>\$50</del> <u>\$250</u>  |
| Park dedication (cash in lieu of land)                              | 1202.07 <u>(Ord. 628)</u>  | \$7,500 dwelling unit/Resd'l<br>8% of raw land value/Comm'l   |
| Extension of plat approval or amendment of<br>development agreement | 1202.03                    | \$200 plus \$1,000 escrow for<br>amendments   |
| <u>Administrative Adjustment</u>                                    | <u>1202.33 (Ord. 628)</u>  | <u>\$500 plus \$1,000 escrow</u>  |

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

**SHOREWOOD COMMUNITY AND EVENT CENTER**

All room and kitchen rentals are subject to availability. Rates schedule subject to change.

| <b>BANQUET ROOM</b>   |                           |  |                  |               |
|---|---------------------------|--|------------------|---------------|
| CAPACITY: 160 - ROUND TABLES, 180 - THEATRE STYLE   |                           |  |                  |               |
| DAY OF WEEK   | TIME OF DAY               | MIN. HOURS   | NON-RESIDENT     | RESIDENT      |
| Saturday  | 8:00 AM to 12:00 Midnight | 6  | \$72115/hour     | \$5890/hour   |
| Sunday  | 8:00 AM to 11:00 PM       | 4  | \$58100/hour     | \$4675/hour   |
| Monday - Friday   | 9:00 AM to 12:00 Midnight | 2  | \$5290/hour      | \$4265/hour   |
| Damage Deposit  |                           |  | \$200            | \$200         |
| Custodial Fee Large Group Fee (100+ Guests)   |                           |  | \$175\$75        | \$175\$50     |
| <b>ACTIVITY ROOM</b>  |                           |  |                  |               |
| CAPACITY: 40 - BANQUET TABLES, 60 - THEATRE STYLE   |                           |  |                  |               |
| DAY OF WEEK   | TIME OF DAY               | MIN. HOURS   | NON-RESIDENT     | RESIDENT      |
| Saturday  | 9:00 AM to 12:00 Midnight | 2  | \$4885/hour      | \$3870/hour   |
| Sunday - Friday   | 9:00 AM to 11:00 PM       | 2  | \$4280/hour      | \$3465/hour   |
| Custodial Fee   |                           |  | \$75             | \$75          |
| <b>CONFERENCE ROOM</b>  |                           |  |                  |               |
| CAPACITY: 20  |                           |  |                  |               |
| DAY OF WEEK   | TIME OF DAY               | MIN. HOURS   | NON-RESIDENT     | RESIDENT      |
| Saturday  | 9:00 AM to 12:00 Midnight | 4  | \$3750/hour      | \$3035/hour   |
| Sunday - Friday   | 9:00 AM to 11:00 PM       | 2  | \$3545/hour      | \$2830/hour   |
| Custodial Fee   |                           |  | \$40             | \$40          |
| <b>ALL RENTAL ROOMS &amp; LOBBY</b>   |                           |  |                  |               |
| CAPACITY: 300   |                           |  |                  |               |
| DAY OF WEEK   | TIME OF DAY               | MIN. HOURS   | NON-RESIDENT     | RESIDENT      |
| Saturday  | 9:00 AM to 12:00 Midnight | 6  | \$140200/hour    | \$110160/hour |
| Sunday – Friday   | 9:00 AM to 11:00 PM       | 4  | \$105180/hour    | \$82145/hour  |
| Damage Deposit  |                           |  | \$400            | \$400         |
| Custodial Fee Large Group Fee (100+ Guests)   |                           |  | \$300\$125       | \$300\$75     |
| <b>COMMERCIAL KITCHEN</b>   |                           |  |                  |               |
| DAY OF WEEK   | RENTAL FEE                | STORAGE FEE  | SECURITY DEPOSIT |               |
| Monday-Friday   | \$30/hour one time use    | \$50/month for one rental area/\$25 additional space | \$200            |               |
| Tier 1  | \$350/month 0-16 hours    |  |                  |               |
| Tier 2  | \$600/month 17-49 hours   |  |                  |               |
| Tier 3  | \$950/month unlimited     |  |                  |               |
| <p>Federally registered nNon-pProfit groups will receive a 25% discount on the hourly rental rate based on their business residency. Prior to receiving the discount, the group must submit documented proof of their non-profit status. Local <u>federally registered</u> non-profit groups are defined as having residency within the cities of Shorewood, Tonka Bay, Deephaven, Excelsior, and Greenwood. The discount is not applied to the <u>custodial fee or</u> damage deposit.</p> |                           |  |                  |               |

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**SHOREWOOD COMMUNITY AND EVENT CENTER  
RENTAL ITEMS**

**Linens:**

Rounds @ 12.00 each

Rectangles @ 12.00 each

**All-inclusive dish rental:**

\$2.50 per person

**Water glass or coffee cup:**

\$0.50 each

**Coffee: \$10/pot**

Additional fees and/or damage deposits may be required for unique set-up or decoration requests.