

CITY OF SHOREWOOD  
CITY COUNCIL REGULAR MEETING  
MONDAY, AUGUST 11, 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 7:11 P.M.

#### A. Pledge of Allegiance

#### B. Roll Call

Present. Mayor Labadie; Councilmembers Maddy, Sanschagrín, Gorham, and DiGruttolo; City Attorney Shepherd; City Administrator Nevinski; Director of Public Works Morreim; Finance Director Schmuck; and City Engineer Budde

Absent: None

#### C. Review Agenda

**Sanschagrín moved, Gorham seconded, approving the agenda as presented.**

Motion passed.

### 2. CONSENT AGENDA

Mayor Labadie reviewed the items on the Consent Agenda.

Councilmember DiGruttolo asked to move items 2.F. and 2.H. to the regular agenda.

Mayor Labadie explained that those items would be moved to agenda item 8, General/New Business, as items A and B.

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

#### A. City Council Work Session Minutes of July 28, 2025

#### B. City Council Regular Meeting Minutes of July 28, 2025

#### C. Approval of the Verified Claims List

#### D. Freeman Park Trail Improvements - Final Acceptance and Payment, City Project 22-05, Approving RESOLUTION NO. 25-067, "A Resolution to Approve and Accept Improvements and Authorize Final Payment for the Freeman Park Trail Improvements Project; City Project 22-05".

#### E. Recruitment for Community Center Attendants

~~F. New Hire: Administrative Assistant (moved to item 8.A.)~~

G. Freeman Park Field 1 Fence Replace, Approving RESOLUTION NO. 25-068,  
“A Resolution Approving a Proposed Public Improvement Project to Replace  
the Field 1 Fence at Freeman Park”

~~H. HVAC Maintenance Agreement (moved to item 8.B.)~~

I. Accept Resignation of Senior Accountant and Approve Recruitment

Motion passed.

### 3. MATTERS FROM THE FLOOR

### 4. REPORTS AND PRESENTATIONS

#### A. Christmas Lake AIS Program Update

Steve Sundberg, 6244 Ridge Road, Chanhassen, explained that he was the new President of the Christmas Lake Home Owners Association. He provided a brief overview of a research project that they, along with the Lake Minnetonka Association, have been supporting, which focuses on the evolving use of eDNA in the early detection of AIS. He also shared concerns regarding Starry Stonewort and Hydrilla.

Joe Schneider, 21125 Christmas Lane, expressed his appreciation for the public/private partnership between the Christmas Lake Association, the City, and the County. He explained that there are access gates to the parking lot that have not been working for about ten years and noted that they plan to fund the gate repairs. He stated that they were requesting that the City commit to repairing the asphalt around the gates as soon as possible.

Public Works Director Morreim stated that he had not been out to look at the area, but explained that it should be easy for them to add to their patching repair plans.

City Administrator Nevinski explained that for anyone watching the meeting on Zoom, they appeared to be having problems with their camera, but believed that the audio and the PowerPoint slides were working normally.

Councilmember Maddy asked if the area that needed to be patched was public property. Public Works Director Morreim stated that he was pretty positive it was owned by the City.

### 5. PARKS

#### A. Report by Commissioner Wenner on July 22, 2025, Park Commission Meeting

Park Commissioner Wenner gave an overview of the discussion and recommendations from the July 22, 2025, Park Commission meeting.

Councilmember DiGruttolo noted that the Park Commission had moved the Cathcart funding to the following year and asked what needed to be done at Cathcart. Commissioner Wenner

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explained that within the CIP budget, they have around \$200,000 earmarked for new equipment because it was aging out. She noted that they had discussed buying new equipment, but were also considering whether it might be feasible to sandblast and repaint the existing equipment, because it was structurally fine. City Administrator Nevinski noted that because the City was in the middle of doing the Parks Master Plan, some of the anticipated projects may shift around. He explained that they would not know this information in time to set the budget, so part of what they were looking to do was to have money there, so if something is identified through this process that is urgent in 2026, they would have some money to do it.

Mayor Labadie asked the Park Commission to check into the possibility of getting paint donated for the hockey boards and also dedication bricks for the walkways as a way to potentially help fund some park improvements. Commissioner Wenner noted that she would like to see the City come up with a way to recognize volunteers or businesses who make donations to the City, such as paint for the hockey boards.

Councilmember DiGruttolo noted that at one of their recent meetings, Mayor Labadie had suggested that the Park Commission contact the high school to see if there may be interest in having a student serving on the Commission, in a non-voting capacity. She stated that she would like to see the City explore this idea.

### **6. PLANNING**

### **7. ENGINEERING/PUBLIC WORKS**

#### **A. SE Area Water Treatment Contract, City Project 24-08**

Public Works Director Morreim outlined the proposed repairs and improvements to the SE Area Water Treatment area, reviewed the four bids received, and explained that staff was recommending moving forward with Magney Construction, Inc. He briefly reviewed the contract pricing, where the funding would come from, ways to bridge the gap in the estimate and the bids, and noted that it would be reduced by thirty-five thousand and could potentially have an additional savings of twelve thousand dollars, depending on some of the test results.

Councilmember DiGruttolo stated that the plans were to replace the existing controls because of the aging computer system, which she assumed was a SCADA issue, and asked if there were any cyber possibilities. Public Works Director Morreim explained that the controls were separate from the SCADA controls. He stated that for their cybersecurity, with these controls, the City will get the data, but the systems cannot be controlled from an external computer unless there is a device plugged in at the building. He stated that in this instance, the cybersecurity is a bit on the low-tech side, but it works better than many others, where things can be controlled remotely.

Councilmember asked if the \$60,000 for engineering and administrative fees was high. Public Works Director Morreim explained the reasons that he believed those fees were reasonable.

Councilmember Gorham asked if the City had the materials they had preordered. City Engineer Budde noted that the City was waiting for the contractor to accept the materials, unload them at the site, and put them into their hands, as the responsible party.

Councilmember DiGruttolo asked what the risk was of not doing the chlorine HVAC thing with this project. City Engineer Budde stated that the plan would be to package the HVAC with one of the

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alternatives and do it as a future CIP project. He explained that the system was old, but Public Works staff had communicated that it was still functioning.

**Gorham moved, Sanschagrín seconded, Approving RESOLUTION 25-069, “A Resolution to Accept Bids and Award Contract for the SE Area Water Improvements Project; City Project 24-08.” Motion carried.**

**B. Surplus Items**

Public Works Director Morreim outlined the maintenance equipment and other miscellaneous items that staff would like to sell. He explained that Public Works had been putting together a list of smaller capital items that they would like to use the proceeds of this sale to purchase, including: magnetic manhole lifter; portable radar speed limit signs; brine storage tank/transfer pump; shipping container; logging grapple attachment; stump grinder attachment; and mowing deck attachment.

Councilmember Gorham asked if the smaller capital items were included in the CIP. Public Works Director Morreim explained that they were not included in the CIP and were items that have come up over the last year.

Councilmember DiGruttolo stated that she loved this approach with ingenuity and innovation in their approach to sell equipment and use the proceeds for additional Public Works needs. She asked if they would get additional proceeds if they were able to purchase another shipping container for use as a makeshift bay or for some other use.

**Sanschagrín moved, DiGruttolo seconded, Approving RESOLUTION 25-070, “A Resolution Declaring Inventory as Surplus and Authorizing the Sale of the Same or Disposal of” Motion carried.**

**DiGruttolo moved, Sanschagrín seconded, Approving the Procurement of Small Capital items, as presented, following the surplus disposal approved in RESOLUTION 25-070. Motion carried.**

**8. GENERAL/NEW BUSINESS**

**A. New Hire: Administrative Assistant (formerly Consent Agenda item 2.F.)**

Councilmember DiGruttolo explained that she was surprised that the City would consider hiring an Administrative Assistant at a Grade 7, Step F, because it is near the top of the scale. She stated that she felt this salary was a lot for the expectations and duties in this position. City Administrator Nevinski noted that Grade 7 was part of the City’s compensation plan, which had been updated in 2023 following a compensation study. He stated that the previous employee in this position was also in Grade 7 and explained that one of the reasons the City had the grid system in the compensation plan was so they knew where to properly place people, so there was consistency. He explained that it also speaks to fairness and noted that the individual the City was looking to hire had 25 years of experience in local government, which staff felt was worth something.

Councilmember DiGruttolo stated that it felt like a moot point and noted that there would be very little room for the opportunity to be promoted because she would be starting at the very top. She

asked if this job required somebody who had 25 years of experience, and that was why staff had recommended this individual. City Administrator Nevinski stated that staff went through the process of reviewing about 150 applications. He explained that they were fortunate that some very talented people had applied, and this individual rose to the top in terms of skill set and personality. He stated that this is a very public-facing position, so having the customer service experience and the ability to understand and work within a government organization was important and valuable.

Councilmember DiGruttolo stated that what City Administrator Nevinski just described made sense, but still questioned whether the City needed to hire someone with that amount of experience at that pay level. City Administrator Nevinski reiterated that this individual rose to the top throughout the interview process.

Councilmember DiGruttolo suggested that the Council had not given good enough guidance on what they were expecting and reiterated that this seemed like a lot of money. She stated that when they had been discussing the budget, the Council was told that staffing is the largest expense, and she believed that, in this hire, the City could have saved a bit of money. City Administrator Nevinski clarified that staff were following established processes that the Council had approved. He stated that was their guidance, and there was some wiggle room within that guidance to make some judgment calls based on candidates, which they need to be able to operate efficiently and effectively.

Councilmember Sanschagrín stated that perhaps they can just provide additional direction for the future because there was not much that could be done in this instance. He stated that he thought the point that Councilmember DiGruttolo was trying to make was asking the question about whether the City needed the Cadillac or if they could have gone with the Ford Pinto, with someone with less experience who would cost the City less money.

Finance Director Schmuck stated that the compensation study done in 2023 created this grade and step level and explained how the step increases worked in this system. Councilmember DiGruttolo expressed confusion and asked if, no matter what choice they made, within a few years, the City would be paying an Administrative Assistant one hundred thousand dollars per year. Finance Director Schmuck clarified that the pay scale did not go up to one hundred thousand dollars and noted that the pay scale was just for the salary and did not include the benefits.

**Sanschagrín moved, Maddy seconded, Approving the hire of Sheila Van Sloun as a probationary employee in the capacity of Administrative Assistant for the City of Shorewood. Motion carried 4-1 (DiGruttolo opposed).**

#### **B. HVAC Maintenance Agreement (formerly Consent Agenda item 2.H.)**

Councilmember DiGruttolo asked how many HVAC systems the City has in its three main buildings. Public Works Director Morreim explained that City Hall has five, the SCEC has six, and Public Works has one a/c unit, and six or seven heating units, so in total there would be around twenty systems.

Councilmember DiGruttolo asked if the City needed the HVAC tracker software or if that could just be done by staff. Public Works Director Morreim stated that with the former contractor, there was nothing logged in for the City to be able to access, and this tracker software will provide the

ability to have a more of an open-facing system. He stated that this could probably be done manually, but it would take up a lot more of his time.

Councilmember DiGruttolo asked if the City would need to pay one thousand dollars every year for access to the software. Public Works Director Morreim stated that they will have to pay that fee as long as they want the software. He noted that there are plans for asset management software, so if building items could be encompassed within that, he would anticipate they would transition this tracking to that system.

Councilmember DiGruttolo asked if the City had a replacement plan for the units that were already twenty to twenty-five years old. Public Works Director Morreim explained that there was a standing mechanical item included in the City's CIP, but noted that the budgeted amount was essentially just the cost for one unit. He stated that he believed the ability to track this information would help the City be able to budget better for future replacements.

**Sanschagrín moved, Maddy seconded, Approving the Service Agreement for Schwickert's Tecta America, LLC, for HVAC Maintenance Services at City Hall, Shorewood Community and Event Center, and the Public Works Maintenance Facility. Motion carried.**

## **9. STAFF AND COUNCIL REPORTS AND DISCUSSION**

### **A. Staff**

#### **1. Response to Matters from the Floor on July 28, 2025**

City Administrator Nevinski stated that in the staff report, he had laid out the process for approvals related to Eureka Road and the 2025 Mill and Overlay project in the City. He stressed that the plans were included throughout the approval process for anyone to be able to see.

### **Other**

Public Works Director Morreim stated that a new employee, Robert Huckstrom, began about two weeks ago and has been able to hit the ground running. He stated that Public Works has spent the last three weeks doing tree removal at Freeman Park and, thus far, has removed about one hundred trees in conjunction with Hennepin County and has prepped another fifty trees. He explained that they are planning to continue this process through the next six to twelve months. He noted that the City will have a contractor in the park to handle some of the larger tree removals that are necessary. He stated that Public Works had also been working on pothole patching, buckthorn removal, and had also spent some time watering trees.

City Engineer Budde stated that the contractor had finished paving the 2025 Mill and Overlay streets and was working on final clean-up and turf establishment. He stated that staff has prepared a punch list that they will be sending to them, so they can start checking those items off. He stated that staff were continuing to work on the Galpin Lake Trail design project and the Mill Street Watermain project.

Finance Director Schmuck stated that they have received some questions related to the audit RFP and expected the bids to come in at the end of next week.

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City Administrator Nevinski stated that on the Planning front, the City was working with a consultant on the zoning audit, which would most likely be discussed by the Council sometime in October. He stated that the rental licensing module that the Council had approved was up and running, and the renewal process would start in October. He stated that related to Parks, the Master Plan survey will close on August 14, 2025, and stakeholder meetings will be held on August 15, 2025. He reminded the Council that Movie in the Park would be August 22, 2025, at Freeman Park, where they will show Lilo and Stitch. He stated that the Excelsior Fire District budget would be discussed on August 13, 2025, by the Board. He thanked everyone who participated in Night to Unite activities and encouraged the Council to send him any comments or feedback they may have. He stated that he had distributed information on the dais related to MnDOT and Highway 7, additional budgetary needs for the recommendations that will be coming out of the corridor study, and the possibility of sending one member of the Council to a conference to meet with legislators regarding funding. He noted that he had also attached the Council's policy related to out-of-state travel and explained that if this was something that the Council supported, staff would bring it back at the next meeting for formal approval of sending someone out. He stated that he would estimate the cost to send someone to the Capitol would be from one thousand five hundred dollars to two thousand dollars.

Mayor Labadie stated that this was an important event to attend and explained the reasons she felt going this year, along with the mayor of Minnetonka, made sense, rather than waiting until next year. She noted that Senator Ann Johnson Stewart met with area mayors last week and told them that she was aware of the potential funding gap for the Highway 7 project and expressed the need to begin lobbying. She explained that she would be interested in traveling to Washington, D.C. alongside the Minnetonka mayor, if it could be approved.

Councilmember DiGruttolo asked what Mayor Labadie expected to learn or gain in Washington, D.C. that could not be learned/gained back in Minnesota because this is a local Minnesota problem. Mayor Labadie explained that there would also be a large conference in Washington, D.C., so there would be representatives from MnDOT, along with everyone related to transportation. She stated that she believed it was a good contact and networking opportunity for the Highway 7 project. She noted that she was not completely sure what they would gain by attending, which is why she felt it was important to attend, alongside the Minnetonka mayor, who has experience with this. She asked City Engineer Budde about the lobbying efforts that Bolton and Menk had done for other corridor projects.

City Engineer Budde acknowledged that Bolton and Menk had been involved and stated that it was a process. He stated that Shorewood has focused on the safety aspect of the Highway 7 project being the priority, so being able to lobby and get Federal funds to fill the gap would be a realistic solution. He stated that the ultimate goal would be to try to get a large amount of Federal funding to fill the funding gap for this project in 2029, but also for future improvements along the entire corridor.

Councilmember DiGruttolo asked if Mayor Labadie would be lobbying in Washington, D.C. Mayor Labadie explained that they would be attending the Transportation Alliance meeting and would have private meetings set up with various officials.

Councilmember Gorham asked if the lobbying activities would be tied to the Transportation Alliance. Mayor Labadie stated that her understanding was that it would involve attending the seminar and then, in addition to that, having the chance to meet with the elected officials, but she did not know if those individuals would also be attending the conference.

Councilmember Gorham explained that he had been part of projects where they had made trips to Washington, D.C., and believed there was value in meeting on their turf and showing the dedication and passion to a project. Mayor Labadie stated that it sounded like the Council wanted additional information before approving travel to Washington, D.C.

Councilmember DiGruttolo explained that she would like to see exactly what Mayor Labadie hoped to get out of traveling to Washington, D.C., and what she would consider a success. She stated that, in her opinion, a networking event in Washington, D.C. would not be worth spending two thousand dollars of the City's money.

The Council discussed the pros and cons of sending someone to Washington, D.C. to attend the conference and lobby, funding options since this would be an unbudgeted expense, and advice from the Minnetonka mayor. Mayor Labadie stated that she would bring back additional details to the next Council meeting for consideration.

**B. Mayor and City Council**

Councilmember DiGruttolo thanked City Administrator Nevinski for allowing her to ride along with him during Night to Unite. She noted that most of the feedback she heard that night was positive, except for feedback that people who live on Radisson Road really want water and were angry with the City because they felt as though they were being ignored.

Councilmember Gorham stated that he heard positive feedback about City Engineer Budde regarding the street projects in the Shorewood Oaks area.

Councilmember Sanschagrín suggested that they add the inventory of city-owned properties to the 'Tentative Topics' list. City Administrator Nevinski stated that the item could be added to a future agenda as an informational update. Councilmember Sanschagrín stated that there was a meeting coming up with the LMCC on August 14, 2025, and briefly reviewed the proposed agenda items.

Mayor Labadie stated that there was great attendance at the Night to Unite activities. She stated that Senator Ann Johnson Stewart met with the mayors in her district and gave an overview of the topics of discussion during the meeting.

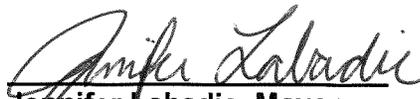
**10. ADJOURN**

**Sanschagrín moved, Gorham seconded, Adjourning the City Council Regular Meeting of July 14, 2025, at 9:04 P.M.**

Motion passed.

**ATTEST:**

  
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**Sandie Thone, City Clerk**

  
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**Jennifer Labadie, Mayor**