

**CITY OF SHOREWOOD
CITY COUNCIL REGULAR MEETING
MONDAY, JANUARY 9, 2023**

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

For those wishing to listen live to the meeting, please go to ci.shorewood.mn.us/current_meeting for the meeting link. Contact the city at 952.960.7900 during regular business hours with questions.

AGENDA

1. CONVENE CITY COUNCIL MEETING

Oaths of Office

Dustin Maddy, Council Member
Guy Sanschagrín, Council Member

A. Pledge of Allegiance

B. Roll Call

Mayor Labadie____
Johnson____
Callies____
Maddy____
Sanschagrín____

C. Review and Adopt Agenda

Attachments

2. CONSENT AGENDA The Consent Agenda is a series of actions which are being considered for adoption this evening under a single motion. These items have been reviewed by city council and city staff and there shall be no further discussion by the council tonight on the Consent Agenda items. Any council member or member of city staff may request that an item be removed from the Consent Agenda for separate consideration or discussion. If there are any brief concerns or questions by council, we can answer those now.

Motion to approve items on the Consent Agenda & Adopt Resolutions Therein:

- | | |
|---|--|
| A. City Council Work Session Minutes of December 12, 2022 | Minutes |
| B. Municipal Canvas Board Meeting of December 12, 2022 | Minutes |
| C. City Council Regular Meeting Minutes of December 12, 2022 | Minutes |
| D. Approval of the Verified Claims List | Claims List |
| E. Approve Master Fee Schedule | City Clerk/HR Director Memo
Resolution 23-001 |
| F. 2023 Mileage Reimbursement Rate | City Clerk/HR Director Memo |
| G. Out of State Travel Policy Approval | City Clerk/HR Director Memo |
| H. Authorize Advertisement for Public Works Light
Equipment Operator | Director of Public Works Memo |

I. Accept Donations from Xcel Energy, Joey Nova's Pizza, Excelsior Eye Care, and Caribou Coffee for Arctic Fever Event Park/Rec Director Memo
Resolution 23-002

J. Approve Hire of Rink Attendants Park/Rec Director Memo

K. Approve Strawberry Lane Street Reconstruction Project City Engineer Memo
Agreements Resolution 23-003

L. Approve Extension of Final Plat Approval for "Excelsior Woods" Planning Technician Memo
Location: 20325 Excelsior Boulevard Resolution 23-004
Applicant: Red Granite Construction

M. COVID Sick Leave Policy City Clerk/HR Director Memo
Resolution 23-005

N. Approve Recreation Specialist Appointment Park/Rec Director Memo

3. MATTERS FROM THE FLOOR This is an opportunity for members of the public to bring an item, which is not on tonight's agenda, to the attention of the mayor and council. When you are recognized, please use the raise your hand feature. Please identify yourself by your first and last name and your address for the record. After this introduction, please limit your comments to three minutes. No action will be taken by the council on this matter, but the mayor or council could request that staff place this matter on a future agenda. (No Council Action will be taken)

4. PARKS

A. Review security options for Manor Park Park/Rec Director Memo

B. Review options for Freeman Park Trail Rehabilitation Project Planning Director Memo

5. ENGINEERING/PUBLIC WORKS

A. Authorize Eminent Domain – Strawberry Lane Street City Engineer Memo
Reconstruction Project, City Project 19-05 Resolution 23-006

B. Change Order for Street Sweeping Disposal City Engineer Memo

6. GENERAL/NEW BUSINESS

A. 2023 Annual Appointments and Designations City Administrator Memo
Resolution 23-007

B. Approve Appointment of Park Commissioners City Clerk/HR Director Memo
Resolution 23-008

7. STAFF AND COUNCIL REPORTS

A. Staff

B. Mayor and City Council

8. ADJOURN

**CITY OF SHOREWOOD
CITY COUNCIL WORK SESSION MEETING
MONDAY, DECEMBER 12, 2022**

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

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 Johnson, Labadie, Gorham, and Callies; City Attorney Shepherd; Interim City Administrator Shukle; Finance Director Rigdon; Planning Director Darling; Director of Public Works Brown; and, City Engineer Budde

Absent: None

B. Review Agenda

2. REVIEW REAFFIRMATION OF BEE SALE RESOLUTION

Planning Director Darling explained that at a recent Work Session the Council had expressed concern that the wording in Resolution No. 14-066 does not allow for gradual implementation of the plan from IPM Institute. She stated that they had also expressed concern that the cost of full-scale implementation of the plan would exceed the amount that had been tentatively budgeted which was \$45,000/year. She explained that at that meeting, staff was directed to prepare some changes to the resolution with the goal of reflecting a realistic implementation process. She noted that City Attorney Shepherd had drafted a resolution that incorporated the comments made by the City Council. She explained that staff had sent out an e-mail blast to the residents that would receive ordinance changes and had also put information on the City's website. Staff received 5 e-mails which are now part of the public record from: Tom and Sandy Ahlstrom; Judy Chucker; Jeff Dinsmore and Patricia Houser; Pat Arnst; and Dan Koehler. She explained that staff would like them to review the proposed language in the resolution as well as the public comments that were received.

Mayor Labadie stated that in the past, she had made reference to herself, Councilmember Siakel and Councilmember Johnson were part of the original resolution. She explained that this was not accurate and rather than Councilmember Johnson, it was Councilmember Dick Woodruff. She noted that the proposed resolution has been reviewed by Interim City Administrator Shukle, City Attorney Shepherd, Public Works Director Brown, and Parks and Recreation Director Crossfield. She thanked the residents who took the time to submit comments to the City in this matter.

Councilmember Callies stated that she thinks the proposed resolution is actually worse than the first version in terms of what it is trying to do. She stated that she believes what the City had intended to do was provide more clarification, so that the City and staff have some more direction as to what will occur. She stated that in that regard, she agrees with the comments made by Ms. Chucker, Mr. Dinsmore, and Ms. Houser. She stated that the idea of best practices to 'refrain' from the use of chemicals is really meaningless because you cannot have best efforts to stop

doing something because that simply means you are not doing it. She stated that she feels that the City is basically being held hostage by this resolution and that the City did not need a resolution in order to implement an appropriate pest management plan. She stated that she thinks there are two separate issues here and noted that she would like there to be more public input on the specifics of what the City wants to implement with a pest management plan, but there was an e-mail blast and there are just a handful of people out of the seven thousand residents that have commented. She stated that she believes that there is too much focus on this resolution and every day it is effecting what the City does. She explained that she believed that the City needs to rescind the resolution and move towards the next step to implement the plan. She reiterated that she did not believe that the City needed to have the resolution in order to decide how they want to implement the plan. She stated that she did appreciate the report that was put together by IPM Institute and felt that they had some good ideas and felt that they also recognized that it was not a zero tolerance policy, but, unfortunately, that is what the resolution says. She stated that she did not think the resolution was helpful in providing guidance to the City and feels it should be scrapped. She noted that she did not feel the proposed resolution took into account any of the variables that may be present throughout the City. She explained that the consultants had stated that there are times when systemic pesticides need to be used which would not be allowed under the existing or the amended resolution. She explained that she would like to see the City move on from this and rescind the resolution because it is not a law and it has had unintended consequences. She stated that her other suggestion for consideration down the road is to put a question on the ballot at the next election and get citizen input as to how much they want to spend and find out how concerned they are about implementing this type of plan because decisions made surrounding this issue could potentially raise everyone's taxes. She reiterated that she feels the Council needs to move on from this resolution and start doing the work determining what the City wants to do in terms of handling chemicals on public properties and a way to implement the plans, gradually.

Councilmember Gorham stated that he agreed that the new resolution language is bad because it puts the City in an ambiguous area of wanting to follow, but not quite following the policy. He stated that he did not think he would go as far as rescinding the existing Bee Safe policy because he does not think the City has given the effort a fair shake yet. He stated that he was coming in with the idea of tabling any action for now because there is a plan. He noted that he feels that Councilmember Callies interpretation of the plan may be a bit off. He stated that he thinks the recommendations are getting the City away from the red zone of systemic pesticides in favor of moving into the yellow zone of 'not as bad'. He stated that he believed that there are ways for the City to follow the existing resolution without getting into the danger zone of super harmful chemicals. He stated that Shorewood was the first City to do this and they are 0-6 on the pledges that they made. He asked that the City give it at least a year under the new Public Works Director and new City Administrator before any changes are made. He stated that he thinks some of the solution will involve administration as well as oversight. He reiterated that he did not think the next step should be to rescind the resolution without ever trying would not look good for the City.

Mayor Labadie stated that Shorewood was the first City in the State to pass a resolution of this nature and noted that many others have passed one since that time, and have used the language in the City's resolution as a model for theirs. She stated that tabling this for at least a year means the resolution is still there and puts staff in a bad spot as to what should be done moving forward.

Councilmember Johnson stated that he is torn on this issue because he can see the point Councilmember Callies was trying to make and her thought process that if the City cannot live up to it, why even have it. He stated that he also does not like the optics of rescinding it because

someone looking from the outside may deem that to mean that the City was not trying to make the effort to limit the use of systemic pesticides and be a Bee Safe City which he does not want to happen. He stated that he wants the City to make progress and go through the process of getting IPM's best recommendations and come up with a plan to implement them. He reiterated that he was torn as to whether the right approach would be to leave the existing resolution in place or to adopt a new resolution. He explained that for either approach, his understanding is that they are temporary, with the City moving towards taking the best information from the consultants that they have hired and then implementing the best possible solution.

Councilmember Callies stated that she understands the concerns about the optics, but questions how they can get around the second point in the resolution that says, 'The City shall refrain from the use of systemic pesticides on Shorewood City property, including pesticides from the neonicotinoid family.' She stated that this is in black and white and was what got the City into trouble before. She stated that if that stays on the books and the City moves into a gradual implementation, somebody will say that is not allowed, because it is written right there. She stated that she thinks, at a minimum, that language needs to be changed. She stated that she thinks the City needs to separate out what they do from the language of this resolution. She stressed that she did not think this language could be kept in place and the City then just go about with a gradual implementation process.

Councilmember Gorham stated that his understanding was that one of the IPM recommendations took the City away from the most harmful chemicals in the less harmful arena, which he feels is the spirit of the second point.

Councilmember Callies agreed that was what the recommendations are but noted that is not consistent with what the resolution states. She stated that with the way the resolution is written, people can rightfully say that the City is not refraining from the use of systemic pesticides. She noted that there are also inconsistencies in the resolution because the City is supposed to be undertaking the 'best efforts' to become a Bee Safe City. She stated that she does feel the City should work towards this but noted that she did not think the optics were worth keeping this in place, as it is. She stated that she feels it would have been better for the City to have done this study before the resolution was adopted.

Mayor Labadie stated that the word 'optics' has come up numerous times in this discussion. She explained that she received more complaints this past spring, summer, and early fall about buckthorn, weeds along the Smithtown sidewalk, and the recurrent algae in the Manor Park Pond which had previously been under control. She stated that the City had worked on the Manor Pond project for many years and had deemed it successful and noted that after the alum treatment, she received a lot of feedback from the neighborhood thanking the City for doing this because wildlife and birds were coming back. She stated that this past year, the pond took a step backwards, and she has been receiving a lot of complaints because it was not being managed the way it had been due to the resolution language.

Councilmember Gorham stated that he believes the complaints came because the City simply was not managing them at all and had just stopped using systemic pesticides but did not have a Plan B in place. He stated that there is no evidence that tells the City that something else would have worked at Manor Park Pond.

Mayor Labadie explained that the City had tried many other things at the Manor Park Pond over many seasons and nothing worked until the alum treatment.

Councilmember Johnson noted that the City had relied on expertise as to what the best options were in that situation. He stated that he also received more letters of thanks for the alum treatment at Manor Park Pond than he has received on any other issue in the City.

Councilmember Callies stated that the athletic associations want the fields taken care of, but again, this has to do with how the City will gradually implement a plan that is feasible economically and for manpower. She stated that she thinks the full Council is in agreement that they want to do these things and minimize unsafe practices, but she does not feel they can have the resolution leading the City by the nose. She noted that if the Council was going to spend months trying to figure out the resolution language, she would prefer they just scrap it and move on to what they will do to implement the plan. She stated that the consultant will be coming back and there will also be public meetings and then they can decide what is the best way forward. She reiterated that she did not feel the resolution should be dictating up front how the City should go about it.

Mayor Labadie stated that the Council has limited time on this item because they need to discuss the Capital Improvement Plan and encouraged them to wrap up their comments on this agenda item.

Councilmember Johnson asked when the City starts treating the parks in the spring.

Public Works Director Brown stated that it is usually around late April or early May.

Councilmember Johnson asked how many more steps the City had to go with the IPM companies before they really get a sense as to what the best options are. He noted that he understood that this was a somewhat open ended rhetorical question, but noted that he is leaning towards only modifying the second point in the original resolution.

Councilmember Gorham stated that he would like to know if there was an IPM recommendation that could meet the second paragraph.

Councilmember Johnson stated that he believes their answer to that was 'not at first' but they could get there gradually.

Councilmember Callies stated that she believes the representative from Good Nature said that the City would 'try to avoid'. She stated that she would agree with Councilmember Johnson that number two is the statement that was really creating problems for the City and reiterated that she feels 'shall refrain from' is just too strong for what the City is able to do. She stated that changing it to 'best efforts to refrain' is also not helpful.

The Council discussed the options for moving forward and what approach may have a consensus.

Councilmember Callies stated that she feels that the Council is making too big of a deal in calling this a monumental decision. She stated that she would like to know how the City is going to implement this plan and not just focus solely on the resolution. She stated that she could agree with the suggestion made by Councilmember Johnson to modify the language in number two so the City can do something and decide which portions of the recommendations of IPM can be implemented in a way that is appropriate for the City.

Mayor Labadie asked if the Council would like this issue to be placed on the regular agenda for discussion and potential action.

Councilmember Callies stated that she would like to see a decision be made.

Councilmember Gorham stated that he felt that the cart was a bit before the horse. He stated that the Council wants more information about the plan and, if there are ways to change the language and follow the spirit of the Bee Safe resolution, once they know which plan they will take, then he feels the language should be changed. He stated that, to him, it feels like they would be changing the language for a plan that the City does not even have in place yet.

Councilmember Callies stated that she felt the Council was just going around in circles and expressed her support for placing this on the regular agenda so action can be taken. She stated that if it does not end up passing, then it just does not pass, but reiterated that she would like to see some action be taken.

Councilmember Johnson stated that most of the attention tonight has been placed on number two, but he was looking at number four, which has similar language, but designates certain areas to be under taken 'in the future'. He asked if they may be able to come up with some language that uses number four to designate certain areas where today the City commits to not doing anything with systemic pesticides and then continue to work with the IPM consultants to figure out what the overall vision will be. He stated that he envisions this then being a temporary placeholder that the City can actually adhere to.

There was consensus to place this on the agenda as 7A, at the regular City Council meeting for potential action.

Ms. Arndt spoke from the audience and asked how many households were touched by the e-mail that was sent out to the residents.

Planning Director Darling noted that City Clerk/HR Director Thone would have that list, but noted that she could get that information for Ms. Arndt.

3. CAPITAL IMPROVEMENT PLAN (CIP)

Finance Director Rigdon gave a brief overview of the proposed 2023-2032 CIP that will be on the agenda at the Regular City Council meeting.

Planning Director Darling stated that for the Freeman Park Overlay Trails project most of the trails would be replaced in-kind and a few that would be widened to eight feet. She reviewed a few areas where they had asked the Parks Commission how they would like to proceed. She noted that if all the options were taken, this project would cost about \$400,000 from the City and between \$300,000- \$380,000 for Three Rivers Park District.

Mayor Labadie asked if nothing was going to happen in 2024 because of the large proposed expenditure at Freeman Park in 2023.

Planning Director Darling confirmed that was the reason and explained that the City needed to have some recovery time in between large projects to allow time to accumulate funds.

CITY OF SHOREWOOD WORK SESSION COUNCIL MEETING MINUTES
DECEMBER 12, 2022
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Finance Director Rigdon noted that the City was looking at a possible transfer in 2023 of about \$200,000 to cover some of these costs.

Councilmember Gorham asked if the City was required to construction the trails if Three Rivers Park District was doing the trailhead, or if the City was just being opportunistic.

Planning Director Darling explained that the City has had this trail project in the CIP for several years and was noted a while back as an area that needed improvement because they are 'crocodiled' and broken up into small scales with cracks. She stated that it is opportune that the Three Rivers Park District was willing to rehab a big chunk of one trail segment and widened to their standard and add some additional trail to function as a trailhead parking area.

The Council reviewed the proposed Freeman Park project and other items included in the CIP, including: the hockey boards and playground equipment at Cathcart Park; Badger Park tennis court overlay; and Southshore Park.

Councilmember Gorham stated that he would like to see the Park Commission focus on the Southshore Park Master Plan during 2024.

Planning Director Darling stated that can be done as long as it can be done internally. She noted that she was also planning on doing some more grant writing to see if they can get more funding.

The Council discussed other CIP plans; discussions about other possible projects; grant opportunities; and pickleball courts/tennis courts.

Public Works Director Brown gave an overview of equipment replacement plans, challenges within the labor market, challenges in buying vehicles off the State contract, and safety of City employees.

Mayor Labadie stated that she felt having the Building Inspector in a City vehicle was important.

Councilmember Johnson asked if the \$204,000 was for a new street sweeper and whether it would solve the City's woes of the sweeper going out of commission.

Public Works Director Brown stated that the money that has been programmed into the CIP is for a new street sweeper, but the idea is to put the existing sweeper into the original equipment manufacturers repair shop since the City has just finished the fall sweeping, and rehabilitate it, which would no longer be time sensitive. He stated that as long as the street sweeper is in tip top shape in the spring, he thinks the City will be good to go.

City Engineer Budde gave an overview of the streets and utilities projects included in the CIP including: Strawberry Lane; Birch Bluff; Shorewood Land ravine; St. Alban's Bay Road in partnership with Greenwood; Vine Ridge Road watermain; Badger Park watermain; chip and crack seals for pavement maintenance.

Councilmember Callies asked what 'reclaim' meant in the CIP information.

City Engineer Budde stated that reclaim is when they come and grind up the entire surface along with the aggregate below and create more base material. He explained that then they repave thicker over the top of it. He reviewed the differences between a reclaim, mill and overlay, and a

full street reconstruction. He reviewed a few of the major projects that are slated for 2025 and 2026 such as: Eureka Road North; and the possibility of adding watermain in conjunction with trail on Mill Street that the County is looking to add. He noted that they are currently projecting a 6% inflation rate every year moving forward which has jumped up 3% from the past years. He noted that inflation puts a lot of stress on the funding of these projects.

Public Works Director Brown stated that staff has been really looking at the numbers because the City does not have a mandatory hook-up policy for watermain. He stated that they have been looking at what the hook-up rates have been in the past and explained that the City needs to keep a very close eye on this because it may mean, in the future, that projects may have to be prolonged in order to let revenues build up so the City can pay for them. He stated that he feels City Engineer Budde has done a great job in trying to balance the needs of the roadway, keep installations moving forward with watermain, and bringing Finance Director Rigdon into the equation to make sure the City can pay for it. He stated that if they cannot pay for it, one of those things will need to give and the project delayed. He stated that staff, right now, feels good about the plan that is in front of the Council, but cautioned them that it will need to be looked at every year to make sure it is working financially.

Councilmember Gorham asked about the Highway 7 Corridor Study.

City Engineer Budde stated that was added into the CIP as a placeholder knowing that there has been strong interest in moving something forward. He stated that they do not know yet what that means, but explained that there are some meetings with MnDOT slated for later this week that should help the City better understand MnDOT's vision moving forward.

Planning Director Darling noted that for the Freeman Park trails, the City had videotaped the condition of the trails last summer and those videos are all available on the City's website under Parks/Trails.

4. ADJOURN

Johnson moved, Gorham seconded, Adjourning the City Council Work Session Meeting of December 12, 2022, at 6:48 P.M. Motion passed 4/0.

ATTEST:

Jennifer Labadie, Mayor

Sandie Thone, City Clerk

CITY OF SHOREWOOD
MUNICIPAL CANVAS BOARD MEETING
MONDAY, DECEMBER 12, 2022

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

MINUTES

1. CONVENE MUNICIPAL CANVAS BOARD MEETING

Mayor Labadie called the meeting to order at 7:00 P.M.

A. Roll Call

Present. Mayor Labadie; Boardmembers Johnson, Labadie, Gorham, and Callies; City Attorney Shepherd; Interim City Administrator Shukle; City Clerk/HR Director Thone; Finance Director Rigdon; Planning Director Darling; Director of Public Works Brown; and, City Engineer Budde

Absent: None

B. Review Agenda

Johnson moved, Gorham seconded, approving the agenda, as presented. Motion passed 4/0.

2. CANVAS 2022 MUNICIPAL ELECTION RESULTS

City Clerk/HR Director Thone explained that this was a re-canvas following a recount from the General Election held on November 8, 2022. She explained that due to the close election results for one of the City Council seats, a recount was held between Nat Gorham and Dustin Maddy. She stated that the results were that Dustin Maddy received 1,610 votes and Nat Gorham received 1,600 votes.

Councilmember Gorham thanked City Clerk/HR Director Thone and the election judges for their work on the recount.

Gorham moved, Labadie seconded, Adopting **RESOLUTION NO. 22-125**, "A Resolution Accepting Local Results of the 2022 General Election." All in favor, motion passed 4/0.

3. ADJOURN

Johnson moved, Gorham seconded, Adjourning the Municipal Canvas Board Meeting of December 12, 2022, at 7:04 P.M. Motion passed 4/0.

ATTEST:

Jennifer Labadie, Mayor

Sandie Thone, City Clerk

CITY OF SHOREWOOD
CITY COUNCIL REGULAR MEETING
MONDAY, DECEMBER 12, 2022

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 7:05 P.M.

- A. Pledge of Allegiance
- B. Roll Call

Present. Mayor Labadie; Councilmembers Johnson, Gorham, and Callies; City Attorney Shepherd; Interim City Administrator Shukle; City Clerk/HR Director Thone; Finance Director Rigdon; Planning Director Darling; Director of Public Works Brown; and, City Engineer Budde

Absent: None

- C. Review Agenda

Callies moved, Gorham seconded, approving the agenda as presented. All in favor, motion passed.

2. CONSENT AGENDA

Mayor Labadie reviewed the items on the Consent Agenda.

Johnson moved, Gorham seconded, Approving the Motions Contained on the Consent Agenda and Adopting the Resolutions Therein.

- A. City Council Work Session Minutes of November 28, 2022
- B. City Council Regular Meeting Minutes of November 28, 2022
- C. Approval of the Verified Claims List
- D. Approve 2023 City Council Meeting Schedule, Adopting RESOLUTION NO. 22-126, "A Resolution Setting the 2023 Regular City Council Meeting Schedule for the City of Shorewood."
- E. Approve Appointments of Matthew Morreim as Public Works Director
- F. Accept Donation from Lucky's Station for Arctic Fever Event, Adopting RESOLUTION NO. 22-127, "A Resolution Accepting Donations to the City of Shorewood 2023 Arctic Fever Event."
- G. Approve Programmatic Stormwater Agreement with Minnehaha Creek Watershed District, Adopting RESOLUTION NO. 22-128, "A Resolution to

Approve Programmatic Maintenance Agreement with Minnehaha Creek Watershed District.”

- H. Approve Temporary Liquor License for Arctic Fever Event, Adopting RESOLUTION NO. 22-129, “ A Resolution Approving a Temporary On-Sale Liquor License for Excelsior Brewing in Conjunction with Arctic Fever,”
- I. Approve City Amendments to MS4, Adopting Ordinance 596, 597 and RESOLUTION 22-130 “A Resolution Approving Summary Publication of Ordinance 596 Regarding City Code Ordinance Amendments Related to Illicit Discharge into Stormwater System.”; and RESOLUTION NO. 22-131, “A Resolution Approving Summary Publication of Ordinance 597 Regarding City Code Ordinance Amendments Related to Illicit Discharge into Stormwater System.”
- J. Approve Bolton & Menk Contract Renewal
- K. Approve Campbell Knutson Civil Legal Services Contractor Renewal
- L. Approve Campbell Knutson Criminal Prosecution Services Renewal

All in favor, motion passed.

Mayor Labadie expressed appreciation for the donation made by Lucky’s for the upcoming Arctic Fever event.

3. MATTERS FROM THE FLOOR

4. TRUTH IN TAXATION PUBLIC MEETING

A. Adopt 2023 Property Tax Levy and General Fund Budget

Finance Director Rigdon gave a brief presentation on the proposed 2023 Property Tax Levy and General Fund Budget. He noted that in 2021 the City used reserves in order to balance the General Fund revenues and expenses, but explained that was not something that the City wanted to continue to do because it was not the best budgeting tactic. He explained that in 2023, the City is structurally balanced with the revenues equal to expenditures. He noted that the time for residents to discuss their property valuations was through the Board of Review in the spring. He stated that the City needs to certify their Property Tax Levy by December 28, 2022. He gave an overview of various scenarios for the property taxes based on different valuation increases. He reviewed budget information for the Shorewood Community and Event Center and Enterprise Funds. He stated that the Capital Improvement Plan is updated on an annual basis and gave a brief overview of the proposed projects for 2023.

Mayor Labadie opened this item for public comment at 7:22 p.m.

George Greenfield, 24715 Yellowstone Trail, stated that every citizen should take pleasure in paying their taxes because it indicates membership in the community. He explained that he felt this was a sentiment that should be preserved and cultivated, but it is undermined when irrationality invades the taxation system. He stated that he feels that there was some irrationality

in the City and gave the example of the Tax Increment Financing (TIF) District and Shorewood Landings. He gave an estimate of much money the City will lose because of the TIF and shared his thoughts on things that make this situation even more egregious.

There being no additional comments, Mayor Labadie closed the public comment portion of the meeting at 7:29 p.m.

Councilmember Callies noted that the Council had already held a number of meetings on this information.

Callies moved, Johnson seconded, Adopting RESOLUTION NO. 22-132, “A Resolution Adopting the 2023 General Fund Operating Budget and Approving the Property Tax Levy Collectible in 2023.” All in favor, motion passed.

Callies moved, Johnson seconded, Adopting RESOLUTION NO. 22-133, “A Resolution Adopting the 2023 Shorewood Community and Event Center Budget and 2023 Enterprise Fund Budgets.” All in favor, motion passed.

Johnson moved, Gorham seconded, Adopting RESOLUTION NO. 22-134, “A Resolution Adopting the 2023-2032 Capital Improvement Plan and 2023 Capital Project Fund Budgets.” All in favor, motion passed.

5. REPORTS AND PRESENTATIONS

A. Employee Service Awards

Interim City Administrator Shukle explained that the City enthusiastically and historically recognizes employees have who reached certain milestones in their employment with the City. He acknowledged: Chris Heitz, Public Works Lead Supervisor; Marie Darling, Planning Director; and Sandie Thone, City Clerk/HR Director who have all been with the City for five years.

Mayor Labadie shared an example of an instance on a Saturday that Public Works Lead Supervisor Heitz and two other Public Works employees came out to a neighborhood that had a flooding street and spent hours taking care of the problems and pumping water from the street. She stated that anytime she has a question, Planning Director Darling, goes above and beyond to ensure that she understands the situation and is always willing to take time to explain things to the Council and put things into terms that they can understand. She stated that she also frequently stays late and in the past has attended all the Park Commission as well as the Planning Commission meetings. She noted that City Clerk Thone has been able to implement a lot of things within the City that prior to her employment did not exist. She explained that she feels many of them have made a huge impact on the morale of the City staff.

The Council thanked the employees for their service to the City.

B. Recognition of Service:

- **Larry Brown, Director of Public Works**
- **Nat Gorham, City Council**

Interim City Administrator Shukle stated that Public Works Director Brown has been with the City for over twenty-seven years. He stated that he came in when this position really did not exist and

was able to develop improvements in the department and has also led a crew of very good employees. He stated that one thing that the City will miss is the amount of institutional memory that he has and expressed the desire that he be willing to correspond with his successor when necessary. He stated that at the time Public Works Director Brown was hired, he was working for the City of Mound. He explained that he was impressed with Public Works Director Brown twenty-seven years ago and has remained impressed in his time working with him this past year.

Public Works Director Brown stated that it has been a treat working for the City for the last twenty-seven years. He stated that he has seen a number of Councils and a number of City Administrators in his time with the City. He noted that he has had many opportunities and reiterated that it has been a pleasure serving the Council and the residents of the City.

There was a round of applause for Public Works Director Brown.

Mayor Labadie stated that she has a lot of nicknames for various staff members and Public Works Director Brown's nickname is LLB, 'Legendary Larry Brown'. She stated that she will miss him and noted that his last day with the City will be an emotional day for her. She stated that his institutional knowledge will not be going away because she plans to call him and bug him with questions. She noted that Councilmember Gorham's term on the Council will also be ending soon. She stated that she appreciated his stepping up to fill her Council seat after she was elected Mayor. She explained that there were thirteen applicants that applied for the position and he was the candidate the Council had selected to finish out her term. She stated that the Council was very confident in their selection and his time on Council has proven that this confidence was not unwarranted.

Councilmember Gorham thanked the Council for giving him this opportunity and noted that it had a dramatic two years. He stated that he did not realize all the tough decisions and conversations that he would be part of by serving on the Council. He expressed his desire that the next few years would be smooth sailing for the Council and wished incoming Councilmembers Maddy and Sanschagrin the best in their new positions.

Councilmember Johnson pointed out that Councilmember Gorham also served on the Planning Commission for years and expressed his hope that he may consider throwing his hat back in to serve in that capacity again.

Councilmember Gorham thanked the Council, Mayor Labadie and staff for all their assistance and guidance during his time on the Council.

There was a round of applause for Councilmember Gorham.

Mayor Labadie noted that there were many times that this Council did not agree with each other, but stated that Councilmember Gorham was always respectful when expressing his opinion regardless of whether he agreed or not.

6. PLANNING

A. Presentation by Commissioner Huskins on December 6, 2022 Planning Commission Meeting

Commissioner Huskins gave an overview of the discussion and recommendations from the December 6, 2022 Planning Commission meeting.

7. GENERAL/NEW BUSINESS

A. Review Reaffirmation of Bee Safe Resolution

Planning Director Darling stated that the Council had reviewed the Bee Safe Resolution at their Work Session earlier this evening. She stated that they reviewed the revised resolution and believes that there was consensus at the Work Session to make a few changes to the language. She noted that City Attorney Shepherd was able to quickly make some changes to the language and explained that copies of those revisions have been placed in front of the Council and were available for review on the table just outside the chambers.

City Attorney Shepherd gave an overview of the concerns the Council had expressed about the previous draft of the resolution and the desire to revise portions of the existing resolution.

Councilmember Callies stated that she thinks the revised changes to the resolution provide workable solutions and can be used as the City moves forward into the main work in how to implement the recommendations from the IPM Institute. She stated that she is in favor of these changes and noted that she feels they are stated more clearly than the previous draft.

Councilmember Gorham stated that he did not think a gradual reduction was in the spirit of being a Bee-Safe City. He referenced the e-mail the City received from Judy Chucker and explained that the phrase he has in the front of his mind is that you 'either do it or you do not do it'. He stated that he thinks the City needs to understand what they are doing first because he does not think they can really know if they are going to do a gradual reduction or not. He stated that he feels they are letting an idea of what they think the IPM strategy will be to lead the Council to a resolution. He stated that he thinks that there should be a higher bar set than just a gradual reduction and asked if the Council was concerned about a specific liability or if there was a fear of being sued.

Councilmember Callies stated that she did not think the issue was related to liability, but noted that there is a lot of push back or upset by the public if the City does not comply with the resolution. She stated that this is stating a policy and if the City is going to have a resolution, she feels that they should do something that is stated in a way that the City is able to undertake that. She explained that she felt the most recent proposed change does a better job of that than the previous resolution. She stated that she would disagree that the City needs to have the plan first because the current resolution dictated every single thing the City did in terms of parks, City property management, and use of pesticides.

Councilmember Gorham noted that he was not sure if the gradual reduction plan would actually be the plan. He noted that the most recent language draft had not been reviewed by residents because it has kind of just been shuffled in prior to the meeting, which he does not like.

Mayor Labadie stated that the Work Session and this meeting were public meetings and residents had not been asked to leave. She noted that she agreed with Councilmember Callies that she did not think the Council was doing this out of fear. She stated that she had shared at the Work Session meeting that she had received a lot of calls this past year about buckthorn, weeds, and

the deterioration of the Manor Park Pond. She stated that she thinks taking this action would be a good step.

Councilmember Gorham asked when the next meeting with IPM would be held.

Planning Director Darling stated that the meeting was not yet scheduled.

Councilmember Callies stated that in 2014 when the original resolution was passed, there was not a huge public hearing or input from the public surrounding the adoption of the resolution. She stated that she thinks the items that need additional public input would be related to the specific portions of implementation that the City will undertake, as well as the actual aspects of the work. She stated she felt the plan needed to evolve from the resolution and not the other way around.

Councilmember Johnson stated that he understood where Councilmember Gorham was coming from, but, in his opinion, as he reads the resolution in its entirety, there are 'whereas' statements at the top of the page that talk about the City's commitment which shows the direction the City wants to go. He stated that he feels making these revisions are better than rescinding the original resolution and he would be in favor of the revised language.

Callies moved, Johnson seconded, Adopting RESOLUTION NO. 22-135, "A Resolution Reaffirming the City's Commitment to "Bee-Safe" Management Practices", as revised and provided to the Council following the Work Session meeting. On a vote of 3-1 (Gorham opposed), motion passed.

8. STAFF AND COUNCIL REPORTS

A. Staff

Public Works Director Brown stated that there is a major storm event coming and encouraged everyone to stay aware and be careful.

Mayor Labadie noted that she had gotten a lot of positive feedback regarding Public Works related to snow removal but noted that she has gotten a lot of kickback regarding the dirt on Smithtown Road.

Councilmember Johnson agreed and stated that he had also received quite a few complaints about the dirt on Smithtown Road.

Mayor Labadie noted that she had forwarded the complaints to Public Works Director Brown and City Engineer Budde and explained that they seem to have been resolved.

City Engineer Budde explained that Smithtown Road did get pretty mess and sloppy for portion of the last week and he had communicated with the contractor that they need to change their best management practices so sediment is not tracking out the way it had been. He noted that he is still awaiting a response from them as to their plan for correcting and addressing this situation. He stated that staff has a meeting set up with MnDOT later this week to discuss the Highway 7 corridor and the next steps moving forward. He thanked Public Works Director Brown for his work in the City and stated that it had been a pleasure working with him over the past three years.

CITY OF SHOREWOOD REGULAR COUNCIL MEETING MINUTES

DECEMBER 12, 2022

Page 7 of 7

Public Works Director Brown stated that regarding Smithtown Road, he and City Engineer Budde discussed the situation. He explained that when he heard what was happening, City Engineer Budde had promptly issued a 'stop work' order for them which got their attention and noted that they had been encouraged to come up with a different plan.

Planning Director Darling stated that the Parks Commissioner Matt Gallivan has resigned along with Commissioners Schmid and Heinz, so, the City is no longer able to have a quorum until those positions have been filled. She encouraged residents to consider volunteering for the three seats open on the Parks Commission or the two open on the Planning Commission.

B. Mayor and City Council

Councilmember Gorham stated that the community's local chocolate shop, Truffle Hill, was vandalized and their entire inventory was ruined. He stated that they are open again and encouraged anyone who may need chocolate for the holidays to contact them.

A man from the audience shared information about a crowd-funding effort on-line that was able to raise over \$15,000.

Councilmember Johnson noted that while they are back open, he did not think that they were taking orders on-line. He stated that he also wanted to thank Mayor Labadie for the countless interviews that she has given on Highway 7 safety and noted that he felt that they were very professionally done. He stated that he is hopeful that this will help bring some changes to the Highway 7 corridor more quickly.

Mayor Labadie stated that some of those interviews occurred as a result of residents reaching out to the news agencies who then contacted her to make a statement on behalf of the City. She thanked the residents who took the time to contact those agencies about the safety of Highway 7 and assured the residents that she would not be giving up on this issue. She attended the Regional Council of Mayors meeting earlier today where she encouraged them to have topics and speakers in 2023, such as infrastructure, that were geared more towards smaller cities.

9. ADJOURN

Johnson moved, Labadie seconded, Adjourning the City Council Regular Meeting of December 12, 2022, at 8:05 P.M. All in favor, motion passed.

ATTEST:

Jennifer Labadie, Mayor

Sandie Thone, City Clerk



#2 D

MEETING TYPE
Regular Meeting

City of Shorewood Council Meeting Item

Title / Subject: Verified Claims

Meeting Date: January 9, 2023

Prepared by: Michelle Nguyen, Senior Accountant
Joe Rigdon, Finance Director

Attachments: Claims lists

Policy Consideration:

Should the attached claims against the City of Shorewood be paid?

Background:

Claims for council authorization.

67827 – 67877 & ACH	1,482,297.55
Total Claims	\$1,482,297.55

We have also included a payroll summary for the payroll period ending **December 8, 2022 & January 1, 2023**.

Financial or Budget Considerations:

These expenditures are reasonable and necessary to provide services to our residents and funds are budgeted and available for these purposes.

Options:

The City Council may accept the staff recommendation to pay these claims or may reject any expenditure it deems not in the best interest of the city.

Recommendation / Action Requested:

Staff recommends approval of the claims list as presented.

Next Steps and Timelines:

Checks will be distributed following approval.

Payroll

G/L Distribution Report

User: mnguyen
Batch: 00001.01.2023 - PR-01-03-2023
CITY OF SHOREWOOD



Account Number	Debit Amount	Credit Amount	Description
FUND 101	General Fund		
101-00-1010-0000	0.00	64,871.01	CASH AND INVESTMENTS
101-13-4101-0000	5,904.83	0.00	FULL-TIME REGULAR
101-13-4103-0000	964.08	0.00	PART-TIME
101-13-4121-0000	515.16	0.00	PERA CONTRIB - CITY SHARE
101-13-4122-0000	499.30	0.00	FICA CONTRIB - CITY SHARE
101-13-4131-0000	1,187.90	0.00	EMPLOYEE INSURANCE - CITY
101-13-4151-0000	34.42	0.00	WORKERS COMPENSATION
101-15-4101-0000	5,625.32	0.00	FULL-TIME REGULAR
101-15-4121-0000	421.90	0.00	PERA CONTRIB - CITY SHARE
101-15-4122-0000	429.31	0.00	FICA CONTRIB - CITY SHARE
101-15-4131-0000	663.27	0.00	EMPLOYEE INSURANCE - CITY
101-15-4151-0000	24.60	0.00	WORKERS COMPENSATION
101-18-4101-0000	8,401.11	0.00	FULL-TIME REGULAR
101-18-4103-0000	99.45	0.00	PART-TIME
101-18-4121-0000	637.55	0.00	PERA CONTRIB - CITY SHARE
101-18-4122-0000	565.75	0.00	FICA CONTRIB - CITY SHARE
101-18-4131-0000	1,513.35	0.00	EMPLOYEE INSURANCE - CITY
101-18-4151-0000	42.22	0.00	WORKERS COMPENSATION
101-24-4101-0000	3,715.05	0.00	FULL-TIME REGULAR
101-24-4121-0000	278.63	0.00	PERA CONTRIB - CITY SHARE
101-24-4122-0000	279.65	0.00	FICA CONTRIB - CITY SHARE
101-24-4131-0000	805.97	0.00	EMPLOYEE INSURANCE - CITY
101-24-4151-0000	14.00	0.00	WORKERS COMPENSATION
101-32-4101-0000	9,969.02	0.00	FULL-TIME REGULAR
101-32-4102-0000	1,509.06	0.00	OVERTIME
101-32-4121-0000	860.83	0.00	PERA CONTRIB - CITY SHARE
101-32-4122-0000	879.25	0.00	FICA CONTRIB - CITY SHARE
101-32-4131-0000	2,160.75	0.00	EMPLOYEE INSURANCE - CITY
101-32-4151-0000	756.42	0.00	WORKERS COMPENSATION
101-33-4101-0000	8,895.58	0.00	FULL-TIME REGULAR
101-33-4102-0000	1,500.78	0.00	OVERTIME
101-33-4121-0000	779.72	0.00	PERA CONTRIB - CITY SHARE
101-33-4122-0000	702.88	0.00	FICA CONTRIB - CITY SHARE
101-33-4131-0000	225.52	0.00	EMPLOYEE INSURANCE - CITY

Account Number	Debit Amount	Credit Amount	Description
101-33-4151-0000	587.22	0.00	WORKERS COMPENSATION
101-52-4101-0000	2,016.07	0.00	FULL-TIME REGULAR
101-52-4121-0000	151.22	0.00	PERA CONTRIB - CITY SHARE
101-52-4122-0000	160.28	0.00	FICA CONTRIB - CITY SHARE
101-52-4131-0000	341.70	0.00	EMPLOYEE INSURANCE - CITY
101-52-4151-0000	134.52	0.00	WORKERS COMPENSATION
101-53-4101-0000	385.92	0.00	FULL-TIME REGULAR
101-53-4121-0000	28.94	0.00	PERA CONTRIB - CITY SHARE
101-53-4122-0000	35.55	0.00	FICA CONTRIB - CITY SHARE
101-53-4131-0000	157.67	0.00	EMPLOYEE INSURANCE - CITY
101-53-4151-0000	9.29	0.00	WORKERS COMPENSATION
FUND Total:	64,871.01	64,871.01	
FUND 201	Shorewood Comm. & Event Center		
201-00-1010-0000	0.00	4,254.76	CASH AND INVESTMENTS
201-00-4101-0000	2,923.68	0.00	FULL-TIME REGULAR
201-00-4103-0000	529.84	0.00	PART-TIME
201-00-4121-0000	249.12	0.00	PERA CONTRIB - CITY SHARE
201-00-4122-0000	248.14	0.00	FICA CONTRIB - CITY SHARE
201-00-4131-0000	236.50	0.00	EMPLOYEE INSURANCE - CITY
201-00-4151-0000	67.48	0.00	WORKERS COMPENSATION
FUND Total:	4,254.76	4,254.76	
FUND 601	Water Utility		
601-00-1010-0000	0.00	8,149.92	CASH AND INVESTMENTS
601-00-4101-0000	4,921.16	0.00	FULL-TIME REGULAR
601-00-4102-0000	754.72	0.00	OVERTIME
601-00-4121-0000	425.70	0.00	PERA CONTRIB - CITY SHARE
601-00-4122-0000	451.80	0.00	FICA CONTRIB - CITY SHARE
601-00-4131-0000	1,362.15	0.00	EMPLOYEE INSURANCE - CITY
601-00-4151-0000	234.39	0.00	WORKERS COMPENSATION
FUND Total:	8,149.92	8,149.92	
FUND 611	Sanitary Sewer Utility		
611-00-1010-0000	0.00	7,116.80	CASH AND INVESTMENTS
611-00-4101-0000	4,140.79	0.00	FULL-TIME REGULAR
611-00-4102-0000	903.95	0.00	OVERTIME
611-00-4121-0000	378.36	0.00	PERA CONTRIB - CITY SHARE
611-00-4122-0000	395.02	0.00	FICA CONTRIB - CITY SHARE
611-00-4131-0000	1,102.55	0.00	EMPLOYEE INSURANCE - CITY
611-00-4151-0000	196.13	0.00	WORKERS COMPENSATION

Account Number	Debit Amount	Credit Amount	Description
FUND Total:	7,116.80	7,116.80	
FUND 631	Storm Water Utility		
631-00-1010-0000	0.00	1,660.79	CASH AND INVESTMENTS
631-00-4101-0000	1,163.67	0.00	FULL-TIME REGULAR
631-00-4121-0000	87.28	0.00	PERA CONTRIB - CITY SHARE
631-00-4122-0000	96.82	0.00	FICA CONTRIB - CITY SHARE
631-00-4131-0000	279.16	0.00	EMPLOYEE INSURANCE - CITY
631-00-4151-0000	33.86	0.00	WORKERS COMPENSATION
FUND Total:	1,660.79	1,660.79	
FUND 700	Payroll Clearing Fund		
700-00-1010-0000	86,053.28	0.00	CASH AND INVESTMENTS
700-00-2170-0000	0.00	39,634.02	GROSS PAYROLL CLEARING
700-00-2171-0000	0.00	8,750.00	HEALTH INSURANCE PAYABLE
700-00-2172-0000	0.00	6,454.71	FEDERAL WITHHOLDING PAYABLE
700-00-2173-0000	0.00	2,748.73	STATE WITHHOLDING PAYABLE
700-00-2174-0000	0.00	9,487.50	FICA/MEDICARE TAX PAYABLE
700-00-2175-0000	0.00	8,986.89	PERA WITHHOLDING PAYABLE
700-00-2176-0000	0.00	3,893.94	DEFERRED COMPENSATION
700-00-2177-0000	0.00	2,134.55	WORKERS COMPENSATION
700-00-2179-0000	0.00	148.05	SEC 125 DEP CARE REIMB PAYABLE
700-00-2180-0000	0.00	949.36	LIFE INSURANCE
700-00-2181-0000	0.00	1,344.02	DISABILITY INSURANCE
700-00-2182-0000	0.00	218.64	UNION DUES
700-00-2183-0000	0.00	1,104.00	HEALTH SAVINGS ACCOUNT
700-00-2186-0000	0.00	198.87	VOLUNTARY VISION
FUND Total:	86,053.28	86,053.28	
Report Total:	172,106.56	172,106.56	

Payroll

G/L Distribution Report

User: mnguyen
Batch: 00002.12.2022 - PR-12-19-2022
CITY OF SHOREWOOD



Account Number	Debit Amount	Credit Amount	Description
FUND 101	General Fund		
101-00-1010-0000	0.00	123,998.75	CASH AND INVESTMENTS
101-11-4103-0000	1,716.64	0.00	PART-TIME
101-11-4122-0000	131.31	0.00	FICA CONTRIB - CITY SHARE
101-13-4101-0000	5,896.73	0.00	FULL-TIME REGULAR
101-13-4103-0000	889.20	0.00	PART-TIME
101-13-4121-0000	508.92	0.00	PERA CONTRIB - CITY SHARE
101-13-4122-0000	509.66	0.00	FICA CONTRIB - CITY SHARE
101-13-4131-0000	1,179.18	0.00	EMPLOYEE INSURANCE - CITY
101-13-4151-0000	32.88	0.00	WORKERS COMPENSATION
101-15-4101-0000	5,617.92	0.00	FULL-TIME REGULAR
101-15-4121-0000	421.34	0.00	PERA CONTRIB - CITY SHARE
101-15-4122-0000	430.75	0.00	FICA CONTRIB - CITY SHARE
101-15-4131-0000	662.50	0.00	EMPLOYEE INSURANCE - CITY
101-15-4151-0000	34.01	0.00	WORKERS COMPENSATION
101-18-4101-0000	8,539.30	0.00	FULL-TIME REGULAR
101-18-4103-0000	108.50	0.00	PART-TIME
101-18-4121-0000	648.61	0.00	PERA CONTRIB - CITY SHARE
101-18-4122-0000	594.77	0.00	FICA CONTRIB - CITY SHARE
101-18-4131-0000	1,513.35	0.00	EMPLOYEE INSURANCE - CITY
101-18-4151-0000	57.76	0.00	WORKERS COMPENSATION
101-24-4101-0000	3,559.20	0.00	FULL-TIME REGULAR
101-24-4121-0000	266.94	0.00	PERA CONTRIB - CITY SHARE
101-24-4122-0000	278.65	0.00	FICA CONTRIB - CITY SHARE
101-24-4131-0000	805.97	0.00	EMPLOYEE INSURANCE - CITY
101-24-4151-0000	19.79	0.00	WORKERS COMPENSATION
101-32-4101-0000	61,969.49	0.00	FULL-TIME REGULAR
101-32-4102-0000	529.29	0.00	OVERTIME
101-32-4105-0000	842.40	0.00	STREET PAGER PAY
101-32-4121-0000	1,242.67	0.00	PERA CONTRIB - CITY SHARE
101-32-4122-0000	1,814.34	0.00	FICA CONTRIB - CITY SHARE
101-32-4131-0000	2,665.37	0.00	EMPLOYEE INSURANCE - CITY
101-32-4151-0000	1,247.45	0.00	WORKERS COMPENSATION
101-33-4101-0000	9,179.41	0.00	FULL-TIME REGULAR
101-33-4102-0000	2,942.28	0.00	OVERTIME

Account Number	Debit Amount	Credit Amount	Description
101-33-4121-0000	909.10	0.00	PERA CONTRIB - CITY SHARE
101-33-4122-0000	764.65	0.00	FICA CONTRIB - CITY SHARE
101-33-4131-0000	218.31	0.00	EMPLOYEE INSURANCE - CITY
101-33-4151-0000	744.17	0.00	WORKERS COMPENSATION
101-52-4101-0000	3,364.02	0.00	FULL-TIME REGULAR
101-52-4121-0000	252.29	0.00	PERA CONTRIB - CITY SHARE
101-52-4122-0000	217.42	0.00	FICA CONTRIB - CITY SHARE
101-52-4131-0000	289.70	0.00	EMPLOYEE INSURANCE - CITY
101-52-4151-0000	210.67	0.00	WORKERS COMPENSATION
101-53-4122-0000	10.78	0.00	FICA CONTRIB - CITY SHARE
101-53-4131-0000	157.22	0.00	EMPLOYEE INSURANCE - CITY
101-53-4151-0000	3.84	0.00	WORKERS COMPENSATION
FUND Total:	123,998.75	123,998.75	
FUND 201	Shorewood Comm. & Event Center		
201-00-1010-0000	0.00	5,056.93	CASH AND INVESTMENTS
201-00-4101-0000	3,365.76	0.00	FULL-TIME REGULAR
201-00-4103-0000	758.00	0.00	PART-TIME
201-00-4121-0000	284.98	0.00	PERA CONTRIB - CITY SHARE
201-00-4122-0000	306.26	0.00	FICA CONTRIB - CITY SHARE
201-00-4131-0000	235.83	0.00	EMPLOYEE INSURANCE - CITY
201-00-4151-0000	106.10	0.00	WORKERS COMPENSATION
FUND Total:	5,056.93	5,056.93	
FUND 601	Water Utility		
601-00-1010-0000	0.00	14,922.44	CASH AND INVESTMENTS
601-00-4101-0000	11,858.44	0.00	FULL-TIME REGULAR
601-00-4102-0000	105.30	0.00	OVERTIME
601-00-4105-0000	210.60	0.00	WATER PAGER PAY
601-00-4121-0000	445.35	0.00	PERA CONTRIB - CITY SHARE
601-00-4122-0000	553.80	0.00	FICA CONTRIB - CITY SHARE
601-00-4131-0000	1,428.01	0.00	EMPLOYEE INSURANCE - CITY
601-00-4151-0000	320.94	0.00	WORKERS COMPENSATION
FUND Total:	14,922.44	14,922.44	
FUND 611	Sanitary Sewer Utility		
611-00-1010-0000	0.00	12,971.29	CASH AND INVESTMENTS
611-00-4101-0000	10,551.74	0.00	FULL-TIME REGULAR
611-00-4105-0000	210.60	0.00	SEWER PAGER PAY
611-00-4121-0000	339.47	0.00	PERA CONTRIB - CITY SHARE
611-00-4122-0000	462.45	0.00	FICA CONTRIB - CITY SHARE
611-00-4131-0000	1,169.19	0.00	EMPLOYEE INSURANCE - CITY

Account Number	Debit Amount	Credit Amount	Description
611-00-4151-0000	237.84	0.00	WORKERS COMPENSATION
FUND Total:	12,971.29	12,971.29	
FUND 631	Storm Water Utility		
631-00-1010-0000	0.00	6,175.62	CASH AND INVESTMENTS
631-00-4101-0000	5,423.82	0.00	FULL-TIME REGULAR
631-00-4121-0000	172.91	0.00	PERA CONTRIB - CITY SHARE
631-00-4122-0000	190.40	0.00	FICA CONTRIB - CITY SHARE
631-00-4131-0000	313.30	0.00	EMPLOYEE INSURANCE - CITY
631-00-4151-0000	75.19	0.00	WORKERS COMPENSATION
FUND Total:	6,175.62	6,175.62	
FUND 700	Payroll Clearing Fund		
700-00-1010-0000	163,125.03	0.00	CASH AND INVESTMENTS
700-00-2170-0000	0.00	81,186.37	GROSS PAYROLL CLEARING
700-00-2171-0000	0.00	10,483.76	HEALTH INSURANCE PAYABLE
700-00-2172-0000	0.00	30,129.54	FEDERAL WITHHOLDING PAYABLE
700-00-2173-0000	0.00	9,392.53	STATE WITHHOLDING PAYABLE
700-00-2174-0000	0.00	12,648.92	FICA/MEDICARE TAX PAYABLE
700-00-2175-0000	0.00	10,252.80	PERA WITHHOLDING PAYABLE
700-00-2176-0000	0.00	3,666.39	DEFERRED COMPENSATION
700-00-2177-0000	0.00	3,090.64	WORKERS COMPENSATION
700-00-2179-0000	0.00	183.33	SEC 125 DEP CARE REIMB PAYABLE
700-00-2183-0000	0.00	638.00	HEALTH SAVINGS ACCOUNT
700-00-2184-0000	0.00	1,248.75	DENTAL DELTA
700-00-2185-0000	0.00	204.00	DENTAL - UNION
FUND Total:	163,125.03	163,125.03	
Report Total:	326,250.06	326,250.06	

Accounts Payable

Computer Check Proof List by Vendor

User: mnguyen
 Printed: 12/13/2022 - 3:51PM
 Batch: 00003.12.2022 - UB -Refund



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: UB*00509	Christopher & Louise Berry			Check Sequence: 1	ACH Enabled: False
	Refund Check 007742-000, 4915 Suburban Dr	49.13	12/12/2022	611-00-2010-0000	
	Refund Check 007742-000, 4915 Suburban Dr	21.06	12/12/2022	631-00-2010-0000	
	Refund Check 007742-000, 4915 Suburban Dr	21.06	12/12/2022	621-00-2010-0000	
	Check Total:	91.25			
Vendor: UB*00515	Paul Boedecker			Check Sequence: 2	ACH Enabled: False
	Refund Check 008613-000, 5366 Vine Hill Rd	752.50	12/13/2022	601-00-2010-0000	
	Refund Check 008613-000, 5366 Vine Hill Rd	877.91	12/13/2022	611-00-2010-0000	
	Refund Check 008613-000, 5366 Vine Hill Rd	376.25	12/13/2022	631-00-2010-0000	
	Refund Check 008613-000, 5366 Vine Hill Rd	376.25	12/13/2022	621-00-2010-0000	
	Check Total:	2,382.91			
Vendor: UB*00511	Donna Harmon			Check Sequence: 3	ACH Enabled: False
	Refund Check 009031-000, 4616 Bayswater Rd	63.16	12/12/2022	601-00-2010-0000	
	Refund Check 009031-000, 4616 Bayswater Rd	73.68	12/12/2022	611-00-2010-0000	
	Refund Check 009031-000, 4616 Bayswater Rd	31.58	12/12/2022	631-00-2010-0000	
	Refund Check 009031-000, 4616 Bayswater Rd	31.58	12/12/2022	621-00-2010-0000	
	Check Total:	200.00			
Vendor: UB*00516	Kevin & Daphne Kamrowski			Check Sequence: 4	ACH Enabled: False
	Refund Check 006022-000, 5260 St Albans Bay	225.79	12/13/2022	601-00-2010-0000	
	Refund Check 006022-000, 5260 St Albans Bay	263.42	12/13/2022	611-00-2010-0000	
	Refund Check 006022-000, 5260 St Albans Bay	112.90	12/13/2022	631-00-2010-0000	
	Refund Check 006022-000, 5260 St Albans Bay	112.89	12/13/2022	621-00-2010-0000	
	Check Total:	715.00			
Vendor: UB*00507	Steven J. & Joyce M. Koch			Check Sequence: 5	ACH Enabled: False
	Refund Check 005602-000, 6055 Pond View Dr	77.94	12/12/2022	601-00-2010-0000	
	Refund Check 005602-000, 6055 Pond View Dr	90.92	12/12/2022	611-00-2010-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Refund Check 005602-000, 6055 Pond View Dr	38.97	12/12/2022	631-00-2010-0000	
	Refund Check 005602-000, 6055 Pond View Dr	38.97	12/12/2022	621-00-2010-0000	
	Check Total:	246.80			
Vendor: UB*00510	Cheryl & Lyle O'Bannon			Check Sequence: 6	ACH Enabled: False
	Refund Check 008182-000, 4667 Bayswater Rd	26.46	12/12/2022	601-00-2010-0000	
	Refund Check 008182-000, 4667 Bayswater Rd	17.50	12/12/2022	611-00-2010-0000	
	Refund Check 008182-000, 4667 Bayswater Rd	18.52	12/12/2022	631-00-2010-0000	
	Refund Check 008182-000, 4667 Bayswater Rd	23.36	12/12/2022	621-00-2010-0000	
	Check Total:	85.84			
Vendor: UB*00512	Vivian Ocenasek			Check Sequence: 7	ACH Enabled: False
	Refund Check 006161-000, 5505 Waterford Cir	32.06	12/12/2022	601-00-2010-0000	
	Refund Check 006161-000, 5505 Waterford Cir	37.41	12/12/2022	611-00-2010-0000	
	Refund Check 006161-000, 5505 Waterford Cir	16.03	12/12/2022	631-00-2010-0000	
	Refund Check 006161-000, 5505 Waterford Cir	16.03	12/12/2022	621-00-2010-0000	
	Check Total:	101.53			
Vendor: UB*00514	Kathryn Shinnick			Check Sequence: 8	ACH Enabled: False
	Refund Check 005020-000, 5347 Barrington W	66.37	12/12/2022	601-00-2010-0000	
	Refund Check 005020-000, 5347 Barrington W	77.43	12/12/2022	611-00-2010-0000	
	Refund Check 005020-000, 5347 Barrington W	33.18	12/12/2022	631-00-2010-0000	
	Refund Check 005020-000, 5347 Barrington W	33.19	12/12/2022	621-00-2010-0000	
	Check Total:	210.17			
Vendor: UB*00513	Stephanie & Henry A. Sisneros			Check Sequence: 9	ACH Enabled: False
	Refund Check 008433-000, 5705 Grant Lorenz	26.92	12/12/2022	611-00-2010-0000	
	Refund Check 008433-000, 5705 Grant Lorenz	11.54	12/12/2022	631-00-2010-0000	
	Refund Check 008433-000, 5705 Grant Lorenz	11.54	12/12/2022	621-00-2010-0000	
	Check Total:	50.00			
	Total for Check Run:	4,083.50			
	Total of Number of Checks:	9			

Accounts Payable

Computer Check Proof List by Vendor

User: mnguyen
 Printed: 12/14/2022 - 2:25PM
 Batch: 00004.12.2022 - AP-12-14-2022



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 167	ECM PUBLISHERS INC			Check Sequence: 1	ACH Enabled: True
923959	Ord. No. 594	51.20	12/14/2022	101-13-4351-0000	
924133	Ord. No. 594	33.00	12/14/2022	101-13-4351-0000	
	Check Total:	84.20			
Vendor: 247	DREW KRIESEL			Check Sequence: 2	ACH Enabled: False
November-2022	Building Maint. Services	524.00	12/14/2022	201-00-4400-0000	
November-2022	Events Program/Class Services	643.00	12/14/2022	201-00-4248-0000	
	Check Total:	1,167.00			
Vendor: 916	OFFICE OF ADMINISTRATIVE HEARINGS			Check Sequence: 3	ACH Enabled: False
6200Cardinal	6200 Cardinal Drive-AUdrius Asakenas	100.00	12/14/2022	101-00-3413-0000	
	Check Total:	100.00			
Vendor: 903	PERRILL			Check Sequence: 4	ACH Enabled: True
259006	ROWay Web App-Monthly	75.00	12/14/2022	611-00-4400-0000	
259006	ROWay Web App-Monthly	75.00	12/14/2022	601-00-4400-0000	
	Check Total:	150.00			
Vendor: 1101	SPRINGBROOK HOLDING COMPANY LLC			Check Sequence: 5	ACH Enabled: True
INV-011216	Springbrook-CivicPay Fees	20.00	12/14/2022	621-00-4450-0000	
INV-011216	Springbrook-CivicPay Fees	20.00	12/14/2022	631-00-4450-0000	
INV-011216	Springbrook-CivicPay Fees	20.00	12/14/2022	611-00-4450-0000	
INV-011216	Springbrook-CivicPay Fees	20.00	12/14/2022	601-00-4450-0000	
	Check Total:	80.00			
Vendor: 421	VERIZON WIRELESS			Check Sequence: 6	ACH Enabled: False
9921920139	Sewer & Water - Acct842017386	80.94	12/14/2022	601-00-4321-0000	Acct #842017386-00001
9921920139	Sewer & Water - Acct842017386	80.97	12/14/2022	611-00-4321-0000	Acct #842017386-00001

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
9921920139	Sewer & Water - Acct842017386	80.94	12/14/2022	631-00-4321-0000	Acct #842017386-00001
	Check Total:	242.85			
Vendor: 415	WARNER CONNECT			Check Sequence: 7	ACH Enabled: True
29941135	Network Maint Services	472.50	12/14/2022	101-19-4321-0000	
	Check Total:	472.50			
Vendor: 974	THOMAS WADE WOODWARD			Check Sequence: 8	ACH Enabled: True
Sept-Dec-2022-Cell	Sept through Dec-2022-Cell Phone	120.00	12/14/2022	101-24-4321-0000	
	Check Total:	120.00			
	Total for Check Run:	2,416.55			
	Total of Number of Checks:	8			

Accounts Payable

Computer Check Proof List by Vendor

User: mnguyen
 Printed: 12/19/2022 - 2:08PM
 Batch: 00005.12.2022 - PR-12-19-2022



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 4	AFSCME CO 5 MEMBER HEALTH FUND-UNION DENTAL			Check Sequence: 1	ACH Enabled: True
December-2022	Dec-2022: Hanson-Kosek-Stark	204.00	12/19/2022	700-00-2185-0000	PR Batch 00002.12.2022 Dental - Union
	Check Total:	204.00			
Vendor: 5	EFTPS - FEDERAL W/H			Check Sequence: 2	ACH Enabled: True
PR-12-19-2022	PR Batch 00002.12.2022 Federal Income Tax	30,129.54	12/19/2022	700-00-2172-0000	PR Batch 00002.12.2022 Federal Income T
PR-12-19-2022	PR Batch 00002.12.2022 FICA Employee Portio	4,300.25	12/19/2022	700-00-2174-0000	PR Batch 00002.12.2022 FICA Employee
PR-12-19-2022	PR Batch 00002.12.2022 FICA Employer Portio	4,300.25	12/19/2022	700-00-2174-0000	PR Batch 00002.12.2022 FICA Employer l
PR-12-19-2022	PR Batch 00002.12.2022 Medicare Employee Pc	2,083.43	12/19/2022	700-00-2174-0000	PR Batch 00002.12.2022 Medicare Emplo
PR-12-19-2022	PR Batch 00002.12.2022 Medicare Employer Pc	1,964.99	12/19/2022	700-00-2174-0000	PR Batch 00002.12.2022 Medicare Emplo
	Check Total:	42,778.46			
Vendor: 6	HEALTH PARTNERS-MEDICAL			Check Sequence: 3	ACH Enabled: True
December-2022	PR Batch 00001.12.2022 Health Insurance-HSA	5,100.00	12/05/2022	700-00-2171-0000	PR Batch 00001.12.2022 Health Insurance
December-2022	PR Batch 00002.12.2022 Health Insurance-HSA	5,704.02	12/19/2022	700-00-2171-0000	PR Batch 00002.12.2022 Health Insurance
December-2022	PR Batch 00001.12.2022 Health Ins - CoPay-1	4,350.00	12/05/2022	700-00-2171-0000	PR Batch 00001.12.2022 Health Ins - CoP:
December-2022	PR Batch 00002.12.2022 Health Ins - CoPay-2	4,779.74	12/19/2022	700-00-2171-0000	PR Batch 00002.12.2022 Health Ins - CoP:
	Check Total:	19,933.76			
Vendor: 1166	HEALTHPARTNER-DENTAL			Check Sequence: 4	ACH Enabled: True
December-2022	PR Batch 00002.12.2022 Dental - Non Union	1,248.75	12/19/2022	700-00-2184-0000	PR Batch 00002.12.2022 Dental - Non Uni
December-2022CB	Dec-2022-Cobra for Patti	48.65	12/19/2022	700-00-2184-0000	PR Batch 00002.12.2022 Dental - Non Uni
	Check Total:	1,297.40			
Vendor: 2	ICMA RETIREMENT TRUST-302131-457			Check Sequence: 5	ACH Enabled: True
PR-12-19-2022	PR Batch 00002.12.2022 Deferred Comp-ICMA	2,355.13	12/19/2022	700-00-2176-0000	PR Batch 00002.12.2022 Deferred Comp-I
PR-12-19-2022	PR Batch 00002.12.2022 Deferred Comp-ICMA	86.26	12/19/2022	700-00-2176-0000	PR Batch 00002.12.2022 Deferred Comp-I
	Check Total:	2,441.39			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 11	MINNESOTA DEPARTMENT OF REVENUE			Check Sequence: 6	ACH Enabled: True
PR-12-19-2022	PR Batch 00002.12.2022 State Income Tax	9,392.53	12/19/2022	700-00-2173-0000	PR Batch 00002.12.2022 State Income Tax
	Check Total:	9,392.53			
Vendor: 1091	MSRS-MN DEFERRED COMP PLAN 457			Check Sequence: 7	ACH Enabled: True
PR-12-19-2022	PR Batch 00002.12.2022 Deferred Comp-MSRS	1,225.00	12/19/2022	700-00-2176-0000	PR Batch 00002.12.2022 Deferred Comp-1
	Check Total:	1,225.00			
Vendor: 665	OPTUM BANK			Check Sequence: 8	ACH Enabled: True
PR-12-19-2022	PR Batch 00002.12.2022 HSA-OPTUM BANK	638.00	12/19/2022	700-00-2183-0000	PR Batch 00002.12.2022 HSA-OPTUM B
	Check Total:	638.00			
Vendor: 9	PERA			Check Sequence: 9	ACH Enabled: True
PR-12-19-2022	PR Batch 00002.12.2022 MN-PERA Deduction	4,760.22	12/19/2022	700-00-2175-0000	PR Batch 00002.12.2022 MN-PERA Dedu
PR-12-19-2022	PR Batch 00002.12.2022 MN PERA Benefit Em	5,492.58	12/19/2022	700-00-2175-0000	PR Batch 00002.12.2022 MN PERA Bene
	Check Total:	10,252.80			
	Total for Check Run:	88,163.34			
	Total of Number of Checks:	9			

Accounts Payable

Computer Check Proof List by Vendor

User: mnguyen
Printed: 12/23/2022 - 10:12AM
Batch: 00006.12.2022 - PR-12-23-2022



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 817	ARCPPOINT LABS OF EDEN PRAIRIE			Check Sequence: 1	ACH Enabled: False
2560	Drug Testing	73.75	12/20/2022	101-32-4305-0000	
	Check Total:	73.75			
Vendor: 134	CARQUEST AUTO PARTS STORES			Check Sequence: 2	ACH Enabled: False
6974-IC-450073	Tire Rod End	-54.75	12/20/2022	101-32-4221-0000	
6974-IC-450234	Battery	-54.00	12/20/2022	101-32-4221-0000	
6974-ID-449650	Oil Filter	32.57	12/20/2022	101-32-4221-0000	
6974-ID-449738	Oil Filter	50.38	12/20/2022	101-32-4221-0000	
6974-ID-450066	Tire Rod End	83.97	12/20/2022	101-32-4221-0000	
6974-ID-450070	Tire Rod End	210.50	12/20/2022	101-32-4221-0000	
6974-ID-450206	Battery	321.98	12/20/2022	101-32-4221-0000	
6974-ID-450276	Brake Pad	522.40	12/20/2022	101-32-4245-0000	
6974-ID-450364	Blade Guide Assembly	142.86	12/20/2022	101-32-4221-0000	
	Check Total:	1,255.91			
Vendor: 1229	CAST OUTDOOR ADVENTURES			Check Sequence: 3	ACH Enabled: False
000110-2023AF	2023 Arctic Fever-Deposit	1,000.00	12/20/2022	101-53-4441-0000	
	Check Total:	1,000.00			
Vendor: UB*00517	Stephen & Jennifer Charbonnet			Check Sequence: 4	ACH Enabled: False
	Refund Check 005633-000, 26115 Shorewood C	3.06	12/20/2022	601-00-2010-0000	
	Refund Check 005633-000, 26115 Shorewood C	3.56	12/20/2022	611-00-2010-0000	
	Refund Check 005633-000, 26115 Shorewood C	1.53	12/20/2022	631-00-2010-0000	
	Refund Check 005633-000, 26115 Shorewood C	1.53	12/20/2022	621-00-2010-0000	
	Check Total:	9.68			
Vendor: 915	CINTAS			Check Sequence: 5	ACH Enabled: False
513124441	First Aid Supplies	68.40	12/20/2022	101-32-4245-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	68.40			
Vendor: 1035	NELIA CRISWELL #8574			Check Sequence: 6	ACH Enabled: True
Jul-Dec-2022-Wellnes	Wellness: July - Dec -2022	240.00	12/20/2022	101-13-4101-0000	
	Check Total:	240.00			
Vendor: 1301	CRYSTEEL TRUCK EQUIPMENT			Check Sequence: 7	ACH Enabled: False
FP188453	Cylinder	1,351.76	12/20/2022	101-32-4221-0000	
	Check Total:	1,351.76			
Vendor: 1096	DAVEY RESOURCE GROUP, INC.			Check Sequence: 8	ACH Enabled: True
150012	Tree Services	850.00	12/20/2022	101-32-4400-0000	
	Check Total:	850.00			
Vendor: 163	DELEGARD TOOL COMPANY			Check Sequence: 9	ACH Enabled: False
232663/1	Tools	425.05	12/20/2022	101-32-4240-0000	
	Check Total:	425.05			
Vendor: 207	H & L MESABI COMPANY			Check Sequence: 10	ACH Enabled: True
11081	Cutting Edges Plows	3,427.00	12/20/2022	101-33-4245-0000	
	Check Total:	3,427.00			
Vendor: 211	HAWKINS, INC.			Check Sequence: 11	ACH Enabled: True
6359527	Chemicals Water Treatment	190.00	12/20/2022	601-00-4245-0000	
	Check Total:	190.00			
Vendor: 1308	HI-LINE INC.			Check Sequence: 12	ACH Enabled: False
11000419	Tools	739.85	12/20/2022	101-32-4245-0000	
11001207	Tools	751.80	12/20/2022	101-32-4245-0000	
	Check Total:	1,491.65			
Vendor: 243	KLM ENGINEERING, INC.			Check Sequence: 13	ACH Enabled: False
9379	Sprint Decommissioning East Tower-500 Old M	4,100.00	12/20/2022	880-00-2200-0000	
	Check Total:	4,100.00			
Vendor: 13	LEAGUE OF MINNESOTA CITIES INSURANCE TRUST (0049)			Check Sequence: 14	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
40003065-12052022	Act#40003065-Liquor Liability-Arctic Fever-20	230.00	12/20/2022	101-53-4441-0000	Acct#40003065
	Check Total:	230.00			
Vendor: 531	LEAGUE OF MINNESOTA CITIES			Check Sequence: 15	ACH Enabled: False
366268	City of Shorewood Annual Due -2022-2023	8,503.00	12/20/2022	101-11-4433-0000	
Labadie-2022	2022-2023 MN Mayors Association Membershij	30.00	12/20/2022	101-11-4433-0000	
	Check Total:	8,533.00			
Vendor: 262	LUBE-TECH			Check Sequence: 16	ACH Enabled: True
3089151	Motor Fuel Lube	86.56	12/20/2022	101-32-4212-0000	
	Check Total:	86.56			
Vendor: 283	METRO SALES, INC.			Check Sequence: 17	ACH Enabled: True
INV2186927	Ricoh/MP-C3002 Color Copier	500.00	12/20/2022	101-19-4221-0000	Ricoh/MP-C3002 Color Copier
	Check Total:	500.00			
Vendor: 452	PREHALL ELECTRIC INC.			Check Sequence: 18	ACH Enabled: False
1106	LED Light Conversion	775.00	12/20/2022	101-19-4400-0000	
1106	LED Light Conversion-Cathcart Rink	775.00	12/20/2022	101-52-4400-0000	
	Check Total:	1,550.00			
Vendor: 1279	R & R EXCAVATING			Check Sequence: 19	ACH Enabled: False
PV#4-LS-Rehab	PV#4-Lift Stations Rehabilitation Project-PW-20	4,677.79	12/20/2022	611-00-4680-0000	
PV#4-LS-Rehab	PV#4-Lift Stations Rehabilitation Project-PW-20	60,884.66	12/20/2022	611-00-4680-0000	
	Check Total:	65,562.45			
Vendor: 1248	EDWARD J. SHUKLE, Jr.			Check Sequence: 20	ACH Enabled: True
12-22-2022	Interim City Administrator Svc: 12/8/22 - 12/22/	6,165.00	12/20/2022	101-13-4400-0000	
	Check Total:	6,165.00			
Vendor: 842	SORENSEN CONSULTING			Check Sequence: 21	ACH Enabled: False
COS.7.22	Assessment-Matthew Morreim	400.00	12/20/2022	101-32-4400-0000	
	Check Total:	400.00			
Vendor: 1219	STERICYCLE, INC.			Check Sequence: 22	ACH Enabled: False
8002634646	Community Shred Svc	1,290.91	12/20/2022	621-00-4347-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	1,290.91			
Vendor: 540	STONEBROOKE EQUIPMENT, INC.			Check Sequence: 23	ACH Enabled: False
000001	Sander Motor One Ton	510.00	12/20/2022	101-32-4221-0000	
	Check Total:	510.00			
Vendor: 694	TIMESAVER OFF SITE SECRETARIAL, INC.			Check Sequence: 24	ACH Enabled: True
M27815	Council Meeting	469.00	12/20/2022	101-13-4400-0000	
M27815	Planning Meeting	158.00	12/20/2022	101-18-4400-0000	
M27851	Planning Meeting	158.00	12/20/2022	101-18-4400-0000	
	Check Total:	785.00			
Vendor: 386	TWIN CITY WATER CLINIC			Check Sequence: 25	ACH Enabled: True
18449	Monthly Bacteria Svc	150.00	12/20/2022	601-00-4400-0000	
	Check Total:	150.00			
Vendor: 638	VALLEY PAVING			Check Sequence: 26	ACH Enabled: False
PV#4-2022M&O	PV#4 - 2022 Mill & Overlay Project	18,644.65	12/20/2022	416-00-4680-0000	
	Check Total:	18,644.65			
Vendor: 415	WARNER CONNECT			Check Sequence: 27	ACH Enabled: True
29941118	Network Maint Services	4,907.28	12/20/2022	101-19-4321-0000	
	Check Total:	4,907.28			
Vendor: 408	WM MUELLER & SONS INC			Check Sequence: 28	ACH Enabled: True
283588	Salt & Sand	1,350.95	12/20/2022	101-33-4245-0000	
283662	Salt & Sand	1,421.24	12/20/2022	101-33-4245-0000	
283752	Salt & Sand	563.48	12/20/2022	101-33-4245-0000	
283782	Salt & Sand	301.68	12/20/2022	101-33-4245-0000	
	Check Total:	3,637.35			
Vendor: 411	XCEL ENERGY, INC.			Check Sequence: 29	ACH Enabled: True
807657592	5655 Merry Lane	31.50	12/20/2022	101-52-4380-0000	5655 Merry Lane
807826579	5500 Old Market Rd	64.49	12/20/2022	601-00-4398-0000	5500 Old Market Rd
809112368	C.H. Svcs	602.39	12/20/2022	101-19-4380-0000	C.H. Svcs
809112368	P.W. Street Lights Svc	2,836.62	12/20/2022	101-32-4399-0000	P.W. Street Lights Svc
809112368	Parks	126.57	12/20/2022	101-52-4380-0000	Parks
809112368	Amesbury	179.66	12/20/2022	601-00-4394-0000	Amesbury

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
809112368	Boulder Bridge	48.12	12/20/2022	601-00-4396-0000	Boulder Bridge
809112368	S.E. Area Svc	2,849.22	12/20/2022	601-00-4398-0000	S.E. Area Svc
809112368	Lift Station Street Lights	567.68	12/20/2022	611-00-4380-0000	L.S. Street Lights
	Check Total:	7,306.25			
	Total for Check Run:	134,741.65			
	Total of Number of Checks:	29			

Accounts Payable

Computer Check Proof List by Vendor

User: mnguyen
Printed: 01/03/2023 - 2:27PM
Batch: 00001.01.2023 - Payroll-01-03-2023



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 12	AFSCME MN COUNCIL 5 - UNION DUES			Check Sequence: 1	ACH Enabled: True
January-2023	Jan-2023 Dues: Robert Hanson-Tim Kosek-Bruc	218.64	01/03/2023	700-00-2182-0000	PR Batch 00001.01.2023 Union Dues
	Check Total:	218.64			
Vendor: 5	EFTPS - FEDERAL W/H			Check Sequence: 2	ACH Enabled: True
PR-01-03-2023	PR Batch 00001.01.2023 Federal Income Tax	6,454.71	01/03/2023	700-00-2172-0000	PR Batch 00001.01.2023 Federal Income T
PR-01-03-2023	PR Batch 00001.01.2023 FICA Employee Portio	3,844.62	01/03/2023	700-00-2174-0000	PR Batch 00001.01.2023 FICA Employee
PR-01-03-2023	PR Batch 00001.01.2023 FICA Employer Portio	3,844.62	01/03/2023	700-00-2174-0000	PR Batch 00001.01.2023 FICA Employer I
PR-01-03-2023	PR Batch 00001.01.2023 Medicare Employee Pc	899.13	01/03/2023	700-00-2174-0000	PR Batch 00001.01.2023 Medicare Emplo
PR-01-03-2023	PR Batch 00001.01.2023 Medicare Employer Pc	899.13	01/03/2023	700-00-2174-0000	PR Batch 00001.01.2023 Medicare Emplo
	Check Total:	15,942.21			
Vendor: 1165	FIDELITY SECURITY LIFE INSURANCE COMPANY			Check Sequence: 3	ACH Enabled: False
January-2023	PR Batch 00001.01.2023 Vision-Avesis	198.87	01/03/2023	700-00-2186-0000	PR Batch 00001.01.2023 Vision-Avesis
	Check Total:	198.87			
Vendor: 2	ICMA RETIREMENT TRUST-302131-457			Check Sequence: 4	ACH Enabled: True
PR-01-03-2023	PR Batch 00001.01.2023 Deferred Comp-ICMA	2,582.68	01/03/2023	700-00-2176-0000	PR Batch 00001.01.2023 Deferred Comp-I
PR-01-03-2023	PR Batch 00001.01.2023 Deferred Comp-ICMA	86.26	01/03/2023	700-00-2176-0000	PR Batch 00001.01.2023 Deferred Comp-I
	Check Total:	2,668.94			
Vendor: 686	KANSAS CITY LIFE INSURANCE COMPANY			Check Sequence: 5	ACH Enabled: True
January-2023	PR Batch 00001.01.2023 Long Term Disability	627.56	01/03/2023	700-00-2181-0000	PR Batch 00001.01.2023 Long Term Disal
January-2023	PR Batch 00001.01.2023 Short Term Disability	716.46	01/03/2023	700-00-2181-0000	PR Batch 00001.01.2023 Short Term Disal
	Check Total:	1,344.02			
Vendor: 11	MINNESOTA DEPARTMENT OF REVENUE			Check Sequence: 6	ACH Enabled: True
PR-01-03-2023	PR Batch 00001.01.2023 State Income Tax	2,748.73	01/03/2023	700-00-2173-0000	PR Batch 00001.01.2023 State Income Tax

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	2,748.73			
Vendor: 7	MINNESOTA LIFE INSURANCE COMPANY			Check Sequence: 7	ACH Enabled: True
January-2023	PR Batch 00001.01.2023 Life Insurance	805.36	01/03/2023	700-00-2180-0000	PR Batch 00001.01.2023 Life Insurance
	Check Total:	805.36			
Vendor: 1091	MSRS-MN DEFERRED COMP PLAN 457			Check Sequence: 8	ACH Enabled: True
PR-01-03-2023	PR Batch 00001.01.2023 Deferred Comp-MSRS	1,225.00	01/03/2023	700-00-2176-0000	PR Batch 00001.01.2023 Deferred Comp-7
	Check Total:	1,225.00			
Vendor: 10	NCPERS GROUP LIFE INSURANCE			Check Sequence: 9	ACH Enabled: True
January-2023	PR Batch 00001.01.2023 PERA Life	144.00	01/03/2023	700-00-2180-0000	PR Batch 00001.01.2023 PERA Life
	Check Total:	144.00			
Vendor: 665	OPTUM BANK			Check Sequence: 10	ACH Enabled: True
PR-01-03-2023	PR Batch 00001.01.2023 HSA-OPTUM BANK	1,104.00	01/03/2023	700-00-2183-0000	PR Batch 00001.01.2023 HSA-OPTUM B
	Check Total:	1,104.00			
Vendor: 9	PERA			Check Sequence: 11	ACH Enabled: True
PR-01-03-2023	PR Batch 00001.01.2023 MN-PERA Deduction	4,172.48	01/03/2023	700-00-2175-0000	PR Batch 00001.01.2023 MN-PERA Dedu
PR-01-03-2023	PR Batch 00001.01.2023 MN PERA Benefit Em	4,814.41	01/03/2023	700-00-2175-0000	PR Batch 00001.01.2023 MN PERA Benei
	Check Total:	8,986.89			
	Total for Check Run:	35,386.66			
	Total of Number of Checks:	11			

Accounts Payable

Computer Check Proof List by Vendor

User: mnguyen
 Printed: 01/03/2023 - 9:39PM
 Batch: 00007.12.2022 - Nov-BOM



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 868	BANK OF MONTREAL			Check Sequence: 1	ACH Enabled: True
Nov-2022-Andrew	Fuel	116.65	12/20/2022	101-32-4212-0000	
Nov-2022-Brenda	Kowalskis-Election	182.57	12/20/2022	101-14-4245-0000	
Nov-2022-Brenda	Kowalskis-Election	184.73	12/20/2022	101-14-4245-0000	
Nov-2022-Brenda	Kowalskis-Election	197.69	12/20/2022	101-14-4245-0000	
Nov-2022-Brenda	Kowalskis-Election	58.33	12/20/2022	101-14-4245-0000	
Nov-2022-Brenda	Caribou-Election	42.87	12/20/2022	101-14-4245-0000	
Nov-2022-Bruce	Fuel	419.92	12/20/2022	101-32-4212-0000	
Nov-2022-Chris	Fuel	217.35	12/20/2022	101-32-4212-0000	
Nov-2022-Chris	2checko Tiffedit-Software	95.70	12/20/2022	101-32-4245-0000	
Nov-2022-Chris	Amazon-Scanner	344.07	12/20/2022	403-00-4640-0000	
Nov-2022-Chris	Amazon-Shovels	181.70	12/20/2022	101-33-4245-0000	
Nov-2022-Chris	Amazon	54.50	12/20/2022	101-32-4245-0000	
Nov-2022-Chris	Amazon-Dot Truck Triangles	118.27	12/20/2022	101-32-4245-0000	
Nov-2022-Chris	Cub Foods	37.71	12/20/2022	101-32-4245-0000	
Nov-2022-Chris	Full Source	129.61	12/20/2022	101-32-4245-0000	
Nov-2022-Chris	Shorewood True	2.20	12/20/2022	101-32-4245-0000	
Nov-2022-Chris	Siteone Landscape	14.34	12/20/2022	101-52-4223-0000	
Nov-2022-Chris	Uline Ship Supplies-Trash Can	1,111.88	12/20/2022	101-52-4245-0000	
Nov-2022-Chris	Zarnoth Brush Works-Sweeper Brooms	2,687.60	12/20/2022	101-32-4250-0000	
Nov-2022-CityCard	Culligan Bottled Water - C.H.	33.00	12/20/2022	101-19-4245-0000	
Nov-2022-CityCard	Republic Services	10,296.00	12/20/2022	621-00-4400-0000	
Nov-2022-CityCard	Waste Mgmt-Public Works	1,261.25	12/20/2022	101-32-4400-0000	
Nov-2022-CityCard	Chanhasen-18505-001	5,329.20	12/20/2022	601-00-4263-0000	
Nov-2022-CityCard	Waste Mgmt-SSCC	366.49	12/20/2022	201-00-4400-0000	
Nov-2022-CityCard	Chanhasen-18505-000	18.84	12/20/2022	601-00-4263-0000	
Nov-2022-CityCard	Verizon-Lift Station	13.99	12/20/2022	611-00-4321-0000	
Nov-2022-CityCard	Mangold Horticulture-SCEC	176.00	12/20/2022	201-00-4400-0000	
Nov-2022-CityCard	Mangold Horticulture-City Hall	339.00	12/20/2022	101-19-4400-0000	
Nov-2022-CityCard	Mangold Horticulture-Utility Bldg	113.00	12/20/2022	101-52-4400-0000	
Nov-2022-CityCard	Organic Recycling	250.00	12/20/2022	621-00-4400-0026	
Nov-2022-CityCard	Mangold Horticulture-Badger Park	612.00	12/20/2022	101-52-4400-0000	
Nov-2022-CityCard	AT&T - Wade's Ipad	23.49	12/20/2022	101-24-4321-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Nov-2022-CityCard	MN Recreation & Park - Janelle	129.00	12/20/2022	101-53-4331-0000	
Nov-2022-CityCard	Mangold Horticulture-Jeffrey Merle-Assessed to	610.75	12/20/2022	101-00-3414-0000	
Nov-2022-Jason	Caribou-Friday Donut	18.91	12/20/2022	101-18-4245-0000	
Nov-2022-Jason	Kowalskis-Friday Donut	65.22	12/20/2022	101-18-4245-0000	
Nov-2022-Jeremy	Fuel	328.62	12/20/2022	101-32-4212-0000	
Nov-2022-Jeremy	DI S Radiator	85.90	12/20/2022	101-32-4221-0000	
Nov-2022-Jeremy	Fleet Farm	101.95	12/20/2022	101-32-4245-0000	
Nov-2022-Jeremy	Napa Store	9.67	12/20/2022	101-32-4245-0000	
Nov-2022-Jeremy	National Petroleum	70.07	12/20/2022	101-32-4245-0000	
Nov-2022-Jeremy	Northern Tool	250.96	12/20/2022	101-32-4240-0000	
Nov-2022-Jeremy	Northern Tool	126.36	12/20/2022	101-32-4240-0000	
Nov-2022-Jeremy	Shorewood True	40.94	12/20/2022	101-32-4245-0000	
Nov-2022-Jeremy	The Home Depot	85.53	12/20/2022	101-32-4221-0000	
Nov-2022-Jeremy	Tractor	99.53	12/20/2022	101-32-4245-0000	
Nov-2022-Jeremy	Watertown All Around	12.48	12/20/2022	601-00-4245-0000	
Nov-2022-Larry	In Enabling Elements-Water System Comm	17.00	12/20/2022	601-00-4321-0000	
Nov-2022-Larry	Fuel	45.31	12/20/2022	101-32-4212-0000	
Nov-2022-Larry	Office Liquidators-New Desk	558.00	12/20/2022	101-32-4200-0000	
Nov-2022-Larry	Plow World Power-Repair Dump Truck	1,232.05	12/20/2022	101-32-4221-0000	
Nov-2022-Larry	Uline Ship Supplies-Trash Lids	1,615.43	12/20/2022	101-52-4245-0000	
Nov-2022-Luke	Fuel	165.02	12/20/2022	101-32-4212-0000	
Nov-2022-Luke	Ferguson	18.60	12/20/2022	601-00-4265-0000	
Nov-2022-Marie	Amazon-Flashlight	22.80	12/20/2022	402-00-4245-0000	
Nov-2022-Marie	Amazon-Flashlight	15.97	12/20/2022	402-00-4245-0000	
Nov-2022-Matthe	In Specailized Enviro-Tree Disposal	791.00	12/20/2022	101-32-4400-0000	
Nov-2022-Matthe	Siteone Landscape	521.31	12/20/2022	101-33-4245-0000	
Nov-2022-Matthe	Fuel	1,342.04	12/20/2022	101-32-4212-0000	
Nov-2022-Nelia	ODP	134.70	12/20/2022	101-13-4200-0000	
Nov-2022-Nelia	ODP	34.45	12/20/2022	201-00-4200-0000	
Nov-2022-Nelia	ODP	50.37	12/20/2022	201-00-4200-0000	
Nov-2022-Nelia	ODP	67.35	12/20/2022	101-13-4200-0000	
Nov-2022-Nelia	Sam's	321.20	12/20/2022	101-19-4245-0000	
Nov-2022-Nelia	WM Spercenter	20.94	12/20/2022	101-19-4245-0000	
Nov-2022-Nelia	Amazon	8.98	12/20/2022	101-13-4200-0000	
Nov-2022-Nelia	Amazon	23.98	12/20/2022	101-13-4200-0000	
Nov-2022-Nelia	Amazon	59.43	12/20/2022	201-00-4200-0000	
Nov-2022-Nelia	Amazon	20.99	12/20/2022	101-13-4200-0000	
Nov-2022-Nelia	Amazon	24.98	12/20/2022	101-13-4200-0000	
Nov-2022-Nelia	Amazon	11.28	12/20/2022	101-13-4200-0000	
Nov-2022-Nelia	Caribou-Friday	34.39	12/20/2022	101-13-4245-0000	
Nov-2022-Nelia	Caribou-Friday	17.19	12/20/2022	101-13-4245-0000	
Nov-2022-Nelia	CrumbI-Fri	10.00	12/20/2022	101-13-4245-0000	
Nov-2022-Nelia	Amazon	19.99	12/20/2022	101-24-4200-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Nov-2022-Nelia	ODP	107.51	12/20/2022	101-13-4200-0000	
Nov-2022-Norman	Caribou-Election	37.83	12/20/2022	101-14-4245-0000	
Nov-2022-Norman	Cuf Foods-Election	6.19	12/20/2022	101-14-4245-0000	
Nov-2022-Norman	Joey Novas-Election	88.74	12/20/2022	101-14-4245-0000	
Nov-2022-Norman	Joey Novas-Election	127.21	12/20/2022	101-14-4245-0000	
Nov-2022-Norman	Joey Novas-Election	127.21	12/20/2022	101-14-4245-0000	
Nov-2022-Norman	Joey Novas-Election	127.21	12/20/2022	101-14-4245-0000	
Nov-2022-Robert	Fuel	213.00	12/20/2022	101-32-4212-0000	
Nov-2022-Ryan	In Specailized Enviro-Tree Disposal	534.75	12/20/2022	101-32-4400-0000	
Nov-2022-Ryan	Fuel	622.19	12/20/2022	101-32-4212-0000	
Nov-2022-Ryan	Shorewood True Value	40.85	12/20/2022	101-32-4245-0000	
Nov-2022-Sandie	Amazon-Filter for Wade	104.29	12/20/2022	101-19-4245-0000	
Nov-2022-Sandie	Caribou-Employees Engaged	46.41	12/20/2022	101-13-4245-0000	
Nov-2022-Sandie	Cub Foods-Employees Engaged	18.24	12/20/2022	101-13-4245-0000	
Nov-2022-Sandie	Cub Foods-Election	153.76	12/20/2022	101-14-4245-0000	
Nov-2022-Sandie	Cub Foods-Election	41.94	12/20/2022	101-14-4245-0000	
Nov-2022-Sandie	Dollar Tree-Halloween	26.88	12/20/2022	101-19-4245-0000	
Nov-2022-Sandie	Joey Novas-Election	68.52	12/20/2022	101-14-4245-0000	
Nov-2022-Sandie	Kowalskis-Election	109.89	12/20/2022	101-14-4245-0000	
Nov-2022-Sandie	Lunds & Byerlys-Halloween	45.84	12/20/2022	101-19-4245-0000	
Nov-2022-Sandie	Sq Kristin Davis- Mayo Logo	72.00	12/20/2022	101-11-4245-0000	
Nov-2022-Sandie	Target-Election	91.05	12/20/2022	101-14-4245-0000	
Nov-2022-Tim	Shorewood True Value	12.99	12/20/2022	611-00-4245-0000	
Nov-2022-Tim	Fuel	738.40	12/20/2022	101-32-4245-0000	
Nov-2022-Todd	In Specailized Enviro-Tree Disposal	470.75	12/20/2022	101-32-4400-0000	
Nov-2022-Todd	Shorewood True	12.71	12/20/2022	101-32-4245-0000	
Nov-2022-Todd	Fuel	454.12	12/20/2022	101-32-4212-0000	
Nov-2022-Wade	Wade's Fuel	189.50	12/20/2022	101-24-4212-0000	
Nov-2022-Wade	Cub Foods-Donuts for Meeting-11/9/22	35.98	12/20/2022	101-24-4331-0000	
	Check Total:	38,996.55			
Vendor: 327	WINDSTREAM			Check Sequence: 2	ACH Enabled: True
75292776	City of Shwd- Badger Well	69.92	12/20/2022	601-00-4395-0000	
75292776	Public Works	79.86	12/20/2022	101-32-4321-0000	
75292776	City Hall	163.79	12/20/2022	101-19-4321-0000	
75292776	Badger-Manor-Cathcart Parks	244.78	12/20/2022	101-52-4321-0000	
75292776	City of Shwd-West Tower	152.82	12/20/2022	601-00-4321-0000	
	Check Total:	711.17			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Total for Check Run:	39,707.72			
	Total of Number of Checks:	2			

Accounts Payable
Computer Check Proof List by Vendor

User: mnguyen
Printed: 01/03/2023 - 11:05PM
Batch: 00008.12.2022 - 4th Qtr-2022-Sales Tax



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 11	MINNESOTA DEPARTMENT OF REVENUE			Check Sequence: 1	ACH Enabled: True
4th Qtr-2022-Sales Ta:	Quarterly Water Sales Tax -	532.00	12/31/2022	601-00-2081-0000	
	Check Total:	532.00			
	Total for Check Run:	532.00			
	Total of Number of Checks:	1			

Accounts Payable

Computer Check Proof List by Vendor

User: mnguyen
Printed: 01/03/2023 - 11:10PM
Batch: 00009.12.2022 - Midwest Mailing



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 286	MIDWEST MAILING SYSTEMS INC			Check Sequence: 1	ACH Enabled: True
79817	Utility-Postage	391.87	12/31/2022	601-00-4208-0000	
79817	Utility-Svc	101.25	12/31/2022	601-00-4400-0000	
79817	Utility-Postage	391.88	12/31/2022	611-00-4208-0000	
79817	Utility-Svc	101.25	12/31/2022	611-00-4400-0000	
79817	Utility-Postage	391.87	12/31/2022	621-00-4208-0000	
79817	Utility-Svc	101.25	12/31/2022	621-00-4400-0000	
79817	Utility-Svc	101.25	12/31/2022	631-00-4400-0000	
79817	Utility-Postage	391.88	12/31/2022	631-00-4208-0000	
	Check Total:	1,972.50			
	Total for Check Run:	1,972.50			
	Total of Number of Checks:	1			

Accounts Payable

Computer Check Proof List by Vendor

User: mnguyen
Printed: 01/04/2023 - 9:44AM
Batch: 00010.12.2022 - Dec-2022-Paid-01-09-2023



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 104	ADAM'S PEST CONTROL INC			Check Sequence: 1	ACH Enabled: True
3583876	Building Inspection-Shorewood	87.85	12/31/2022	101-19-4400-0000	
3585056	Building Inspection-Southshore	73.90	12/31/2022	201-00-4400-0000	
	Check Total:	161.75			
Vendor: 125	BOYER FORD TRUCKS			Check Sequence: 2	ACH Enabled: True
003P31745	Parts	64.78	12/31/2022	101-32-4221-0000	
008P17869	Parts	289.73	12/31/2022	101-32-4221-0000	
	Check Total:	354.51			
Vendor: 133	CARGILL, INCORPORATED			Check Sequence: 3	ACH Enabled: False
2907787332	Salt for Deicing	2,623.88	12/31/2022	101-33-4245-0000	
2907791568	Salt for Deicing	5,233.67	12/31/2022	101-33-4245-0000	
2907811691	Salt for Deicing	2,551.27	12/31/2022	101-33-4245-0000	
2907823840	Salt for Deicing	5,122.04	12/31/2022	101-33-4245-0000	
2907828658	Salt for Deicing	2,591.37	12/31/2022	101-33-4245-0000	
	Check Total:	18,122.23			
Vendor: 136	CENTERPOINT ENERGY-GAS			Check Sequence: 4	ACH Enabled: True
12-30-2022	20405 Knightsbridge Rd	122.85	12/31/2022	601-00-4394-0000	
12-30-2022	28125 Boulder Bridge	258.63	12/31/2022	601-00-4396-0000	
12-30-2022	24200 Smithtown Rd	991.45	12/31/2022	101-32-4380-0000	
12-30-2022	6000 Eureka Road	267.60	12/31/2022	101-52-4380-0000	
12-30-2022	5755 Country Club Rd	483.76	12/31/2022	101-19-4380-0000	
79456885-122222	5735 Country Club Rd-SCEC	546.46	12/31/2022	201-00-4380-0000	
86501806-122222	20630 Manor Rd	81.80	12/31/2022	101-52-4380-0000	
	Check Total:	2,752.55			
Vendor: 137	CENTURY LINK			Check Sequence: 5	ACH Enabled: True
9524702294Dec22	952-470-2294-642-PW	65.75	12/31/2022	101-32-4321-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
9524707819Dec22	952-470-7819-261-SSCC	123.50	12/31/2022	201-00-4321-0000	New Line
9524746340Dec22	952-474-6340-989-CH	120.50	12/31/2022	101-19-4321-0000	
	Check Total:	309.75			
Vendor: 915	CINTAS			Check Sequence: 6	ACH Enabled: False
9206134037	First Aid Supplies	537.95	12/31/2022	101-19-4245-0000	
	Check Total:	537.95			
Vendor: 804	DAVID DROWN ASSOCIATES, INC.			Check Sequence: 7	ACH Enabled: False
00005520	Financial Consulting Svcs	1,000.00	12/31/2022	307-00-4720-0000	
00005520	Financial Consulting Svcs	1,000.00	12/31/2022	601-00-4720-0000	
00005520	Financial Consulting Svcs	1,000.00	12/31/2022	308-00-4720-0000	
00005520	Financial Consulting Svcs	1,000.00	12/31/2022	309-00-4720-0000	
00005520	Financial Consulting Svcs	1,000.00	12/31/2022	320-00-4720-0000	
00005520	Financial Consulting Svcs	1,000.00	12/31/2022	321-00-4720-0000	
	Check Total:	6,000.00			
Vendor: 1273	DJ COMMERCIAL DOORS, LLC			Check Sequence: 8	ACH Enabled: False
Estimate2292	50% Down Payment-Water Door Replacement- ^A	4,340.99	12/31/2022	601-00-4620-0000	
	Check Total:	4,340.99			
Vendor: 1308	HI-LINE INC.			Check Sequence: 9	ACH Enabled: False
11004270	Tools	270.60	12/31/2022	101-32-4245-0000	
	Check Total:	270.60			
Vendor: 896	HUEBSCH SERVICES			Check Sequence: 10	ACH Enabled: True
20192285	SCEC - Mats	74.86	12/31/2022	201-00-4400-0000	
20195436	City Hall - Mats	202.73	12/31/2022	101-19-4400-0000	
	Check Total:	277.59			
Vendor: 1039	MID-COUNTY COOP			Check Sequence: 11	ACH Enabled: False
56477	Fuel	952.58	12/31/2022	101-32-4212-0000	
56478	Fuel	541.57	12/31/2022	101-32-4212-0000	
	Check Total:	1,494.15			
Vendor: 313	MICHELLE THU-THAO NGUYEN			Check Sequence: 12	ACH Enabled: True
December-2022	Mileage Reimbursement	103.70	12/31/2022	101-15-4331-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	103.70			
Vendor: 316	MICHELLE LEE NORMAN			Check Sequence: 13	ACH Enabled: False
Sept-2022	Mileage to Cambria Hotel-Maple Grove	28.63	12/31/2022	101-13-4331-0000	
	Check Total:	28.63			
Vendor: 325	ON SITE SANITATION -TWIN CITIES			Check Sequence: 14	ACH Enabled: True
1464989	Cathcart Park-26655 W- 62nd St	78.05	12/31/2022	101-52-4410-0000	
1464990	Freeman Park-6000 Eureka Rd	425.70	12/31/2022	101-52-4410-0000	
1464991	Silverwood Pk-5755 Covington R	78.05	12/31/2022	101-52-4410-0000	
1464992	South Shore-5355 St Albans Bay	78.05	12/31/2022	101-52-4410-0000	
1464993	Christmas Lk Rd-5625 Merry Ln	271.98	12/31/2022	101-52-4410-0000	
	Check Total:	931.83			
Vendor: 355	SHRED-N-GO INC			Check Sequence: 15	ACH Enabled: False
144804	Shredded Svc	64.08	12/31/2022	101-13-4400-0000	
	Check Total:	64.08			
Vendor: 296	STATE OF MN-MINNESOTA DEPARTMENT OF HEALTH			Check Sequence: 16	ACH Enabled: False
4th Qtr-2022-SS	Quarterly Water Surcharges	3,824.00	12/31/2022	601-00-2082-0000	
	Check Total:	3,824.00			
Vendor: 1194	THE McDOWELL AGENCY, INC.			Check Sequence: 17	ACH Enabled: False
143998	Background Check-Matthew Morreim	85.00	12/31/2022	101-32-4400-0000	
	Check Total:	85.00			
Vendor: 1083	UNIFIRST CORPORATION			Check Sequence: 18	ACH Enabled: True
Dec-2022-Act#156285	Account#1562857 - Uniforms Services	818.15	12/31/2022	101-32-4400-0000	
	Check Total:	818.15			
Vendor: 408	WM MUELLER & SONS INC			Check Sequence: 19	ACH Enabled: True
283831	Salt & Sand	280.03	12/31/2022	101-33-4245-0000	
	Check Total:	280.03			
Vendor: 411	XCEL ENERGY, INC.			Check Sequence: 20	ACH Enabled: True
809355969	24253 Smithtown Rd	1,452.92	12/31/2022	601-00-4395-0000	24253 Smithtown Rd
809357926	5735 Country Club Rd	946.19	12/31/2022	201-00-4380-0000	5735 Country Club Rd

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
809401263	5755 Country Club Rd	138.58	12/31/2022	101-19-4380-0000	5755 Country Club Rd
809871521	28125 Boulder Bridge Drive	395.57	12/31/2022	601-00-4396-0000	28125 Boulder Bridge Drive
810081620	4931 Shady Isalnd Road	24.46	12/31/2022	611-00-4380-0000	4931 Shady Isalnd Road
810163526	5700 County Rd 19	50.00	12/31/2022	101-32-4399-0000	5700 County Rd 19
810163526	5700 County Rd 19 - Unit Light	402.41	12/31/2022	101-32-4399-0000	5700 County Rd 19 - Unit Light
Check Total:		3,410.13			
Total for Check Run:		44,167.62			
Total of Number of Checks:		20			

Accounts Payable

Computer Check Proof List by Vendor

User: mnguyen
Printed: 01/04/2023 - 11:45AM
Batch: 00002.01.2023 - AP-01-09-2023



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 105 INV294780	ADVANCED IMAGING SOLUTIONS Konica Minolta/C658 Copier	39.00	01/09/2023	Check Sequence: 1 101-19-4221-0000	ACH Enabled: True
	Check Total:	39.00			
Vendor: 580 2023ArcticFever	CARLSON'S LLOVEABLE LLAMAS 2023 Arctic Fever Event at Freeman Park	350.00	01/09/2023	Check Sequence: 2 101-53-4441-0000	ACH Enabled: False
	Check Total:	350.00			
Vendor: 1229 110-2023AF	CAST OUTDOOR ADVENTURES 2023 Arctic Fever - Dogsled Ride Services	3,000.00	01/09/2023	Check Sequence: 3 101-53-4441-0000	ACH Enabled: False
	Check Total:	3,000.00			
Vendor: 1283 000078	CREME DE LA CREME PROVISIONS 2023 Arctic Fever - Cookie Decorating Station	250.00	01/09/2023	Check Sequence: 4 101-53-4441-0000	ACH Enabled: False
	Check Total:	250.00			
Vendor: 177 Q26113477	ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE, INC. 2023 ArcGIS Maint	404.00	01/09/2023	Check Sequence: 5 101-18-4221-0000	ACH Enabled: True
	Check Total:	404.00			
Vendor: 179 1st Qtr-2023 1st Qtr-2023	EXCELSIOR FIRE DISTRICT Building Operations	50,028.98 135,632.81	01/09/2023 01/09/2023	Check Sequence: 6 101-22-4620-0000 101-22-4400-0000	ACH Enabled: False
	Check Total:	185,661.79			
Vendor: 200 2120742 2120742	GOPHER STATE ONE CALL Monthly Rental Monthly Rental	12.60 12.60	01/09/2023 01/09/2023	Check Sequence: 7 601-00-4400-0000 611-00-4400-0000	ACH Enabled: True

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
2120742	Monthly Rental	12.60	01/09/2023	631-00-4400-0000	
	Check Total:	37.80			
Vendor: 471	HENNEPIN COUNTY ACCOUNTS RECEIVABLE			Check Sequence: 8	ACH Enabled: False
1000196371	Assessment Fee- First Half - 2023: 8/1/22 - 7/31	85,000.00	01/09/2023	101-16-4400-0000	
	Check Total:	85,000.00			
Vendor: 378	KEN-MAR FARM DRAFTS, LLC			Check Sequence: 9	ACH Enabled: False
2023ArcticFever	2023 Arctic Fever-Freeman Park-Sleigh Rides on	750.00	01/09/2023	101-53-4441-0000	
	Check Total:	750.00			
Vendor: 1058	KTJ 285, LLC			Check Sequence: 10	ACH Enabled: False
01-08-2023	TIF Pay As you go payment:02-01-223	83,999.30	01/09/2023	470-00-4400-0019	
	Check Total:	83,999.30			
Vendor: 251	LAKE MINNETONKA CONSERVATION DISTRICT			Check Sequence: 11	ACH Enabled: True
2023Q1Shor	Quarterly Levy Payment	5,565.50	01/09/2023	101-11-4433-0000	
	Check Total:	5,565.50			
Vendor: 13	LEAGUE OF MINNESOTA CITIES INSURANCE TRUST (0049)			Check Sequence: 12	ACH Enabled: False
40003090-1214222	Property/Casualty-Act#40003090-Public Safety	26,456.00	01/09/2023	101-19-4360-0000	Acct#40003090
	Check Total:	26,456.00			
Vendor: 279	METROPOLITAN COUNCIL (WASTEWATER)			Check Sequence: 13	ACH Enabled: True
1148985	Monthly Waste Water Svc	96,842.75	01/09/2023	611-00-4385-0000	
	Check Total:	96,842.75			
Vendor: 1181	SPLIT ROCK MANAGEMENT, INC.			Check Sequence: 14	ACH Enabled: True
86644	Custodial Service-CH Building	487.00	01/09/2023	101-19-4400-0000	
86645	Custodial Service-PWs Building	369.00	01/09/2023	101-32-4400-0000	
	Check Total:	856.00			
Vendor: 1101	SPRINGBROOK HOLDING COMPANY LLC			Check Sequence: 15	ACH Enabled: True
INV-011474	Springbrook-CivicPay Fees	8.25	01/09/2023	621-00-4450-0000	
INV-011474	Springbrook-CivicPay Fees	8.25	01/09/2023	631-00-4450-0000	
INV-011474	Springbrook-CivicPay Fees	8.25	01/09/2023	611-00-4450-0000	
INV-011474	Springbrook-CivicPay Fees	8.25	01/09/2023	601-00-4450-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Check Total:		33.00			
Vendor: 415	WARNER CONNECT			Check Sequence: 16	ACH Enabled: True
29941227	Network Maint Services	498.56	01/09/2023	101-19-4321-0000	
2994129	Network Maint Services-February Svc	5,395.93	01/09/2023	101-19-4321-0000	
Check Total:		5,894.49			
Total for Check Run:		495,139.63			
Total of Number of Checks:		16			

Accounts Payable
Computer Check Proof List by Vendor

User: mnguyen
Printed: 01/04/2023 - 7:43PM
Batch: 00011.12.2022 - Dec-22-Paid-01-09-2023



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 1281	MEYER CONTRACTING, INC			Check Sequence: 1	ACH Enabled: False
PV#3-StwnPd-ShwdO	PV#3-Smithtown Pond-Shorewood Oaks Draina	615,767.08	12/31/2022	412-00-4680-0000	
	Check Total:	615,767.08			
Vendor: 638	VALLEY PAVING			Check Sequence: 2	ACH Enabled: False
PV#2-Christmas	PV#2 & Final - Christmas Lake Boat Landing	2,219.30	12/31/2022	402-00-4680-0000	
	Check Total:	2,219.30			
	Total for Check Run:	617,986.38			
	Total of Number of Checks:	2			



City of Shorewood Council Meeting Item

Title/Subject: City Master Fee Schedule Annual Review
Meeting Date: Monday, January 9, 2022
Prepared by: Sandie Thone, City Clerk/HR Director
Reviewed by: Mark Nevinski, City Administrator
Joe Rigdon, Finance Director
Attachments:
Resolution 23-001
Proposed 2023 City Master Fee Schedule

Policy Consideration: 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. 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.

Background: The attached proposed 2023 City Master Fee Schedule incorporates the proposed fee schedule amendments as recommended by staff who have reviewed their respective departmental fees to approximate the direct and indirect costs associated with the services provided.

A discussion of new and increased fees is as follows.

Stormwater Fees: A MS4 Illicit Discharge Appeal fee of \$200 is being proposed, referencing City Code section 907.11 (Page 9 of Fee Schedule) to allow for an appeal process as it relates to MS4 Illicit Discharge.

Building Permit Fees: Fee minimums for Plumbing and Mechanical flat fee permits were no longer covering the cost to issue those permits or provide the inspections. These fees (Page 13 of City Fee Schedule) were increased from \$35 to \$60 or 2 for \$100.

Utility Rates: *Ordinance 593, which was passed by the city council in September of this year, allows for Water, Sanitary Sewer, and Stormwater Management Utility Rate increases* (Pages 8 & 9 of Fee Schedule) which become effective January 2023 and are incorporated into the City's Master Fee Schedule.

Mission Statement: *The City of Shorewood is committed to providing residents quality public services, a healthy environment, a variety of attractive amenities, a sustainable tax base, and sound financial management through effective, efficient, and visionary leadership.* Page 1

Shorewood Community & Event Center Fees: Community Center Fees (Pages 17 & 18 of City Fee Schedule) were updated to include a reduction in the various rates for rooms based on time and day and eliminated the 4-hour block and replaced them with broader time windows for rentals and added full day rates for Fridays and Saturdays for the banquet room. Partial day rentals were limited to 9AM-1PM or 4pm-12Midnight rental windows. These changes were made to increase the capacity for weekend rentals and allow time to clean and reset between rental groups. A 5-hour time block was added for the conference room on the weekends as it can be used for bridal room, event headquarters, etc. for renters of the banquet hall. The fees for table linens were increased, compostable items were removed, and coffee options reflect what is currently available at the center.

Financial or Budget Considerations: The city fees cover the cost of providing the services as delineated in the City Master Fee Schedule.

Recommendation/Action Requested:

Staff respectfully recommends the city council approve Resolution 23-001 adopting the 2023 Master Fee Schedule as proposed or make the appropriate changes as deemed appropriate. **Motion, second and simple majority vote required.**

Connection to Vision/Mission: Consistency in providing residents quality public services, a variety of attractive amenities, a sustainable tax base, and sound financial management through effective, efficient, and visionary leadership.

**CITY OF SHOREWOOD
COUNTY OF HENNEPIN, STATE OF MINNESOTA
RESOLUTION 23-001
2023 CITY MASTER FEE SCHEDULE**

The City of Shorewood and its activities as a municipality requires setting forth fees and charges to reimburse the city for administrative and other expenses related to the issuing of permits, licenses and other services; and must maintain a relevant schedule of fees and regularly audit their effectiveness.

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. 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 the following fees have been amended as follows:

Stormwater Fees: A MS4 Illicit Discharge Appeal fee of \$200 is being proposed, referencing City Code section 907.11 (Page 9 of City Fee Schedule) to allow for an appeal process as it relates to MS4 Illicit Discharge.

Building Permit Fees: Fee minimums for Plumbing and Mechanical flat fee permits were no longer covering the cost to issue those permits or provide the inspections. These fees (Page 13 of City Fee Schedule) were increased from \$35 to \$60 or 2 for \$100.

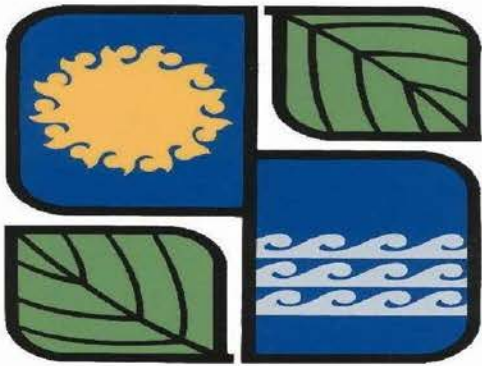
Utility Rates: *Ordinance 593, which was passed by the city council in September of this year, allows for Water, Sanitary Sewer, and Stormwater Management Utility Rate increases* (Pages 8 & 9 of Fee Schedule) which become effective January 2023 and are incorporated into the City's Master Fee Schedule.

Shorewood Community & Event Center Fees: Community Center Fees (Pages 17 & 18 of the City Fee Schedule) were updated to include a reduction in the various rates for rooms based on time and day and eliminated the 4-hour block and replaced them with broader time windows for rentals and added full day rates for Fridays and Saturdays for the banquet room. Partial day rentals were limited to 9AM-1PM or 4pm-12Midnight rental windows. These changes were made to increase the capacity for weekend rentals and allow time to clean and reset between rental groups. A 5-hour time block was added for the conference room on the weekends as it can be used for bridal room, event headquarters, etc. for renters of the banquet hall. The fees for table linens were increased, compostable items were removed, and coffee options reflect what is currently available at the center.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Shorewood the 2023 City Master Fee Schedule for the City of Shorewood is adopted. **ADOPTED BY THE CITY COUNCIL** of the City of Shorewood this 9th day of January 2023.

Jennifer Labadie, Mayor

Sandie Thone, City Clerk



City of
Shorewood

MASTER FEE SCHEDULE

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 or at city offices located at 5755 Country Club Road in Shorewood, MN 55331. To obtain an electronic copy please email cityofshorewood@gmail.com.

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

LICENSE, PERMIT, SERVICE CHARGES AND MISCELLANEOUS FEES		
Type of Charge/Fee	City Code Reference	Charge/Fee
I. License and Permit Service Fees		
Adult use license	309	
Investigative fee		\$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 when required		\$95 inoculation \$35 bath
Commercial lawn fertilizer application license (annual)	310.03.2d	\$30
Dock - Boat docks and boat storage facility license	304.05	\$35
Dock - Multiple dock facility license	1201.24, Subd. 10	\$2 per slip/per year
Dog licenses, per animal	701.03.2	\$10/\$5 license late fee
Domestic partnership registry	110.06	\$25
Registration		\$25
Amendment		\$25
Termination certificate, certified		\$2
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
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 \$10/renewal license
Police alarm permits	601.06.1	\$100 3rd false alarm and thereafter

System contractor license		\$1,000 bond
Therapeutic massage annual business license		\$100
Tobacco retailer license	302	\$250/premise
Tobacco administrative fines:		
Tobacco licensees in violation		\$75/first offense \$200/second offense in 24-month period \$250/thereafter within 24-month period
Individuals in tobacco violation		\$50 per offense

II. Liquor License Fees and Liquor Violation Fines

Type of Charge/Fee	City Code Reference	Charge/Fee
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 licensees' in violation	40121	\$500/first offense \$1,000/second offense in 24 months \$1,500/third offense in 24 months \$2,000/fourth offense in 24 months

III. Utility Rates		
Sewer		
Type of Charge/Fee	City Code Reference	Charge/Fee
Sewer connection permit	904.07.1	\$150
Sanitary Sewer Service	904.15.1a	
Residential:	Ord. 593	
Sewer Only per quarter		\$112.36
Low Income Sewer per quarter		\$74.90
Commercial:	Ord. 593	
Base Charge		\$12.70
1-28,500 gallons per quarter		\$112.36
1,000 gallons in excess of 28,500 gallons per quarter		\$2.92
Sanitary sewer surcharge	904.09.5	\$100/month
Local sewer availability charge	904.18.3	\$1,200
Water		
Type of Charge/Fee	City Code Reference	Charge/Fee
Water connection permit	903.03.1a	
Inside		\$60
Outside		\$60
Watering restriction violation	903.12	\$50 first violation \$25 increase each succeeding violation (e.g. 2nd violation \$75, 3rd violation \$100, and the like)
Water meter	903.04.1	
5/8"x3/4"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	\$80
Water service	903.09.1a	
1 st 5,000 gallons	Ord. 593	\$26.86
Per 1,000 gallons in excess of 5,000 and up to 50,000 gallons		\$4.54
Per 1,000 gallons in excess of 50,000 gallons per quarter		\$6.52
Water service - low income per quarter	903.09.1a (1) Ord. 593	\$23.06 minimum
Water turn-on and shut-off fee	903.04	\$50
Water connection fee	903.03.3	\$10,000
Single-family residential		See chart/formula in 903.04subd 3a
Multi-family residential, Commercial		See chart/formula in 903.04subd 3a
Schools, churches, government and other non-residential		
Stormwater Management		
Type of Charge/Fee	City Code Reference	Charge/Fee
Stormwater Management Utility	905.03	
Basic System Rate	Ord.593	\$37.29
Lots less than 10,000 s/f per quarter		\$26.11
Lots 10,000-50,000 s/f per quarter		\$37.29
Lots 50,000 plus s/f per quarter		\$48.54
MS4 Illicit Discharge Appeal	907.11	\$200.00
Recycling		
Type of Charge/Fee	City Code	Charge/Fee
Residential recycling fee		\$14/quarter/household

IV. Miscellaneous Fees and Charges		
Type of Charge/Fee	City Code Reference	Charge/Fee
Special assessment search		\$25
Mailed minutes (nonresident)		\$75.00 annual \$.25/page/individual
Mailed agendas		\$35 annual \$.25/page/individual
Copies (B&W)		\$.25/page/single side 8.5 x 11@ \$.50/page/single side > 8.5x11 \$3/page/single side > 11x17
Color copies		\$1/page/single side \$2/page/single side > 8.5x11 \$4/page/single side > 11x17
Mailing labels (All city residents)		\$65 all residents on mailing labels
Aerial topography: Mylar copy Electronic		\$16/acre plus \$5/mylar \$50/megabyte of data
City Code book:		\$75
CD Rom		\$25
Updates		\$25/year
City Zoning Code		\$.25 per page plus binding costs
Assessment Certification Fee	903.10.3(e)	\$50
Comprehensive Plan (softbound color copy)		Cost of production
City Subdivision Ordinance (softbound copy)		\$.25 per page plus binding costs
Election Candidate filing fee		\$2
Transient business, peddling/soliciting	308.08	\$50/applicant
Sand barrel/sand charge		\$40 barrel and sand/\$30 sand only
*Rental Housing Licenses (3-year period)		
Appeal filing fee		\$100
*License application fee, per rental dwelling in building with one to five units (includes two inspections per unit)	1004.06.6	\$75

*License application fee, per rental dwelling in building with six or more rental units (includes up to two inspections per unit)	1004.03(3) (Res.17-089)	\$400 plus \$10 per rental unit up to \$750 maximum
Additional inspections as necessary	1004.03(3) (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) (Res.20-022) 1004.03(3) (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
Franchise Fees: These monthly fees are collected by the respective utility and remitted to the City on a quarterly basis. <u>Natural Gas Franchise Fee:</u> Residential Com-A SVDF-A SVDF-B LG (Dual Fuel or Firm) Com/Ind-B Com/Ind-C <u>Electric Franchise Fee:</u> Residential Small C & I Non-Demand Small C & I Demand Large C & I	Ordinance 559 and 560 Adopted 6/25/2018	 \$4.00 \$4.00 \$4.00 \$4.00 \$4.00 \$10.00 \$25.00 \$4.00 \$8.00 \$10.00 \$25.00

V. Park and Recreation		
Type of Charge/Fee	City Code Reference	Charge/Fee
Park and recreation use fees	902.06.3	
Organized sports participant		\$10/per participant, per sport, per season
Skating rinks (per rink)		
Lights		\$15/hour
Tournaments, per rink		\$30/day plus attendant salary
Special Event Registration and Permit	505.02.4	\$50/day for events on public property with 75 or more attendees/participants.
Community Gardens		Resident & Non-Resident Fees \$30/Resident \$45/Non-Resident
Soccer/Football/Baseball/Softball Fields (per field)		
Damage deposit, all fields		\$125/flat fee
Football Field, unlighted		\$50/hour or \$210/day
Lights		\$30/hour
Diamond field (baseball)		\$50/day
Entire soccer area, unlighted		\$150/day
Tennis Courts		\$5/court/hour
Picnic Pavilions		Resident & Non-Resident Fees
Manor/Freeman/Silverwood		\$25 + tax /Resident \$50 + tax/Non-Resident
Eddy Station/Badger Park		\$50 + tax /Resident \$75 + tax/Non-Resident

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.

Building permit	1001.03	1997 U.B.C. SECTION 107 1997 U.B.C. TABLE 1-A AND STATE RULE 1300.0160
Reinspection fee	(Res. 20-022)	\$75
Residential		
Roofing permit		\$125
Siding permit	S.B.C.	\$125
Window permit	S.B.C.	\$125
Mechanical permit		State Statute or 2.5% of value, \$60 Minimum or 2 for \$100
Plumbing permit	S.B.C.	State Statute or \$15/fixture, \$60 Minimum or 2 for \$100
Removal or abandonment, underground tanks	U.F.C.	\$35 first tank plus \$20 each additional
Demolition permit	S.B.C.	\$50 (Fee waived when done in conjunction with a building permit or burned by the fire department)
Sign permit application fee	1201.03.11f	\$20 (Temporary) Per 1997 U.B.C. Table 1-A for permanent
Fence permit	1201.03.2f	\$20
Grading/filling permit	S.B.C.	Per 1997 U.B.C. Table A-33-A and A-33-B

R.O.W Administrative Charge	901.11 Subd. 5	\$200 (in addition to actual costs)
R.O.W. Annual Registration Fee	901.06 Subd.1	\$400
R.O.W. Encroachment Permit	901.01.2a	\$40
R.O.W. 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	\$60 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	\$20
Unlawful Encroachment into Right-of-Way	901.03 Subd. 4	\$200/minimum fee And up to the actual cost of removal

VII. Zoning and Land Use Fees		
LICENSE, PERMIT, SERVICE CHARGES AND MISCELLANEOUS FEES		
Type of Charge/Fee	City Code Reference	Charge/Fee
Comprehensive plan amendment Pre-application Formal Application		\$200 \$800 plus \$1,000 escrow
Conditional use permit Residential Non-residential	1201.04	\$400 \$500 plus \$1,000 escrow
Fence permit	1201.03	\$20
Interim use permit Residential Non-residential	1201.04	\$400 \$500 plus \$1,000 escrow
Planned unit development Concept Stage	1201.25	\$500 plus \$1,000 escrow
Development Stage	1201.25	\$700 plus \$1,000 escrow
Final Stage	1201.25	\$500 plus \$1,000 escrow
By Conditional Use Permit	1201.06	\$500 plus \$1,000 escrow
Sign permits Temporary Permanent	1201.03.11f	\$20 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
Subdivision (minor subdivision)	1202.03 (Ord. 576)	\$500 plus \$1000 escrow
Subdivision (preliminary plat) 5 or fewer lots Over 5 lots	1202.03	\$600 plus \$25/lot plus an escrow deposit, as follows: \$1,000 \$3,000

VII. Zoning and Land Use Fees
LICENSE, PERMIT, SERVICE CHARGES AND MISCELLANEOUS FEES

Type of Charge/Fee	City Code Reference	Charge/Fee
Subdivision (final plat)	1202.03	\$500 plus \$25/lot plus an escrow deposit, as follows: \$1,000 \$2,000
5 or fewer lots		
Over 5 lots		
Traffic Studies when required as part of another application	Multiple	Escrow for estimated cost of study to be completed by the City's consulting engineers plus \$500.
Vacation or Easement		\$400
Variances	1201.05 and 1202.09	\$400
Residential		
Non-residential		\$500
Zoning Amendment (Text or Map)	1201.04	\$600 plus \$1,000 escrow
Zoning Permits	1201.07	\$20
Zoning Verification Letter	1200	\$50
Park dedication (cash in lieu of land)	1202.07	\$6,500/dwelling unit or 8% of raw land value
Extension of deadline for recording resolutions	1202.03	\$200
Extension of plat approval	1202.03	\$200

*Note: Base fees are non-refundable. Escrow deposits are to cover consulting engineer, attorney, and other consultant 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 account shall be required to submit the escrow based on the highest required escrow amount.

SHOREWOOD COMMUNITY AND EVENT CENTER

- Local Non-Profits will be charged 50 percent of the Resident Rates
- All Rates: Based on a 2 (two) hour Minimum rental. *All Room and Kitchen rentals are subject to availability. Rate schedule subject to change.*

BANQUET ROOM CAPACITY: 160 - ROUND TABLES 200 - THEATRE STYLE				
Day of Week	Time of Day	Hours	Regular Rates Non-Resident	Shorewood Resident Rates (reflects 20% discount)
Friday or Saturday Evening	4:00 PM to 12:00 Midnight	8.0	\$590	\$472
Friday or Saturday Day	9:00 AM to 1:00 PM	4.0	\$220	\$176
Friday or Saturday Full Day	9:00 AM to 12:00 Midnight	15.0	\$688	\$550
Sunday	9:00 AM to 11:00 PM		\$50/hour	\$40/hour
Monday -Thursday	9:00 AM to 12:00 Midnight		\$45/hour	\$36/hour
Damage Deposit			\$200	\$200
Custodial Fee < 50 People			\$100	\$100
51 to 200 People			\$200	\$200
ACTIVITY ROOM CAPACITY: 60 Day of Week				
Day of Week	Time of Day	Hours	Non-Resident Rates	Resident Rates (reflects 20% discount)
Friday or Saturday	9:00 AM to 12:00 Midnight		\$42/hour	\$34/hour
Sunday	9:00 AM to 11:00 PM		\$36/hour	\$28/hour
Monday - Thursday	9:00 AM to 12:00 Midnight		\$36/hour	\$28/hour
Custodial Fee			\$50	\$50
CONFERENCE ROOM CAPACITY: 20 Day of Week				
Day of Week	Time of Day	Hours	Non-Resident Rates	Resident Rates (reflects 20% discount)
Friday or Saturday	9:00 AM to 12:00 Midnight	5.0	\$127	\$102
Sunday - Thursday	9:00 AM to 11:00 PM	2-hr/min	\$30/hour	\$24/hour
Custodial Fee			\$20	\$20
COMMERCIAL KITCHEN Day of Week				
Day of Week	Rental Fee	Storage Fee		Security Deposit
Monday-Friday	\$30/hour up to 4 hours \$175 for 4 to 8 hours Over 8 hours add \$30/hour	\$50 Month for one rental area/\$25 per add'l space		\$200

SHOREWOOD COMMUNITY AND EVENT CENTER RENTAL ITEMS

Linens (specify long or medium length):

Rounds @ 12.00 ea.

Rectangles @ 12.00 ea.

Dinnerware place settings (4 pc): (dinner plate, dessert/salad plates, cup/saucer)

\$2.00 per place setting

\$0.45 per additional piece

Flatware place settings (4 pc): dinner knife, dinner fork, salad fork, teaspoon

\$1.50 per place setting

\$0.35 per additional piece

Glassware (1 pc) settings: (water glass, wine glass)

\$0.50 ea.

Coffee: \$10/pot

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



City of Shorewood Council Meeting Item

Title/Subject: 2023 Mileage Reimbursement Rate
Meeting Date: Monday, January 9, 2023
Prepared by: Sandie Thone, City Clerk/HR Director
Reviewed by: Marc Nevinski, City Administrator

Background: Minnesota law authorizes public entities to compensate or reimburse their employees for mileage or to pay a monthly or periodic allowance, but not both. Pursuant to the Shorewood Personnel Policy the city reimburses employees for mileage in lieu of providing a monthly or periodic allowance for the use of their own vehicles for work purposes.

Effective January 1, 2023, the IRS standard mileage rates for the use of a car (vans, pickups, or panel trucks) will be 65.5 cents per mile for business miles driven, up three cents from the mid-year increase of 62.5 cents (effective July 1) and up seven cents from the 58.5 cents set at the first of the year in 2022. The standard mileage rate for business is based on an annual study of the fixed and variable costs of operating an automobile.

Staff recommends that the city council adopt the practice of following the IRS standard mileage rates for reimbursing employee mileage pursuant to the Shorewood Personnel Policy.

Recommendation/Action Requested: Staff respectfully recommends the council approve the practice of following the IRS standard mileage rates for employee mileage reimbursement. **Motion, second and simple majority required.**

Connection to Vision /Mission: Consistency in providing the community with quality public services, a sustainable tax base and sound financial management through effective, efficient, and visionary leadership.



City of Shorewood Council Meeting Item

Title/Subject: Council Out of State Travel Policy Annual Review
Meeting Date: Monday, January 9, 2023
Prepared by: Sandie Thone, City Clerk/HR Director
Reviewed by: Marc Nevinski, City Administrator

2G

MEETING TYPE
Regular Meeting

Background: An Act by the Minnesota Legislature in 2005 imposed an obligation on cities to establish an official travel policy for elected officials. On the 9th day of January in 2006 Shorewood City Council adopted the attached policy for Out-of-State Travel by Members of the City Council.

The policy addresses the requirements for the following:

- 1) When travel outside of the state is appropriate
- 2) Applicable expense limits
- 3) Procedures for approval of the travel

The policy is required to be reviewed and voted upon on an annual basis. The council can choose to approve the attached policy or amend the attached policy. There have been no amendments made to the Travel Policy since its adoption in 2006.

Recommendation/Action Requested: Staff respectfully recommends the council review the attached Travel Policy, make amendments if desired and approve the Travel Policy as is or as amended. **Motion, second and simple majority required.**

Connection to Vision /Mission: Consistency in providing the community with quality public services, a sustainable tax base and sound financial management through effective, efficient, and visionary leadership.

OUT OF STATE TRAVEL POLICY FOR MEMBERS OF THE CITY COUNCIL

PURPOSE

The City of Shorewood recognizes that its elected officials may at times receive value from traveling out of the State for workshops, conferences, events, and other assignments. This policy sets forth the conditions under which out-of-state travel will be reimbursed by the City.

GENERAL GUIDELINES

1. The event, workshop, conference, or assignment must be approved in advance by the City Council at an open meeting and must include an estimate of the cost of the travel. In evaluating the out-of-state travel request, the Council will consider the following:
 - a. Whether the elected official will be receiving training on issues relevant to the City or his or her role as the mayor or council member.
 - b. Whether the elected official will be meeting and working with other elected officials from around the country to exchange ideas on topics of relevance to the City or on the official roles of elected officials.
 - c. Whether the elected official will be reviewing a facility or function that is similar in nature to one that is currently operating at, or under consideration by, the City where the purpose for the trip is to study the facility or function to bring back ideas for the consideration of the full Council.
 - d. Whether the elected official has been specifically assigned by the Council to visit another city for the purpose of establishing a goodwill relationship, such as a "sister city" relationship.
 - e. Whether the elected official has been specifically assigned by the Council to testify on behalf of the City at the United States Congress or otherwise to meet with federal officials on behalf of the City.
 - f. Whether the City has sufficient funding available in the budget to pay the cost of the trip.
2. No reimbursement will be made for attendance at events sponsored by or affiliated with political parties.
3. The City may make payments in advance for airfare, lodging, and registration if specifically approved by the Council. Otherwise, all payments will be made as reimbursements to the elected official.

4. The City will reimburse for transportation, lodging, meals, registration, and incidental costs as follows:
 - a. Airfare will be reimbursed at coach rate.
 - b. Mileage will be reimbursed at the IRS rate. If two or more council members travel by car, only one driver will receive reimbursement. The City will reimburse for the cost of renting an automobile if necessary, to conduct City business.
 - c. Lodging and meal costs are limited to those which are reasonable and necessary.
 - d. Receipts are required for lodging, airfare, parking, and meals and should accompany an expense report form. It is not necessary to have receipts for public transportation, cabs and tips. The expense report shall be submitted to the City Clerk or Finance Department for payment.
 - e. The City will not reimburse for alcoholic beverages, personal telephone calls, costs associated with the attendance of a family member, rental of luxury vehicles, meal expenses included in the cost of registration, or recreational expenses such as golf or tennis.
5. Exceptions to this policy can be made by majority vote of the City Council.
6. This policy shall be reviewed by the City Council at its first meeting in January each year, and amendments to the policy must be made by Resolution of the City Council.

Policy adopted on January 9, 2006.



#2H

MEETING TYPE
Regular Meeting

City of Shorewood Council Meeting Update

Title / Subject: Authorize Advertisement for One Light Equipment Operator for Public Works

Meeting Date: January 9, 2023

Prepared by: Larry Brown, Director of Public Works

Reviewed by: Marc Nevinski, City Administrator

Attachments: 2023 Approved Budget, Excerpt AFSCME Union Contract

Background: On December 12, 2022, the City Council approved the proposed 2023 Operating Budget. The budget includes the addition of one additional position of a Light Equipment Operator (LEO) for the Department of Public Works. Page 2 of Attachment 1 cites this proposal. This additional individual will aid the department in responding to resident needs and performing maintenance duties within the parks.

Financial Considerations: As proposed, this full-time position will be funded twenty percent from the Public Works Operating Budget and eighty percent from the Park Operating Budget.

In accordance with the current Union Bargaining Agreement the wage range for this position is \$28.59 per hour starting wage to \$34.58 per hour after five years, as shown in Attachment 2.

Recommendation/Action Requested: Staff recommends approval of a Motion by the City Council that authorizes advertisement for one Light Equipment Operator, as outlined herein.



City of Shorewood Council Meeting Item

Title/Subject: Resolution Accepting Donations to Arctic Fever Event
Meeting Date: Monday, January 9, 2023
Prepared by: Janelle Crossfield, Park/Rec Director
Reviewed by: Marc Nevinski, City Administrator
Attachments: Resolution 23-002

21

MEETING
TYPE
Regular
Meeting

Policy Consideration: Pursuant to Minnesota State Statutes sections §465.03 and §471.17 all donations or gifts of real and personal property, including donations for the benefit of public recreational services, must be accepted by the city council.

Background: The following persons or entities have offered to contribute the cash amounts/non-monetary items set forth below, for the purpose of the 2023 Arctic Fever Event being held on January 20 and January 21, 2023:

<u>Name of Donor</u>	<u>Amount/Item</u>
Xcel Energy	\$300
Joey Nova's Pizza	Pizza and S'more Kits
Excelsior Eye Care	Ray Ban Sunglasses, Case and Cleaner
Caribou Coffee, Shorewood	Coffee

Financial Considerations: This donation will help to cover expenses incurred for the 2023 Arctic Fever Event.

Action Requested: Staff respectfully recommends the city council approve the Resolution Accepting Donations as Delineated in the Resolution to the 2023 Arctic Fever Event and direct staff to send a thank you note to all donors.
Motion, second and two-thirds majority vote required.

Connection to Vision/Mission: Consistency in providing residents quality public services, a healthy environment, a variety of attractive amenities, a sustainable tax base, and sound financial management through effective, efficient, and visionary leadership.

Mission Statement: *The City of Shorewood is committed to providing residents quality public services, a healthy environment, a variety of attractive amenities, a sustainable tax base, and sound financial management through effective, efficient, and visionary leadership.*

**CITY OF SHOREWOOD
COUNTY OF HENNEPIN
STATE OF MINNESOTA**

RESOLUTION 23-002

**A RESOLUTION ACCEPTING DONATIONS TO THE
CITY OF SHOREWOOD 2023 ARCTIC FEVER EVENT**

WHEREAS, the City of Shorewood is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens, and is specifically authorized to accept gifts and is authorized to accept gifts for the benefit of their public recreational services pursuant to Minnesota Statutes section 471.17; and

WHEREAS, the following persons and entities have offered to contribute a donation as set forth below to the city:

<u>Name of Donor</u>	<u>Amount/Item</u>
Xcel Energy	\$300
Joey Nova's Pizza	Pizza and S'more Kits
Excelsior Eye Care	Ray Ban Sunglasses, Case and Cleaner
Caribou Coffee, Shorewood	Coffee

WHEREAS, the terms or conditions of the donations are to be used for the 2023 Arctic Fever Event; and

WHEREAS, all such donations have been contributed 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 donation offered.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHOREWOOD, MINNESOTA AS FOLLOWS:

1. The donations 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 donor's donation.

Passed by the City Council of Shorewood, Minnesota this 9th day of January 2023

Jennifer Labadie, Mayor

Sandie Thone, City Clerk



ITEM
2J

MEETING TYPE
Regular Meeting

City of Shorewood Council Meeting Item

Title / Subject: **Approving Seasonal Hires: Ice Rink Attendants**

Meeting Date: Monday, January 9, 2023

Prepared by: Janelle Crossfield, Parks and Recreation Director

Reviewed by: Marc Nevinski, City Administrator

Background: The City of Shorewood currently has two parks with skating rinks that provide warming house facilities. The parks are Cathcart Park and Manor Park. The skating rinks typically open as early as is physically possible with winter conditions for rink flooding. Once the rinks are completed, weather permitting, the warming houses at the two parks are open Monday through Friday from 3:30 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.

We currently are striving for these hours however, with limited applicants and unfavorable ice conditions at Manor we plan to focus all staffing to keep Cathcart Park Warming House open as many hours as possible.

In order to operate the warming house facilities at the above parks, the city hires seasonal employees to serve as ice rink attendants. The following two people have submitted the necessary application materials to be rink attendants:

1. Katie Eisemann
2. Nataley Vasser

Additionally, authority is requested to approve and add additional Ice Rink Attendants by the Parks and Recreation Director as needed to conduct warming house operations for the remainder of the season.

Recommendation / Action Requested:

Staff respectfully requests the city council approve the above two applicants. Due to the length of time before the next Council meeting, staff also requests for authority to approve and add additional Ice Rink Attendants as needed to conduct warming house operations for the remainder of the season.

Mission Statement: *The City of Shorewood is committed to providing residents quality public services, a healthy environment, a variety of attractive amenities, a sustainable tax base, and sound financial management through effective, efficient, and visionary leadership.*

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City of Shorewood Council Meeting Item

Title/Subject: Approve Agreements for Strawberry Lane Street Improvements Project; City Project 19-05
Meeting Date: Monday, January 9, 2023
Prepared By: Andrew Budde, City Engineer
Reviewed By: Mark Nevinski, City Administrator
Attachments: Agreements, Resolution

Background: The Shorewood City Council awarded the Strawberry Lane Improvements project which includes Peach Circle, Strawberry Court, drainage improvements, watermain, and a sidewalk on the east side of Strawberry Lane. The project requires acquisition of roadway easements and drainage & utility easements to complete the project. Staff has secured most of the permanent easements required for the project and many of the right of entries. Staff is continuing to meet with residents throughout the project to discuss and acquire the remaining right of entries and easements for the project. One parcel is anticipated to require eminent domain and is to be discussed under a separate agenda item.

Financial Considerations: Costs for easement acquisition has been accounted for in the Capital Improvement Plan and would utilize a combination of Street & Utility Bonds, Water Fund, Sanitary Fund, and Storm Sewer Fund.

Recommendation/Action Requested: Staff recommends the City Council adopt the Resolution as submitted that the agreements for 5825 Strawberry Lane, 5845 Strawberry Lane, 5885 Strawberry Lane, 5970 Strawberry Lane, 6060 Strawberry Lane, 6075 Strawberry Lane, 6170 Strawberry Lane, and 6185 Strawberry Lane for the Strawberry Lane Street Improvements project.

RIGHT OF ENTRY AGREEMENT

THIS RIGHT OF ENTRY EASEMENT (the "Easement") made as of _____, 2022, by and between TIMOTHY L. LELAND & ANNE L. STRAKA-LELAND addressed at 5825 Strawberry Lane, Shorewood, Minnesota 55331 ("Grantor") and the CITY OF SHOREWOOD, Minnesota, a Minnesota municipal corporation (the "City").

RECITALS

Grantor is the owner in fee simple of land located within the City of Shorewood, Minnesota, which land is legally described as Lot 4, Block 1, Pebble Brook Addition, County of Hennepin, State of Minnesota (the "Property") and the City desires to use a portion of the Property for a temporary right of entry easement for the construction and maintenance of roadways, drainage, and utility improvements.

AGREEMENT

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, and the covenants and agreements hereinafter set forth, the parties hereto agree as follows:

1. Grant of Easement; Uses and Purposes. Grantor hereby grants and conveys to the City a temporary right of entry easement over, under and across that portion of the Property depicted on **Exhibit A** attached hereto and incorporated herein (the "Easement Area") for a period of 18 months from the date above for the purpose of allowing the City, its employees and contractors, to remove, grade, install, maintain, and restore areas as necessary for the construction and maintenance of roadway, drainage, and utility improvements.

2. Conditions of Easement Grant. The Easement Area granted hereby shall be subject to the following:

(a) The City shall remove one (1) ash tree located on private property approximately 10 feet east of the western property line.

(b) The City shall protect one (1) crab apple tree located on the western property line.

(c) The City shall repair and restore any damage to the Easement Area caused by any act or neglect of the City, its agents, employees or contractors in conformity with the attached **Exhibit A** prepared by Bolton & Menk dated December 2022.

3. Miscellaneous. This Easement shall be governed by the laws of Minnesota.

[The remainder of this page has been left blank intentionally.]

ACCEPTED BY:

Timothy L. Leland Date

Anne L. Straka-Leland Date

CITY OF SHOREWOOD:

Mayor Jennifer Labadie Date

THIS INSTRUMENT DRAFTED BY:

City of Shorewood (ALB)
5755 Country Club Road
Shorewood, MN 55331

EXHIBIT A

Strawberry Lane Reconstruction

City of Shorewood

Right of Entry: Leland

December 2022



Owner of Record PID 3211723420010	Gross Parcel (SF)
T Leland & A Straka Leland 5825 Strawberry Lane	40,782 SF

LEGEND

- EX ROW
- PROPOSED ROW
- EX PROPERTY LINE
- EX DRAINAGE & UTILITY EASEMENT
- APPX. CONSTRUCTION LIMITS
- BITUMINOUS DRIVEWAY
- CONCRETE SIDEWALK
- TREE REMOVAL



RIGHT OF ENTRY AGREEMENT

THIS RIGHT OF ENTRY EASEMENT (the "Easement") made as of _____, 2022, by and between TAMMY J. D. ESSE & TRACY J. D. ERICKSON addressed at 5845 Strawberry Lane, Shorewood, Minnesota 55331 ("Grantor") and the CITY OF SHOREWOOD, Minnesota, a Minnesota municipal corporation (the "City").

RECITALS

Grantor is the owner in fee simple of land located within the City of Shorewood, Minnesota, which land is legally described as Lot 3, Block 1, Pebble Brook Addition, County of Hennepin, State of Minnesota (the "Property") and the City desires to use a portion of the Property for a temporary right of entry easement for the construction and maintenance of roadways, drainage, and utility improvements.

AGREEMENT

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, and the covenants and agreements hereinafter set forth, the parties hereto agree as follows:

1. Grant of Easement; Uses and Purposes. Grantor hereby grants and conveys to the City a temporary right of entry easement over, under and across that portion of the Property depicted on **Exhibit A** attached hereto and incorporated herein (the "Easement Area") for a period of 18 months from the date above for the purpose of allowing the City, its employees and contractors, to remove, grade, install, maintain, and restore areas as necessary for the construction and maintenance of roadway, drainage, and utility improvements.

2. Conditions of Easement Grant. The Easement Area granted hereby shall be subject to the following:

(a) The City shall remove and replace the existing bituminous driveway from the street to the garage entrance as shown **Exhibit A**. The centerline of the roadway in front of the property is proposed to be lowered 10 inches and a 6-foot-wide sidewalk will be added to the east side of the roadway. These adjustments will increase the driveway slope to 7%.

(b) Tree #328 (28 inch diameter Silver Maple) that is located within the city right of way will be removed as part of the project.

(c) The City shall repair and restore any damage to the Easement Area caused by any act or neglect of the City, its agents, employees or contractors in conformity with the attached **Exhibit A** prepared by Bolton & Menk dated December 2022.

3. Miscellaneous. This Easement shall be governed by the laws of Minnesota.

[The remainder of this page has been left blank intentionally.]

ACCEPTED BY:

Tammy J. D Esse Date

Tracy J. D. Erickson Date

CITY OF SHOREWOOD:

Mayor Jennifer Labadie Date

THIS INSTRUMENT DRAFTED BY:

City of Shorewood (ALB)
5755 Country Club Road
Shorewood, MN 55331

EXHIBIT A

Strawberry Lane Reconstruction

City of Shorewood

Right of Entry: Esse Et Al

December 2022



Owner of Record PID 3211723420009	Gross Parcel (SF)
Tammy J D Esse Et Al Sbj/L E 5845 Strawberry Lane	41,606 SF

LEGEND

- EX ROW
- PROPOSED ROW
- EX PROPERTY LINE
- EX DRAINAGE & UTILITY EASEMENT
- APPX. CONSTRUCTION LIMITS
- BITUMINOUS DRIVEWAY
- CONCRETE DRIVEWAY APRON
- CONCRETE SIDEWALK
- TREE REMOVAL



REMOVE & REPLACE BITUMINOUS DRIVEWAY IN ITS ENTIRETY. COORDINATE GRADES WITH PROPERTY OWNER PRIOR TO CONSTRUCTION.

December 20, 2022

Kelly Hanson & Blake Corson
5885 Strawberry Lane
Shorewood, MN 55331

RE: Strawberry Lane Project: City of Shorewood Easement Agreement

Dear Ms. Hanson and Mr. Corson:

As you are aware, the City of Shorewood ("Shorewood") is undertaking street, utility, and drainage improvements to Strawberry Lane (the "Project"). The Project will require the voluntary dedication of easements.

The purpose of this letter is to set forth the terms of understanding for the voluntary easement agreement to serve the Project.

The City to provide:

1. Construct roadway, drainage, and utility improvements within the proposed easement as part of the Project.
2. Remove existing brick mailbox and provide a new black metal mailbox on a 4x4 post.
3. Remove all trees, bushes, and landscaping within proposed easement including tree #320, 321, 322, 323, 313, 314, 315, 316, 317, 318, 853, 854, 847, 846, 845, 843, 842, 841, 840, 839, 825, 824, 823, 820, 819, 818, 817, 855 and 857.
4. Protect trees tagged #319 and 856.
5. Remove and replace the existing bituminous driveway in its entirety.
6. Abandon the existing well and connect the house to municipal water. The city will waive the \$10,000 connection charge associated with connecting to municipal water.
7. Provide a sump pump service connection box on the south side of the house to accommodate the existing sump pump discharge.
8. Remove brush, grade to drain, and restore an area with residential turf for an area approximately 30 feet by 50 feet in the back yard and as indicated on the attached figure. Shorewood staff will work with the property owner in the spring of 2023 to coordinate final grades in this area. All significant grading will occur south of the existing swale and west of Pebble Creek.
9. Restore all disturbed areas with 6 inches of topsoil, seed, fertilizer, and appropriate erosion control measures.
10. Provide monetary compensation of \$26,100 based on the appraisal prepared by Patchin Messner dated October 3, 2022 for 3,576 sq ft of drainage & utility easement plus \$6,200

December 20, 2022

for an additional 2,268 sq ft of drainage & utility easement using the same appraisal methodology. Provide total monetary compensation of \$32,300

11. Complete a Precondition Survey of the house prior to any grading and excavation work. Shorewood will provide a copy of the Precondition Survey to the property owner as soon as it is available.

The Property Owner to provide:

1. A permanent drainage & utility easement ranging in width of 18.5 feet to 27.69 feet along the south property line totaling 5,844 sq ft.
2. Right of Entry outside and adjacent to the above drainage & utility easement and generally shown in the attached figure for minor grading, tree removal, turf restoration, and other items as may be requested by the property owner.

Please indicate your acceptance of these terms with your signature below and the City will prepare for execution the recordable easement documents for signature and execution. Thank you in advance and you may contact me with any questions at 612.756.2486.

Sincerely,



Andrew Budde P.E.
City Engineer

ACCEPTED BY:

Dated:

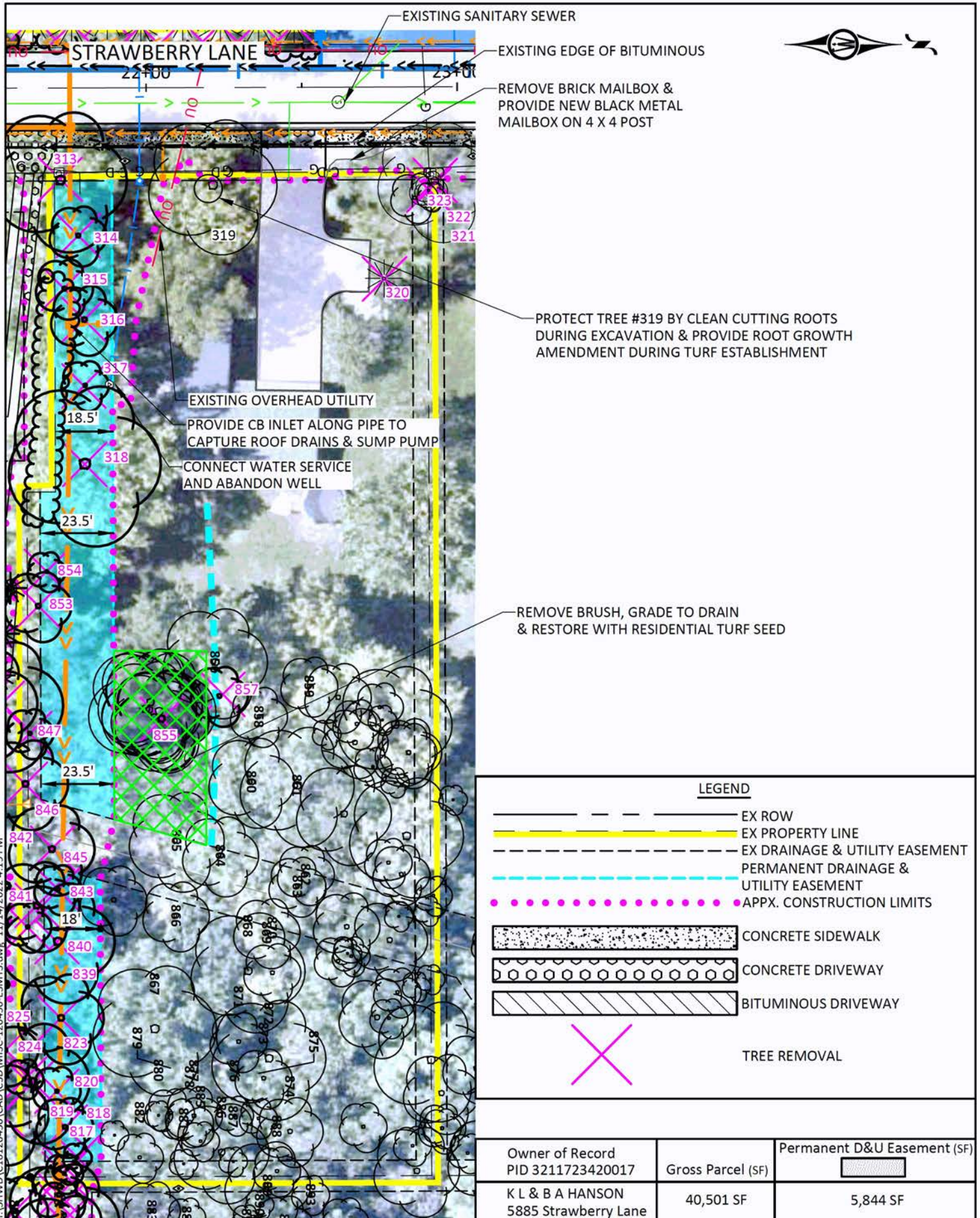
Strawberry Lane Reconstruction

City of Shorewood

Easement Acquisition: Hanson



November 2022



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TREE TAG	SIZE IN INCHES	BOTANICAL NAME	COMMON NAME	CONDITION	HEALTH ISSUES	DEFECT
314	12	Acer saccharinum	maple, silver	Good	None	
315	13	Celtis occidentalis	hackberry, common	Good	None	
316	19	Fraxinus pennsylvanica	ash, green	Fair	Dead And Dying Parts	
317	11	Betula papyrifera	birch, paper	Good	None	
318	30	Acer saccharinum	maple, silver	Fair	Weakly Attached Branches And Codominant Stems	
319	26	Acer saccharinum	maple, silver	Good	None	
320	9	Picea pungens glauca	spruce, blue Colorado	Good	None	
321	10	Fraxinus pennsylvanica	ash, green	Poor	Dead And Dying Parts	
322	10	Ulmus pumila	elm, Siberian	Fair	Dead And Dying Parts	
323	22	Ulmus pumila	elm, Siberian	Good	None	2 stem
817	9	Fraxinus pennsylvanica	ash, green	Fair	Dead And Dying Parts	
818	7	Fraxinus pennsylvanica	ash, green	Fair	Dead And Dying Parts	
819	6	Acer negundo	boxelder	Poor	Missing Or Decayed Wood	
820	11	Fraxinus pennsylvanica	ash, green	Poor	Dead And Dying Parts	
823	10	Fraxinus pennsylvanica	ash, green	Fair	Dead And Dying Parts	
824	24	Fraxinus pennsylvanica	ash, green	Poor	Missing Or Decayed Wood	
825	8	Acer negundo	boxelder	Fair	Tree Architecture	
839	13	Ulmus americana	elm, American	Good	None	
840	17	Acer negundo	boxelder	Poor	Missing Or Decayed Wood	
841	10	Celtis occidentalis	hackberry, common	Good	None	
842	15	Gymnocladus dioica	Kentucky coffeetree	Good	None	
843	8	Acer negundo	boxelder	Good	None	
845	17	Fraxinus pennsylvanica	ash, green	Fair	Dead And Dying Parts	
846	17	Fraxinus pennsylvanica	ash, green	Fair	Dead And Dying Parts	
847	10	Ulmus americana	elm, American	Good	None	
853	12	Fraxinus pennsylvanica	ash, green	Fair	Dead And Dying Parts	
854	7	Celtis occidentalis	hackberry, common	Good	None	
855	22	Tilia americana	linden, American	Poor	Missing Or Decayed Wood	6 stem
856	19	Juglans nigra	walnut, black	Good	None	
857	10	Fraxinus pennsylvanica	ash, green	Fair	Dead And Dying Parts	

RIGHT OF ENTRY AGREEMENT

THIS RIGHT OF ENTRY EASEMENT (the "Easement") made as of _____, 2023, by and between BRIAN D. LIEFFERS & DONNA A. WELLS addressed at 5970 Strawberry Lane, Shorewood, Minnesota 55331 ("Grantor") and the CITY OF SHOREWOOD, Minnesota, a Minnesota municipal corporation (the "City").

RECITALS

Grantor is the owner in fee simple of land located within the City of Shorewood, Minnesota, which land is legally described as Lot 2, Block 1, Strawberry Gardens, County of Hennepin, State of Minnesota (the "Property") and the City desires to use a portion of the Property for a temporary right of entry easement for the construction and maintenance of roadways, drainage, and utility improvements.

AGREEMENT

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, and the covenants and agreements hereinafter set forth, the parties hereto agree as follows:

1. Grant of Easement; Uses and Purposes. Grantor hereby grants and conveys to the City a temporary right of entry easement over, under and across that portion of the Property depicted on **Exhibit A** attached hereto and incorporated herein (the "Easement Area") for a period of 18 months from the date above for the purpose of allowing the City, its employees and contractors, to remove, grade, install, maintain, and restore areas as necessary for the construction and maintenance of roadway, drainage, and utility improvements.

2. Conditions of Easement Grant. The Easement Area granted hereby shall be subject to the following:

(a) The City shall remove and replace the existing bituminous driveway in its entirety from the street to the garage with 3 inches of bituminous asphalt and 6 inches of aggregate base. The driveway shall generally match its existing grades and elevations.

(b) The City shall remove the existing culvert under the driveway.

(c) The City shall lower or adjust the existing sanitary cleanout to be lower than existing grade and shall place a steel casting flush with finish grade.

(d) The City shall place a storm sewer inlet within the city right of way and south of the existing driveway to collect storm water from the low area.

(e) The City shall place a new storm sewer inlet and casting in place of the existing drainage structure on the north lot line near Strawberry Lane that drains water from the storm water ponds in the rear of the property. The adjacent area shall be graded to drain to the inlet and the casting shall be set flush with the finish grade.

(f) The City shall place a new storm sewer inlet and casting approximately 30 feet west of the rear of the house on the north lot line that drains water from the storm water ponds in the rear of the property. The adjacent area shall be graded to drain to the inlet and the casting shall be set flush with the finish grade.

(g) The City shall ensure any relocated utility poles are located at existing lot lines.

(h) The City shall install a 1 ½ inch water service stub at the property line.

(i) The City shall place orange construction fence around the perimeter of the staging area on the south side, west side, and north side. The fence shall be no closer than 10 feet from the landscaping adjacent to the garage and no closer than 10 feet to the north and south property lines. No fence will be required along either side of the driveway or along Strawberry Lane. No vehicle parking or storage of material shall be allowed on the existing driveway to ensure free access in and out for the Grantor. Driveway access may be limited at various times during the project to facilitate active construction in front of or on the driveway and will be coordinated with property owner with advanced notice.

(j) The City shall restore all impacted turf areas as follows: After the staging areas are no longer need by the contractor, the existing turf & topsoil shall be stripped from the site, the existing clay subsoils shall be tilled to a depth of 6 inches, 6 inches of topsoil shall be placed over all disturbed areas, the area shall be seeded with residential turf seed mix. The city shall be responsible for turf establishment on this parcel at least until June 15th, 2024. If the Grantor coordinates to install an irrigation system prior to this date, the Grantor shall take over turf establishment once installation of the irrigation system starts.

(k) The City shall provide monetary compensation in the amount of \$15,000 for the Grantor to coordinate and install an irrigation system after the staging area has been seeded and \$3,500 for the Grantor to coordinate the exterior cleaning of their house. Total monetary compensation shall be \$18,500.

(l) The City shall repair and restore any damage to the Easement Area caused by any act or neglect of the City, its agents, employees or contractors in conformity with the attached **Exhibit A** prepared by Bolton & Menk dated December 2022.

3. Miscellaneous. This Easement shall be governed by the laws of Minnesota.

[The remainder of this page has been left blank intentionally.]

ACCEPTED BY:

Brian D. Lieffers Date

Donna A. Wells Date

CITY OF SHOREWOOD:

Mayor Jennifer Labadie Date

THIS INSTRUMENT DRAFTED BY:

City of Shorewood (ALB)
5755 Country Club Road
Shorewood, MN 55331

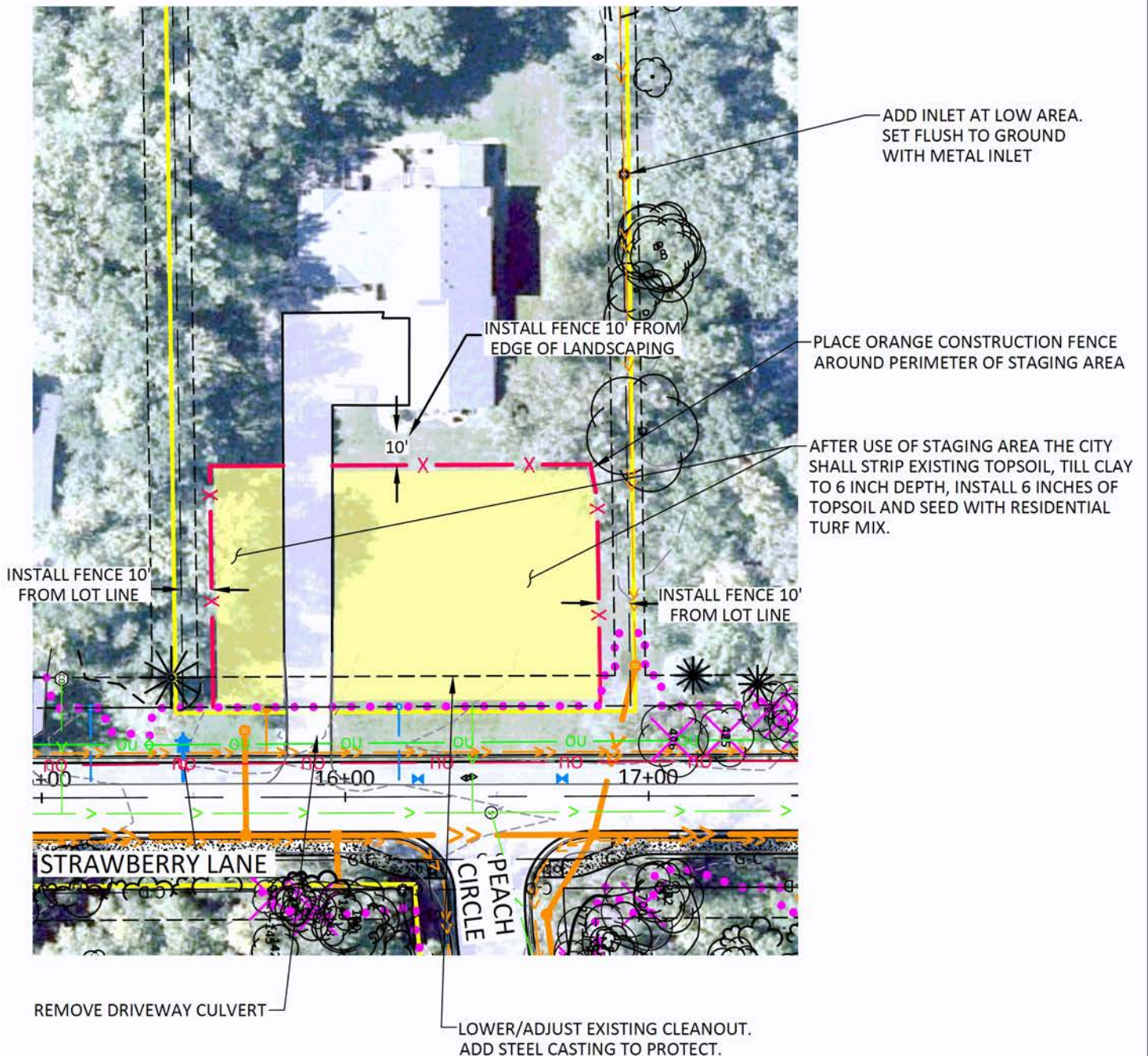
EXHIBIT A



Owner of Record PID 3211723310011	Gross Parcel (SF)
B Lieffers & D Wells 5970 Strawberry Lane	92,021 SF

LEGEND

- EX ROW
- PROPOSED ROW
- EX PROPERTY LINE
- EX DRAINAGE & UTILITY EASEMENT
- APPX. CONSTRUCTION LIMITS
- BITUMINOUS DRIVEWAY
- CONCRETE SIDEWALK
- TEMPORARY STAGING AREA
- X — X — ORANGE CONSTRUCTION FENCE



October 20, 2022

Strawberry Lane LLC
Attn: Mike Barnett
6060 Strawberry Lane
Shorewood, MN 55331

RE: Strawberry Lane Project: City of Shorewood Easement Agreement

Dear Mr. Barnett:

As you are aware, the City of Shorewood ("Shorewood") is undertaking street, utility, and drainage improvements to Strawberry Lane (the "Project"). The Project will require the voluntary dedication of easements.

The purpose of this letter is to set forth the terms of understanding for the voluntary easement agreement to serve the Project.

The City to provide:

1. Construct roadway, drainage, and utility improvements within the proposed easement as part of the Project.
2. Remove trees tagged #488, 489, 490, 491, 492, 494, 495, 496, and 497.
3. Remove surrounding brush and buckthorn surrounding above trees.
4. Protect trees tagged #493.
5. Remove culvert under driveway and provide for positive drainage and collection of storm water run-off at low areas within proposed easement.
6. Provide a storm drain inlet with the proposed easement and near the south property line.
7. Provide a sump pump service connection approximately 30 feet south of the driveway.
8. Restore all disturbed areas with 6 inches of topsoil, seed, fertilizer, and appropriate erosion control measures.
9. Provide \$3400 monetary compensation for loss of trees and screening in northeast corner of parcel.
10. Provided total monetary compensation of \$23,400.

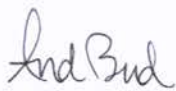
The Property Owner to provide:

1. 10' wide permanent drainage & utility easement along east property line totaling 1,933 sq ft.
2. Coordinate and pave the entire driveway up to the back of curb that is constructed with the street project. Paving of driveway is likely to occur in August or September 2023.
2. Right of Entry outside and adjacent to the above roadway easement and generally shown in the attached figure for minor grading, turf restoration, and other items as may be requested by the property owner.

October 20, 2022

Please indicate your acceptance of these terms with your signature below and the City will prepare for execution the recordable easement documents for signature and execution. Thank you in advance and you may contact me with any questions at 612.756.2486.

Sincerely,

A handwritten signature in cursive script that reads "And Bud".


Andrew Budde P.E.
City Engineer

ACCEPTED BY:

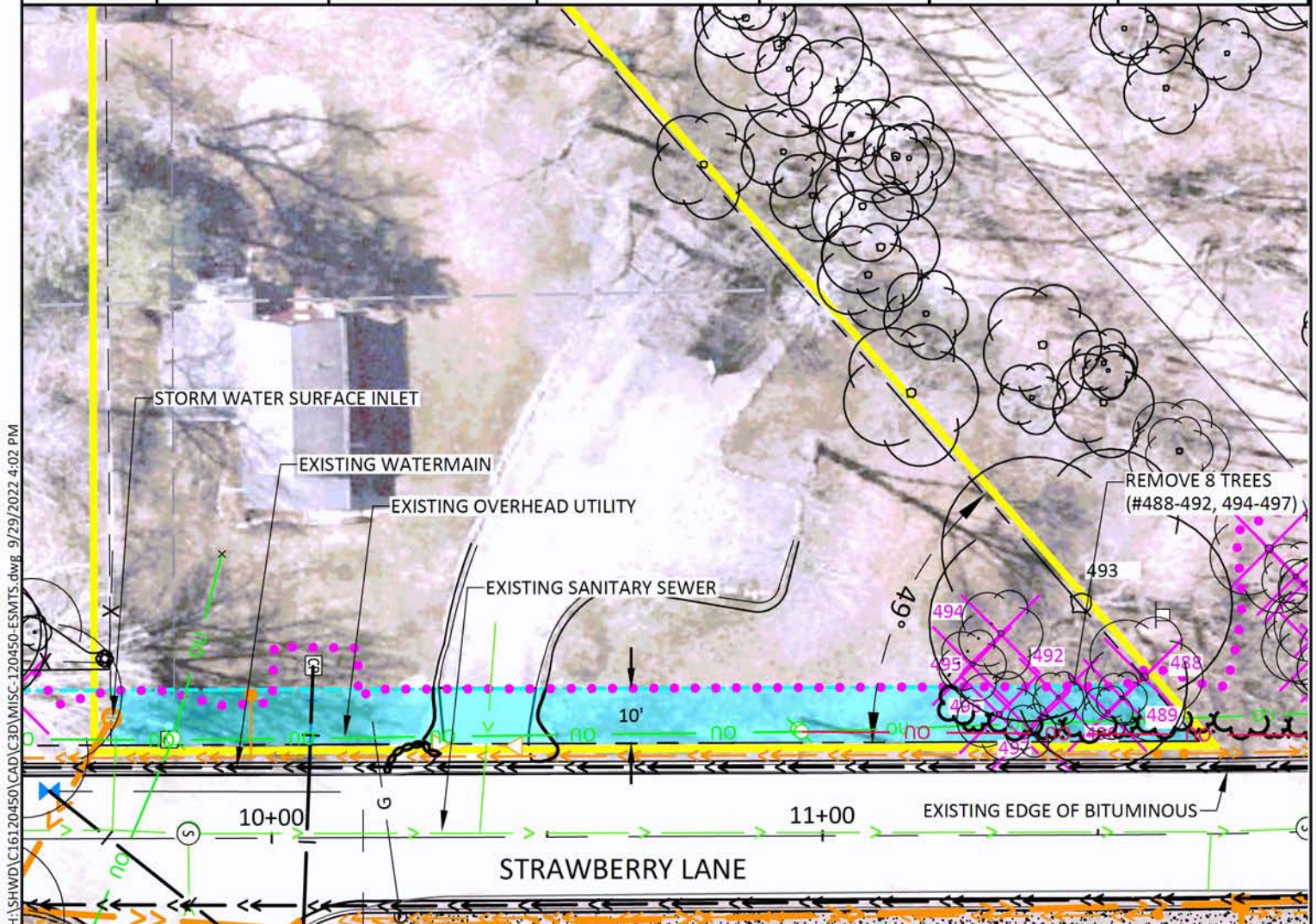
Dated:



Owner of Record PID 3211723340060	Gross Parcel (SF)	D&U Easement (SF)	LEGEND — EX ROW — EX PROPERTY LINE — EX DRAINAGE & UTILITY EASEMENT — PERMANENT DRAINAGE & UTILITY EASEMENT — APPX. CONSTRUCTION LIMITS — GRAVEL DRIVEWAY X TREE REMOVAL
Strawberry Lane LLC 6060 Strawberry Lane	22,725 SF	1,933 SF	



TREE TAG	SIZE IN INCHES	BOTANICAL NAME	COMMON NAME	CONDITION	HEALTH ISSUES	DEFECT
488	8	Robinia pseudoacacia	locust, black	Poor	Missing Or Decayed Wood	
489	6	Acer saccharinum	maple, silver	Good	None	
490	5	Acer saccharum	maple, sugar	Good	None	
491	15	Fraxinus pennsylvanica	ash, green	Fair	Dead And Dying Parts	
492	7	Acer saccharum	maple, sugar	Good	None	
493	37	Acer saccharinum	maple, silver	Fair		
494	12	Ulmus americana	elm, American	Good	None	
495	9	Robinia pseudoacacia	locust, black	Fair	Dead And Dying Parts	
496	10	Robinia pseudoacacia	locust, black	Fair	Dead And Dying Parts	
497	7	Robinia pseudoacacia	locust, black	Poor	Dead And Dying Parts	



November 30, 2022

Robert A Hinnenkamp & Deb A. Hinnenkamp
6075 Strawberry Lane
Shorewood, MN 55331

RE: Strawberry Lane Project: City of Shorewood Easement Agreement

Dear Mr. & Mrs. Hinnenkamp:

As you are aware, the City of Shorewood ("Shorewood") is undertaking street, utility, and drainage improvements to Strawberry Lane (the "Project"). The Project will require the voluntary dedication of easements.

The purpose of this letter is to set forth the terms of understanding for the voluntary easement agreement to serve the Project.

The City to provide:

1. Construct roadway, drainage, and utility improvements within the proposed easement as part of the Project.
2. Remove tree tagged #86.
3. Remove and replace the existing bituminous driveway up to the proposed easement/right of way line plus an additional 8 feet.
4. Provide a sump pump service connection approximately 10 feet north of the driveway.
5. Provide a storm sewer inlet withing the proposed right of way general located near the south property line.
6. Restore all disturbed areas with 6 inches of topsoil, seed, fertilizer, and appropriate erosion control measures.
7. Provided monetary compensation of \$60,000. The appraisal prepared by Patchin Messner dated October 3, 2022 identified recommended compensation of \$50,000.

The Property Owner to provide:

1. 17' wide permanent right of way easement along west property line totaling 1,700 sq ft.
2. Right of Entry outside and adjacent to the above roadway easement and generally shown in the attached figure for minor grading, turf restoration, and other items as may be requested by the property owner.

November 30, 2022

Please indicate your acceptance of these terms with your signature below and the City will prepare for execution the recordable easement documents in the form attached to this letter. Thank you in advance and you may contact me with any questions at 612.756.2486.

Sincerely,

A handwritten signature in cursive script that reads "And Bud".

Andrew Budde P.E.
City Engineer

ACCEPTED BY:

Dated: _____

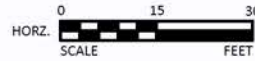
Strawberry Lane Reconstruction

Easement Acquisition: Hinnenkamp



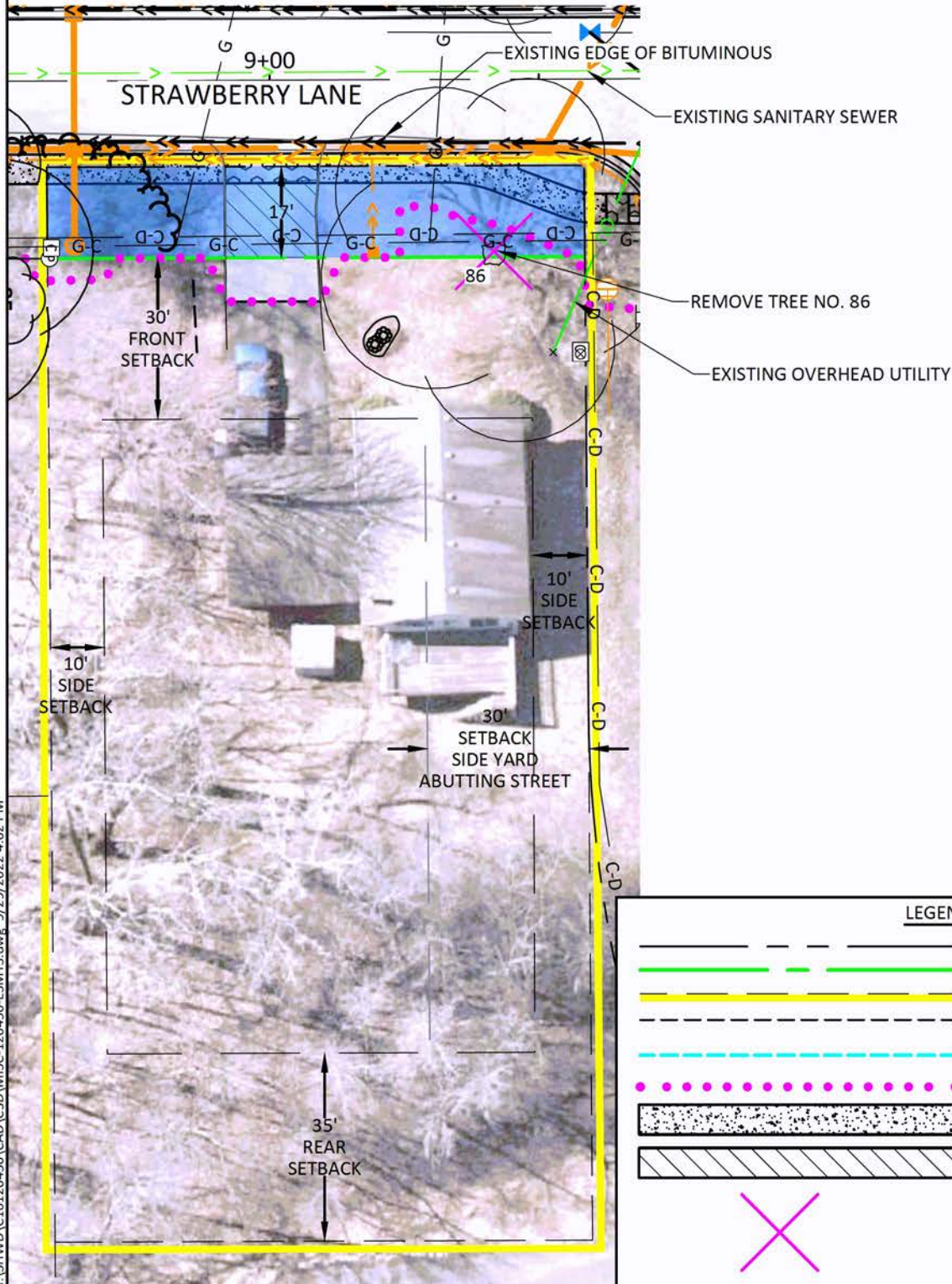
City of Shorewood

September 2022



TREE TAG	SIZE IN INCHES	BOTANICAL NAME	COMMON NAME	CONDITION	HEALTH ISSUES	DEFECT
86	36	Acer rubrum	maple, red	Good	None	

Owner of Record PID 3211723430003	Gross Parcel (SF)	Right of Way (SF)
R A & D A Hinnenkamp 6075 Strawberry Lane	19,909 SF	1,700 SF



LEGEND

- EX ROW
- PROPOSED ROW
- EX PROPERTY LINE
- EX DRAINAGE & UTILITY EASEMENT
- PERMANENT DRAINAGE & UTILITY EASEMENT
- APPX. CONSTRUCTION LIMITS
- CONCRETE SIDEWALK
- BITUMINOUS DRIVEWAY
- TREE REMOVAL

Revised - December 9, 2022

W.H. & Joyce Oelfke
6170 Strawberry Lane
Shorewood, MN 55331

RE: Strawberry Lane Project: City of Shorewood Easement Agreement

Dear Mr. & Mrs. Oelfke:

As you are aware, the City of Shorewood ("Shorewood") is undertaking street, utility, and drainage improvements to Strawberry Lane (the "Project"). The Project will require the voluntary dedication of easements.

The purpose of this letter is to set forth the terms of understanding for the voluntary easement agreement to serve the Project.

Shorewood to provide:

1. Construct roadway, drainage, and utility improvements along Strawberry Lane as part of the Project.
2. Install storm water inlet within the southeast corner of the property and grade surrounding areas to drain to inlet. Maintain the storm drain inlet and storm pipe in perpetuity.
3. The City shall remove trees #633 and 634.
4. Restore all disturbed areas with 6 inches of topsoil and residential seed mix.
5. Provided monetary compensation of \$7,860.00 for permanent drainage & utility easements.
6. File and record all easements with Hennepin County.

The Property Owner to provide:

1. Permanent drainage & utility easement along east property line 10 feet wide with an additional area approximately 20 feet wide and 10 feet deep in the southeast corner of the property to cover the storm water inlet. The overall all area of drainage & utility easement is 1,323 sq ft.
2. Provide right of entry to the City and its contractors in the areas outside of drainage & utility easements to construct, grade, and restore the areas as needed for the project.

W.H.Oelfke & Joyce Oelfke

Page 2

December 9, 2022

Please indicate your acceptance of these terms with your signature below and the City will prepare for execution the recordable easement documents in the form attached to this letter. Thank you in advance and you may contact me with any questions at 612.756.2486.

Sincerely,

A handwritten signature in cursive script that reads "And Bud".

Andrew Budde P.E.

City Engineer

ACCEPTED BY:

Dated: _____

Exhibit A

Strawberry Lane Reconstruction

City of Shorewood

Easement Acquisition: Oelfke

December 2022



NOTE:
DISTURBED AREAS TO BE RESTORED
WITH 6" TOPSOIL AND RESIDENTIAL
TURF SEED MIX.

EXISTING
OVERHEAD
UTILITY

EXISTING OVERHEAD UTILITY

APPROXIMATE LOCATION OF
SUMP PUMP COLLECTION BOX

EXISTING EDGE OF BITUMINOUS

EXISTING SANITARY SEWER

EXISTING WATERMAIN

STRAWBERRY LANE

LEGEND

- EX ROW
- EX PROPERTY LINE
- EX DRAINAGE & UTILITY EASEMENT
- PERMANENT DRAINAGE & UTILITY EASEMENT
- APPX. CONSTRUCTION LIMITS
- BITUMINOUS DRIVEWAY



TREE REMOVAL

Owner of Record PID 3211723340046	Gross Parcel (SF)	D&U Easement (SF)
W H & J H Oelfke 6170 Strawberry Lane	20,067 SF	1,323 SF

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RIGHT OF ENTRY AGREEMENT

THIS RIGHT OF ENTRY EASEMENT (the "Easement") made as of _____, 2022, by and between JOEL W. MERRY & VANESSA MERRY addressed at 6185 Strawberry Lane, Shorewood, Minnesota 55331 ("Grantor") and the CITY OF SHOREWOOD, Minnesota, a Minnesota municipal corporation (the "City").

RECITALS

Grantor is the owner in fee simple of land located within the City of Shorewood, Minnesota, which land is legally described as Lot 2, Block 5, Shorewood Oaks, County of Hennepin, State of Minnesota (the "Property") and the City desires to use a portion of the Property for a temporary right of entry easement for the construction and maintenance of roadways, drainage, and utility improvements.

AGREEMENT

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, and the covenants and agreements hereinafter set forth, the parties hereto agree as follows:

1. Grant of Easement; Uses and Purposes. Grantor hereby grants and conveys to the City a temporary right of entry easement over, under and across that portion of the Property depicted on **Exhibit A** attached hereto and incorporated herein (the "Easement Area") for a period of 18 months from the date above for the purpose of allowing the City, its employees and contractors, to remove, grade, install, maintain, and restore areas as necessary for the construction and maintenance of roadway, drainage, and utility improvements.

2. Conditions of Easement Grant. The Easement Area granted hereby shall be subject to the following:

(a) The City shall remove tree four additional ash trees as discussed and marked in the field on November 30, 2022. Minimal impact is anticipated for the removal of trees as the trees are located withing existing drainage & utility easements, however portions of the tree and equipment may cross on private property for removal and cleanup.

(b) The City shall protect the two spruce trees located in the landscaping bed and within the city right of way. The property owner plans to relocate these trees in early spring of 2023 prior to the start of major construction of Strawberry Lane.

(c) The City shall repair and restore any damage to the Easement Area caused by any act or neglect of the City, its agents, employees or contractors in conformity with the attached **Exhibit A** prepared by Bolton & Menk dated December 2022.

3. Miscellaneous. This Easement shall be governed by the laws of Minnesota.

[The remainder of this page has been left blank intentionally.]

ACCEPTED BY:

Joel W. Merry Date

Vanessa Merry Date

CITY OF SHOREWOOD:

Mayor Jennifer Labadie Date

THIS INSTRUMENT DRAFTED BY:

City of Shorewood (ALB)
5755 Country Club Road
Shorewood, MN 55331

EXHIBIT A

Strawberry Lane Reconstruction

City of Shorewood

Right of Entry: Merry

December 2022



Owner of Record PID 3211723430042	Gross Parcel (SF)
Joel & Vanessa Merry 6185 Strawberry Lane	19,997 SF

LEGEND

- EX ROW
- EX PROPERTY LINE
- EX DRAINAGE & UTILITY EASEMENT
- PERMANENT DRAINAGE & UTILITY EASEMENT
- APPX. CONSTRUCTION LIMITS
- [Pattern Box] BITUMINOUS DRIVEWAY
- [X] TREE REMOVAL

**CITY OF SHOREWOOD
COUNTY OF HENNEPIN
STATE OF MINNESOTA**

RESOLUTION 23-003

**A RESOLUTION APPROVING AGREEMENTS FOR STRAWBERRY LANE STREET
IMPROVEMENTS PROJECT, CITY PROJECT 19-05**

WHEREAS, the City of Shorewood ("City") approved the Plans & Specifications for the Strawberry Lane Street Improvements Project and authorized bidding on September 12, 2022; and

WHEREAS, the City awarded the Strawberry Lane Street Improvements Project on October 24, 2022; and

WHEREAS, the City staff have negotiated and agreed to several permanent easements and right of entries as necessary for the Strawberry Lane Street Improvements Project located at 5825 Strawberry Lane, 5845 Strawberry Lane, 5885 Strawberry Lane, 5970 Strawberry Lane, 6060 Strawberry Lane, 6075 Strawberry Lane, 6170 Strawberry Lane, and 6185 Strawberry Lane; and

WHEREAS, the City will continue to acquire right of entry and easement agreements with property owners to accommodate drainage, grading, staging, tree removal, landscaping, and other misc. impacts that are in mutual benefit of the resident and the city; and

WHEREAS, the project is included in the 2023 Capital Improvements Plan and will fund the project through a combination of Street & Utility Bonds, Water Fund, Sanitary Fund, and the Stormwater Fund; and

NOW THEREFORE, IT RESOLVED: that the City Council of the City of Shorewood hereby approves the agreement with 5825 Strawberry Lane, 5845 Strawberry Lane, 6060 Strawberry Lane, 5885 Strawberry Lane, 5970 Strawberry Lane, 6075 Strawberry Lane, 6170 Strawberry Lane, and 6185 Strawberry Lane for the Strawberry Lane Improvements Project and authorizes recording and payment.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF SHOREWOOD this 9th day of January 2023.

Jennifer Labadie, Mayor

Attest:

Sandie Thone, City Clerk



City of Shorewood Council Meeting Item

#2L

MEETING TYPE
Regular Meeting

Title / Subject: Approval of Extension for Excelsior Woods

Applicant: Red Granite Construction
Location: 20325 Excelsior Blvd

Meeting Date: January 9, 2023
Prepared by: Jason Carlson, Planning Technician
Reviewed by: Marie Darling, Planning Director

Attachments: Resolution 21-073
Applicants request
Resolution

Background: Red Granite Construction has submitted their request to extend the development agreement for Excelsior Woods for an additional 180 days (to June 18, 2023).

The applicant has told staff that they have had delays and are not ready to record the plat. The previous deadline extension was approved on June 27, 2022. The current deadline would have expired on December 20, 2022.

Public Testimony: All required public testimony was previously taken during the preliminary and final plat review. No notices are sent for this type of request.

Financial or Budget Considerations: The extension has no impact on the budget.

Recommendation / Action Requested: Staff recommends approval of the request for an extension to the final plat for Excelsior Woods on property located at 20325 Excelsior Boulevard, subject to the findings and conditions in the attached resolution.

Action on this request requires a simple majority.

Next Steps and Timelines: Should the City Council approve this request; the developer would need to satisfy all conditions of approval as specified in the final plat resolution and development agreement prior to beginning work on the site.

Mission Statement: *The City of Shorewood is committed to providing residents quality public services, a healthy environment, a variety of attractive amenities, a sustainable tax base, and sound financial management through effective, efficient, and visionary leadership.*

RESOLUTION 21-073

CITY OF SHOREWOOD COUNTY OF HENNEPIN STATE OF MINNESOTA

A RESOLUTION APPROVING A FINAL PLAT TO BE CALLED EXCELSIOR WOODS FOR PROPERTY LOCATED AT 20325 EXCELSIOR BOULEVARD

WHEREAS, Red Granite Construction, LLC. (the “Applicant”), has submitted a request for a final plat of “Excelsior Woods” under the Shorewood City Code and under Chapter 462 of Minnesota Statutes; and

WHEREAS, the property is legally described as:

Lot 37, Auditor’s Subdivision No. 141, Hennepin County, Minnesota;

WHEREAS, the final plat is consistent with the preliminary plat, conditional use permit for fill and variances approved for the subdivision on April 27, 2020, and

WHEREAS, a development agreement has been prepared as part of the final plat application.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Shorewood:

1. The plat of Excelsior Woods for 4 lots to allow two twin-homes is hereby approved according to the plans and materials submitted April 20 and 21, and May 10, 11 and 14, 2021, subject to the conditions listed below.
2. The approval is specifically conditioned upon the terms and conditions contained in the Development Agreement for the subdivision.
3. The Mayor and City Administrator are hereby authorized to execute the Development Agreement on behalf of the City Council.
4. The final plat, development agreement and all related documents listed below, shall be filed with Hennepin County, and as required by the Development Agreement.
5. Prior to release of the subdivision for recording the final plat, the Applicant shall submit the information and revised plans consistent with the regulations in City Code, and as follows:
 - a. Revised homeowner association (HOA) documents that indicate maintenance responsibility for the stormwater filtration basin, retaining wall, wetland buffers and buffer monuments consistent with the conservation easement and the stormwater agreement.
 - b. Executed easements and agreements, including: 1) development agreement; 2) conservation easements over the wetland buffers; 3) an encroachment agreement for the retaining wall; and 4) a maintenance agreement over the stormwater basin.
 - c. Payment of the following fees: park dedication (\$19,500); and local sanitary sewer access charge (\$3,600); and water connection charges (\$8,950). The water connection fee is calculated as \$10,000 per lot minus the engineer’s estimate of the costs to install the public portion of the watermain and service installation.
 - d. Submission of all required financial guarantees/escrow deposit as indicated in the development agreement.
 - e. Approval of the hydrant locations from the Fire Marshall (Excelsior Fire District).
 - f. Any required permits from other agencies.

- g. Revised construction management plan including, but not limited to, the haul route for the material to be imported and increase the street cleaning to once per day while fill material is being brought to the site.
- h. Revised plans and other information consistent with the Engineer's Memo dated June 16, 2021 and City Code, as follows:
 - 1) Revise the plat to include: 1) drainage and utility easement over the wetland buffer; 2) right-of-way within 10 feet of the paved surface of St. Albans Bay Road in the southeast corner of the property; and 3) adjust the drainage and utility easements accordingly.
 - 2) Revise the construction management plan to: 1) indicate the haul route consistent with the approved conditional use permit (State Highway 7 through the Christmas Lake Road intersection to Excelsior Boulevard and access the site from St. Albans Bay Road); 2) correct the construction hours; and 3) propose a location for off-street parking for the contractor vehicles.
 - 3) Revise the plans to show a conforming amount of impervious surface coverage on Lot 3.
 - 4) Revise the landscaping plan to: 1) add (at a minimum) 2 additional trees as required by the tree preservation policy; 2) increase the planting size of deciduous trees to 3 inches or add eight additional trees that meet the city's requirements; 3) relocate the trees a minimum of 10 feet from utility mains and private utility services.
 - 5) Revise the grading plan/erosion control plan to: 1) indicate a double row of silt fence to protect the wetland to the east during import of material and mass grading; 2) add a note that ground cover shall be restored to disturbed areas within 7 days after grading has been completed; and 3) add wetland buffer monuments. Monuments may be consistent with City or Watershed design.
 - 6) Revise the tree preservation plan to remove impacts to trees on adjacent properties as may be needed or submit signed agreements from the affected property owners granting permission for the removal. To be considered saved, no activity is permitted within the drip line of the tree and fencing is required to be installed and inspected prior to mass grading.
- 6. Prior to issuance of building permits, the Applicant shall submit or complete the following:
 - a. Submit proof of recording for the subdivision, including the resolution, easements, HOA documents, and agreements.
 - b. Submit a soils report from a licensed professional engineer that indicates the soils present on the site and brought in are adequate for the construction of the structures.
 - c. Install the wetland buffer monuments.
 - d. Install the public improvements and complete grading as directed in the development agreement.
 - e. Acquire all permits for construction, including right-of-way permits.
- 7. The site shall remain in compliance with the city's tree preservation policy until all construction in the subdivision is complete.
- 8. Impervious surface coverage may not exceed 33 percent on any of the lots.
- 9. The final plat shall expire in 180 days if the Applicant has not recorded the final plat at Hennepin County. The Applicant may request an extension to the approval subject to the requirements of Section 1202.03 Subd. 2. f. (3).

ADOPTED BY THE CITY COUNCIL OF THE CITY OF SHOREWOOD this 28th Day of June, 2021.

Jennifer Labadie, Mayor

ATTEST:

Sandie Thone, City Clerk

Marie Darling

From: Luke Busker <luke@redgraniteconstruction.com>
Sent: Monday, December 19, 2022 12:05 PM
To: Marie Darling
Subject: Extension Request

Good Morning Marie,

Please file/ask for an extension of the date on the final plat and the development contract and additional 6 months. I appreciate all of your help!

If I don't talk to you in the meantime, have a Merry Christmas!

--

Luke Busker
612-490-1037



RGC

RED GRANITE CONSTRUCTION

RESOLUTION 23-003

**CITY OF SHOREWOOD
COUNTY OF HENNEPIN
STATE OF MINNESOTA**

**A RESOLUTION APPROVING AN EXTENSION TO THE
FINAL PLAT APPROVAL FOR EXCELSIOR WOODS
FOR PROPERTY AT 20325 EXCELSIOR BOULEVARD**

WHEREAS, the City of Shorewood approved a previous request for an extension on June 27, 2022 from Red Granite Construction, LLC. (the "Applicant") for a final plat and development agreement extension for the property legally described as:

Lot 37, Auditor's Subdivision No. 141, Hennepin County, Minnesota;

WHEREAS, Resolution 22-059 included a condition that the approvals would expire in 180 days unless the final plat and other required materials are recorded or an extension has been approved; and

WHEREAS, the 180-day period would have expired on Dec 20, 2022, without request for an extension subject to Chapter 1202.03 Subd. 3 c; and

WHEREAS, the Applicant has outstanding conditions of approval that they have yet to satisfy.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Shorewood that the deadline to submit the final plat to be called "Excelsior Woods", is hereby extended and the Agreement amendments are hereby approved, subject to the following conditions:

1. The final plat approved by the City of Shorewood Resolution 21-073 and extended by resolution be recorded with the county recorder or registrar of titles to June 18, 2023.
2. All conditions listed in Resolution 21-073 shall be adhered to.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF SHOREWOOD this 9th day of January, 2023.

Jennifer Labadie, Mayor

ATTEST:

Sandie Thone, City Clerk



City of Shorewood Council Meeting Item

Title/Subject: COVID Leave Expiration
Meeting Date: Monday, January 9, 2023
Prepared by: Sandie Thone, City Clerk/HR Director
Reviewed by: Marc Nevinski, City Administrator
Joe Rigdon, Finance Director

2M

MEETING TYPE
REGULAR

Background: Under the Families First Coronavirus Response Act (“FFCRA”) employers with less than 500 employees were required to offer Emergency Paid Sick Leave in the amount of 80 hours to each qualifying employee effective April 1, 2020. If employees were unable to work, or telework because of the COVID-19 pandemic causing them to quarantine or isolate, they would be eligible for 80 hours of paid sick leave under the federal legislation. In addition to the 80 hours of FFCRA leave above, Shorewood extended an additional 80 hours of COVID leave to employees if necessary, which would allow an employee to go negatively into their sick leave bank and pay it back over time after returning to work. This Emergency Paid Sick Leave benefit expired on December 31, 2020 and Shorewood City Council approved extensions to June 30, 2022.

As the majority of Shorewood employees have benefited from this emergency sick leave policy and the situation has changed significantly, staff is requesting the City Council approve the expiration of this COVID sick leave policy effective January 1, 2023. The expiration will allow staff to remove all accrual banks from the system and they will no longer be available for employees to draw from. Employees will be required to use their regular sick leave.

Recommendation/Action Requested: Staff respectfully recommends the city council approve the expiration of COVID emergency sick pay policy (COVID-E and COVID-19) for Shorewood city employees effective January 1, 2023. **Motion, second, and simple majority vote required.**

Connection to Vision/Mission: Consistency in providing residents quality public services, a healthy environment, a variety of attractive amenities, a sustainable tax base, and sound financial management through effective, efficient, and visionary leadership.

**RESOLUTION 23-005
CITY OF SHOREWOOD
COUNTY OF HENNEPIN
STATE OF MINNESOTA**

**A RESOLUTION APPROVING THE EXPIRATION OF THE COVID EMERGENCY
LEAVE POLICY FOR SHOREWOOD EMPLOYEES**

WHEREAS, the COVID-19 pandemic required government to take extraordinary steps to respond to the public health emergency; and,

WHEREAS, under the Families First Coronavirus Response Act (“FFCRA”), employers with less than 500 employees were required to offer Emergency Paid Sick Leave in the amount of 80 hours to each qualifying employee effective April 1, 2020; and

WHEREAS, this Emergency Paid Sick Leave benefit expired on December 31, 2020 and the City of Shorewood extended COVID emergency sick leave, extending up to 80 hours of sick leave to employees through June 30, 2022.

WHEREAS, the majority of Shorewood employees have benefited from this emergency sick leave and the situation has changed significantly, staff is requesting the expiration of this COVID sick leave policy and that all accrual banks be removed from the system and no longer available.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHOREWOOD, MINNESOTA that the COVID Emergency Sick Leave policy is expired as of January 1, 2023 and all accrual banks will be removed from the system and no longer available.

Adopted by the City Council of Shorewood, Minnesota the 9th day of January 2023.

Jennifer Labadie, Mayor

Attest:

Sandie Thone, City Clerk



City of Shorewood Council Meeting Item

Title/Subject: Approving Promotion of Stephany Vasser Recreation Specialist

Meeting Date: Monday, January 9, 2023

Prepared by: Janelle Crossfield, Parks and Recreation Director

Reviewed by: Ed Shukle, Interim City Administrator

Policy Consideration: 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.*

Background: The city most recently recruited candidates for the Recreation Specialist Position. Stephany Vasser was selected for the position based on her years of service to the community both as a part-time employee and as a former Parks Commissioner.

Stephany has been with the City for eight years in various part-time positions such as Ice Rink Attendant and Shorewood Community and Event Center Attendant. She has also assisted with work at City Hall and other programs and activities. Additionally, Stephany served as a engaged Parks Commissioner when she frequently attended parks and events in other communities and reported on her experiences. Stephany has proven to be a wealth of knowledge and support for the Parks and Recreation Director.

Financial Considerations: Staff is recommending Stephany's compensation rate be set at Grade 3, Step A of Shorewood's Compensation Plan of \$15.43 hourly. The position will be reviewed at the 6-month anniversary for consideration of permanent appointment. The position is non-exempt and PERA eligible

Action Requested: Staff respectfully recommends the city council approve Stephany Vasser's promotion as a probationary employee in the capacity of Recreation Specialist for the City of Shorewood. Motion, second and simple majority vote required. If the council approves his appointment, her first day of employment is anticipated to be January 10, 2023.

Connection to Vision/Mission: Consistency in providing residents quality public services, a sustainable tax base, and sound financial management through effective, efficient, and visionary leadership.

Mission Statement: *The City of Shorewood is committed to providing residents quality public services, a healthy environment, a variety of attractive amenities, a sustainable tax base, and sound financial management through effective, efficient, and visionary leadership.*



City of Shorewood Council Meeting Item

Title / Subject: **Deterring Vandalism**

Meeting Date: January 9, 2023

Prepared by: Janelle Crossfield, Parks and Recreation Director
Reviewed by: Marie Darling, Planning Director and Ed Shukle, Interim City Administrator

Attachments: FlashCAM Packet
 Vandalism Repair Quote

Background: The City of Shorewood has experienced an increase in the level of vandalism and the associated costs of repairs to the restrooms at Manor Park. Staff have prepared a selection of options for deterring vandalism for the Parks Commission review. Options include: security camera similar to the one set to be installed at Badger Park, a FlashCAM solar powered motion censored camera, public safety enforcement and/or a community mural.

Security Camera: \$9,000; \$50 annually for recurring monitoring fees
(A two-camera video surveillance system)

- 2-5mp high resolution vandal resistant dome cameras with varifocal lenses
- Wall hanging NVR lock box
- 20 inch monitor
- Hanwha NVR with 30 days of video storage
- UPS for Video System- Backup Power and Surge Protection

FlashCAM: \$7,850

(A solar-powered, portable, motion-sensing camera with voice recording)

- Completely portable and self-sustaining: solar-charged and easy to move
- No internet network required, photos are received via Bluetooth
- Powerful active deterrence, stopping it before it happens is the goal
- High-resolution photo: technology is proven to provide prosecutable photos and can ID a suspect from 100's of feet away

Mission Statement: *The City of Shorewood is committed to providing residents quality public services, a healthy environment, a variety of attractive amenities, a sustainable tax base, and sound financial management through effective, efficient, and visionary leadership.*

Public Safety Enforcement:

Requesting South Lake Minnetonka Police Department to increase patrol at Manor Park

Community Mural: \$2,000 - \$10,000

Engaging the community to create a mural in Manor Park in the bathrooms and/or on the exterior of the building. Research has shown that art deters vandalism by removing the blank canvas that attracts vandals in the first place. It also creates a relationship with the space and can provide an approach to prevent vandalism, improve park amenities, engage residents young and old as well as strengthen community pride. Grants may be obtained to help cover the expenses.

Staff Recommendation: Staff recommends a dual approach of the FlashCAM and a community mural.

Financial or Budget Considerations:

- FlashCAM: \$7,850
- Community Mural: \$2,000-10,000
- Vandalism Repair: \$3,970

Recommended Next Steps:

- Purchase and install FlashCAM at Manor Park
- Develop plan and budget for mural at Manor Park



Project Name Shorewood Parks
Scope of project: Repair vandalism
Proposal date: 12/13/2022
Contact:
Janelle Crossfield
5755 Country Club Road
Shorewood, Mn 55331
Project phone: 612-960-7902
Architect and date of plans: none
Estimated timeframe for construction: TBD.

Intent of total project: Repaint/restore 4 park restrooms

For each restroom:

Paint 4 walls- one color
Paint Concrete floor- grey
Paint one ceiling- white

For one restroom:
Replace wall lav and faucet

Allowances included in Danberry price:

Permits: 0
Plumbing fixtures (one wall lav and single handle chrome faucet)
Electrical- 0 (one hand dryer repair to be determined)
Drywall repair 0
Appliances 0
Paint: incl.

Haven't you waited long enough?

5413 Manitou Road | Tonka Bay, MN 55331
www.danberrybuildingcorp.com
bc638945



Normal Payment schedule:

Full payment upon substantial completion.

Price includes liability insurance and work comp coverage. Price includes material and labor and cleanup.

Timing to be determined- work to be completed in approx.. 5 working days.

\$3970.00

Danberry Signature:

Director Signature/date:

A.

ANY PERSON OR COMPANY SUPPLYING LABOR OR MATERIAL FOR THIS IMPROVEMENT TO YOUR PROPERTY MAY FILE A LIEN AGAINST YOUR PROPERTY IF THAT PERSON OR COMPANY IS NOT PAID FOR CONTRIBUTIONS.

B.UNDER MINNESOTA LAW YOU HAVE THE RIGHT TO PAY PERSONS WHO SUPPLIED LABOR OR MATERIALS FOR THIS IMPROVEMENT DIRECTLY AND DEDUCT THIS AMOUNT FROM OUR CONTRACT PRICE, OR WITHHOLD THE AMOUNTS DUE THEM FROM US UNTIL 120 DAYS AFTER COMPLETION OF THE IMPROVEMENT UNLESS WE GIVE YOU A LEIN WAIVER SIGNED BY THE PERSONS WHO SUPPLIED ANY LABOR OR MATERIAL FOR THE IMPROVEMENT AND WHO GAVE YOU TIMELY NOTICE.

Minnesota law allows for a 3 day written rescission after date of signing

Haven't you waited long enough?

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FLASHCAM
Portable Crime Deterrence

Customer References: Nuisance Crimes

"We were using 20 gallons of paint everyday to cover over the graffiti. It was an expensive problem when you factor in the labor costs. So, we installed a FlashCAM system, left it at that location for two months, and the graffiti stopped!"

-Danny Mercado
New York City Parks
New York, NY

"Everywhere the FlashCAM is placed vandalism drops dramatically. The voice by the camera turns the vandals away. We have many cases studies that show vandalism drops where the FlashCAM is placed. For example, there was this air condition company that got vandalized regularly every month by gangs including the Latin Kings. Once the FlashCAM was up the problem stop 100%"

-Jan Noble
Belvidere Police Department
Belvidere, IL

"The FlashCAM has proven beneficial for us. We were having problems in an Alleyway with some negative behavior (loitering, graffiti, urinating, etc) once we put the FlashCAM up the problem went away. We moved it to a house that was getting lots of calls with some negative behavior, since we put the FlashCAM up there, we haven't got any calls. We have another FlashCAM at a parking lot near a dollar store that was getting auto theft, the FlashCAM has proved useful there too. I like that fact you can just pop the FlashCAM anywhere and move it around also that you can program when you want it to trigger"

-Anthony Morgan
Mount Rainier Police Department
Mount Rainier, MD

"We love the FlashCAM, we had at least 1 incident every week, but since the FlashCAM has been implanted, we had only 1 incident in an entire year!"

-Mike Aho
Spokane Parks & Recreation
Spokane, WA

"The FlashCAM works great and we have been very mobile with it. It's a great deterrent and has been working out well for us. It has noticeably decreased vandalism in areas prone to vandalism. We can even clearly see the vandals with the high-quality photos. There was this lighthouse that would get vandalism regularly, since we put the FlashCAM the vandalism drastically decreased. There was an area prone to dumping almost every day, now there is no dumping in that area. Wherever we put the FlashCAM it makes a huge difference"

- Aron Lee
Hannibal Parks and Recreation
Hannibal, MO



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FLASHCAM
Portable Crime Deterrence

Customer References: Nuisance Crimes

"Before the FlashCAMs were installed at our 6 parks. We were continually having burning, vandalism, and graffiti problems..and then to not have problems after FlashCAMs.. even with when we had a bad economy you would think the problems and cost would go up, but they went down with the FlashCAM"

-Kost Kapchonick
Southfield Parks and Recreation
Southfield, MI

"The (FlashCAMS) have been up for over a year and not a scratch has been made on facility... We are situated in a high-risk area, but since we installed the FlashCAMs, we have not seen any damage on our facility."

-Craig Callahan
Bernalillo County Parks & Recreation
Albuquerque, NM

"We have had great success with out 6 Q-Star systems. We mainly use them for graffiti prevention but have caught several thefts and even a sex assault suspect leaving the backyard of the victim."

-Sgt. Scott Wegscheider
Brighton Police Department
Brighton, CO

"We have been using your FlashCAM system to watch over one of our Community Gardens, which has had vandalism, theft, and break-ins. We have had success in deterring those activities and our gardeners love that both their property and their harvest are left untouched. "

- Matt Travino
Fair Oaks Parks and Rec District
Fair Oaks, CA

"The deterrence program seems to be working really well.....lots of pictures of shocked trespassers and no new graffiti!"

- Adam Robertson
El Paso County Parks
El Paso, CO

"We love the FlashCAMs! We are so spoiled at this point with these cameras, we wouldn't know what to do without them!"

-Sgt. Ron Hasty
St. Louis Metropolitan Police Department
St. Louis, MO



QStar Technology, LLC
2730 Monterey Street, Suite #106
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FEIN: 20-8051493



SOLUTION OVERVIEW AND PRICE QUOTE

DATE	QUOTE#
11/16/2022	133532

Prepared For:
Janelle Crossfield, Director Shorewood Parks & Recreation 5735 County Club Road Shorewood, MN 55331 Ph: (952) 960-7902 E: jcrossfield@ci.shorewood.mn.us

Addressing Vandalism, Graffiti and Nuisance Crimes Shorewood Parks & Recreation Shorewood, MN

- I. OBJECTIVE
- II. SCOPE OF SOLUTION
- III. VENDOR INFORMATION
- IV. FLASHCAM QUOTE PROPOSAL

November 16, 2022

*This quote will expire in 30 days unless a written request indicating the intent to purchase is received.
This information is provided solely for the intended recipient and may not be used to solicit other vendors.
This proposal contains proprietary and confidential information of Q-Star Technology LLC and must be
protected pursuant to the Federal Trade Secrets Act, 18 U.S.C. § 1905.*



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FEIN: 20-8051493



SOLUTION OVERVIEW AND PRICE QUOTE

I. OBJECTIVE:

Addressing Nuisance Crimes and Unwanted Activity. Nuisance crimes are chronic issues nationwide costing city and state parks millions of dollars annually. Specifically, the unwanted activity within Shorewood Parks are concerns, and it may be only a matter of time before an incident occurs that will cost the parks and recreation department significant time and materials to mitigate not to mention the costly distractions to manpower and mission. Besides wasting precious resources and funding, it also raises concerns about overall public safety, declining property value and the well-being of the community.

II. SCOPE OF SOLUTION:

Addressing Crime at the Source. A key element in proactively fighting nuisance crimes such as: vandalism, trespassing, illegal dumping, metal/equipment theft and graffiti, is to address the issue directly at the source - the criminals themselves. It is, of course, important to quickly reverse the damages resulting from the crime, but if the culprit has not been addressed directly; they most likely will strike again. This is a common challenge that many parks encounter, investing thousands of dollars into the resources and materials to reverse the damages, yet not stopping the criminal or, if warranted, identifying and prosecuting them. Ultimately the issue will persist unless the culprit is truly deterred.

The FlashCAM Is a Proactive Solution to Stop Nuisance Crimes. For over 18 years, Q-Star Technology has been helping city and state parks across the country address issues of nuisance crimes with the FlashCAM portable crime deterrent systems. The FlashCAM is a crime fighting tool designed specifically to protect city and state parks from nuisance crimes such as graffiti, vandalism, illegal dumping, metal/equipment theft and other unwanted activities. These types of crimes destroy property, increase liability risks and deplete precious resources and budgets. The longer these issues are not addressed, the bigger the problem becomes.

High Resolution Imaging. Since the FlashCAM is a deterrent system rather than surveillance set up, the security efforts are proactive instead of reactive to the crime. The unique features (i.e.: motion-triggered strobe flash and customizable voice warning) stop the criminals before they can strike. The system also captures high resolution (24 megapixel) images of the activity, suspects and license plates, even in complete darkness (approx. 250 ft.). The clarity of the captured images allows law enforcement to identify and prosecute these criminals with this key evidence.

No Infrastructure Requirements – No Expensive Installation Crews. The FlashCAM is completely self-contained. There is no hard wiring required with the solar-charged battery. This simplifies installations and system movement. Many FlashCAM users partner with other departments within their community to rotate their systems to various locations such as: recreation areas, pavilions, power substations, recycling facilities, bridges/highways, water reservoirs, historical monuments etc. The portability and ease of installation of the FlashCAM, as well as the versatility on a range of applications, allow parks to develop a comprehensive program to combat nuisance crimes within their community in even the most remote locations.





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SOLUTION OVERVIEW AND PRICE QUOTE

This proposal includes:

- Each FlashCAM-880SX system includes:
 - ONE (1) wall mounting bracket
 - ONE (1) RF keyfob controller
 - ONE (1) battery charger
 - ONE (1) 8.0 GB Secure Digital Memory Card
 - ONE (1) Quick Move Adapter (QMA)
- The wall mounting bracket and QMA hardware are used to mount the systems to the desired location, and the system can be quickly installed at any location where a QMA is mounted. The RF keyfob allows control of the FlashCAM-880SX from ground level, such as: changing settings, checking battery status etc.
- Each FlashCAM-880SX system includes a one (1) year factory warranty. Optional Extended Warranty coverage is available through additional purchase.
- Optional onsite consultation services are available through additional purchase.

Community Impact

The “Broken Window Theory,” introduced in the early 1980’s and effectively used in the 1990’s to lower the crime rate to historic lows in New York City, suggests that by addressing lesser crimes such as vandalism the overall crime rate can be lowered by creating an environment that encourages community involvement and discourages criminal activity. This FlashCAM program will thus help create awareness in residents as well as the would-be criminals that crime will not be tolerated within Shorewood Parks. This is the real key to addressing this issue. One could call this: Behavioral Modification through Forced Accountability!

The long-term benefit of stopping nuisance crimes at the source of the issue not only helps protect this specific location from any further damage but it also helps maintain a safe and healthy environment for the entire community.





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SOLUTION OVERVIEW AND PRICE QUOTE

III. VENDOR INFORMATION:

Q-Star Technology is a Veteran-Owned Small Business, GSA Certified, Sole Source vendor, with all FlashCAMs proudly manufactured in the USA (Torrance, CA) for over 18 years. The FlashCAM is a unique one-of-a-kind product, with no other product like it in the market.

GSA Contract Number: GS-07F-0355U

Sole Source Letter: Available upon request (310) 294-8194

Contact Information:

Regional Representative

Name: Andrew Clarke
Title: Account Manager
Tel: 310-294-8194 Ext. 112
Email: AClarke@qstartech.com

Corporate Headquarters:

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SOLUTION OVERVIEW AND PRICE QUOTE

		Terms	Rep	FOB
		Net 30	AC	Torrance, CA
ITEM #	Description	Qty	Unit Price	Total
FC-880 SX	FlashCAM-880 SX System	1	\$ 8,600.00	\$ 8,600.00
Discount- Municipal	Municipal Discount	1	\$ (750.00)	\$ (750.00)
		SUBTOTAL:		\$ 7,850.00
		Shipping & Handling:		\$ 95.00
		Sales Tax 0.00%		\$ -
		TOTAL:		\$ 7,945.00

All Dollar amounts are in United States Dollars. Customer responsible for all Duties, Taxes and/or Broker Fees if Applicable. Prices include a Cash/Check/ACH discount.



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SOLUTION OVERVIEW AND PRICE QUOTE

ADDENDUM INFORMATION:

I. FlashCAM-880SX Portable Deterrent System with Wireless Download Specifications

II. Customer References



PORTABLE CRIME DETERRENT CAMERA SYSTEMS

SPECIFICATIONS:

OPERATING RANGE:	Up to 100 feet for a human, up to 175 for a vehicle			
SENSING DEVICE:	IR Motion Sensor with Variable Trigger Options - adjustable sensor delays to reduce false triggers			
CAMERA:	RESOLUTION	MEMORY	PHOTOS PER EVENT	
	24 megapixels (depending on availability)	22 Gigabyte storage with (FIFO) Overwrite capability	User selectable 1, 2, 3 or 4	
STROBE FLASH:	Proprietary design. Captures night time images and acts as deterrence (Can be disabled)			
OPTICAL ZOOM:	18mm to 55mm, manually adjustable			
KEYFOB:	BUTTONS	CONTROL MODES		RANGE
	5-button keyfob to change modes, allow status reporting, system tests, and access WiFi server	ARM - Stays armed until changed. SENSOR - Arms at dusk; disarms at dawn. DISARM - Stays disarmed until changed. DOWNLOAD - Wireless download of picture files TEST - Test system features		75 feet at 20 feet AGL
DELAYS:	ARM		TRIGGER ZONE	
	0-8 hours from dusk (user selectable)		Can be set to any value. Default values are 3 and 5 seconds.	
CUSTOMIZABLE AUDIO WARNING:	OUTPUT		RECORD	
	Supports up to 14 seconds		Pushbutton controls support recording and playback of voice messages	
SYSTEM STATUS REPORTING:	Via voice prompts and audible beep code			
MODES:	TEST	LICENSE	DOWNLOAD	
	Test daylight sensor; motion sensor field-of view test and system test	Sets camera lens to allow photographing reflective surfaces. Allows camera to capture license plate numbers more than 250 ft. away in TOTAL DARKNESS.	Wireless download of pictures onto any WiFi enabled device using a standard browser.	
POWER:	Solar Panel (with 30 Ampere Hour rechargeable battery)			
CASE:	16 gauge steel with bullet resistant Lexan covering the camera lens			
MOUNTING:	Heavy-duty (removal resistant) wall mount bracket. C-Clamp parapet mounting optional			
DIMENSIONS:	HEIGHT	WIDTH	DEPTH	WEIGHT
	6.81"	10.21"	11.25"	20 LBS.



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Veteran-Owned Small Business

Sole Source Letter Available Upon Request

Advantage![®]

GSA Certified Vendor

Contract Number: GS-07F-0355U



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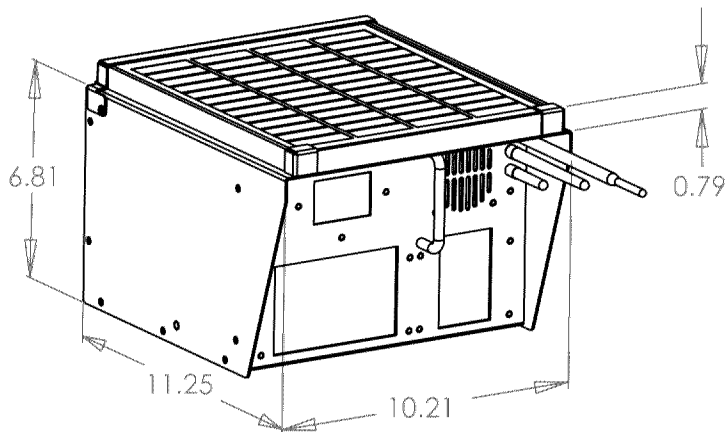
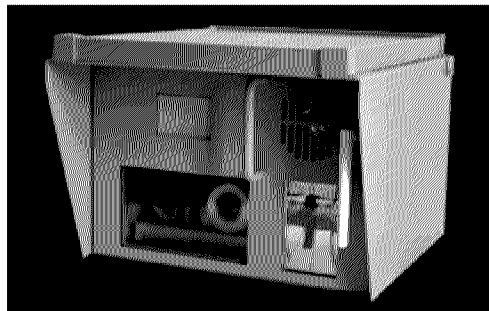
FLASHCAM

PORTABLE CRIME DETERRENT CAMERA SYSTEMS

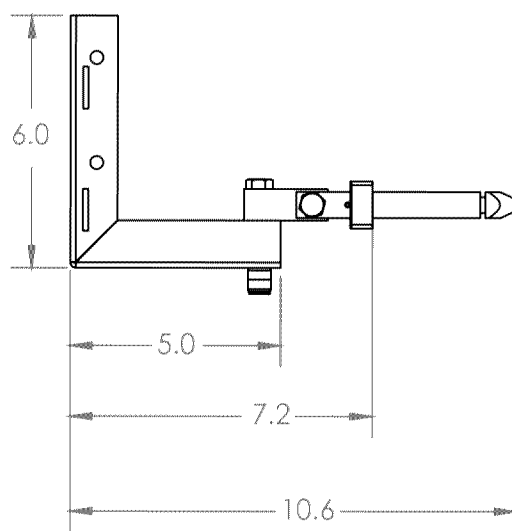
The FlashCAM-880SX is a proactive deterrence / investigation tool with high resolution, low light imaging capabilities, used for apprehension and prosecution of crime suspects. The FlashCAMs are designed as a proactive solution to safeguard property, infrastructure and equipment while preventing undesirable consequences from occurring.

FEATURES:

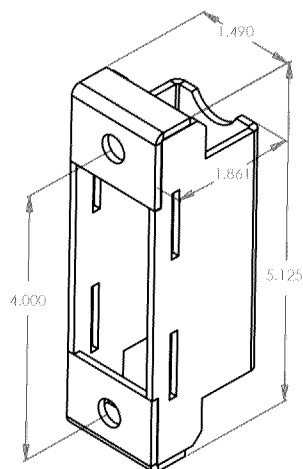
- Portable/Completely Self Contained
- SD Card Overwrite
- Solar Charged Battery
- Vandal Resistant Rugged Design
- 24 Mega Pixel High Resolution Images
- Bright Strobe Flash
- Customizable Audio Warning
- Wireless Image Download



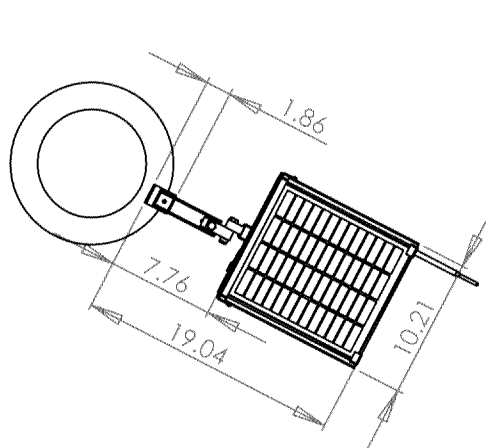
WEIGHT: 20 LBS (9.07 kgs)
 WIDTH: 10.21 inches (259.33 mm)
 DEPTH: 11.25 inches (285.75 mm)
 HEIGHT: 6.81 inches (172.97 mm)



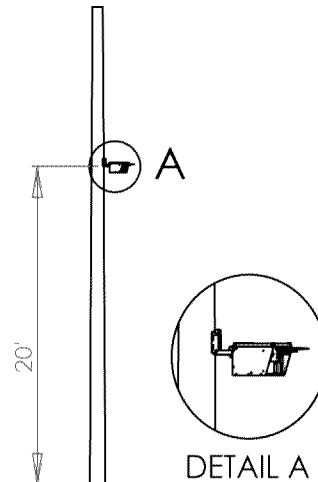
Wall Mount Bracket



Quick Move Adapters (QMA)



Pole Mounted FlashCAM



DETAIL A



MADE IN USA

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 Torrance, CA 90503
 USA

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Q-STAR
 TECHNOLOGY



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Portable Crime Deterrence

SOLUTION OVERVIEW AND PRICE QUOTE

Customer References: Illegal Dumping

“The [FlashCAM] is fantastic! Within a month of installation, we were able to get high resolution photographs of 10-12 different people dumping illegally and we even identified people coming from as far as three towns over! The FlashCAM also works very well as an effective deterrent. Before the install, it seemed almost every other day there was someone illegally dumping. The FlashCAM has noticeably cut that down.”

-Jeremy K.

Round Hill Association
Fishkill, NY

“We are averaging 5-13 cases a month with a very high conviction rate.”

Re: FlashCAM Report- Stats 8/22/18, Of the 35 cases:

- 28 have pled liable for a total fine collections of \$52,745) Avg: \$1883.75/case)
- 4 cases were dismissed-reasons range from stolen vehicle, owner no longer owned vehicle, individual was deceased, etc.al.
- 3 cases have a court date set for 9/19
- An Additional 4 cases have been submitted t Law for review to submit to court.
- 10 different FlashCAM sites are responsible for this data.

-Chicago Streets and Sanitation Department
Chicago, IL

“The [FlashCAMs] are working wonderful. We’re catching illegal dumper[s] and making arrest[s].”

-Keith Walker

Camden Public Works, NJ

“The system produced by Q-star is by far one of the best. My field officers enjoy the fact that deployment and setup are quick and easy. The follow up photograph download process is user friendly, but what truly sets this system apart is the clarity of the photographs and the ability to zoom is said photographs. My officers were working one incident involving theft from one of our 17 trash drop off centers. After deployment of the system, my officers were able to take a photograph from the camera and zoom in on an individual’s hands showing a distinct dragon tattoo. My officers were able to take the photograph and match it up to a previous booking photo. Therefore, allowing us the ability to identify the individual. These systems can be an asset to law enforcement agency both urban and rural tacking these types of issues.”

-Jamie Nelson, Director

Spartanburg County Environmental Enforcement Department, SC



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Torrance, CA 90503
T: 310.294.8194 F: 310.781.1025



Portable Crime Deterrence

SOLUTION OVERVIEW AND PRICE QUOTE

Customer References: Nuisance Crimes

“We were using 20 gallons of paint every day to cover over the graffiti. It was an expensive problem when you factor in the labor costs. So, we installed a FlashCAM system, left it at that location for two months, and the graffiti stopped!”

-Danny Mercado
New York City Parks
New York, NY

“We have had great success with our 6 Q-Star systems. We mainly use them for graffiti prevention but have caught several thefts and even a sex assault suspect leaving the backyard of the victim.”

-Sgt. Scott Wegscheider
Brighton Police Department
Brighton, CO

“We love the FlashCAM, we had at least 1 incident every week, but since the FlashCAM has been implanted, we had only 1 incident in an entire year!”

-Mike Aho
Fair Oaks Parks & Recreation
Fair Oaks, CA

“We love the FlashCAMs! We are so spoiled at this point with these cameras, we wouldn’t know what to do without them!”

-Sgt. Ron Hasty
St. Louis Metropolitan Police Department
St. Louis, MO

“The (FlashCAMS) have been up for over a year and not a scratch has been made on facility... We are situated in a high-risk area, but since we installed the FlashCAMs, we have not seen any damage on our facility.”

-Craig Callahan
Bernalillo County Parks & Recreation
Albuquerque, NM





ACTUAL DETERRENCE! Q STAR TECHNOLOGY IN ACTION



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90503



#4B

MEETING TYPE
Regular Meeting

City of Shorewood Council Meeting Item

Title / Subject: Freeman Park Trail Rehabilitation Project

Location: 6000 Eureka Road

Meeting Date: January 9, 2023

Prepared by: Marie Darling, Planning Director

Attachments: Graphic with Cost Estimates for each trail segment

Videos of the existing Freeman Park trail conditions may be found on the city's website by selecting: Government/City Departments/Parks/Trails and scrolling to the bottom of the page or with this link:

[Welcome to Shorewood, MN](#)

Background: The trails in Freeman Park are in need of repaving and this project was included in the 2023 CIP with a total estimated cost of \$400,000. The attached plan for the Freeman Park Trail Reconstruction was prepared by the City Engineer and summarizes each section of the project and their costs. We are looking for guidance on several options so that we know what needs to be included in the project. Decision on these optional features could reduce the total price.

The project consists of restoring the trails in their current locations except as noted below. Most of the trails are 8 feet in width, but trails A, B and J are about 5-6 feet wide.

The Trail Reconstruction Project

The red segment is the portion of the trail that would be paid for by the Three Rivers Park District and built to their specifications. The engineer's estimate for this trail construction/reconstruction is about \$300,000

The yellow segments are all existing trails. The estimate for these trails is \$285,300. The estimates are prepared assuming the trails would be eight feet wide. Trail segment J may not be able to be expanded due to several issues listed on the table in the graphic and the potential need for additional right-of-way. A wetland delineation for this portion of the project would provide key information and that portion of the project design would be completed when ground temperatures allow. Keeping Trail J at the current width may reduce the price, although specialized equipment could also be needed to construct the narrower trails.

With the sidewalk construction in Walnut Grove Villas (Park Lane from Seamans Drive to Eureka Road), pedestrians/bikers from Yellowstone Lane and Seamans Drive will have direct access to Trail J and into Freeman Park.

There are also a few optional elements of the trail project as well:

Mission Statement: *The City of Shorewood is committed to providing residents quality public services, a healthy environment, a variety of attractive amenities, a sustainable tax base, and sound financial management through effective, efficient, and visionary leadership.*

Segment B: Repaving this trail was not included in with the yellow coded trails as the trail is now duplicated by the Three Rivers Park District trail project. There are a few options for this trail, including:

1. Reconstruction in the same location at the same width (due to potential wetland impacts and tree loss, costs to expand to six feet would increase exponentially). Likely \pm \$50,000.
2. Reconstruct the subgrade and add class 5 gravel or establish turf for a natural trail experience. The cost would be about \$4,500 for the removal of the pavement or adding more gravel or topsoil for grass seed.

Segment L: Segment L is currently unpaved and connects the southerly parking area and a neighborhood entry. This trail is the only unpaved trail proposed to be paved. If the commission would like to pave the area at this time, the cost would be about \$14,250.

Segment G: This area is an old roadbed that was previously used for vehicle traffic connecting the north and south segments of the park. Now it is for pedestrian access only, except for emergency and maintenance vehicles. However, it retains its wider shape and is in very poor condition. This connection could be reduced to 12 feet and reconstructed for its current purpose. This work would cost about \$38,500.

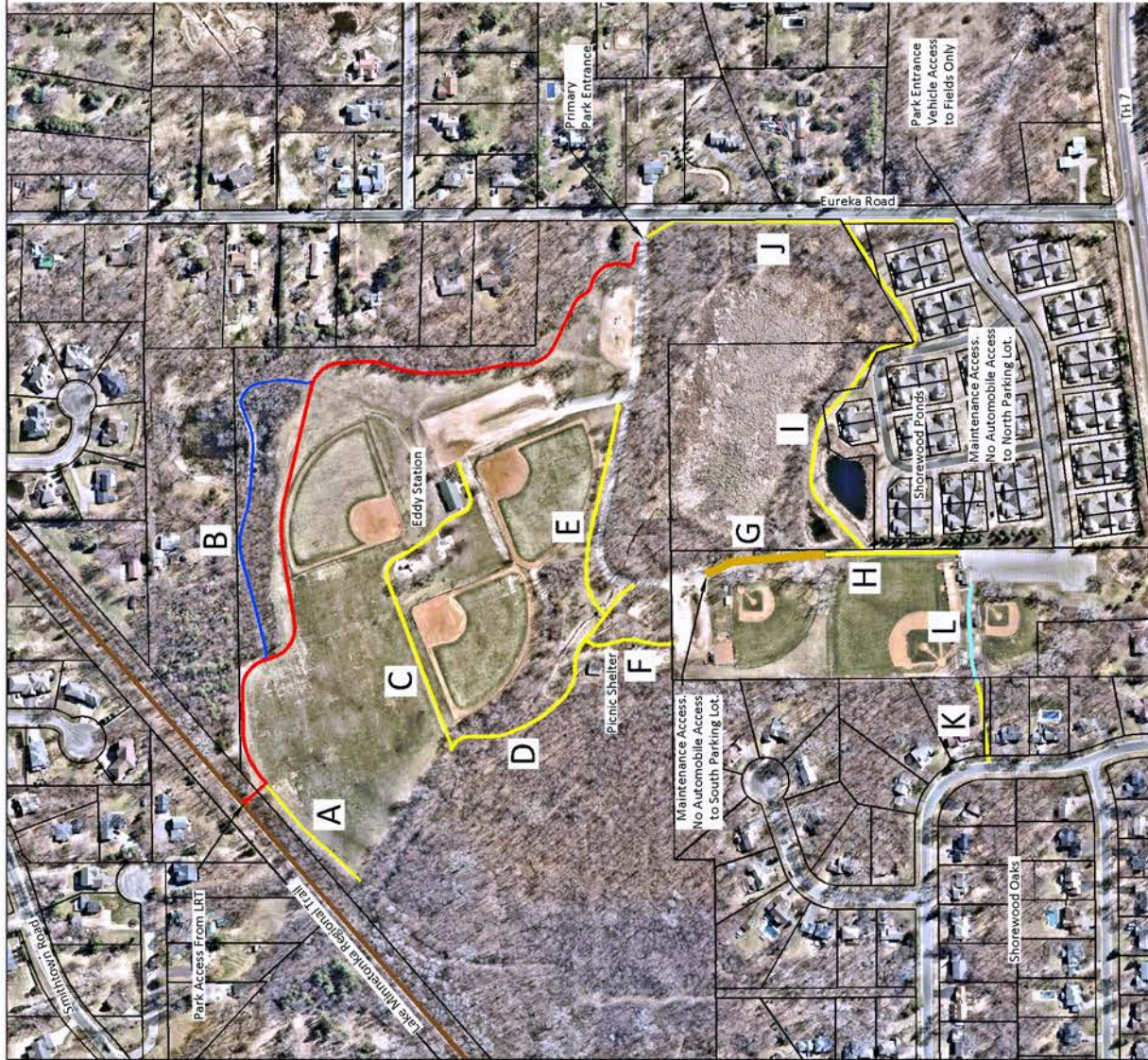
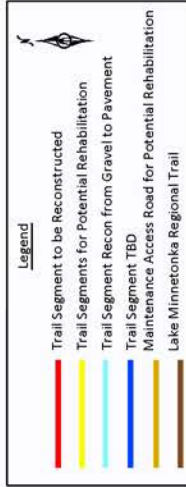
Financial Implications: The cost of the project could be reduced without these optional projects but including them would be cheaper now than addressing them as a separate project later.

Assuming that the City Council directs staff to move forward with replacing all the segments and the optional B, G and L segments as well, the total cost would be about \$390,000. The estimates were greater than previously estimated. Consequently, staff increased the expected cost for the project in the CIP to \$400,000.

The estimates are higher than previously estimated four years ago when this item was included as a project in the CIP. To cover the additional cost, staff are preparing grant applications and will request City Council support for these grants on an upcoming agenda. One of the grants would be targeted specifically at optional Segment G.

Request/Recommendation: Staff request direction on the optional portions of the trail segments so that the City Engineer can finalize the plans and ready the plans for bid. Staff recommend the following:

1. Trail segment B: repave the trail at the same width.
2. Trail segment L: construct a paved trail in this location to create a paved walkway from the neighborhood through the ballfields and into the developed portion of the park.
3. Trail segment G: reconstruct the roadbed to 12 feet as indicated above and return the remaining area to turf.
4. Trail segment J: explore expansion of the trail to 8 feet to provide a wider entry into the park for both pedestrians and bikers.



SEGMENT	SEGMENT LENGTH (LF)	WIDTH (FT)	COST PER SEGMENT		NOTES
			RECLAMATION & PAVE	RECONSTRUCTION	
A	342	6	\$18,307.26	\$19,329.84	
B	885	6	\$4,478.10	N/A	
C	873	8	\$46,731.69	\$49,341.96	
D	687	8	\$36,775.11	\$38,829.24	
E	565	8	\$30,244.45	\$31,933.80	
F	236	8	\$12,633.08	\$13,338.72	
G	309	20	\$34,735.98	\$38,459.22	RECLAMATION & RECONSTRUCTION COSTS ADJUSTED TO 12' WIDTH
H	341	8	\$18,253.73	\$19,273.32	
I	1007	8	\$53,904.71	\$56,915.64	
J	794	5	\$42,502.82	\$44,876.88	POSSIBLE ISSUES WITH WIDENING TRAIL TO 8' WETLAND IMPACTS, TREE REMOVALS, CULVERT EXTENSION, SMALL UTILITY CONFLICTS, & RELOCATION OF STREET SIGNS
K	206	8	\$11,027.18	\$11,643.12	
L	252	8	N/A	\$14,243.04	
TOTAL LENGTH	6497		\$309,594.11	\$338,184.78	

COST PER LF AT 8' WIDTH - RECLAMATION & PAVE	\$53.53
COST PER LF AT 8' WIDTH - RECONSTRUCTION	\$56.52

NOTES:

1. SEGMENT A & J ARE ASSUMED TO BE REBUILT TO AN 8 FOOT WIDTH.
2. SEGMENT B IS RECOMMENDED TO BE RECLAIMED AND NOT PAVED DUE TO THE NEW PARALLEL TRAIL SEGMENT. THE TRAIL WILL BE SIMILAR TO OTHER EXISTING TRAILS IN WOODED AREAS OF FREEMAN PARK. ALSO, EXPANDING ITS WIDTH TO 8 FEET MAY CAUSE ISSUES WITH WETLAND IMPACTS AND PERMITTING NEEDS.
3. SEGMENT G IS CURRENTLY 20 FEET WIDE AND COULD BE NARROWED TO 12 FEET WIDE PAVEMENT TO ACCOMMODATE EMERGENCY SERVICES, IF NEEDED. ADJACENT AREAS WOULD BE CONVERTED TO TURF.



City of Shorewood Council Meeting Item

Title/Subject: Authorize Eminent Domain - Strawberry Lane Street Improvements Project; City Project 19-05
Meeting Date: Monday, January 9, 2023
Prepared By: Andrew Budde, City Engineer
Reviewed By: Mark Nevinski, City Administrator
Attachments: Easement Figures, Resolution

Background: The Shorewood City Council awarded the Strawberry Lane Improvements project which includes Peach Circle, Strawberry Court, drainage improvements, watermain, and a sidewalk on the east side of Strawberry Lane. The project requires acquisition of roadway easements and drainage & utility easements to complete the project. Staff has secured most of the permanent easements required for the project and many of the right of entries. Staff is continuing to meet with residents throughout the project to discuss and acquire the remaining right of entries and easements for the project.

However, staff has been unable to connect with and get a response from one property owner after multiple attempts over 11 months. The property is located at 26420 W 62nd Street. The property is a rental and staff has stopped by the property and was provided a phone number to the owner. The owner was called on multiple occasions with voicemails asking for a return call. Staff has also sent certified mail on two separate occasions to both the property address and the tax address with summary letters asking to call or email staff. The second attempt of certified mail included the appraisal and a formal offer to acquire the easements. To this date no connection with the property owner has been made. For the city to be able to acquire legal access to the easements and maintain the project construction schedule, it would be appropriate for the city to initiate the eminent domain process. If initiated in January, the city would be have access the property in May to allow for construction. Staff from Cambell-Knutson is prepared it assist with the eminent domain process.

Financial Considerations: Costs for easement acquisition has been accounted for in the Capital Improvement Plan and would utilize a combination of Street & Utility Bonds, Water Fund, Sanitary Fund, and Storm Sewer Fund.

Recommendation/Action Requested: Staff recommends the City Council adopt the Resolution as submitted that authorizes staff to pursue eminent domain for the Strawberry Lane Street Improvements project.

PROPOSED EASEMENT DESCRIPTION

A permanent easement for public right of way purposes over, under, and across the herein described Parcel A, which lies southeasterly of a line drawn from a point on the south line of the herein described Parcel A distant 40.00 feet westerly of the southeast corner of the herein described Parcel A, to a point on the east line of the herein described Parcel A distant 40.00 feet north of the southeast corner of the herein described Parcel A.

Together with a permanent easement for drainage and utility purposes over, under, and across the east 10.00 feet of the herein described Parcel A, which lies north of the above described public right of way easement.

Parcel A

Lots 31, 32 and

That part of Lot 33 lying West of a line parallel with and 16.5 feet West of the East line thereof, "Minnewashta", Hennepin County, Minnesota.

SURVEYOR'S CERTIFICATION

I hereby certify that this survey, plan, 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.



Timothy L. Sorenson
License Number 48087

10/28/2022
Date

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EASEMENT EXHIBIT
26420 WEST 62ND STREET SHOREWOOD, MN



**BOLTON
& MENK**

2638 SHADOW LANE SUITE 200
CHASKA, MN 55318
952-448-8838

PART OF LOT 31, 32 & 33, MINNEWASHTA
HENNEPIN COUNTY, MINNESOTA

FOR: CITY OF SHOREWOOD

JOB NUMBER: C16.120450

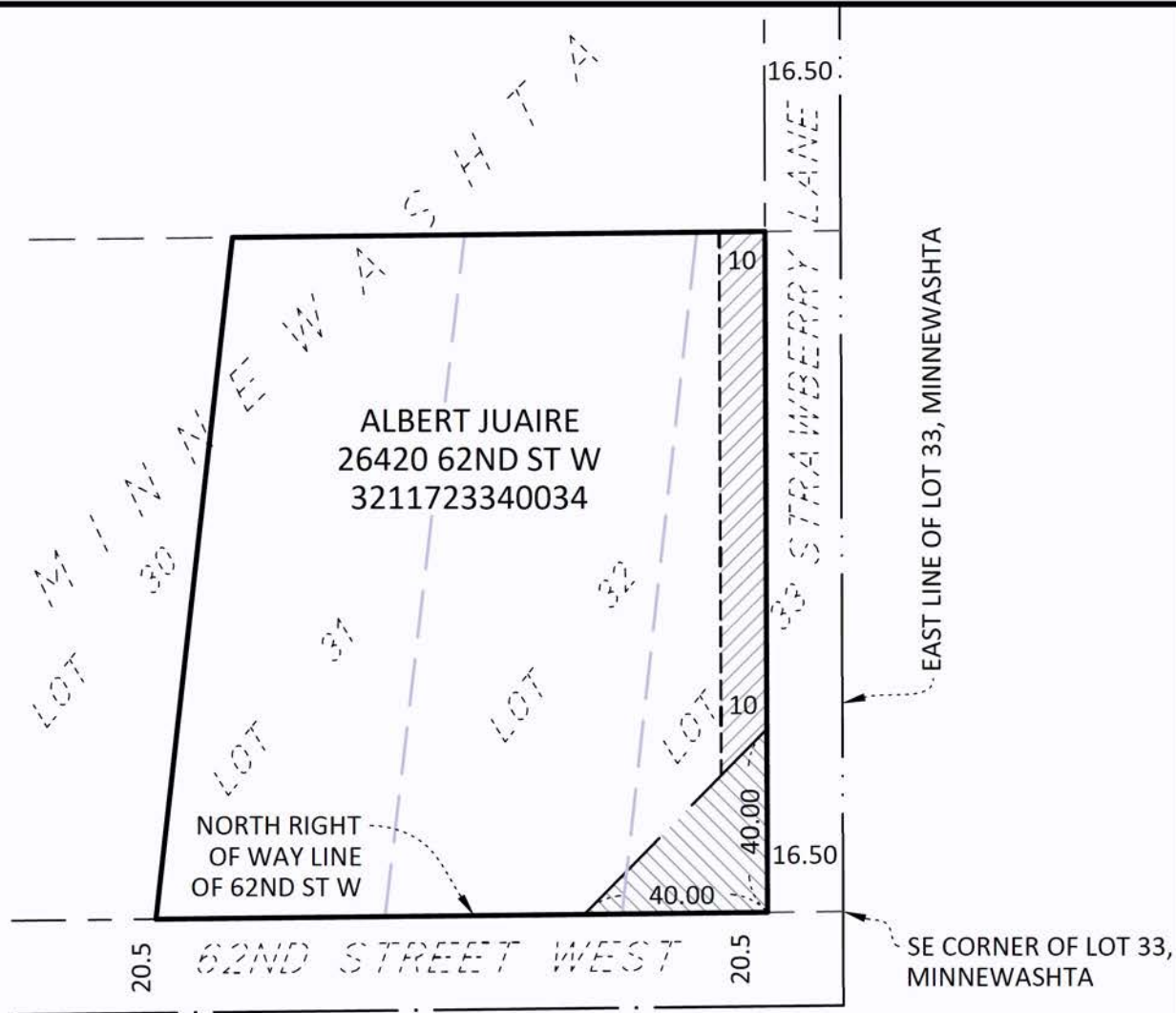
FIELD BOOK:

DRAWN BY: AK

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SHEET 1 OF 2

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SURVEYOR'S CERTIFICATION

I hereby certify that this survey, plan, 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.

Timothy L. Sorenson
Timothy L. Sorenson
License Number 48087

10/28/2022
Date



PROPOSED PERMANENT PUBLIC
RIGHT OF WAY EASEMENT
AREA = 800 +/- SQ FT



PROPOSED PERMANENT DRAINAGE &
UTILITY EASEMENT
AREA = 1,136 +/- SQ FT



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EASEMENT EXHIBIT
26420 WEST 62ND STREET SHOREWOOD, MN



**BOLTON
& MENK**

2638 SHADOW LANE SUITE 200
CHASKA, MINNESOTA 55318
952-448-8838

PART OF LOT 31, 32 & 33, MINNEWASHTA
HENNEPIN COUNTY, MINNESOTA

FOR: CITY OF SHOREWOOD

JOB NUMBER: C16.120450

FIELD BOOK:

DRAWN BY: AK

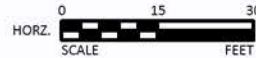
SHEET 2 OF 2

Strawberry Lane Reconstruction

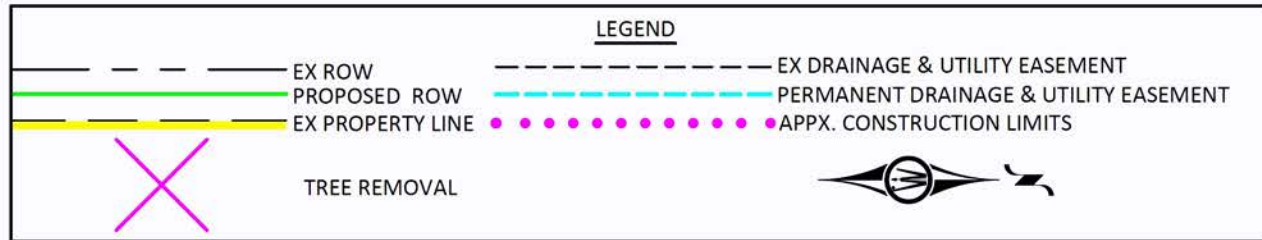
City of Shorewood

Easement Acquisition: Juaire

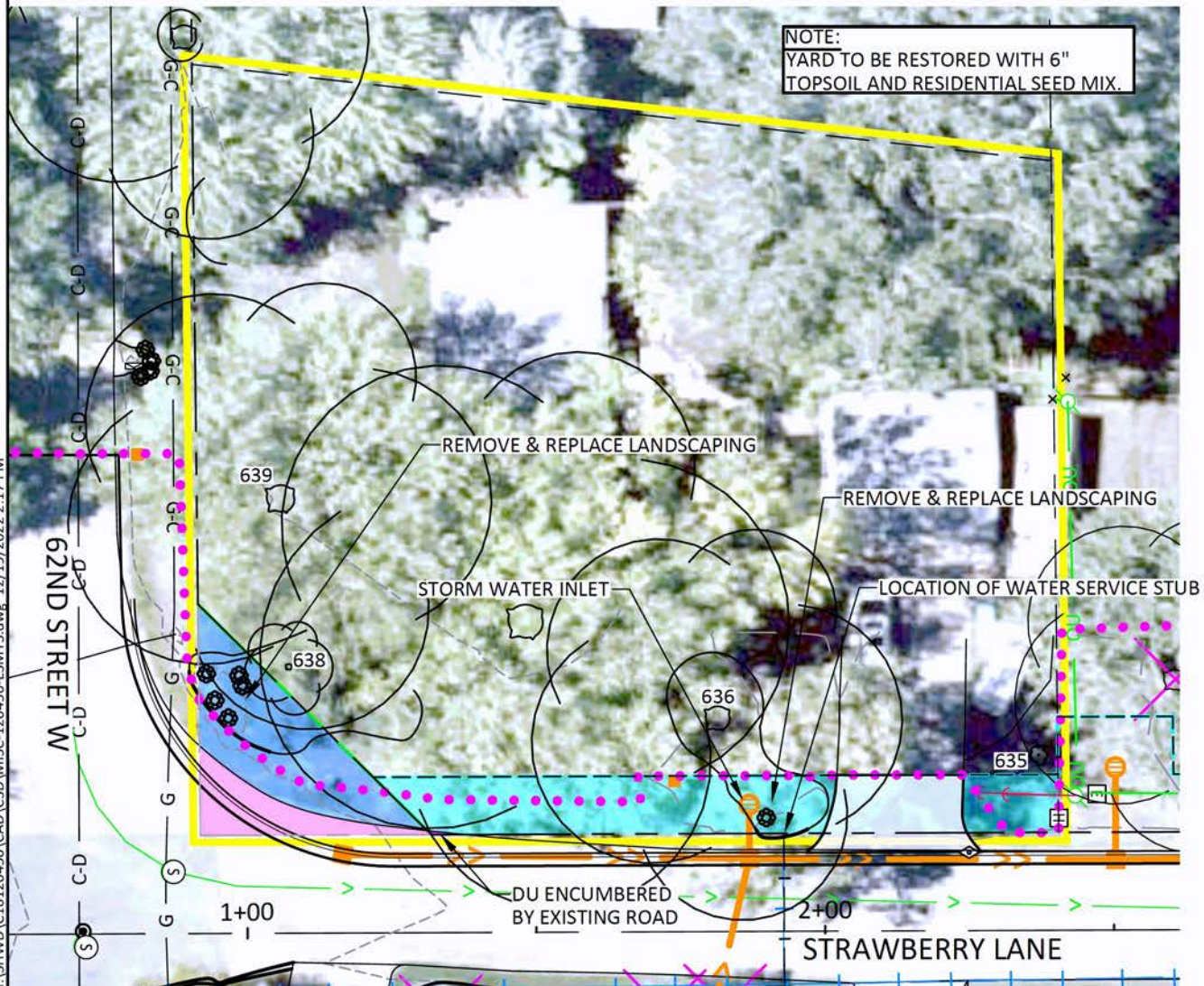
December 2022



Owner of Record PID 3211723340034	Gross Parcel (SF)	D & U Easement (SF)	D & U Easement Encumbered by Existing Road (SF)	Right of Way (SF)	Right of Way Encumbered by Existing Road (SF)
Albert Juaire 26420 62nd St W	18,757 SF				
		1,133 SF	2 SF	590 SF	210 SF



TREE TAG	SIZE IN INCHES	BOTANICAL NAME	COMMON NAME	CONDITION	HEALTH ISSUES	DEFECT
635	1	Picea glauca	spruce, white	Good	None	Not tagged
636	34	Salix babylonica	willow, weeping	Poor	Missing Or Decayed Wood	2 stem, Cabling present
637	52	Acer saccharinum	maple, silver	Fair	Weakly Attached Branches And Codominant Stems	
638	8	Pinus sylvestris	pine, Scots	Good	None	
639	12	Pinus sylvestris	pine, Scots	Good	None	



**CITY OF SHOREWOOD
COUNTY OF HENNEPIN
STATE OF MINNESOTA**

RESOLUTION NO. 23-006

**RESOLUTION AUTHORIZING EMINENT DOMAIN OF LAND FOR
PUBLIC PURPOSES FOR THE STRAWBERRY LANE STREET IMPROVEMENT
PROJECT, CITY PROJECT 19-05**

WHEREAS, the City Council of the City of Shorewood does hereby determine that it is necessary for a public use and purpose to acquire the property legally described on the attached Exhibit "A", subject to engineering modifications, if any, for purposes in connection with the Strawberry Lane Street Improvements Project, City Project No.19-05.

WHEREAS, City staff and consultants have and will continue to work with the property owners to acquire the necessary easements and/or fee title; and

WHEREAS, the City Council finds that development and construction conditions related to the area make it necessary to acquire title to, and possession of, the property as soon as possible in order for the project to proceed in an efficient, cost effective and expeditious manner.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHOREWOOD, MINNESOTA:

1. That the City Attorney is authorized to commence eminent domain proceedings pursuant to Minnesota Statutes Chapter 117 to acquire the necessary easements and/or fee title identified on the attached Exhibit "A", subject to engineering modifications, if needed.
2. That the City Attorney is authorized to acquire the necessary property interests pursuant to the "quick take" provisions of Minnesota Statutes Section 117.042.
3. That the Mayor and the City Administrator are authorized to execute all documents necessary, in the opinion of the City Attorney, to effect the acquisition of the necessary property interests.

4. The City is in the process of obtaining appraisals of the property being acquired. The City Council hereby authorizes the City Administrator to approve the appraisals and make formal offers to the property owners subject to City Council's final approval.

ADOPTED by the Shorewood City Council this 9th day of January 2023.

Jennifer Labadie, Mayor

Attest:

Sandie Thone, City Clerk

EXHIBIT “A”



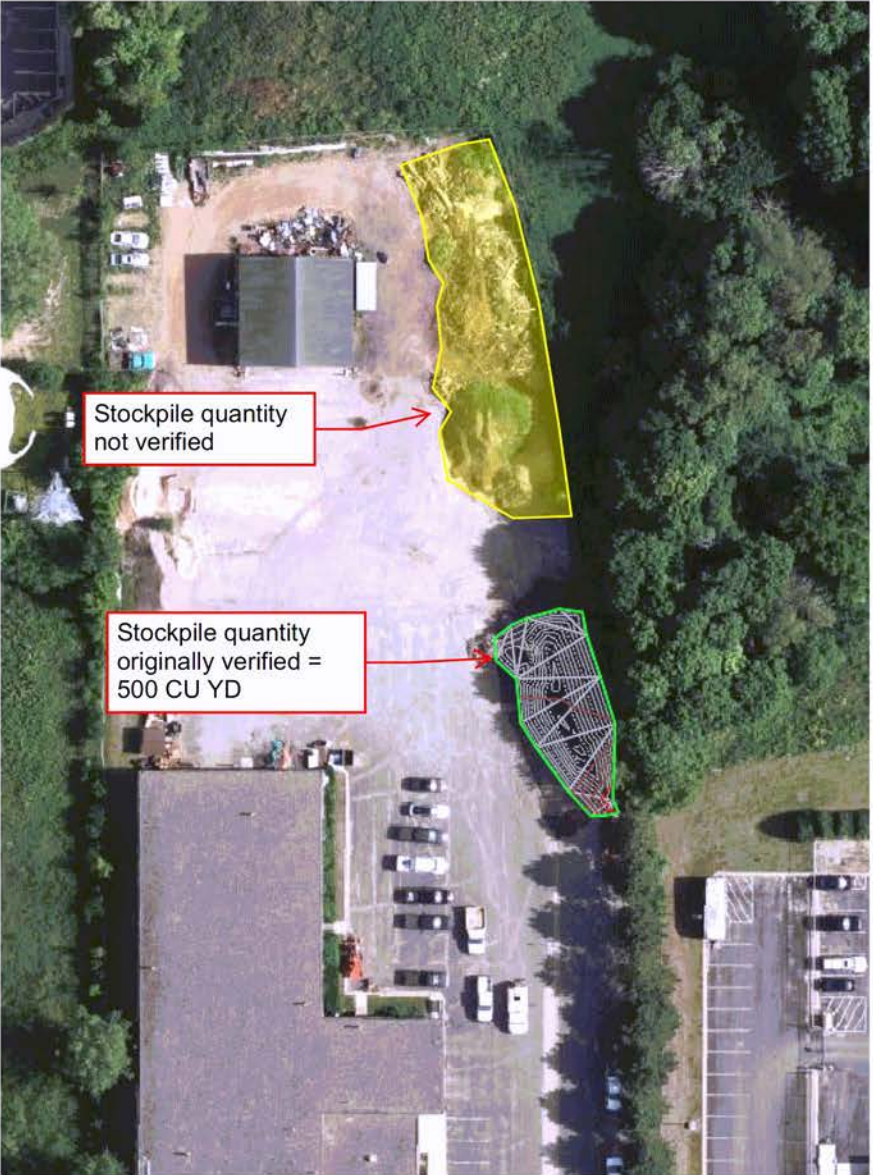
City of Shorewood Council Meeting Item

Title/Subject: Approve Change Order for 2022 Street Sweeping Removals,
City Project 22-08
Meeting Date: Monday, January 9, 2023
Prepared by: Andrew Budde, City Engineer
Attachments: Overview Map, Payment Application

Background: Staff has requested quotes to remove street sweepings that have been stockpiled at Public Works over the last several years and was originally estimated to be 500 cubic yards. The work was quoted, and the low quote was awarded to W.M. Mueller on November 14, 2022, in the amount of \$26,725.00. After the loading and hauling process was completed, staff was notified by the contractor that they had hauled away much more than 500 CU YD. Staff investigated the concern and identified that the original amount quantified only included one of the two stockpiles at the site. The southern stockpile was surveyed and determined to be 500 CY CU. The northern stockpile that was not included in the original estimates and was quantified to be 734 CU YD based on truck tickets.

Financial Considerations: Costs for this work had been budgeted for in the Capital Improvement Plan (CIP) and would utilize the Stormwater Management Fund. The city had budgeted \$37,100 in 2022 for this effort in the CIP. The original quote award was for \$26,725.00. The total change order is for \$35,562.30. The amount over the 2022 CIP budget amount is \$25,187.30. Staff proposes to utilize a portion of the \$100,000 from the 2022 CIP item from Storm Pond Sediment Cleaning & Disposal to pay the balance to the contractor.

Recommendation/Action Requested: Staff recommends approving the Change Order in the amount of \$35,562.30 to W.M. Mueller & Sons, Inc. for the 2022 Street Sweeping Removals, City Project 22-08.



Stockpile quantity
not verified

Stockpile quantity
originally verified =
500 CU YD

Contractor: W.M. Mueller & Sons, Inc.
Name of Project: 2022 Street Sweeping Stockpile Removal

Request Number: 1 - FINAL
Application Date: 12/13/2022
Pay Period: 11/21 - 11/23/22

% COMPLETED AFTER THIS ESTIMATE..... 233.1%

ORIGINAL CONTRACT AMOUNT \$26,725.00

CHANGE ORDERS/EXTRA WORK:

No.	Description	Additions	Deductions
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -

TOTAL ADDITIONS..... \$ -
SUB TOTALS..... \$26,725.00
TOTAL DEDUCTIONS..... \$ -

CONTRACT AMOUNT TO DATE..... \$26,725.00

TN

TOTAL COMPLETED TO DATE..... \$ 62,287.30
MATERIALS STORED..... \$ -
TOTAL COMPLETED AND STORED TO DATE..... \$ 62,287.30
LESS 0% RETAINAGE..... \$ -
TOTAL EARNED LESS RETAINAGE..... \$ 62,287.30

LESS PREVIOUS PAYMENTS:

Est. No. _____	Amount \$ -	Est. No. _____	Amount \$ -
Est. No. _____	Amount \$ -	Est. No. _____	Amount \$ -
Est. No. _____	Amount \$ -	Est. No. _____	Amount \$ -
Est. No. _____	Amount \$ -	Est. No. _____	Amount \$ -
Est. No. _____	Amount \$ -	Est. No. _____	Amount \$ -
Est. No. _____	Amount \$ -	Est. No. _____	Amount \$ -

Total Estimates \$ -

AMOUNT DUE THIS ESTIMATE..... \$ 62,287.30

Payment requested by:
W.M. Mueller & Sons, Inc.
Contractor Representative:

By: _____

Date: _____

Approved and recommended for payment by:
Bolton & Menk, Inc.
Project Manager: Ryan Johnson

By: Ryan R Johnson

Date: 12/13/2022

Contractor: W.M. Mueller & Sons, Inc.						Request Number: 1 - FINAL			
2022 Street Sweeping Stockpile Removal						Application Date: 12/13/2022			
Request for Payment						Period to: 11/21 - 11/23/22			
City of Shorewood						BMI Project Number: 0C1.123603			
Item No.	Description of Work	A Original Plan Quantity	Unit of Measure	B Bid Price	C Original Contract Amount	D Current Pay Application		E Total Quantity to Date	Total Amount Completed to Date (B x E)
						Quantity this App.	Amount this App. (B x D)		
1	PROPOSED WORK:								
	MOBILIZATION	1	LS	\$2,500.00	\$2,500.00	1.00	\$2,500.00	1.00	\$2,500.00
2	DISPOSE OF STOCKPILED STREET SWEEPINGS	500	CY (LV)	\$48.45	\$24,225.00	1,234.00	\$59,787.30	1,234.00	\$59,787.30
PROJECT TOTAL:					\$26,725.00		\$62,287.30		\$62,287.30



City of Shorewood Council Meeting Item

Title/Subject: 2023 Annual Appointments
Meeting Date: Monday, January 9, 2023
Prepared by: Marc Nevinski, City Administrator
Reviewed by: Sandie Thone, City Clerk/HR Director
Attachments: Copy of Resolution 22-007: 2022 Appointments
Draft Resolution 23-008: 2023 Appointments
Advisory and Commission Liaison Expectations and Roles

6A

MEETING TYPE
Regular Meeting

Background: Minnesota State Statute requires the city council to conduct the following business at the first annual meeting of the year:

- Designate an official newspaper
- Appoint an acting mayor from among the councilmembers. The acting mayor shall perform the duties of the mayor if there is a vacancy in the mayor's position or during the mayor's disability or absence.
- Select an official depository for city funds (This must be done within 30 days of the start of the city's fiscal year).

In addition, although not required by state statute, many city councils will also do the following at the first meeting of the year:

- Review different council appointments to city boards and commissions.
- Review council bylaws and make any needed changes.
- Assign committee duties to members.
- Approve official bonds that have been filed with the clerk.

Attached you will find Resolution 22-007 which shows the appointments for 2022. Council shall review and determine the appointments as delineated in the draft Resolution 23-008 for 2023 and appoint accordingly.

Recommendation/Action Requested: Staff respectfully recommends the council review the attached 2022 Appointments and the Advisory and Commission Liaison Expectations and Roles and designate 2023 Appointments as appropriate in the draft Resolution 23-008 and any others as necessary.

Motion, second and simple majority required.

Connection to Vision /Mission: Consistency in providing the community with quality public services, a healthy environment, a variety of attractive amenities, a sustainable tax base and sound financial management through effective, efficient, and visionary leadership.

Mission Statement: *The City of Shorewood is committed to providing residents quality public services, a healthy environment, a variety of attractive amenities, a sustainable tax base, and sound financial management through effective, efficient, and visionary leadership.*

Page 1

**CITY OF SHOREWOOD
COUNTY OF HENNEPIN
STATE OF MINNESOTA**

RESOLUTION 23-007

**A RESOLUTION DESIGNATING 2023 ANNUAL APPOINTMENTS
TO CERTAIN OFFICES AND POSITIONS WITHIN THE CITY OF SHOREWOOD**

WHEREAS, it has been the policy of the Shorewood City Council to make annual appointments to fill certain offices and positions within the City government at the beginning of each year; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Shorewood as follows:

1. That the following persons are appointed to the following offices and positions:

Acting Mayor:

Council Rep/Park Commission Liaison:

January – June 2023:

July – December 2023:

Council Rep/Planning Commission Liaison:

January – June 2023:

July – December 2023:

Council Liaison to SCEC

Council Liaison Metro Cities & League of MN Cities:

Alternate Metro Cities & LMC:

Lake Minnetonka Communications Commission:

Alternate LMCC:

South Lake Minnetonka PD Coordinating Committee:

Alternate SLMPD CC:

Excelsior Fire District Board Member:

Alternate EFD Board Member:

Personnel Committee:

Weed Inspector:

Mayor Labadie-per State Statute

Assistant Weed Inspector:

Electronic Funds Transfer Authority:

2. That the following other appointments are made:

City Attorney: Jared Shepherd, Campbell Knutson, P.A.

City Prosecutor: Campbell Knutson, P.A.

MCE Representative:

3. Official Depositories: Alerus Bank, 4M Fund and other
Depositories as necessary

4. Official Newspaper: Sun Sailor (and Laker Pioneer News as
applicable)

5. That the Blanket Bond (Official Bonds) is approved.

6. In absence of the City Clerk, the City Administrator is authorized to sign contracts on behalf of the City.

That such appointments shall take effect on the date hereof and shall continue for the remainder of the year or until such time as a successor is appointed by the City Council.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF SHOREWOOD this 9th day of January 2023.

Jennifer Labadie, Mayor

ATTEST:

Sandie Thone, City Clerk



City of Shorewood Council Meeting Item

Title/Subject: Park Commission Appointments
Meeting Date: Monday, January 9, 2023
Prepared by: Sandie Thone, City Clerk/HR Director
Reviewed by: Marie Darling, Planning Director
Attachments: Resolution

6B
MEETING TYPE

Background: The City Council conducted interviews at their work session on January 9, 2023 with two applicants; David Garske and Amy Wenner. Each applicant currently is seeking to represent the city on the Park Commission where three vacancies currently exist. Staff requests the City Council discuss the interviews with the applicants and consider the following appointments:

Park Commission for the Term ending February 28, 2025:

1)

Park Commission for the Term ending February 28, 2024:

2)

Action Requested: For passage of these appointments a resolution has been prepared and is attached. Motion, second and simple majority vote required.

Connection to Vision/Mission: Consistency in providing residents quality public services, a healthy environment, a variety of attractive amenities, a sustainable tax base, and sound financial management through effective, efficient, and visionary leadership.

**RESOLUTION 23-008
CITY OF SHOREWOOD
COUNTY OF HENNEPIN
STATE OF MINNESOTA**

**A RESOLUTION MAKING APPOINTMENTS TO
THE SHOREWOOD PARK COMMISSION**

WHEREAS, the resignation of Jim Heinz, Joanne Schmid, and Matt Gallivan left vacancies on the Shorewood Park Commission ending in February of 2023, 2024, and 2025; and,

WHEREAS, the City advertised for applicants for the vacancy and received applications from David Garske and Amy Wenner; and,

WHEREAS, David Garske and Amy Wenner were interviewed by the City Council on January 9, 2023.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHOREWOOD, MINNESOTA that the Council makes the following appointments:

Park Commission

_____, for a term to commence immediately and expire February, 2024.

_____, for a term to commence immediately and expire February, 2025.

Adopted by the City Council of Shorewood, Minnesota this 9th day of January 2023.

Jennifer Labadie, Mayor

Attest:

Sandie Thone, City Clerk