

**CITY OF SHOREWOOD  
CITY COUNCIL REGULAR MEETING  
MONDAY, FEBRUARY 13, 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](https://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**

A. Pledge of Allegiance

B. Roll Call

Mayor Labadie\_\_\_\_  
Johnson\_\_\_\_  
Callies\_\_\_\_  
Maddy\_\_\_\_  
Sanschagrin\_\_\_\_

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 Regular Meeting Minutes of January 23, 2023          | Minutes  |
| B. Approval of the Verified Claims List                              | Claims List                                      |
| C. Accept Donations from Cub Foods and WSB<br>for Arctic Fever Event | Parks/Rec Director Memo<br>Resolution 23-018     |
| D. Approve Recording Secretary Service Extension                     | City Clerk/HR Director Memo<br>Resolution 23-019 |
| E. Hennepin County Open Book Meetings                                | City Clerk/HR 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 Council. Anyone wishing to address the Council should raise their hand, or if attending remotely please use the "raise hand" function on your screen and wait to be called on. Please make your comments from the podium and identify yourself by your first and last name and your address for the record. Please limit your comments to three minutes. No discussion or action will be taken by the Council on this matter. If requested by the Council, City staff will prepare a report for the Council regarding the matter and place it on the next agenda.

**4. REPORTS AND PRESENTATIONS**

A. Jim Flattum, Excelsior Lion's Club Overview

B. Photo Contest Winners, Spring and Summer

Photos

**5. PARKS**

**6. PLANNING**

**7. ENGINEERING/PUBLIC WORKS**

**8. GENERAL/NEW BUSINESS**

A. Arctic Fever Recap

B. Approve Appointment of Planning/Park Commissioners

City Clerk/HR Director Memo  
Resolution 23-020

**9. STAFF AND COUNCIL REPORTS**

A. Staff

B. Mayor and City Council

**10. ADJOURN**

CITY OF SHOREWOOD  
CITY COUNCIL REGULAR MEETING  
MONDAY, JANUARY 23, 2023

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 7:00 P.M.

#### A. Pledge of Allegiance

#### B. Roll Call

Present. Mayor Labadie; Councilmembers Callies, Maddy, and Sanschagrín; City Attorney Shepherd; City Administrator Nevinski; City Clerk/HR Director Thone; Finance Director Rigdon; Planning Director Darling; Director of Public Works Morriem; and, City Engineer Budde

Absent: Councilmember Johnson

#### C. Review Agenda

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

### 2. CONSENT AGENDA

Mayor Labadie reviewed the items on the Consent Agenda.

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

#### A. City Council Work Session Minutes of January 9, 2023

#### B. City Council Regular Meeting Minutes of January 9, 2023

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

#### D. Approve Support for Grant Applications, Adopting RESOLUTION NO. 23-009, "A Resolution Authorizing an Outdoor Recreation Grant Application for the Rehabilitation of Freeman Park Trails at 6000 Eureka Road."; AND, RESOLUTION NO. 23-010, "A Resolution Authorizing a Local Trail Connection Program Grant Application for the Rehabilitation of a Segment of Freeman Park Trails at 6000 Eureka Road."

#### E. Approve New Hire for Communications Coordinator

#### F. Precinct 2 Boundary Adjustments due to Annexation, Adopting RESOLUTION NO. 23-011, "A Resolution Adjusting Precinct 2 Boundary."

- G. **Approve Authorization for Service Agreements, Adopting RESOLUTION NO. 23-012, "A Resolution Accepting Quotes and Authorizing Execution of Service Contracts with Professional Services Firms."**
- H. **Delegate a Contract Process for Federal Funds, Adopting RESOLUTION NO. 23-013, "A Resolution to Approve Delegated Contract Process Agreement With MnDOT to Receive Federal Funds."**
- I. **Transfer from General Fund to Prepay 2017 EDA Bonds**
- J. **Receive Recommendation on Capital Improvements Program**
- K. **Approve Permanent Appointment of Public Works Supervisor Chris Heitz**

Motion passed.

- 3. **MATTERS FROM THE FLOOR**
- 4. **REPORTS AND PRESENTATIONS**
- 5. **PARKS**
- 6. **PLANNING**

- A. **Report by Commissioner Eggenberger on January 17, 2023 Meeting**

Planning Commissioner Huskins explained that Commissioner Eggenberger had a conflict in his schedule, so he was appearing on his behalf to give the update to the Council. Planning Commissioner Huskins gave a brief overview of the January 17, 2023 meeting discussion and recommendations as outlined in the meeting minutes.

- B. **Variance to Side and Rear Setbacks for an Accessory Building**  
**Location: 5925 Eureka Road**  
**Applicants: Gene German and Sara Lassila**

Planning Director Darling gave an overview of the variance request for the property located at 5925 Eureka Road. She explained that this request had been discussed at both the December 26, 2022 and the January 17, 2023 Planning Commission meetings. She noted that there was a revised resolution placed in front of the Council this evening that reflects the recommendation of the Planning Commission and noted that it was slightly different than the resolution included in the packet.

Councilmember Callies asked if the applicant had rescinded the request for a 3 foot variance.

Planning Director Darling stated that they had not rescinded that request.

Gene German, 5925 Eureka Road, stated that the City has established a common practice over the years which had not previously included the requirement that a storage shed be of similar architectural character and similar architectural features. He shared examples of neighbors

## **CITY OF SHOREWOOD REGULAR COUNCIL MEETING MINUTES**

**JANUARY 23, 2023**

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whose sheds do not have the same roofline as their homes or the same siding and color. He referred to Section 1201.03 Subd 2d.4d., and noted that in reading the Code, he did not believe it stated that the architectural features have to be similar, but rather the architectural character. He stated that he feels that they are being asked to over-comply with this portion of the code. He stated that they were asked to change the roof from a high barn style to a gambrel roof style so it was similar to the style of roof of their home. He stated that they have made it clear from the beginning that they wanted to locate the shed in the southeast corner of their yard which is the most isolated area of the property. He stated that they checked costs on what it would be to construct the shed in the manner that the City had requested with lap siding and found that it would add thirty-five percent to the total cost of the shed, which equates to over five thousand dollars. He explained that he believes that this cost would be incurred for something that he considered cosmetic treatment of a shed in an isolated area. He stated that Planning Commission felt that this was an unnecessary financial burden for them or if the Code actually required lap siding. He stated that he felt the City had set a precedent by allowing vertical siding on sheds of residents who have horizontal lap siding on their homes. He stated that he did not see a reason that the Council should not follow the historically accepted common practice with their shed request. He stated that he would ask the Council to refrain from considering architectural features as being the same as architectural character and approve Resolution No. 23-014, with an exception to strike the section in paragraph D, that includes a requirement for lap siding. He noted that all the other terms of the resolution were acceptable.

Councilmember Callies stated that she feels that this was thoroughly discussed and explained that she would be okay with eliminating the requirement for lap siding and noted that the revised resolution presented by Planning Director Darling does not include that requirement.

**Callies moved, Maddy seconded, Adopting RESOLUTION NO. 23-014, "A Resolution Approving a Variance to the Rear Yard Setback for Property Located at 5925 Eureka Road.", as presented tonight with the removal of the requirement related to siding. All in favor, motion passed.**

**Callies moved, Labadie seconded, Adopting RESOLUTION NO. 23-015, " A Resolution Denying a Request for a Variance to Side-Yard Setbacks for Property Located at 5925 Eureka Road." All in favor, motion passed.**

**C. Variance to Rear Setback for a 2<sup>nd</sup> Story Addition  
Location: 22430 Murray Street  
Applicant: Clayton Tessness**

Planning Director Darling gave an overview of the request for a variance to a rear setback for a 2<sup>nd</sup> story addition at 22430 Murray Street and explained that staff and the Planning Commission recommend approval subject to the conditions included in the resolution.

Clayton Tessness, 23100 Summit Avenue, representing the property owners, explained that the way he had originally read the City's code, he did not think they would need a variance, because he did not see this as increasing the non-conformity. He stated that their plans are just to build up in order to make the existing structure continue to work for this family.

**Callies moved, Maddy seconded, Adopting RESOLUTION NO. 23-016, "A Resolution Approving a Variance to Rear Yard Setback on Property Located at 22430 Murray Street ." All in favor, motion passed.**

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

### **A. Authorize Preparation of Scoping Document for Eureka Road N, City Project 23-01**

City Engineer Budde gave an overview of the proposed scoping study that will be the first step in better defining the scope, cost, and expectations for the residents, staff and Council for Eureka Road North. He reviewed the current scoping planned for this project.

Councilmember Callies stated that she appreciated that this was being looked at two years early in order to allow some time for community involvement earlier in the overall process.

Councilmember Maddy noted that soil borings can unearth some surprises and asked if any would be done for this study or if it would all simply be on paper.

City Engineer Budde explained that they are planning to do soil borings as part of the scoping study.

**Maddy moved, Callies seconded, Adopting RESOLUTION NO. 23-017, “A Resolution to Prepare Scoping Study for Eureka Road North, City Project 23-01.” All in favor, motion passed.**

## **8. GENERAL/NEW BUSINESS**

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

### **A. Staff**

#### **1. January 9, 2023 Matters from the Floor response to Kelly Rogers, 20960 Radisson Road**

### **Other**

Public Works Director Morriem explained that the City was not successful in receiving an OSHA grant that they had applied for in 2022 but noted that they will be able to resubmit for this grant.

City Engineer Budde stated that in August on 2022, MnDOT provided a road safety audit for Highway 7. He stated that since that time, the City has had multiple conversations with MnDOT and other entities to try to gain some momentum for the next logical step, which is a corridor study. He noted that prior to the Council meeting, they met with Senator Kelly Morrison to discuss the possibility of legislative funding from the State for this study. He stated that based on tonight's discussion, it appears as though there is good momentum in trying to get a bill introduced and staff would like to move forward with presenting some legislation for a corridor study for Highway 7 and identify the City as being in the lead position. He stated that there is also momentum to advance the Corridor Coalition which may help with legislative influence in the future. He stated that they have been in discussions with various entities but explained that they are planning to try to get it a bit more formal so it can carry a bit more weight.

Councilmember Maddy asked what section of Highway 7 would be included in the study.

City Engineer Budde stated that in the conversation earlier today they proposed going from Christmas Lake Road on the east end of the corridor out to past St. Bonifacius. He noted that they have gotten feedback that MnDOT would like to extend from 494 on the east end and explained that they are planning to pull together information to understand what that means from a cost, timing, and support standpoint.

Planning Director Darling shared the sad news that former Parks Commissioner Schmid passed away last week.

City Administrator Nevinski noted that he believed Monday, February 27, 2023 is the only day that is available to hold the Council/Staff retreat. He asked the Council if there would be any conflicts with that date. He stated that he had shared some potential topics for the retreat and asked if the Council had any feedback on those. He noted that he believed that some of the proposed topics could also potentially be discussed at an upcoming work session.

***There was consensus of the Councilmembers present that February 27, 2023 would work for the retreat.***

City Administrator Nevinski stated that staff would compile a more detailed list of possible topics and distribute that to the Council for their feedback and ranking their importance for discussion at the retreat.

#### **B. Mayor and City Council**

Mayor Labadie explained that since the Council met last, there was a meeting with the mayors, city administrators, and the Minnetonka Public Schools Superintendent. She stated that she feels this is a great meeting that highlights upcoming things within the cities and the school district. She noted that she served as a speaker and member of the panel for the Excelsior Rotary Club along with other area mayors. She stated that the most frequent topic that was raised in questions from the rotary club was around Highway 7. She explained that the SLMPD Board meeting was also held last week where they discussed various budget issues. She explained that the SLMPD had received a grant which will fully fund an officer to serve completely in the capacity of DUI/DWI enforcement. She stated that Arctic Fever was held last weekend and had record turnout. She expressed her appreciation to staff members and volunteers for working to make this event run smoothly.

#### **10. ADJOURN**

**Maddy moved, Labadie seconded, Adjourning the City Council Regular Meeting of January 23, 2023, at 7:54 P.M. All in favor, motion passed.**

**ATTEST:**

\_\_\_\_\_  
**Jennifer Labadie, Mayor**

\_\_\_\_\_  
**Sandie Thone, City Clerk**



#2 B

MEETING TYPE  
Regular Meeting

## City of Shorewood Council Meeting Item

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**Title / Subject:** Verified Claims

**Meeting Date:** February 13, 2023

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

**Attachments:** Claims lists

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**Policy Consideration:**

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

**Background:**

Claims for council authorization.

<b>67910 – 67953 &amp; ACH</b>	<b>706,089.69</b>
<b>Total Claims</b>	<b>\$706,089.69</b>

We have also included a payroll summary for the payroll period ending **January 29, 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: 00003.01.2023 - PR-01-30-2023  
CITY OF SHOREWOOD



Account Number	Debit Amount	Credit Amount	Description
<hr/>			
FUND 101	General Fund		
101-00-1010-0000	0.00	80,810.67	CASH AND INVESTMENTS
101-13-4101-0000	12,034.25	0.00	FULL-TIME REGULAR
101-13-4103-0000	973.64	0.00	PART-TIME
101-13-4121-0000	975.59	0.00	PERA CONTRIB - CITY SHARE
101-13-4122-0000	965.93	0.00	FICA CONTRIB - CITY SHARE
101-13-4131-0000	1,617.37	0.00	EMPLOYEE INSURANCE - CITY
101-13-4151-0000	74.23	0.00	WORKERS COMPENSATION
101-15-4101-0000	5,786.51	0.00	FULL-TIME REGULAR
101-15-4121-0000	433.99	0.00	PERA CONTRIB - CITY SHARE
101-15-4122-0000	441.57	0.00	FICA CONTRIB - CITY SHARE
101-15-4131-0000	663.96	0.00	EMPLOYEE INSURANCE - CITY
101-15-4151-0000	26.09	0.00	WORKERS COMPENSATION
101-18-4101-0000	8,751.88	0.00	FULL-TIME REGULAR
101-18-4103-0000	472.90	0.00	PART-TIME
101-18-4121-0000	691.84	0.00	PERA CONTRIB - CITY SHARE
101-18-4122-0000	626.58	0.00	FICA CONTRIB - CITY SHARE
101-18-4131-0000	1,513.35	0.00	EMPLOYEE INSURANCE - CITY
101-18-4151-0000	62.38	0.00	WORKERS COMPENSATION
101-24-4101-0000	3,709.41	0.00	FULL-TIME REGULAR
101-24-4121-0000	278.21	0.00	PERA CONTRIB - CITY SHARE
101-24-4122-0000	280.53	0.00	FICA CONTRIB - CITY SHARE
101-24-4131-0000	805.97	0.00	EMPLOYEE INSURANCE - CITY
101-24-4151-0000	18.52	0.00	WORKERS COMPENSATION
101-32-4101-0000	14,512.80	0.00	FULL-TIME REGULAR
101-32-4102-0000	1,330.01	0.00	OVERTIME
101-32-4105-0000	433.92	0.00	STREET PAGER PAY
101-32-4121-0000	1,220.74	0.00	PERA CONTRIB - CITY SHARE
101-32-4122-0000	1,220.32	0.00	FICA CONTRIB - CITY SHARE
101-32-4131-0000	2,680.89	0.00	EMPLOYEE INSURANCE - CITY
101-32-4151-0000	1,223.44	0.00	WORKERS COMPENSATION
101-33-4101-0000	7,726.04	0.00	FULL-TIME REGULAR
101-33-4102-0000	2,428.49	0.00	OVERTIME
101-33-4121-0000	761.62	0.00	PERA CONTRIB - CITY SHARE
101-33-4122-0000	679.54	0.00	FICA CONTRIB - CITY SHARE

Account Number	Debit Amount	Credit Amount	Description
101-33-4131-0000	225.86	0.00	EMPLOYEE INSURANCE - CITY
101-33-4151-0000	605.69	0.00	WORKERS COMPENSATION
101-52-4101-0000	3,130.44	0.00	FULL-TIME REGULAR
101-52-4121-0000	234.77	0.00	PERA CONTRIB - CITY SHARE
101-52-4122-0000	239.54	0.00	FICA CONTRIB - CITY SHARE
101-52-4131-0000	342.16	0.00	EMPLOYEE INSURANCE - CITY
101-52-4151-0000	207.34	0.00	WORKERS COMPENSATION
101-53-4101-0000	198.72	0.00	FULL-TIME REGULAR
101-53-4121-0000	14.91	0.00	PERA CONTRIB - CITY SHARE
101-53-4122-0000	23.40	0.00	FICA CONTRIB - CITY SHARE
101-53-4131-0000	157.91	0.00	EMPLOYEE INSURANCE - CITY
101-53-4151-0000	7.42	0.00	WORKERS COMPENSATION
<b>FUND Total:</b>	<b>80,810.67</b>	<b>80,810.67</b>	
FUND 201	Shorewood Comm. & Event Center		
201-00-1010-0000	0.00	5,792.67	CASH AND INVESTMENTS
201-00-4101-0000	3,489.24	0.00	FULL-TIME REGULAR
201-00-4103-0000	1,272.00	0.00	PART-TIME
201-00-4121-0000	341.51	0.00	PERA CONTRIB - CITY SHARE
201-00-4122-0000	345.94	0.00	FICA CONTRIB - CITY SHARE
201-00-4131-0000	236.86	0.00	EMPLOYEE INSURANCE - CITY
201-00-4151-0000	107.12	0.00	WORKERS COMPENSATION
<b>FUND Total:</b>	<b>5,792.67</b>	<b>5,792.67</b>	
FUND 601	Water Utility		
601-00-1010-0000	0.00	10,432.97	CASH AND INVESTMENTS
601-00-4101-0000	6,809.47	0.00	FULL-TIME REGULAR
601-00-4102-0000	433.77	0.00	OVERTIME
601-00-4105-0000	253.12	0.00	WATER PAGER PAY
601-00-4121-0000	562.25	0.00	PERA CONTRIB - CITY SHARE
601-00-4122-0000	573.70	0.00	FICA CONTRIB - CITY SHARE
601-00-4131-0000	1,434.67	0.00	EMPLOYEE INSURANCE - CITY
601-00-4151-0000	365.99	0.00	WORKERS COMPENSATION
<b>FUND Total:</b>	<b>10,432.97</b>	<b>10,432.97</b>	
FUND 611	Sanitary Sewer Utility		
611-00-1010-0000	0.00	6,186.26	CASH AND INVESTMENTS
611-00-4101-0000	3,911.50	0.00	FULL-TIME REGULAR
611-00-4105-0000	253.12	0.00	SEWER PAGER PAY
611-00-4121-0000	312.33	0.00	PERA CONTRIB - CITY SHARE
611-00-4122-0000	346.74	0.00	FICA CONTRIB - CITY SHARE
611-00-4131-0000	1,174.42	0.00	EMPLOYEE INSURANCE - CITY

Account Number	Debit Amount	Credit Amount	Description
611-00-4151-0000	188.15	0.00	WORKERS COMPENSATION
<b>FUND Total:</b>	<b>6,186.26</b>	<b>6,186.26</b>	
FUND 631	Storm Water Utility		
631-00-1010-0000	0.00	1,736.42	CASH AND INVESTMENTS
631-00-4101-0000	1,084.64	0.00	FULL-TIME REGULAR
631-00-4102-0000	108.48	0.00	OVERTIME
631-00-4121-0000	89.49	0.00	PERA CONTRIB - CITY SHARE
631-00-4122-0000	100.58	0.00	FICA CONTRIB - CITY SHARE
631-00-4131-0000	314.34	0.00	EMPLOYEE INSURANCE - CITY
631-00-4151-0000	38.89	0.00	WORKERS COMPENSATION
<b>FUND Total:</b>	<b>1,736.42</b>	<b>1,736.42</b>	
FUND 700	Payroll Clearing Fund		
700-00-1010-0000	104,958.99	0.00	CASH AND INVESTMENTS
700-00-2170-0000	0.00	50,211.09	GROSS PAYROLL CLEARING
700-00-2171-0000	0.00	9,800.00	HEALTH INSURANCE PAYABLE
700-00-2172-0000	0.00	7,541.76	FEDERAL WITHHOLDING PAYABLE
700-00-2173-0000	0.00	3,364.54	STATE WITHHOLDING PAYABLE
700-00-2174-0000	0.00	11,688.74	FICA/MEDICARE TAX PAYABLE
700-00-2175-0000	0.00	11,045.52	PERA WITHHOLDING PAYABLE
700-00-2176-0000	0.00	3,896.50	DEFERRED COMPENSATION
700-00-2177-0000	0.00	2,925.26	WORKERS COMPENSATION
700-00-2179-0000	0.00	148.05	SEC 125 DEP CARE REIMB PAYABLE
700-00-2180-0000	0.00	1,120.54	LIFE INSURANCE
700-00-2181-0000	0.00	1,528.02	DISABILITY INSURANCE
700-00-2182-0000	0.00	218.64	UNION DUES
700-00-2183-0000	0.00	1,257.00	HEALTH SAVINGS ACCOUNT
700-00-2186-0000	0.00	213.33	VOLUNTARY VISION
<b>FUND Total:</b>	<b>104,958.99</b>	<b>104,958.99</b>	
<b>Report Total:</b>	<b>209,917.98</b>	<b>209,917.98</b>	

Accounts Payable  
Computer Check Proof List by Vendor

User: mnguyen  
Printed: 01/25/2023 - 2:05PM  
Batch: 00006.01.2023 - BCA-Application



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 886	MINNESOTA BUREAU OF CRIMINAL APPREHENSION			Check Sequence: 1	ACH Enabled: False
Vassar-01/23	Nateley Vassar - Rink Attendant	18.25	01/25/2023	101-52-4440-0000	
	Check Total:	18.25			
	Total for Check Run:	18.25			
	Total of Number of Checks:	1			

Accounts Payable  
Computer Check Proof List by Vendor

User: mnguyen  
Printed: 01/25/2023 - 2:09PM  
Batch: 00007.01.2023 - BCA-Application



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 886	MINNESOTA BUREAU OF CRIMINAL APPREHENSION			Check Sequence: 1	ACH Enabled: False
Vassar-1/23	Nateley Vassar - Rink Attendant	15.00	01/25/2023	101-52-4440-0000	
	Check Total:	15.00			
	Total for Check Run:	15.00			
	Total of Number of Checks:	1			

Accounts Payable  
Computer Check Proof List by Vendor

User: mnguyen  
Printed: 01/25/2023 - 2:11PM  
Batch: 00008.01.2023 - BCA-Application



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 886	MINNESOTA BUREAU OF CRIMINAL APPREHENSION			Check Sequence: 1	ACH Enabled: False
Bomstad-1/23	Every Bomstad - Rink Attendant	15.00	01/25/2023	101-52-4440-0000	
	Check Total:	15.00			
	Total for Check Run:	15.00			
	Total of Number of Checks:	1			

Accounts Payable  
Computer Check Proof List by Vendor

User: mnguyen  
Printed: 01/25/2023 - 2:13PM  
Batch: 00009.01.2023 - BCA-Application



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 886	MINNESOTA BUREAU OF CRIMINAL APPREHENSION			Check Sequence: 1	ACH Enabled: False
Bomstad-01/23	Every Bomstad - Rink Attendant	18.25	01/25/2023	101-52-4440-0000	
	Check Total:	18.25			
	Total for Check Run:	18.25			
	Total of Number of Checks:	1			

# Accounts Payable

## Computer Check Proof List by Vendor

User: mnguyen  
Printed: 01/30/2023 - 1:16PM  
Batch: 00010.01.2023 - PR-01-30-2023



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 12	AFSCME MN COUNCIL 5 - UNION DUES			Check Sequence: 1	ACH Enabled: True
February-2023	February-2023-Hanson-Kosek-Stark-Weber	218.64	01/30/2023	700-00-2182-0000	PR Batch 00003.01.2023 Union Dues
	Check Total:	218.64			
Vendor: 5	EFTPS - FEDERAL W/H			Check Sequence: 2	ACH Enabled: True
PR-01-30-2023	PR Batch 00003.01.2023 Federal Income Tax	7,541.76	01/30/2023	700-00-2172-0000	PR Batch 00003.01.2023 Federal Income T
PR-01-30-2023	PR Batch 00003.01.2023 FICA Employee Portio	4,736.62	01/30/2023	700-00-2174-0000	PR Batch 00003.01.2023 FICA Employee I
PR-01-30-2023	PR Batch 00003.01.2023 FICA Employer Portio	4,736.62	01/30/2023	700-00-2174-0000	PR Batch 00003.01.2023 FICA Employer I
PR-01-30-2023	PR Batch 00003.01.2023 Medicare Employee Pc	1,107.75	01/30/2023	700-00-2174-0000	PR Batch 00003.01.2023 Medicare Emplo
PR-01-30-2023	PR Batch 00003.01.2023 Medicare Employer Po	1,107.75	01/30/2023	700-00-2174-0000	PR Batch 00003.01.2023 Medicare Emplo
	Check Total:	19,230.50			
Vendor: 1165	FIDELITY SECURITY LIFE INSURANCE COMPANY			Check Sequence: 3	ACH Enabled: False
February-2023	PR Batch 00003.01.2023 Vision-Avesis	213.33	01/30/2023	700-00-2186-0000	PR Batch 00003.01.2023 Vision-Avesis
	Check Total:	213.33			
Vendor: 2	ICMA RETIREMENT TRUST-302131-457			Check Sequence: 4	ACH Enabled: True
PR-01-30-2023	PR Batch 00003.01.2023 Deferred Comp-ICMA	2,582.68	01/30/2023	700-00-2176-0000	PR Batch 00003.01.2023 Deferred Comp-I
PR-01-30-2023	PR Batch 00003.01.2023 Deferred Comp-ICMA	88.82	01/30/2023	700-00-2176-0000	PR Batch 00003.01.2023 Deferred Comp-I
	Check Total:	2,671.50			
Vendor: 686	KANSAS CITY LIFE INSURANCE COMPANY			Check Sequence: 5	ACH Enabled: True
February-2023	PR Batch 00003.01.2023 Long Term Disability	725.56	01/30/2023	700-00-2181-0000	PR Batch 00003.01.2023 Long Term Disat
February-2023	PR Batch 00003.01.2023 Short Term Disability	802.46	01/30/2023	700-00-2181-0000	PR Batch 00003.01.2023 Short Term Disat
	Check Total:	1,528.02			
Vendor: 11	MINNESOTA DEPARTMENT OF REVENUE			Check Sequence: 6	ACH Enabled: True
PR-01-30-2023	PR Batch 00003.01.2023 State Income Tax	3,364.54	01/30/2023	700-00-2173-0000	PR Batch 00003.01.2023 State Income Tax



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	3,364.54			
Vendor: 7	MINNESOTA LIFE INSURANCE COMPANY			Check Sequence: 7	ACH Enabled: True
February-2023	PR Batch 00003.01.2023 Life Insurance	928.54	01/30/2023	700-00-2180-0000	PR Batch 00003.01.2023 Life Insurance
	Check Total:	928.54			
Vendor: 1091	MSRS-MN DEFERRED COMP PLAN 457			Check Sequence: 8	ACH Enabled: True
PR-01-30-2023	PR Batch 00003.01.2023 Deferred Comp-MSRS	1,225.00	01/30/2023	700-00-2176-0000	PR Batch 00003.01.2023 Deferred Comp-MSRS
	Check Total:	1,225.00			
Vendor: 10	NCPERS GROUP LIFE INSURANCE			Check Sequence: 9	ACH Enabled: True
February-2023	PR Batch 00003.01.2023 PERA Life	192.00	01/30/2023	700-00-2180-0000	PR Batch 00003.01.2023 PERA Life
	Check Total:	192.00			
Vendor: 665	OPTUM BANK			Check Sequence: 10	ACH Enabled: True
PR-01-30-2023	PR Batch 00003.01.2023 HSA-OPTUM BANK	1,257.00	01/30/2023	700-00-2183-0000	PR Batch 00003.01.2023 HSA-OPTUM BANK
	Check Total:	1,257.00			
Vendor: 9	PERA			Check Sequence: 11	ACH Enabled: True
PR-01-30-2023	PR Batch 00003.01.2023 MN-PERA Deduction	5,128.27	01/30/2023	700-00-2175-0000	PR Batch 00003.01.2023 MN-PERA Deduction
PR-01-30-2023	PR Batch 00003.01.2023 MN PERA Benefit Em	5,917.25	01/30/2023	700-00-2175-0000	PR Batch 00003.01.2023 MN PERA Benefit Em
	Check Total:	11,045.52			
	Total for Check Run:	41,874.59			
	Total of Number of Checks:	11			

# Accounts Payable

## Computer Check Proof List by Vendor

User: mnguyen  
 Printed: 02/01/2023 - 3:46PM  
 Batch: 00011.01.2023 - BOM-Dec-2022



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 868	BANK OF MONTREAL			Check Sequence: 1	ACH Enabled: True
Dec-2022-Andy	Fuels	42.23	01/01/2023	101-32-4212-0000	
Dec-2022-Brenda	Cub Foods-Larry Retired	78.78	01/01/2023	101-32-4245-0000	
Dec-2022-Brenda	Famous Daves-Larry Retired	901.06	01/01/2023	101-32-4245-0000	
Dec-2022-Bruce	Fuels	351.91	01/01/2023	101-32-4212-0000	
Dec-2022-Bruce	Shorewood True	5.98	01/01/2023	101-32-4223-0000	
Dec-2022-Bruce	Zap Zappo-Boots	240.00	01/01/2023	101-32-4245-0000	
Dec-2022-ChrisH	Fuels	535.64	01/01/2023	101-32-4212-0000	
Dec-2022-ChrisH	Amazon	58.80	01/01/2023	101-32-4245-0000	
Dec-2022-ChrisH	Amazon-Paper Products	174.84	01/01/2023	101-52-4245-0000	
Dec-2022-ChrisH	Amazon-Gloves	68.82	01/01/2023	101-32-4245-0000	
Dec-2022-ChrisH	Amazon-Desk	146.22	01/01/2023	101-32-4200-0000	
Dec-2022-ChrisH	Amazon-Rubber Gloves	124.81	01/01/2023	611-00-4245-0000	
Dec-2022-ChrisH	Amazon-Rubber Gloves	76.68	01/01/2023	101-32-4245-0000	
Dec-2022-ChrisH	Amazon-Mutt Mitts	430.74	01/01/2023	101-52-4245-0000	
Dec-2022-ChrisH	Hach - Water Testing	463.23	01/01/2023	601-00-4245-0000	
Dec-2022-CityCard	Culligan Bottled Water - C.H.	33.00	01/01/2023	101-19-4245-0000	
Dec-2022-CityCard	Republic Services	10,296.00	01/01/2023	621-00-4400-0000	
Dec-2022-CityCard	Waste Mgmt-Public Works	945.04	01/01/2023	101-32-4400-0000	
Dec-2022-CityCard	Waste Mgmt-SSCC	362.98	01/01/2023	201-00-4400-0000	
Dec-2022-CityCard	Chanhassen-18505-002 - Stormwa	91.66	01/01/2023	101-52-4380-0000	
Dec-2022-CityCard	Verizon-Lift Station	13.99	01/01/2023	611-00-4321-0000	
Dec-2022-CityCard	Mangold Horticulture-C.H.	539.00	01/01/2023	101-19-4400-0000	
Dec-2022-CityCard	Mangold Horticulture-City Hall	3,692.00	01/01/2023	101-19-4400-0000	
Dec-2022-CityCard	PBI Lease-Postage Lease	195.00	01/01/2023	101-19-4410-0000	
Dec-2022-CityCard	Mangold Horticulture-Utility Bldg	188.00	01/01/2023	101-32-4400-0000	
Dec-2022-CityCard	Organic Recycling	250.00	01/01/2023	621-00-4400-0026	
Dec-2022-CityCard	Mangold Horticulture-Badger Park	1,312.00	01/01/2023	101-52-4400-0000	
Dec-2022-CityCard	AT&T - Wade's Ipad	23.49	01/01/2023	101-24-4321-0000	
Dec-2022-Jason	Cub Foods-Good Bye Party	13.99	01/01/2023	101-18-4245-0000	
Dec-2022-Jeremy	Fuels	931.32	01/01/2023	101-32-4212-0000	
Dec-2022-Jeremy	Btr Truck Refrigeration	102.69	01/01/2023	101-32-4221-0000	
Dec-2022-Jeremy	Btr Truck Refrigeration	29.02	01/01/2023	101-32-4221-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Dec-2022-Jeremy	Fleet Farm-Boots	127.96	01/01/2023	101-32-4245-0000	
Dec-2022-Jeremy	Northern Tool	160.17	01/01/2023	611-00-4240-0000	
Dec-2022-Jeremy	Pirtek Plymouth-Hydraulic Hoses & Parts	513.86	01/01/2023	101-32-4221-0000	
Dec-2022-Larry	Fuels	43.53	01/01/2023	101-32-4212-0000	
Dec-2022-Larry	2checko Tiffedit-Software new Director	95.70	01/01/2023	101-31-4245-0000	
Dec-2022-Larry	Amazon-Software new Director	21.48	01/01/2023	101-31-4245-0000	
Dec-2022-Larry	Glass Doctor Mpls-Deposit Broken Window SC	388.98	01/01/2023	201-00-4223-0000	
Dec-2022-Larry	Lano Equipment-Skid Steer Rental	800.00	01/01/2023	101-32-4410-0000	
Dec-2022-Larry	Paddle.net-Software new Director	49.99	01/01/2023	101-32-4245-0000	
Dec-2022-Larry	Qualifiedhardware-Door for Police Dept	160.96	01/01/2023	101-32-4245-0000	
Dec-2022-Larry	Rdo Ver Bur-Replace Glass Door Multione	1,900.56	01/01/2023	101-32-4221-0000	
Dec-2022-Larry	Tequipment-Flood Switches SE Water Plant	472.45	01/01/2023	611-00-4223-0000	
Dec-2022-Larry	In Enabling Element-Water System	17.00	01/01/2023	601-00-4321-0000	
Dec-2022-Luke	Fuels	744.09	01/01/2023	101-32-4212-0000	
Dec-2022-MattV	Fuels	1,316.81	01/01/2023	101-32-4212-0000	
Dec-2022-MattV	Northern Tool-Cargo Carrier	405.35	01/01/2023	403-00-4640-0000	
Dec-2022-Nelia	Caribou-Mayor's Meeting	17.19	01/01/2023	101-11-4245-0000	
Dec-2022-Nelia	Kowalskis-Mayor's Meeting	49.39	01/01/2023	101-11-4245-0000	
Dec-2022-Nelia	Paty City-Larry Retired	49.88	01/01/2023	101-32-4245-0000	
Dec-2022-Nelia	Target-Larry Retired	12.78	01/01/2023	101-32-4245-0000	
Dec-2022-Nelia	Joey Novas-Election Recount	237.77	01/01/2023	101-14-4245-0000	
Dec-2022-Nelia	Amazon-Trash Bags	38.93	01/01/2023	101-19-4245-0000	
Dec-2022-Nelia	Odp Bus-Office Supplies	5.94	01/01/2023	101-13-4200-0000	
Dec-2022-Nelia	Odp Bus-Office Supplies	154.92	01/01/2023	101-13-4200-0000	
Dec-2022-Norman	Shutterstock-Flex 25 Annual Subscription	644.08	01/01/2023	201-00-4433-0000	
Dec-2022-Norman	Cub Foods-Donutty Fri	27.26	01/01/2023	101-13-4245-0000	
Dec-2022-Norman	Cub Foods	6.56	01/01/2023	101-53-4245-0000	
Dec-2022-Robert	Fuels	764.00	01/01/2023	101-32-4212-0000	
Dec-2022-Robert	Shorewood True	83.98	01/01/2023	101-32-4212-0000	
Dec-2022-Ryan	Fuels	481.67	01/01/2023	101-32-4212-0000	
Dec-2022-Sandie	Caribou-Election Recount	17.19	01/01/2023	101-11-4245-0000	
Dec-2022-Sandie	Caribou-Donutty Fri	40.83	01/01/2023	101-13-4245-0000	
Dec-2022-Sandie	Crown Trophy-Deb Siakel Award	94.30	01/01/2023	101-11-4245-0000	
Dec-2022-Sandie	CVS-Recount	9.65	01/01/2023	101-11-4245-0000	
Dec-2022-Sandie	League of MN-Annual Conf	350.00	01/01/2023	101-11-4331-0000	
Dec-2022-Sandie	League of MN-Annual Conf	350.00	01/01/2023	101-11-4331-0000	
Dec-2022-Sandie	League of MN-Annual Conf	350.00	01/01/2023	101-11-4331-0000	
Dec-2022-Sandie	Target	100.01	01/01/2023	101-13-4245-0000	
Dec-2022-Sandie	Walgreen-Mayor's Cards	54.63	01/01/2023	101-11-4245-0000	
Dec-2022-Sandie	Walgreen-Mayor's Cards	40.97	01/01/2023	101-11-4245-0000	
Dec-2022-Timoth	Fuels	1,155.00	01/01/2023	101-32-4212-0000	
Dec-2022-Timoth	Cub Foods - Water	42.32	01/01/2023	101-32-4245-0000	
Dec-2022-Todd	Fuels	1,111.57	01/01/2023	101-32-4212-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Dec-2022-Todd	Red Wings-Boots	250.00	01/01/2023	101-32-4245-0000	
Dec-2022-Todd	Shorewood True-Grease	59.46	01/01/2023	101-32-4245-0000	
Dec-2022-Wade	The Home-Tool for C.H.	87.92	01/01/2023	101-19-4245-0000	
Dec-2022-Wade	Fuel	67.00	01/01/2023	101-24-4212-0000	
	Check Total:	36,693.01			
Vendor: 327	WINDSTREAM			Check Sequence: 2	ACH Enabled: True
75363532	City of Shwd- Badger Well	69.92	01/01/2023	601-00-4395-0000	
75363532	Public Works	79.86	01/01/2023	101-32-4321-0000	
75363532	City Hall	163.79	01/01/2023	101-19-4321-0000	
75363532	Badger-Manor-Cathcart Parks	244.80	01/01/2023	101-52-4321-0000	
75363532	City of Shwd-West Tower	152.80	01/01/2023	601-00-4321-0000	
	Check Total:	711.17			
	Total for Check Run:	37,404.18			
	Total of Number of Checks:	2			

## Accounts Payable

### Computer Check Proof List by Vendor

User: mnguyen  
Printed: 02/08/2023 - 1:22PM  
Batch: 00001.02.2023 - AP-02-13-2023



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 105	ADVANCED IMAGING SOLUTIONS			Check Sequence: 1	ACH Enabled: True
INV297271	Konica Minolta/C658 Copier	39.00	02/13/2023	101-19-4221-0000	
	Check Total:	39.00			
Vendor: 112	AMERICAN LEGAL PUBLISHING CORPORATION			Check Sequence: 2	ACH Enabled: False
22925	2023 S-18 Supplement Pages	182.08	02/13/2023	101-13-4400-0000	
23004	2023 S-18 Folio/Internet Supplement Pages	195.00	02/13/2023	101-13-4400-0000	
	Check Total:	377.08			
Vendor: 116	ANDERSON COOLING & HEATING			Check Sequence: 3	ACH Enabled: False
467-3919	City Hall-Furnace Replaced	4,730.00	02/13/2023	101-19-4223-0000	
467-4000	City Hall-Furnace Check	1,355.00	02/13/2023	101-19-4223-0000	
	Check Total:	6,085.00			
Vendor: 1313	MIKE BARNETT			Check Sequence: 4	ACH Enabled: False
6060Strawberry	Easement Agreements-Strawberry Lane-6060 St	23,400.00	02/13/2023	409-00-4680-0000	
	Check Total:	23,400.00			
Vendor: 677	BOLTON & MENK, INC.			Check Sequence: 5	ACH Enabled: True
305923	Mill & Overlay-2021	1,076.00	02/13/2023	413-00-4680-0000	
305926	Catchbasin & Culvert Repairs-2022	146.00	02/13/2023	631-00-4303-0000	
305928	General Engineering	11,661.50	02/13/2023	101-31-4303-0000	
305930	Mill & Overlay-2022	211.00	02/13/2023	416-00-4303-0000	
305931	Pond Maintanance	162.00	02/13/2023	631-00-4303-0000	
305933	Sanitary Sewer Cleaning 2022	183.00	02/13/2023	611-00-4303-0000	
305935	Beverly Drive Wetland	306.00	02/13/2023	631-00-4303-0000	
305936	Birch Bluff St-Utility Imprvmt	25,214.00	02/13/2023	414-00-4303-0000	
305937	Data Requests-Smithtown Pond	1,871.00	02/13/2023	101-31-4303-0000	
305938	Eureka Road Street & Utility	1,372.00	02/13/2023	418-00-4303-0000	
305939	Freeman Park Trail Improvement	7,768.50	02/13/2023	402-00-4400-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
305941	GIS-Utilities-Stormwater	405.00	02/13/2023	631-00-4303-0000	
305941	GIS-Utilities-Water	2,594.00	02/13/2023	601-00-4303-0000	
305941	GIS-Utilities-Sewer	4,232.50	02/13/2023	611-00-4303-0000	
305941	GIS-Utilities-Street	1,230.00	02/13/2023	101-31-4303-0000	
305942	Grant Street Drainage	1,057.50	02/13/2023	631-00-4303-0000	
305943	Lift Station 10 Rehabilitation	610.50	02/13/2023	611-00-4303-0000	
305944	Lift Station 11 Rehabilitation	7,190.00	02/13/2023	611-00-4303-0000	
305945	Lift Station 7 Rehabilitation	758.00	02/13/2023	611-00-4303-0000	
305947	Lift Station 9 Rehabilitation	2,790.50	02/13/2023	611-00-4303-0000	
305948	Maple Shores Development	86.50	02/13/2023	101-00-3414-0000	
305950	Mary Lake Outlet	2,713.00	02/13/2023	631-00-4303-0000	
305951	Mill Street Trail	527.00	02/13/2023	417-00-4303-0000	
305952	MS4 Administration	1,484.00	02/13/2023	631-00-4302-0009	
305953	Shady Island Bridge Forcemain	153.00	02/13/2023	611-00-4303-0000	
305955	Shorewood Ln Ravine Restore	17,623.50	02/13/2023	631-00-4303-0000	
305957	Smithtown Pond	8,403.50	02/13/2023	631-00-4303-0000	
305958	Strawberry Ln St Recon& Trl	15,010.50	02/13/2023	409-00-4303-0000	
305959	Walnut Grove Villas	1,985.00	02/13/2023	101-00-3414-0000	
	Check Total:	118,825.00			
Vendor: 125	BOYER FORD TRUCKS			Check Sequence: 6	ACH Enabled: True
008P18798	Equipment Parts	64.66	02/13/2023	101-32-4221-0000	
008P18802	Equipment Parts	66.18	02/13/2023	101-32-4221-0000	
	Check Total:	130.84			
Vendor: 1221	CAMPBELL KNUTSON P.A.			Check Sequence: 7	ACH Enabled: True
3526-00000G-13	General Matters/Administration	3,357.79	02/13/2023	101-16-4304-0000	
3526-0001G-13	Planning & Zoning	367.50	02/13/2023	101-18-4304-0000	
3526-0004G-12	Ugerots Litigation	140.00	02/13/2023	101-16-4304-0000	
3526-0008G-3	Strawberry Lane Condemnation	2,019.26	02/13/2023	409-00-4304-0000	
3526-0009G-2	Code Enforcement-5815 Club Lane	70.00	02/13/2023	101-00-3414-0000	
3526-0999G-16	Prosecution	1,986.70	02/13/2023	101-16-4304-0000	
	Check Total:	7,941.25			
Vendor: 133	CARGILL, INCORPORATED			Check Sequence: 8	ACH Enabled: False
2907876767	Salt for Deicing	5,534.97	02/13/2023	101-33-4245-0000	
2907923546	Salt for Deicing	5,138.30	02/13/2023	101-33-4245-0000	
	Check Total:	10,673.27			
Vendor: 136	CENTERPOINT ENERGY-GAS			Check Sequence: 9	ACH Enabled: True

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
12-30-2022	20405 Knightsbridge Rd	122.85	02/13/2023	601-00-4394-0000	
12-30-2022	28125 Boulder Bridge	258.63	02/13/2023	601-00-4396-0000	
12-30-2022	24200 Smithtown Rd	991.45	02/13/2023	101-32-4380-0000	
12-30-2022	6000 Eureka Road	267.60	02/13/2023	101-52-4380-0000	
12-30-2022	5755 Country Club Rd	483.76	02/13/2023	101-19-4380-0000	
79456885-012523	5735 Country Club Rd-SCEC	638.43	02/13/2023	201-00-4380-0000	
86501806-012523	20630 Manor Rd	118.26	02/13/2023	101-52-4380-0000	
	Check Total:	2,880.98			
Vendor: 137	CENTURY LINK			Check Sequence: 10	ACH Enabled: True
9524702294JAN23	952-470-2294-642-PW	66.13	02/13/2023	101-32-4321-0000	
9524707819JAN23	952-470-7819-261-SSCC	130.26	02/13/2023	201-00-4321-0000	New Line
9524746340JAN23	952-474-6340-989-CH	120.34	02/13/2023	101-19-4321-0000	
	Check Total:	316.73			
Vendor: 915	CINTAS			Check Sequence: 11	ACH Enabled: False
5143176323	City Hall-First Aid Supplies	28.40	02/13/2023	101-19-4245-0000	
	Check Total:	28.40			
Vendor: 456	CORE & MAIN, LP			Check Sequence: 12	ACH Enabled: False
S203458	Hydrant Extensions	2,533.42	02/13/2023	601-00-4245-0000	
	Check Total:	2,533.42			
Vendor: 1096	DAVEY RESOURCE GROUP, INC.			Check Sequence: 13	ACH Enabled: True
153524	Removal of Maple-24020 Yellowstone-4836 Enc	2,163.00	02/13/2023	101-32-4400-0000	
	Check Total:	2,163.00			
Vendor: 1159	DONOVAN CREATIVE GROUP			Check Sequence: 14	ACH Enabled: False
1079	Commissioner & Council Out Going Gifts	330.00	02/13/2023	101-11-4245-0000	
	Check Total:	330.00			
Vendor: 167	ECM PUBLISHERS INC			Check Sequence: 15	ACH Enabled: True
930132	SMJ-CUP - TMobile	57.60	02/13/2023	101-18-4351-0000	
932302	Ord. No. 595	61.88	02/13/2023	101-13-4351-0000	
932303	Ord. No. 596	41.25	02/13/2023	101-13-4351-0000	
932304	Ord. No. 597	41.25	02/13/2023	101-13-4351-0000	
	Check Total:	201.98			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 186	FERGUSON WATERWORKS, LLC. No.2518			Check Sequence: 16	ACH Enabled: False
0504376-1	Water Meters Purchased	950.88	02/13/2023	601-00-4265-0000	
0506781	Water Meter Repair- PV#4	1,325.00	02/13/2023	211-00-4400-0000	
	Check Total:	2,275.88			
Vendor: 200	GOPHER STATE ONE CALL			Check Sequence: 17	ACH Enabled: True
3000742	Monthly Rental	16.67	02/13/2023	601-00-4400-0000	
3000742	Monthly Rental	16.66	02/13/2023	611-00-4400-0000	
3000742	Monthly Rental	16.67	02/13/2023	631-00-4400-0000	
3010742	Monthly Rental	13.50	02/13/2023	601-00-4400-0000	
3010742	Monthly Rental	13.50	02/13/2023	611-00-4400-0000	
3010742	Monthly Rental	13.50	02/13/2023	631-00-4400-0000	
	Check Total:	90.50			
Vendor: 1311	KELLY HANSON			Check Sequence: 18	ACH Enabled: False
5885Strawberry	Easement Agreements-Strawberry Lane	32,300.00	02/13/2023	409-00-4680-0000	
	Check Total:	32,300.00			
Vendor: 417	ROBERT HANSON			Check Sequence: 19	ACH Enabled: True
2023-Wellness	2023- Wellness	480.00	02/13/2023	101-32-4101-0000	
	Check Total:	480.00			
Vendor: 211	HAWKINS, INC.			Check Sequence: 20	ACH Enabled: True
6391811	Chemicals Water Treatment	1,702.16	02/13/2023	601-00-4245-0000	
	Check Total:	1,702.16			
Vendor: 216	HENNEPIN COUNTY RECORDER & REGISTRAR OF TITLES			Check Sequence: 21	ACH Enabled: False
6190CardinalAve	Record Service-Sewer/Water Services Agreemen	46.00	02/13/2023	101-18-4400-0000	Record
Res. No.22-026	Record Svc: Approving CUP-Antenna Collocati	46.00	02/13/2023	101-18-4400-0000	
Res. No.22-071	Record Svc: Approving Variance to side yard set	46.00	02/13/2023	101-18-4400-0000	
Res. No.22-097	Record Svc: Approving CUP for Special Purpos	46.00	02/13/2023	101-18-4400-0000	
Res. No.22-105	Record Svc: Approving a Variance to Grade Sho	46.00	02/13/2023	101-18-4400-0000	
Res. No.22-121	Record Svc:CUP fro Antenna Collocation-24283	46.00	02/13/2023	101-18-4400-0000	
Resolutio22-021	Record Svc-Approving Variance Dock-5510 Ho	46.00	02/13/2023	101-18-4400-0000	Record
	Check Total:	322.00			
Vendor: 471	HENNEPIN COUNTY ACCOUNTS RECEIVABLE			Check Sequence: 22	ACH Enabled: False
2023TIT-Notices	2023 Truth In Tax Notices	949.91	02/13/2023	101-16-4400-0000	



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	949.91			
Vendor: 1127	HENNEPIN COUNTY GOVERNMENT CENTER			Check Sequence: 23	ACH Enabled: False
2023-Carlson	Certificate of Filing Notary Commission-Jason C	20.00	02/13/2023	101-18-4433-0000	
	Check Total:	20.00			
Vendor: 215	HENNEPIN COUNTY INFORMATION TECHNOLOGY DEPARTMENT			Check Sequence: 24	ACH Enabled: True
1000198589	Monthly Radio Fleet & MESB	215.92	02/13/2023	101-32-4321-0000	
	Check Total:	215.92			
Vendor: 214	HENNEPIN COUNTY PUBLIC HEALTH DEPARTMENT			Check Sequence: 25	ACH Enabled: False
1196949	F008-Food High Small Facility	761.00	02/13/2023	201-00-4437-0000	
1196949	F003-Food Low Additional	102.00	02/13/2023	201-00-4437-0000	
	Check Total:	863.00			
Vendor: 1308	HI-LINE INC.			Check Sequence: 26	ACH Enabled: False
11008951	Misc. Hardware for Equipment	98.96	02/13/2023	101-32-4221-0000	
11010875	Misc. Hardware for Equipment	612.00	02/13/2023	101-32-4221-0000	
	Check Total:	710.96			
Vendor: 1314	ROBERT HINNENKAMP			Check Sequence: 27	ACH Enabled: False
6075Strawberry	Easement Agreements-Strawberry Lane	60,000.00	02/13/2023	409-00-4680-0000	
	Check Total:	60,000.00			
Vendor: 896	HUEBSCH SERVICES			Check Sequence: 28	ACH Enabled: True
20198588	SCEC - Mats	74.86	02/13/2023	201-00-4400-0000	
20201779	City Hall - Mats	202.73	02/13/2023	101-19-4400-0000	
	Check Total:	277.59			
Vendor: 226	INTEGRATED FIRE & SECURITY, INC.			Check Sequence: 29	ACH Enabled: True
90808	Fire Monitoring	335.40	02/13/2023	101-19-4400-0000	
90809	Fire Monitoring	335.40	02/13/2023	101-32-4400-0000	
	Check Total:	670.80			
Vendor: 378	KEN-MAR FARM DRAFTS, LLC			Check Sequence: 30	ACH Enabled: False
2023-ArcticFev	Extra Hour Sleigh Ride	175.00	02/13/2023	101-53-4441-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	175.00			
Vendor: 239	KENNEDY & GRAVEN CHARTERED			Check Sequence: 31	ACH Enabled: False
172572	Ron Johnson Litigation	192.00	02/13/2023	101-16-4304-0000	
	Check Total:	192.00			
Vendor: 247	DREW KRIESEL			Check Sequence: 32	ACH Enabled: False
January-2023	Building Maint. Services	554.00	02/13/2023	201-00-4400-0000	
January-2023	Building General Supplies Exp	129.46	02/13/2023	201-00-4245-0000	
Luandry-2/1/23	Hometonw Laundry -02/01/2023	160.00	02/13/2023	201-00-4245-0000	
Luandry-2/2/23	Hometonw Laundry -02/02/2023	144.00	02/13/2023	201-00-4245-0000	
SOS Drain-2022	SOS Drain & Sewer Cleaning Svc- Back up Svc	170.00	02/13/2023	201-00-4223-0000	
	Check Total:	1,157.46			
Vendor: 13	LEAGUE OF MINNESOTA CITIES INSURANCE TRUST (0049)			Check Sequence: 33	ACH Enabled: False
7768	Claim#257823-Sewer Baxck-up to Claimant's H	750.00	02/13/2023	101-19-4360-0000	Acct#40001556
	Check Total:	750.00			
Vendor: 531	LEAGUE OF MINNESOTA CITIES			Check Sequence: 34	ACH Enabled: False
375282	IPMA-HR-MN Chapter Dues-/Annual Conf.	125.00	02/13/2023	101-13-4433-0000	
375636	2023 MCMA Winter Workshop-Marc Nevinski	75.00	02/13/2023	101-13-4433-0000	
	Check Total:	200.00			
Vendor: 1312	BRIAN LIEFFERS			Check Sequence: 35	ACH Enabled: False
5970Strawberry	Easement Agreements-Strawberry Lane	18,500.00	02/13/2023	409-00-4680-0000	
	Check Total:	18,500.00			
Vendor: 262	LUBE-TECH			Check Sequence: 36	ACH Enabled: True
3118319	Motor Fuel Lube	1,017.59	02/13/2023	101-32-4212-0000	
	Check Total:	1,017.59			
Vendor: 279	METROPOLITAN COUNCIL (WASTEWATER)			Check Sequence: 37	ACH Enabled: True
1151511	Monthly Waste Water Svc	96,842.75	02/13/2023	611-00-4385-0000	
	Check Total:	96,842.75			
Vendor: 792	METROPOLITAN AREA MANAGEMENT ASSOCIATION (MAMA)			Check Sequence: 38	ACH Enabled: False
1442	Luncheon-Marc Nevinski	25.00	02/13/2023	101-13-4331-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
1459	2023 Membership Dues-Marc Nevinski	45.00	02/13/2023	101-13-4433-0000	
	Check Total:	70.00			
Vendor: 1079	MINNESOTA CITY/COUNTY MANAGEMENT ASSOCIATION			Check Sequence: 39	ACH Enabled: False
2023-Nevinski	2023 Membership - Marc Nevinski	186.00	02/13/2023	101-13-4433-0000	
	Check Total:	186.00			
Vendor: 305	MNSPECT, LLC			Check Sequence: 40	ACH Enabled: False
0095766-IN	Inspection Services	2,431.00	02/13/2023	101-24-4400-0000	
	Check Total:	2,431.00			
Vendor: 313	MICHELLE THU-THAO NGUYEN			Check Sequence: 41	ACH Enabled: True
January-2023	Mileage Reimbursement	102.28	02/13/2023	101-15-4331-0000	
	Check Total:	102.28			
Vendor: 316	MICHELLE LEE NORMAN			Check Sequence: 42	ACH Enabled: False
Arctic-2023	Arctic Fever-Mileages	51.09	02/13/2023	101-53-4441-0000	
Arctic-2023	Arctic Fever-Mileages	2.50	02/13/2023	101-53-4441-0000	
Arctic-2023	Symphy Card	4.17	02/13/2023	101-13-4331-0000	
	Check Total:	57.76			
Vendor: 322	ODP BUSINESS SOLUTIONS LLC			Check Sequence: 43	ACH Enabled: False
275286024001	Credit from 2022	-0.22	02/13/2023	101-13-4200-0000	
285415673001	Bussineess Cards-Marc	39.99	02/13/2023	101-13-4351-0000	
285415673001	Bussineess Cards-Matt	39.99	02/13/2023	101-32-4351-0000	
285415673001	Bussineess Cards-Council	79.98	02/13/2023	101-11-4351-0000	
	Check Total:	159.74			
Vendor: 1315	JOYCE OELFKE			Check Sequence: 44	ACH Enabled: False
6170Strawberry	Easement Agreements-Strawberry Lane	7,860.00	02/13/2023	409-00-4680-0000	
	Check Total:	7,860.00			
Vendor: 325	ON SITE SANITATION -TWIN CITIES			Check Sequence: 45	ACH Enabled: True
1477601	Cathcart Park-26655 W- 62nd St	77.20	02/13/2023	101-52-4410-0000	
1477602	Freeman Park-6000 Eureka Rd	421.20	02/13/2023	101-52-4410-0000	
1477603	Silverwood Pk-5755 Covington R	77.22	02/13/2023	101-52-4410-0000	
1477604	South Shore-5355 St Albaus Bay	77.22	02/13/2023	101-52-4410-0000	
1477605	Christmas Lk Rd-5625 Merry Ln	269.10	02/13/2023	101-52-4410-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
1481581	Freeman Park-6000 Eureka Rd	58.50	02/13/2023	101-52-4410-0000	
	Check Total:	980.44			
Vendor: 1295	PATCHIN MESSNER			Check Sequence: 46	ACH Enabled: False
22253A	26420 62nd Stree W-Strawberry Lane Project 19	500.00	02/13/2023	409-00-4400-0000	
	Check Total:	500.00			
Vendor: 903	PERRILL			Check Sequence: 47	ACH Enabled: True
259230	ROWay Web App-Monthly	75.00	02/13/2023	611-00-4400-0000	
259230	ROWay Web App-Monthly	75.00	02/13/2023	601-00-4400-0000	
259438	ROWay Web App-Monthly	75.00	02/13/2023	611-00-4400-0000	
259438	ROWay Web App-Monthly	75.00	02/13/2023	601-00-4400-0000	
	Check Total:	300.00			
Vendor: 819	PIRTEK PLYMOUTH INC.			Check Sequence: 48	ACH Enabled: True
PL-T00014014	Hydraulic Hoses	835.59	02/13/2023	101-32-4221-0000	
	Check Total:	835.59			
Vendor: 336	PITNEY BOWES BANK INC PURCHASE POWER			Check Sequence: 49	ACH Enabled: True
1022224930	Acct #8000-9000-0743-8223-Red Ink-Postage N	104.48	02/13/2023	101-13-4245-0000	
	Check Total:	104.48			
Vendor: 452	PREHALL ELECTRIC INC.			Check Sequence: 50	ACH Enabled: False
1235	Install Security Power System-Badger Park	300.00	02/13/2023	101-52-4400-0000	
	Check Total:	300.00			
Vendor: 685	BRENDA PRICCO			Check Sequence: 51	ACH Enabled: True
2023-Wellness	2023-Wellness Expense	480.00	02/13/2023	101-13-4101-0000	
Mileage-Jan2023	Mileage & Expense	154.60	02/13/2023	101-13-4331-0000	
	Check Total:	634.60			
Vendor: 1316	Q-STAR TECHNOLOGY, LLC			Check Sequence: 52	ACH Enabled: False
SI-00021927	Flash Camera for Manor Park	7,945.00	02/13/2023	402-00-4680-0000	
	Check Total:	7,945.00			
Vendor: 355	SHRED-N-GO INC			Check Sequence: 53	ACH Enabled: False
146020	Shredded Svc	64.08	02/13/2023	101-13-4400-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	64.08			
Vendor: 360	SOUTH LAKE MINNETONKA POLICE DEPARTMENT			Check Sequence: 54	ACH Enabled: False
Dec-2022-HCPF	Monthly-Henn Cty Process Fee	146.70	02/13/2023	101-21-4400-0000	
March-2023-OB	Monthly-Operating Budget Exp	123,434.83	02/13/2023	101-21-4400-0000	
	Check Total:	123,581.53			
Vendor: 1317	SPARTAN PROMOTIONAL GROUP, INC			Check Sequence: 55	ACH Enabled: False
584116	Arctic Fever Prizes	402.30	02/13/2023	101-53-4441-0000	
	Check Total:	402.30			
Vendor: 1181	SPLIT ROCK MANAGEMENT, INC.			Check Sequence: 56	ACH Enabled: True
87075	Custodial Service-CH Building	487.00	02/13/2023	101-19-4400-0000	
87076	Custodial Service-PW's Building	369.00	02/13/2023	101-32-4400-0000	
	Check Total:	856.00			
Vendor: 365	STAR TRIBUNE			Check Sequence: 57	ACH Enabled: False
8647709-2023	2023-Newspapers	293.70	02/13/2023	101-19-4433-0000	
	Check Total:	293.70			
Vendor: 1194	THE McDOWELL AGENCY, INC.			Check Sequence: 58	ACH Enabled: False
144599	Background Check-Eric Charles	85.00	02/13/2023	101-13-4400-0000	
	Check Total:	85.00			
Vendor: 694	TIMESAVER OFF SITE SECRETARIAL, INC.			Check Sequence: 59	ACH Enabled: True
M27967	Planning Meeting	196.75	02/13/2023	101-18-4400-0000	
	Check Total:	196.75			
Vendor: 380	TITAN MACHINERY INC.			Check Sequence: 60	ACH Enabled: False
17988374GP	Parts	367.84	02/13/2023	101-32-4221-0000	
17988378GP	Cutting Edge-Skid Steer	428.74	02/13/2023	101-32-4221-0000	
	Check Total:	796.58			
Vendor: 612	TWIN CITY GARAGE DOOR COMPANY			Check Sequence: 61	ACH Enabled: False
Z231129	Repair Garage Door	754.00	02/13/2023	101-32-4223-0000	
	Check Total:	754.00			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 1318	ULINE			Check Sequence: 62	ACH Enabled: False
158640400	Sand/Salt Barrels	490.04	02/13/2023	101-33-4245-0000	
	Check Total:	490.04			
Vendor: 1083	UNIFIRST CORPORATION			Check Sequence: 63	ACH Enabled: True
1562857-Jan2023	Account#1562857 - Uniforms Services	525.06	02/13/2023	101-32-4400-0000	
	Check Total:	525.06			
Vendor: 391	US BANK - CORPORATE TRUST SERVICES			Check Sequence: 64	ACH Enabled: True
6806689	2016A-EDA-Lease Rev Refunding	2,150.00	02/13/2023	307-00-4720-0000	Act#108526000
6807541	2016B-EDA-Lease Rev Refunding	2,150.00	02/13/2023	308-00-4720-0000	Act#108527000
	Check Total:	4,300.00			
Vendor: 415	WARNER CONNECT			Check Sequence: 65	ACH Enabled: True
29941256	Network Maint Services-March-2023	5,326.82	02/13/2023	101-19-4321-0000	
29941283	Network Maint Services	1,653.75	02/13/2023	101-19-4321-0000	
	Check Total:	6,980.57			
Vendor: 408	WM MUELLER & SONS INC			Check Sequence: 66	ACH Enabled: True
284270	Salt & Sand	824.91	02/13/2023	101-33-4245-0000	
284367	Salt & Sand	564.52	02/13/2023	101-33-4245-0000	
	Check Total:	1,389.43			
Vendor: 411	XCEL ENERGY, INC.			Check Sequence: 67	ACH Enabled: True
812874682	C.H. Svcs	626.48	02/13/2023	101-19-4380-0000	C.H. Svcs
812874682	P.W. Bldg Svc	334.95	02/13/2023	101-32-4380-0000	P.W. Bldg Svc
812874682	P.W. Street Lights Svc	4,044.32	02/13/2023	101-32-4399-0000	P.W. Street Lights Svc
812874682	Parks	632.38	02/13/2023	101-52-4380-0000	Parks
812874682	Amesbury	181.37	02/13/2023	601-00-4394-0000	Amesbury
812874682	Boulder Bridge	164.63	02/13/2023	601-00-4396-0000	Boulder Bridge
812874682	S.E. Area Svc	3,208.46	02/13/2023	601-00-4398-0000	S.E. Area Svc
812874682	Lift Station Street Lights	766.37	02/13/2023	611-00-4380-0000	L.S. Street Lights
813659914	24253 Smithtown Rd	1,542.63	02/13/2023	601-00-4395-0000	24253 Smithtown Rd
813667761	5735 Country Club Rd	1,032.80	02/13/2023	201-00-4380-0000	5735 Country Club Rd
813686320	5755 Country Club Rd	265.84	02/13/2023	101-19-4380-0000	5755 Country Club Rd
813973749	5700 County Rd 19	48.05	02/13/2023	101-32-4399-0000	5700 County Rd 19
813973749	5700 County Rd 19 - Unit Light	346.31	02/13/2023	101-32-4399-0000	5700 County Rd 19 - Unit Light
814033442	28125 Boulder Bridge Drive	410.14	02/13/2023	601-00-4396-0000	28125 Boulder Bridge Drive
814057807	4931 Shady Island Road	24.49	02/13/2023	611-00-4380-0000	4931 Shady Island Road

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	13,629.22			
Vendor: 414	ZIEGLER INC			Check Sequence: 68	ACH Enabled: True
CM000116454	Fuel Filter Return	-131.31	02/13/2023	101-32-4221-0000	
IN000859917	Front nd Loader Part	498.62	02/13/2023	101-32-4221-0000	
	Check Total:	367.31			
	Total for Check Run:	572,817.93			
	Total of Number of Checks:	68			

Accounts Payable  
Computer Check Proof List by Vendor

User: mnguyen  
Printed: 02/08/2023 - 2:43PM  
Batch: 00002.02.2023 - AP-02-13-2023-2



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 937	VISU-SEWER, INC.			Check Sequence: 1	ACH Enabled: False
33823	2022 Jetting & Televising-Echo Rd/Clover Ln - 1	3,715.40	02/13/2023	631-00-4303-0000	
	Check Total:	3,715.40			
	Total for Check Run:	3,715.40			
	Total of Number of Checks:	1			





## City of Shorewood Council Meeting Item

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**Title/Subject:** Resolution Accepting Donations to Arctic Fever Event  
**Meeting Date:** Monday, February 13 2023  
**Prepared by:** Janelle Crossfield, Park/Rec Director  
**Reviewed by:** Marc Nevinski, City Administrator  
**Attachments:** Resolution

2C

MEETING  
TYPE  
Regular  
Meeting

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**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 held on January 20 and January 21, 2023:

<u>Name of Donor</u>	<u>Amount/Item</u>
WSB	\$500
Cub Foods	Bottled Water, Cider, Youth Activity Supplies

**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.

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

**RESOLUTION 23-018**

**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>
WSB	\$500
Cub Foods	Bottled Water, Cider, Youth Activity Supplies

**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 13th day of February, 2023.

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Jennifer Labadie, Mayor

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Sandie Thone, City Clerk



## City of Shorewood Council Meeting Item

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<b>Title/Subject:</b>	<b>Addendum to TimeSaver Agreement</b>
Meeting Date:	Monday, February 13, 2023
Prepared by:	Sandie Thone, City Clerk/HR Director
Reviewed by:	Brenda Pricco, Deputy City Clerk
<b>Attachments:</b>	<b>Addendum to Recording Secretary Service Agreement Resolution 23-019</b>

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2D

MEETING  
TYPE  
Regular  
Meeting

**Background in Recommendation** For the past five years the city has contracted with TimeSaver's Off-Site Secretarial, Inc. for city council, planning commission, and parks commission meeting minutes. Attached is an Addendum to the Recording Secretary Agreement that extends the expiration date to December 31, 2023. The same terms and conditions which were agreed upon and approved for 2022 will be extended to December 31, 2023. TimeSaver's has provided excellent service and turn-around time for the city council and city commission minutes. Staff is recommending approval of the attached Addendum as submitted.

**Financial or Budget Considerations:** The 2023 contract reflects a base rate increase from \$154/first hour plus \$36.50 each subsequent 30 minutes to \$159/\$37.75, respectively. It reflects a unit rate increase from \$49.50/first hour, \$33/hour thereafter, and \$15.50/per billable page to \$51/\$34/\$16, respectively. The service has been provided for in the 2023 budget.

**Action Requested:** Staff respectfully requests approval of Resolution 23-019: Approving the 2023 Addendum to the TimeSaver's Off-Site Secretarial Agreement. Motion, second and simple majority vote required.

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

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**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 23-019  
A RESOLUTION APPROVING AN ADDENDUM TO THE  
RECORDING SECRETARY SERVICE AGREEMENT**

**WHEREAS**, the city of Shorewood is required to prepare minutes of all public meetings of the city council, planning, and park commissions; and

**WHEREAS**, the city has contracted with TimeSaver Off Site Secretarial, Inc. for the past five years for performing minute-taking for city council, planning commission, and park commission meetings; and

**WHEREAS**, the city has received exemplary service from TimeSaver.

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

The enclosed Addendum to the Recording Secretary Service Agreement will be extended to December 31, 2023. The unit rates reflect an increase of \$1.50 cents per hour, \$1.00 per hour after the first hour, and 50 cents per page. The base rate reflects an increase of \$5.00 per hour and \$1.25 for every 30 minutes thereafter, over the 2022 contract.

**ADOPTED BY THE SHOREWOOD CITY COUNCIL** this 13th day of February 2023.

**ATTEST:**

\_\_\_\_\_  
**Jennifer Labadie, Mayor**

\_\_\_\_\_  
**Sandie Thone, City Clerk**

**ADDENDUM TO  
RECORDING SECRETARY SERVICE AGREEMENT**

**Dated: December 31, 2022**

By and between TimeSaver Off Site Secretarial, Inc. and the City of Shorewood, 5755 Country Club Road, Shorewood, MN 55331.

1. EXTENSION OF RECORDING SECRETARIAL SERVICE AGREEMENT: The term of the existing Recording Secretary Service Agreement dated December 31, 2021, shall be extended under the same terms and conditions to December 31, 2023.
2. TOSS CHARGES: TOSS shall be paid for its services as recording secretary for each meeting with a one (1) hour minimum, the highest rate prevailing, as follows:
  - a. Base Rate: One Hundred Fifty-Nine and 00/100 dollars (\$159.00) for any meeting up to one (1) hour (billable time) plus Thirty-Seven and 75/100 dollars (\$37.75) for each thirty (30) minutes following the first one (1) hour; or
  - b. Unit Rate: Fifty-One and 00/00 dollars (\$51.00) for the first hour of meeting time and Thirty-Four and 00/100 dollars (\$34.00) for every hour after the first hour plus Sixteen and 00/100 dollars (\$16.00) for each page of draft minutes for submission to the City of Shorewood for their preparation of final minutes.

At the end of the term of this Addendum or any extension of it, the parties may make a new Agreement or extend or modify the terms of this Agreement.

IN WITNESS WHEREOF, the undersigned have executed this Addendum to the Recording Secretary Service Agreement as of the day and year indicated.

January \_\_, 2023

CITY OF SHOREWOOD

By: \_\_\_\_\_  
Sandie Thone

Its: City Clerk

November 1, 2022

TIMESAVER OFF SITE SECRETARIAL, INC.

By: Carla Wirth  
Carla Wirth

Its: President & CEO



## City of Shorewood Council Meeting Item

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Title/Subject: Notification of 2023 Open Book Meeting Dates  
Meeting Date: Monday, February 13, 2023  
Prepared by: Sandie Thone, City Clerk/HR Director  
Reviewed by: Brenda Pricco, Deputy City Clerk  
Attachment: Hennepin County Assessor Memo

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2E

MEETING  
TYPE

Policy Consideration: Pursuant to Minnesota Statute 274.01, Subdivision 1, the County Assessor must set the date and time for the Local Board of Appeal and Equalization (LBAE) Meeting.

Background: The City of Shorewood has opted for an Open Book meeting in place of a Local Board of Appeal and Equalization (LBAE) meeting. Open book meetings are an important aspect of transparency in the assessment of real property.

Valuation notices will be mailed to taxpayers which include the dates and times and locations of available meeting dates. If a property owner has a concern with the information on their notice or disagrees with the valuation of their property, often issues can be resolved by a call to the assessor. If this does not resolve the issue or if they still have questions, or prefer a conversation, they may attend a virtual meeting session for taxpayers.

Please see the attached Hennepin County Memo from Hennepin County Assessor Joshua Hooglund for additional information.

No Action Requested: For Informational purposes only.

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.

# HENNEPIN COUNTY

## MINNESOTA

### Memo

**To:** City Clerks, City Administrators, City Managers, Local Assessors, City Assessors

**From:** Joshua Hoogland, SAMA, Hennepin County Assessor

**Date:** 2/2/2023

#### Hennepin County 2023 Open Book Meetings

Open book meetings are an important aspect of transparency in the assessment of real property. We find it important to share the steps we have taken to provide excellent customer service to the taxpayers of Hennepin County.

#### Open Book Meetings

The Hennepin County Assessor's Office will host 5 in person meetings with locations throughout the county. We will also continue to offer a virtual meeting session for taxpayers as well. Taxpayers located in a city that has an open book can attend any of the meetings based on their own preference.

The available meeting dates, times and locations will be provided to taxpayers with their property's valuation notice mailed during the spring. The valuation notice will be accompanied by an insert providing additional information and instructions to assist taxpayers with understanding each of their appeal options. If a taxpayer would like to take part in the virtual meeting, they will need access to a computer or smart phone, call in advance to schedule a meeting time, then a Microsoft Teams meeting link will be provided for the appropriate date and time. Appraisers in our office will provide flexibility and additional date and time options to taxpayers to conduct the virtual, face-to-face meeting how and when they would prefer.

**Hennepin County Assessor's Office**

300 South 6<sup>th</sup> Street MC-213, Minneapolis, MN 55487-0213

612-348-3046 | [hennepin.us/assessment](https://hennepin.us/assessment)



<b><u>Location</u></b>	<b><u>Date</u></b>	<b><u>Time</u></b>
Richfield City Hall	April 17th	3 pm-7 pm
Plymouth City Hall	April 19th	8 am-7 pm
Rogers Community Center	April 20th	3 pm-7 pm
Mound Centennial Building	April 26th	3 pm-7 pm
Golden Valley City Hall	April 27th	8 am-7 pm
Virtual	April 25th	8 am-7 pm

It is important to note that taxpayers may call their assessor at any time after receiving their valuation notice up until the County Board of Appeal and Equalization (CBAE) deadline for appointments on May 17, 2023. Each valuation notice mailed includes a phone number that will put taxpayers in touch with the appropriate appraiser or assessor for their jurisdiction. Often, taxpayer questions are answered, or concerns resolved during the initial phone conversation.

We request your help in circulating communication to taxpayers of this change. This may include updates on the city's website, social media, mailings, newspaper advertisements, electronic list serves, etc.

#### Hennepin County Assessor Value Review Process

Appraisers in our office will continue to answer value calls from taxpayers and respond quickly to questions and concerns. We will conduct in person valuation and classification reviews as well as virtual inspections in certain circumstances. We will also use all tools available to us including, aerial imagery, GIS technology, street view photography, sales listing information, etc. We will collaborate with property owners to assist in the review process by asking them to provide documentation related to their property, such as, inspection reports and appraisals. If a virtual inspection is required, we will also request real-time photographs of property and video walk-throughs.

Thank you for your consideration and collaboration.

#### Contact

County Assessor  
Joshua Hoogland  
(612) 348-8853  
[joshua.hoogland@hennepin.us](mailto:joshua.hoogland@hennepin.us)

Assistant County Assessor  
Melissa Potter  
(612) 998-5380  
[melissa.potter@hennepin.us](mailto:melissa.potter@hennepin.us)



*Photo Contest Winners*

4B

City of Shorewood  
Spring & Summer 2022

# Winners in Each of Four Categories

- Spring Wonder
- Summer Delights
- People and Pets
- Wildlife



Winner in  
Category:  
Spring  
Wonder

“Evening  
Delight”

submitted by  
Suzann  
Thompson





Winner in  
Category:  
Summer  
Delights

“Hold on to  
Summer”

submitted by  
Jocelyn  
Stenberg





Winner in  
Category:  
People and  
Pets

“Yard  
Working”

submitted by  
Daniel A.  
Peso





Winner in  
Category: Wildlife

“Blackburnian  
Warbler”

submitted by Judy  
Voigt Englund

# THANK YOU!

To all who participated  
in this fun community event!



## City of Shorewood Council Meeting Item

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**Title/Subject:** Commission Appointment  
**Meeting Date:** Monday, February 13, 2023  
**Prepared by:** Sandie Thone, City Clerk/HR Director  
**Reviewed by:** Marc Nevinski, City Administrator  
**Attachments:** Resolution 23-020

8B

MEETING  
TYPE

**Policy Consideration:** Pursuant to Shorewood City Code Chapter 202, the Planning Commission and Park Commission serve as advisory boards to the City Council. Each commission exists of five appointed members including a chair and co-chair. The terms for commission members, which are staggered, run for three (3) years commencing on March first of each year.

**Background:** The city council interviewed candidates at its Work Session on February 13, 2023 for the following vacancies.

### Planning Commission (2 Seats)

Vacant Seat	Term: through 2/2025
Vacancy on 2/28/2023 (Riedel's seat)	Term: through 2/2026

### Park Commission (1 Seat)

Vacant Seat	Term: through 2/2024
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The following candidates were interviewed for the three open positions.

5:30 PM: Nat Gorham – Planning Commission  
5:45 PM: Mary Johnson – Planning Commission, Park Commission  
6:00 PM: Mark Czerwonka – Park Commission, Planning Commission, MCC  
6:45 PM: Gene German – Planning Commission

### **Action Requested:**

For passage of this appointment, a resolution has been prepared and is attached. Council shall discuss the appointment(s), and if the appointment is recommended, confirm by passing the resolution, which will include the name of the final appointment as confirmed. 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.

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**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.*



## A RESOLUTION MAKING APPOINTMENTS TO THE SHOREWOOD PLANNING AND PARK COMMISSION

**Sandie Thone, City Clerk**