

CITY OF SHOREWOOD
CITY COUNCIL REGULAR MEETING
MONDAY, APRIL 14, 2025

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

MINUTES

1. CONVENE CITY COUNCIL REGULAR MEETING

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

A. Roll Call

B. Pledge of Allegiance

Present: Mayor Labadie; Councilmembers Maddy, Sanschagrín, and Gorham; City Attorney Shepherd; City Administrator Nevinski; Planning Director Griffiths; Director of Public Works Morreim; Park and Recreation Manager Czech; Finance Director Schmuck, Communications/Recycling Coordinator Wilson (via Zoom) and, City Engineer Budde

Absent: Councilmember DiGruttolo

C. Review Agenda

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

Motion passed.

2. CONSENT AGENDA

Mayor Labadie reviewed the items on the Consent Agenda.

Councilmember Sanschagrín referenced item E and asked which staff person had the idea of the city using Sentence to Serve.

City Administrator Nevinski explained that the Sentence to Serve program had been around and used by other cities. He noted that Public Works Director Morreim was the staff person who did the research and put in the work to build the relationships and identify the programs.

Councilmember Sanschagrín stated that he just wanted to offer kudos to Public Works Director Morreim for coordinating this program and noted that it was a great resource for the city.

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

A. City Council Work Session Meeting Minutes of March 24, 2025

B. City Council Regular Meeting Minutes of March 24, 2025

C. Approval of the Verified Claims List

- D. **Public Works Seasonal Appointments**
- E. **Hennepin County Sentence to Serve and Productive Day Agreements**
- F. **Extension of Plat Approvals, Development Agreement & Stormwater Management Agreement for Asakenas Addition, Adopting RESOLUTION NO. 25-034, “A Resolution Approving an Extension to the Preliminary and Final Plat for Asakenas Addition Located at 6180 Cardinal Dr.”**
- G. **SafeAssure Quote and Service Agreement**
- H. **Parks and Recreation Sponsorship for Concert in the Park, Adopting RESOLUTION NO. 25-035, “A Resolution Accepting Sponsorship Contributions to the City of Shorewood 2025 Sponsorship Program.”**
- I. **Tonka United Kick-Off Food Truck, Adopting RESOLUTION NO. 25-036, “A Resolution Approving a Food Truck for the Tonka United Kick-Off Event”**
- J. **Reserve Policy**

Motion passed.

3. MATTERS FROM THE FLOOR

4. REPORTS AND PRESENTATIONS

5. PARKS

A. Report by Commissioner Wenner on March 25, 2025, Park Commission Meeting

Park Commissioner Wenner gave a brief overview of the discussion and recommendations from the March 25, 2025, Park Commission meeting and answered Council questions.

Mayor Labadie noted that for the last few years, Gideon Glen had been left off the annual park tour because of limited parking. She asked that the Park Commission include Gideon Glen when they update the Council on the parks.

6. PLANNING

- A. **Public Hearing: CUP Amendment for Antenna Installation
Location: 26350 Smithtown Road
Applicant: Buell Consulting, Inc., on behalf of Verizon Wireless**

Planning Director Griffiths explained that the reason the Public Hearing was being held at the City Council meeting was due to a Federal FCC ruling that required a sixty-day review process. He noted that staff had provided an informal review of the application at the Planning Commission, even though the Public Hearing and decision would be made at the Council level. He reviewed the details of the application and the request to add six additional antennas for a total of twelve

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antennas. He stated that staff felt this request was straightforward and recommended approval with the conditions included in the staff report.

Councilmember Sanschagrín asked to whom the other antennas belonged.

City Administrator Nevinski stated that the other antennas were owned by three carriers, including AT&T, T-Mobile, and Verizon.

Councilmember Sanschagrín asked if there were any health concerns for the community because of these antennas.

Planning Director Griffiths stated that one of the conditions was that the applicant would have to provide information on the radiation emission to the City.

Councilmember Gorham asked how the antennas would be affixed to the water tower.

Planning Director Griffiths suggested that they ask the applicant that question.

Justin Gardner, Buell Consulting, on behalf of Verizon, explained that the structural analysis would be done by a vendor of Verizon, and a third-party reviewer reviewed that information. He noted that the antennas would either be bolted or welded to a bracket to ensure that the structural capacity was integral and could handle the loading.

Councilmember Sanschagrín asked about concerns of things falling off and if there would be fencing around the area.

Mr. Gardner stated that he did not believe that there would be any fencing and noted that the structural engineers inspect things to ensure they can handle the antennas.

Mayor Labadie opened the Public Hearing at 7:20 p.m., there being no comments, she closed the Public Hearing at 7:21 p.m.

Maddy moved, Sanschagrín seconded, Adopting RESOLUTION NO. 25-037, “A Resolution Approving a Conditional Use Permit Amendment for Collocation of Six Additional Antennas on the Existing Water Tower at 26350 Smithtown Road”, subject to the conditions included in the staff report.

Motion passed.

**B. CUP Amendment and IUP for Construction of New Home
Location: 27225 Smithtown Road
Applicants: Alan and Jessica Brandhorst**

Planning Director Griffiths explained that this was two applications in one and reviewed the request for an IUP to construct a new single-family home on the property, while the homeowners continued to occupy the existing single-family home during the construction process. He noted that it would also involve an amendment to the CUP to allow for the construction of a new home in a location that was previously a vegetation area. He explained that nothing in this request related to the nursery operations that take place on the property and noted that staff and the Planning Commission recommend approval.

Councilmember Sanschagrín noted that this gives the applicant two weeks to demolish the old dwelling and asked if that would be enough time.

Planning Director Griffiths explained that two weeks was the window of time specified in the City Code but acknowledged that the applicant had indicated that they would like some additional time. He noted that what would trigger this window would be the issuance of the Certificate of Occupancy.

Maddy moved, Sanschagrín seconded, Adopting RESOLUTION NO. 25-038, “A Resolution Approving a Conditional Use Permit Amendment and Interim Use Permit to Allow for Construction of a New Home on the Property Located at 27225 Smithtown Road”, subject to the conditions included in the staff report.

Motion passed.

C. Variance to Rear Yard Setback for Detached Garage
Location: 5765 Eureka Road
Applicant: Dan Wallace

Planning Director Griffiths reviewed the variance request to reduce the rear yard setback to accommodate the construction of a detached garage. He explained that this property was significantly undersized for its zoning district location. He noted that a prior property owner was approved for this same kind of variance request, but it had expired because they never followed through and built the garage but had removed the existing garage. He stated that staff and the Planning Commission recommend approval, subject to the conditions included in the staff report.

Councilmember Sanschagrín asked where the new garage would be located compared to the previous garage.

Planning Director Griffiths stated that the old garage was located on the south side of the lot.

Councilmember Gorham asked why the garage was not flush with the house.

Planning Director Griffiths stated that it could be flush with the house and explained that the City Code did not provide for any flexibility for non-conformities. He noted that this applicant decided to move forward with the same plan that the previous owner had received approval from the City.

Dan Wallace, of Wallace Architecture, 311 Third Street, Excelsior, stated that he believed that there were two reasons why this structure was not flush with the house. He explained that the entrance to the house was on that corner, so they kept it pulled back, so it did not block the entrance, but noted that there was also a tree closer to the road on that corner that they were hoping to save.

Councilmember Sanschagrín asked if there had been any discussions with the adjoining neighbors.

Planning Director Griffiths stated that staff had followed the City’s public notification process and had not received any feedback from residents on this application.

Maddy moved, Sanschagrín seconded, Adopting RESOLUTION NO. 25-039, “A Resolution Approving Variance to Reduce the Required Rear Yard Setback from 50 feet to 10 feet on Property Located at 5765 Eureka Road to Accommodate Construction of a Detached Garage”, subject to the conditions listed in the staff report.

Motion passed.

7. ENGINEERING/PUBLIC WORKS

8. GENERAL/NEW BUSINESS

A. Rental Licensing Software Quote and Service Agreement

Planning Director Griffiths explained that the city was attempting to move away from a pen and paper style approach to permit management work. He noted that in the last few years, they had transitioned to a software program called iWorQs for building permit and code enforcement processes, which had been a big success from both a staff and resident perspective. He noted that the City has continued to use a pen and paper approach in rental licensing and gave a brief overview of how the current process worked and the overall costs to the City on an annual basis. He noted that staff began to look for ways that technology may be able to improve this situation and found that obtaining rental licensing software would be the best solution. He reviewed some of the options staff had considered and explained that they were recommending moving forward with the iWorQ software and using the funding available within the budget that had been set aside for consulting services.

Councilmember Maddy stated that Planning Director Griffiths was anticipating savings of about six thousand dollars in staff time costs for this yearly investment and asked how close the City would be to breaking even with the licensing fees for those properties.

Planning Director Griffiths stated that they would be close to breaking even and noted that they were currently about ten to fifteen dollars off from breaking even before the software was implemented. He explained that what this will allow the city to do is to cut out a lot of the administrative costs, but there would still be the sunk costs of having the Building Official go out to do the inspections. He clarified that the intent, if the Council approves this action, would be that when the city updated its fee schedule, the fees for 2026 would be increased a small amount to be back to breaking even.

Councilmember Sanschagrín stated that it sounded like this would also provide better service to the residents.

Planning Director Griffiths stated that it would allow them to provide better service to residents but would also free up some internal staff time that could be spent on other projects during the winter and fall.

Councilmember Sanschagrín stated that his pause on this item was that he had not seen what the City was doing with other software implementations.

City Administrator Nevinski reviewed the recent software additions that the city had implemented and explained that he felt that they have had a lot of success with them, including NeoGov, CivicsPlus, and CivicRec.

Councilmember Gorham asked how the city would get people enrolled.

Planning Director Griffiths stated that the city would send out one last mailing to let them know that the city would be transitioning to the online process. He noted that they already have the e-mail addresses for most of the landlords, so as part of the setup up they would work with iWorQ to import all the existing licenses and information and then could roll out the program this coming fall.

Sanschagrın moved, Gorham seconded, to Approve the Purchase of Rental Licensing Software and Enter into an Agreement with iWorQ for \$5,250.00 for year one, including Implementation and Training, and \$4,750.00 for subsequent years.

Motion passed.

9. STAFF AND COUNCIL REPORTS AND DISCUSSION

A. Staff

1. Communications Update

Communications and Recycling Coordinator Wilson gave a brief report highlighting the City's communications from January 1, 2025, through March 31, 2025, with included social media, the city website, e-mail, as well as publications such as the ShoreReport. He shared details from the key metrics of views and reach for social media and the city website and explained that women comprised the majority of their users on both Facebook and Instagram. He outlined the top searches on the City's website for the first quarter and what types of e-mail communication had been sent out and their open rates.

Councilmember Sanschagrın asked if staff had gotten any feedback on the content of the ShoreReport.

Communications and Recycling Coordinator Wilson stated that he had gotten a handful of comments that usually come in person at City events and noted that the comments were positive about the layout and design. He stated that one individual had called in recently with a suggestion for an article.

Other

Park and Recreation Manager Czech stated that the city had an RFP out for a Parks Master Plan, and they received six proposals and noted that the three final candidates were at the city today for final interviews. He noted that sports have been ramping up in the city, so the city parks will be getting busier in the coming weeks.

Public Works Director Morreim stated that staff were just working on their normal spring activities, such as sweeping, pothole patching, right-of-way trimming, and flushing watermain.

City Engineer Budde stated that they would be opening bids on April 17, 2025, for the 2025 Mill and Overlay project and noted that there were currently seven prime bidders on their list, so he was expecting this to be fairly competitive. He noted that road restrictions were slated to come off

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on April 16, 2025, so they will be pushing all the outstanding contractors to try to get their punch list items wrapped up and cleaned up as quickly as possible.

Planning Director Griffiths provided a comprehensive overview of the planning items anticipated to be included on the agenda for the upcoming Council meeting.

City Administrator Nevinski stated that a community survey would be sent out on April 15, 2025, and was already live on the city website and would be open until May 23, 2025. He noted that it was available online, but if residents would like to complete the survey on paper, they can contact the city and they can give them a paper version. He noted that they had received three proposals for the Highway 7 transit management study and the selection committee had chosen to advance two of the firms for formal interviews. He stated that he was hoping that they would have a selection made by the end of the month. He reminded the Council that the Police Chief position was currently open. He noted that he attended a meeting earlier today regarding Hennepin County EMS, where they announced a rapid response paramedic pilot program and discussed the County hiring a consultant to help analyze opportunities for EMS service within the County.

B. Mayor and City Council

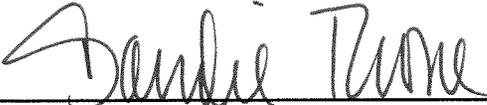
Mayor Labadie stated that last week, there was an SLMPD Coordinator Committee meeting to discuss the replacement of the Police Chief. She stated that last week, she went to Shorewood Landings for Coffee with the Mayor for the seniors. She noted that Shorewood's State of the City Address was available online. She stated that she also spoke last week at the Women in Leadership seminar for Spring Lake Park High School, which was held at the Hennepin Technical College in Brooklyn Park. She stated that this morning she attended Congresswoman Morrison's quarterly meeting with the mayors in her district, and this afternoon, she had attended the Regional Council of Mayors meeting.

10. ADJOURN

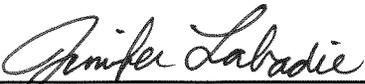
Maddy moved, Sanschagrín seconded, Adjourning the City Council Regular Meeting of April 14, 2025, at 8:07 P.M.

Motion passed.

ATTEST:



Sandie Thone, City Clerk



Jennifer Labadie, Mayor