

**CITY OF SHOREWOOD  
CITY COUNCIL REGULAR MEETING  
MONDAY, FEBRUARY 14, 2022**

**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](http://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. Roll Call

Mayor Labadie\_\_\_\_  
Siakel\_\_\_\_  
Johnson\_\_\_\_  
Callies\_\_\_\_  
Gorham\_\_\_\_

B. 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:

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| A. City Council Work Session Minutes of January 24, 2022   | Minutes  |
| B. City Council Regular Meeting Minutes of January 24, 2022  | Minutes  |
| C. Approval of the Verified Claims List  | Claims List  |
| D. Accept Donation from Lucky's Station, LLC for 2022 Arctic Fever Event   | Parks and Rec Director Memo<br>Resolution 22-011   |
| E. Appointment of Public Works Utility Operator and Authorization to Advertise for Light Equipment Operator            | Director of Public Works Memo                      |
| F. Commission Appointments   | City Clerk/HR Director Memo<br>Resolution 22-012   |
| G. Accept Improvements and Authorize Final Payment for Enchanted and Shady Islands Reclaim Project, City Project 18-11 | Director of Public Works Memo<br>Resolution 22-013 |

**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. PUBLIC HEARING**

**5. REPORTS AND PRESENTATIONS**

**6. PARKS**

**7. PLANNING**

A. Request for Time Extension to Correct Code Violations Location: 5885 Hillendale Road	Planning Director Memo Resolution 22-014
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B. Request for Time Extension to Correct Code Violations Location: 5765 Echo Road	Planning Director Memo Resolution 22-015
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**8. ENGINEERING/PUBLIC WORKS**

A. Strawberry Lane: Final Design Direction, City Project 19-05	City Engineer Memo Resolution 22-016
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B. Grant Street Drainage: Accept Bids and Award Contract, City Project 18-04	City Engineer Memo Resolution 22-017 Resolution 22-018
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**9. GENERAL/NEW BUSINESS**

A. Flexible Work Arrangement Policy	City Clerk/HR Director Memo
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B. American Rescue Plan Act of 2021 Funds	Finance Director Memo Resolution 22-019
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**10. STAFF AND COUNCIL REPORTS**

A. Staff

B. Mayor and City Council

**11. ADJOURN**

**CITY OF SHOREWOOD  
CITY COUNCIL WORK SESSION MEETING  
MONDAY, JANUARY 24, 2022**

**5755 COUNTRY CLUB ROAD  
COUNCIL CHAMBERS  
6:00 P.M.**

## **MINUTES**

### **1. CONVENE CITY COUNCIL WORK SESSION MEETING**

Mayor Labadie called the meeting to order at 6:00 P.M. She noted that the meeting was being held electronically and all votes would be taken via roll call.

#### **A. Roll Call**

Present. Mayor Labadie; Councilmembers Siakel, Gorham, and Callies; City Attorney Shepherd; City Administrator Lerud; Director of Public Works Brown; and City Engineer Budde

Absent: Councilmember Johnson

#### **B. Review Agenda**

**Callies moved, Siakel seconded, approving the agenda as presented. Upon a roll call vote, motion passed 4/0.**

### **2. POLLINATOR POLICY**

Mayor Labadie noted that there was another Council meeting scheduled for later this evening that begins at 7:00 p.m. She explained that because of this meeting she would be adjourning the work session as close to 6:50 p.m. as possible. She noted that this is not a public hearing and there is no requirement for the Council to take public comments, however, in this matter, she feels it is important to hear from as many residents as possible who wish to speak. She asked them to keep their comments brief and to not duplicate what others have already stated.

Public Works Director Brown stated that this item is regarding a pollinator policy and the basic issue is how the City should meet its statutory requirements to control noxious weeds, meet safety requirements for public grounds and ballfields, maintain the parks in an acceptable condition, all while meeting the requirements of the pollinator policy. He explained that on July 28, 2014, the City Council approved Resolution 14-066, regarding "Bee-Safe" policies and procedures. He reviewed the primary statements made within the resolution language. He explained that following this resolution, Public Works planted three clover patches, in an attempt to create bee-safe habitats at Freeman Park, Cathcart Park and Southshore Park. However, the patches became overrun with weeds and were eventually tilled and returned to turf. He explained that Public Works staff also researched the use of organic or natural herbicides to control weeds in the turf areas and warning tracks of the parks, but they rendered less than favorable results. He noted that the first declaration in Resolution 14-066 does not prohibit the total use of pesticides. He gave a brief overview of the contractors hired to use bee friendly chemicals and noted that the Lesco Safety Data Sheet had been attached to the staff report for review. He noted that the main ingredient applied was 2,4-D, which according to the Environmental Protection Agency (EPA) was considered "bee-safe" and acceptable to bee habitats and non-toxic to honeybees. He gave an overview of the other chemicals used and the concerns that had been raised, such as Dicamba

which is also listed as a component of the Lesco solution. He stated that the City did not use neonicotinoid herbicides, but he noted that he failed to consider that they were “systemic herbicides” which means that there were areas where systemics were used in the City. He explained that he had included an extensive list of all the applications of chemicals in the parks or public grounds, including the injection of the ash trees, and the treatment for Manor Pond that was ordered by the Council. He stated that application for Manor Pond used a copper sulfate compound that is not considered bee friendly. He stated that Public Works is responsible for maintaining public grounds and noted that they get calls to address noxious weeds throughout the City and referenced the Minnesota State Statue that mandates this activity. He reviewed issues Public Works has faced with relation to public grounds, ballfield safety, buckthorn treatment, ash tree injections, invasive control for infrastructure, Manor Park Pond treatment, and wasp nest removal. He reiterated that they tried to abide by the abstention of bee unfriendly pesticides, but failed with not catching that it was, in many cases, a systemic herbicide that was applied. He stated that it was never his desire to intentionally harm pollinators or violate City policy. He noted that over the weekend, the City received correspondence from the Bee Friendly staff that suggested use of an Integrated Pest Management program (IPM). He stated that the goal of many IPMs is to go through a decision-making process as to what is the best solution to address the issue, for which the use of chemicals is the last resort. Staff believes that this would be a wise investment but noted that many of the IPMs do involve some form of chemical treatment. He stated that the goal is to try and find some sort of compromise to meet the demands and responsibilities placed on the department, try provide as safe an environment as possible for the pollinators, but also make sure that everybody has ‘buy-in’ to avoid the conflicts that have been seen lately. He introduced Gail Nozal, Arborist with Davey Tree and Addie Tice, a biologist with a specialty in botany with Bolton & Menk.

Councilmember Siakel noted that she had spoken with Patricia Houser and Jeff Dinsmore over the weekend. She explained that they need to leave the meeting at 6:30 p.m. and asked that the Council allow them to make a few comments before they have to leave.

Mayor Labadie explained that Patricia Hauser and Jeff Dinsmore are representatives for Humming for Bees.

Jeff Dinsmore and Patricia Hauser, 5805 Minnetonka Drive, stated that they wrote a six-page letter to the City, but would only highlight some of its contents for the meeting. He gave a summary of their concerns relating to injections for ash trees and the effects on many things other than the trees and urged Council to retain the Bee-Safe resolution, as it is written and incorporate policies and procedures accordingly. He stated that they would also like the City to stop the use of any systemic insecticides and consider developing a staff role for a sustainability coordinator who is well-versed in IPM and current pesticide science. He explained that they would like this individual to answer to the City Administrator independent of the Public Works Department. He stated that they would also like to see an integrated pest program be developed under the supervision of the sustainability coordinator. He noted that they are also suggesting that the job description of the Public Works Director be re-written so duties that involve land management for parks and public areas would be the job of the sustainability coordinator. He asked that the City use contractors that are well-versed in IPM and have alternative pesticide practices in place of the standard pesticide services. He stated the last thing they would like is for the City to rethink the current policy of ash tree injections in favor of a long-term plan for removal and replanting with alternate sustainable trees that will not poison moths, butterflies, larvae, birds, and the ground.



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Ms. Hauser stated that regarding buckthorn, when she goes around her own neighborhood, she sees plenty of it in the yards that are female plants, with seeds. She explained that the buckthorn plants spread by birds eating the seeds and then pooping them out, so they are planted all over the place. She stated that she thinks the City may need to look at how to live with buckthorn rather than putting systemic paint on it to kill it. She stated that she likes the goat program that the City has used in the past. She asked who Public Works Director Brown answers to as their supervisor and whether there was a yearly performance review conducted.

City Administrator Lerud stated that Public Works Director Brown reports to the City Administrator and he does conduct a yearly performance review. Ms. Hauser stated the resolution regarding systemic pesticides was passed seven years ago and questions how these actions were not caught prior to now.

Councilmember Callies stated that the letter sent by Mr. Dinsmore and Ms. Hauser was very thorough and helpful. She stated that she feels as though the point being raised right now is off topic in terms of the time available for this discussion. She stated that she does not feel it is appropriate to get into some sort of personnel review of Public Works Director Brown and would like to stick to the Bee-Safe policy discussion. She asked what the goal of this meeting is for the Council and what was hoped to be accomplished.

Mayor Labadie stated that she thinks that this will not be a 'one and done' meeting and it will need to be brought back to some other Council meeting. She stated that Public Works Director Brown had indicated that he was looking for direction on how to proceed.

Public Works Director Brown stated that he has noted eight areas that he identified and suspects that others may be found, once there is a detail analysis done. He stated that Addie Tice has experience in this area and may bring a few more issues that have not been identified to the City's attention. He stated that he would like the Council to direct staff to begin development of an integrated pest management program with the assistance of Bolton & Menk since they are the experts. He stated that this will take some time and not just a one or two meetings for this type of project. He stated that the intent is to start implementing things that they can start doing immediately, but it will be an extensive and long list by the time it is done.

Mayor Labadie explained that she and Councilmember Siakel were both on the Council when the original Bee Safe resolution was passed and noted that it was an extensive process to get to that point.

Public Works Director Brown suggested that the Council hear from Addie Tice to see what her experience has been in this situation.

Addie Tice, Natural Resource Technician, Bolton & Menk, gave an overview of her experience working with bee friendly practices. She stated that Bolton & Menk would like to provide some sort of consulting services to the City and assist in writing an IPM to support the pollinator and bee friendly resolution that has already been passed. She stated that she is hopeful that this can be a collaborative effort between Bolton & Menk, Humming for Bees, and the City to create a document that will help the Public Works Department.

Public Works Director Brown asked Ms. Tice to share examples of her success with the Minnesota State University Mankato.

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Ms. Tice shared details of the practices at Minnesota State University Mankato and the recent conversation with the groundskeeper about the guidelines that were set up for the campus.

Councilmember Siakel noted that this is the first meeting on this topic and the Council is not familiar with Ms. Tice but has worked with Bolton & Menk for engineering services. She asked if Ms. Tice was also the individual who had experience with the Emerald Ash Borer.

Public Works Director Brown stated that Gail Nozal from Davey Tree was present to address the issues surrounding the Emerald Ash Borer.

Gail Nozal, Davey Resource Group, stated that they have been contracting with the City for over five years for arborist services and contracted tree assistance. She shared details of her background and experience as a Board-Certified Master Arborist and noted that she also holds a master's degree in Urban Forestry. She stated that there are 614 ash trees on public property that have been inventoried in the City. She stated that there is an Emerald Ash Borer plan that includes tree removal, replacement, and the injection of approximately thirty trees each year on park properties, so they are not all removed at the same time. She noted that the Emerald Ash Borer has not yet been found in the City but has been found in surrounding communities. She stated that when trees have the Emerald Ash Borer, they become brittle very quickly, unlike Dutch Elm Disease, which raises the potential for significant liabilities associated with ash trees.

Mayor Labadie asked how close to the City has the Emerald Ash Borer been found. Ms. Nozal stated that it has been found in Chanhassen, Minnetonka, and Eden Prairie, but not yet in Tonka Bay, Mound, and Excelsior.

Councilmember Siakel confirmed that the 614 trees mentioned by Ms. Nozal was referring to the tree plan that has been put together over many years and is specific to the City. Ms. Nozal confirmed that the plan was initiated in 2017 when the inventory was completed and explained that they have recently completed an updated plan, based on science and changes with the Emerald Ash Borer within Minnesota. Councilmember Siakel asked if the alternative to treating an ash tree was to cut it down. Ms. Nozal stated that was correct and noted that it is inevitable that all ash trees will be infested. Therefore, the only practical option is removal and replacement.

Councilmember Siakel stated that she believes the Council approved working with an arborist in 2015 and put together a tree plan to protect as many trees as possible. She stated that this is a much more complicated topic than it appears to be on the surface. She stated that she was on the Council when the Bee-Safe resolution was passed and believes the intent was to minimize the impact of the utilization of chemicals. She stated that one thing they did not really consider was that there would be times when chemicals must be used. She gave the example of what was done to treat the pond in Manor Park because organic practices were not working. She stated that she feels there needs to be a balance and would like to see a reduction in the use of chemicals. She stated that she supports the idea of investigating working with creation of an IPM and contracting with someone may make sense and is at least worthy of discussion.

Councilmember Callies stated that in looking at the resolution there are some conflicting statements but feels that staff has used their best efforts to minimize the use of pesticides. She stated that it is not clear to her if the City has actually designated certain areas as bee safe habitats, as mentioned in item number four of the resolution, or if the intent was not to use chemicals anywhere in the City. She stated that she agrees that the City should look at other ways to improve this procedure.

Councilmember Siakel stated that she believes the clover areas mentioned by Public Works Director Brown were the designated areas. She noted that Shorewood was the very first City to pass a resolution protecting bees. She stated that she thinks that the City has learned things since the first resolution was passed and can get smarter and figure out what else can be done to comply with the overall intent.

Mayor Labadie reiterated that Shorewood was the first City to enact this type of language. She stated that it may be helpful for future discussions if staff could give examples of other cities and the language they used. She stated that she believes that there are now forty-two or forty-three cities throughout the State that have a similar ordinance.

Councilmember Gorham stated that he would support that direction but noted that he feels that should have already been done. He stated that he questions why the Council is just now hearing about all the violations. He stated that the Council did not know any of this was going on and are now being asked for help because there is a realization that the City cannot comply with its own policy. He stated that he would echo a bit of what was stated by Ms. Hauser that this appears to be seven years of the City not trying all that hard. He stated that the residents have come in with some ideas that can be pursued, but he does not see the Public Works Department compromising in this situation. He stated that he just sees a lot of pesticide usage and a lot of mea culpa statements, but not a lot of effort of trying to comply with the resolution. He stated that item number two that states the City 'shall refrain from the use of systemic pesticides' which seems pretty straight forward to him. He reiterated his question of why the Council is just hearing about this because it seems a bit late to him and he would like to see some accountability.

Councilmember Callies stated that she completely disagrees with Councilmember Gorham. She stated that this resolution is a guide and is not in City ordinance or law. She noted that she believes the use of the word 'violate' is too much. She stated that she would agree that the City should try to reduce the use of chemicals but believes the way the resolution is stated is too broad. She stated that 'refrain' is not the same as 'prohibit'. She stated that Public Works Director Brown included information in the report of when these chemicals were used, and she feels that to say that there was an intentional violation is going too far for what has actually occurred.

Mayor Labadie reminded the Council that there is another meeting scheduled for 7:00 p.m. and would like to wrap up discussion on this item tonight in the next five minutes. She stated that she does not think the Council is anywhere near being finished discussing this matter. She stated that she would like to have the Council think about what direction can be given to the Public Works Department for the immediate future, while some of the larger issues are still being discussed. She reiterated that she would like information on policy language from other cities who have adopted similar policies.

Councilmember Siakel stated that she wholeheartedly agrees with Councilmember Callies statements and thinks the language being used is way too harsh. She stated that she thinks some action does need to be taken because the City needs to get back to the intent of reducing the number of chemicals and only use them when absolutely needed. She stated that she would like to hear from Bolton & Menk about their plan and how it can be monitored and perhaps take some of the ownership and responsibility away from Public Works, because they cannot be everything to everyone. She noted that she believes having this professionally managed for the City will be helpful. She stated that she also thinks the people need to be removed from the problem for this discussion. She stated that the problem has been identified and now the City

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can do something about it. She noted that she believes everyone will agree that the goal is to minimize the use of chemicals, but it is not to never use them. She would recommend, that if the City decides to hold another work session on this topic, that something is done to get word out to residents on the meeting so they are informed and will have an opportunity to be there. She stated that she is open to seeing language used by other cities but would like to see a formal presentation made by Bolton & Menk, specifically about how they would institute, monitor, and report back to both the City and the public on an IPM.

Councilmember Gorham stated that he would like to see a scope of work from Bolton & Menk and noted that he is not sure that throwing money at a consultant will be the panacea that people think it may be. He stated that he cares more about implementation, and he does not think Bolton & Menk will be the ones out there spraying or ordering supplies, so he would like to understand how it would actually work if they were involved.

Councilmember Callies stated that perhaps there does need to be some sort of sustainability position added to City staff but that will need a larger discussion and suggested that there may be someone from Davey Tree that could fill that role. Councilmember Siakel stated that she sees the sustainability role as being accomplished through a service that the City is already using.

Councilmember Callies stated that she would like to find a way to communicate the next work session on this topic to residents, so they have a few weeks' notice that it is coming. Mayor Labadie noted that the Council did not really address the thirty specimen trees and asked if it may be worth looking into how much it would cost to remove those trees, since if Emerald Ash Borer comes to the City, removal is the only option. She stated that something would also need to be replanted and noted that she understands these are large specimen heritage trees and wonders if it would be worth bringing the arborist in to discuss that more thoroughly.

The Council discussed that for the next work session there be a proposal for an IPM plan, a scope of work for how it would be accomplished from various individuals, if necessary, the possibility of modifying the resolution to uses language that more clearly identifies what the City wants to accomplish with the policy, how this can be implemented, and oversight will work.

Mayor Labadie asked staff to schedule discussion of this topic for a future meeting. City Administrator Lerud stated that he thinks it is reasonable that staff can have proposals back by the second meeting in February.

**3. ADJOURN**

**Gorham moved, Callies seconded, Adjourning the City Council Work Session Meeting of January 24, 2022, at 7:00 P.M. Upon a roll call vote, motion passed 4/0.**

**ATTEST:**

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

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

CITY OF SHOREWOOD  
CITY COUNCIL REGULAR MEETING  
MONDAY, JANUARY 24, 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 7:06 P.M. and explained that the meeting was being held electronically and all votes would be taken by roll call.

#### A. Roll Call

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

Absent: None

#### B. Review Agenda

Gorham moved, Johnson seconded, approving the agenda, as presented.

Roll Call Vote: Johnson, Siakel, Callies, Gorham, Labadie voted Aye. Motion passed.

### 2. CONSENT AGENDA

Mayor Labadie reviewed the items on the Consent Agenda.

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

#### A. City Council Regular Meeting Minutes of January 10, 2022

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

#### C. Permanent Appointment of Miechelle Norman

#### D. Approve DNR Delegation Agreement, Adopting RESOLUTION NO. 22-010, "A Resolution Approving Delegation Agreement with the Minnesota Department of Natural Resources for AIS Inspection at the Christmas Lake Public Access."

#### E. Accept Greg Fasching's Resignation and Approve Advertising and Recruitment for LEO Position

Roll Call Vote: Johnson, Siakel, Callies, Gorham, Labadie voted Aye. Motion passed.

### 3. MATTERS FROM THE FLOOR

Kristine Sanschagrin, 27725 Island View Road, shared comments on the work session that was held prior to this meeting. She noted her disappointment that the Council did not acknowledge Mr. Larson for writing the letter to the editor and explained that she was disappointed in the type of discussion that was held. She thanked Councilmember Gorham for dissenting and questioning what occurred. She thanked Hauser and Mr. Dinsmore for raising questions about what has occurred in the past and how the Council and staff should be held responsible for their actions. She stated that she knows a lot about neonicotinoids and feels there should be an open discussion about them and why it is such an important discussion for the environment. She shared examples of people in her circle that have dealt with cancer and noted that toxins in the environment are problematic for the health of the community. She stated that she would like there to be the ability for a citizen to participate in the work session discussions which there was not the case at tonight's work session meeting. She encouraged the Council to do the right thing and not just the bare minimum.

Mayor Labadie noted that there were no votes taken at the work session, so Councilmember Gorham did not 'dissent', but simply stated comments for the record.

**4. PUBLIC HEARING**

**5. REPORTS AND PRESENTATIONS**

**A. Brian Tholen, Chief of South Lake Minnetonka Police Department**

Brian Tholen, Chief of South Lake Minnetonka Police Department introduced himself and explained that he is honored to be the new Chief. He gave a brief presentation that reviewed his background and experience and noted that he has been impressed with what he has seen within the department so far. He stated that there are things that they can improve, but as a whole the department is solid. He stated that he is planning to continue the excellent work that Chief Meehan did in the past. He shared some priorities, such as: getting to know the officers and operations; listen to resident concerns and what it means for them to feel safe in their community; determine current practices that are working, and which ones are not; focus on officer wellness; and encourage proactive policing. He noted that they are fully staff with well trained, energetic officers. He stated that they are planning to keep residents updated via social media and thanked the Council for their continued support.

Mayor Labadie asked how residents can follow the department on social media. Chief Tholen stated that the most active ones are their Instagram and Facebook accounts. The Council extended their welcome to Chief Tholen as the 'Hometown Chief'.

**6. PARKS**

**7. PLANNING**

**8. ENGINEERING/PUBLIC WORKS**

**9. GENERAL/NEW BUSINESS**

**A. City Council Salaries**

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City Administrator Lerud explained that at the January 10, 2022 City Council meeting, the Council reviewed salaries for Mayor and Councilmembers. The Council then directed staff to prepare an ordinance to increase the Mayor's annual salary to \$6,300 and the Council's to \$4,800 which would be effective January 1, 2023.

Mayor Labadie stated that she thought part of the discussion was also to set up a timeline for review of the salaries in the future. City Administrator Lerud stated that would be put on the January agenda every four years, as discussed.

**Siakel moved, Callies seconded, Adopting ORDINANCE NO. 585, "An Ordinance Amending Chapter 105 of the Shorewood City Code Relating to Salaries for the Mayor and City Council."**

Councilmember Gorham stated that he does not want to seem insensitive to people who may be struggling because of COVID. He stated that he does not feel the salaries are egregiously low and thinks increasing them can wait a bit longer.

**Roll Call Vote:** Johnson, Siakel, Callies, Labadie voted Aye. Gorham voted Nay. **Motion passed 4-1.**

### **10. STAFF AND COUNCIL REPORTS**

#### **A. Administrator and Staff**

##### **1. Fourth Quarter 2021 Investment Report**

Finance Director Rigdon gave a brief overview of the Fourth Quarter 2021 Investment Report. He reviewed the objectives of the policy for investment activities including safety, liquidity, and yield, but noted that yield is a secondary concern. He noted that the City has a stricter policy than what is demanding by the State. He explained that the portfolio at the end of 2021 was at about thirteen point two million dollars and reviewed the average maturity, yield, and income from the investments.

##### **2. 2022 Commission Applications Update**

City Clerk/HR Director Thone explained that staff is looking for direction on the scheduling of the interviews for the openings on the Commissions with terms that begin March 1, 2022. She stated that there have been nine applications received for the openings. She noted that typically these types of interviews have taken place at a work session prior to a regular Council meeting, however, there was some discussion at the last meeting that sometimes the created a feeling of being rushed. She stated that staff would like to know if the full Council would like to interview the applicants or direct the Personnel Committee to conduct the interviews and make a recommendation to the Council.

Mayor Labadie asked if the Council would like to conduct the interviews on February 14, 2022 or turn the initial interviews over to the Personnel Committee. Councilmember Siakel stated that she believes there is another alternative which would be to pick another date to hold the interviews. Mayor Labadie agreed that would be an option and explained that she would not be opposed to it.

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Councilmember Johnson noted that February 14, 2022 is Valentine's Day. The Council discussed the options for interviewing candidates for the commissions. City Administrator Lerud noted that if there were to be more than two Councilmembers present at the interviews, it will need to be noticed as a special meeting to comply with open meeting laws.

***There was consensus to have the Personnel Committee conduct the initial interviews.***

City Clerk/HR Director Thone stated that she will send Google Calendar information to Councilmembers Callies and Gorham and get the interviews scheduled.

**Other**

Park and Recreation Director Grout stated that Arctic Fever took place on January 15, 2022. She stated that this was the seventeenth year the event was held and felt this year had a wonderful turn out. She gave an overview of the activities that took place during the event. She stated that there were attendees from as far away as Texas and Italy.

Mayor Labadie expressed her appreciation to Park and Recreation Director Grout, Communications Director Julie Moore, Public Works Director Brown, and his staff, for a very successful event.

City Engineer Budde stated that bids will be opened for the Grant Street project on February 8, 2022. He stated that regarding the Smithtown Pond project, he sat in front of the Minnehaha Creek Watershed Board a few weeks ago and they conditionally approved the project. He stated that the last element for that project will be to get the permit from the Army Corps of Engineers.

City Clerk/HR Director Thone explained that the City is in the middle of redistricting and are at the point in the process where they are looking at boundaries. She noted that she has been working with City Attorney Shepherd and City Administrator Lerud on a letter to send to residents in Precinct One.

City Attorney Shepherd stated that he would like to make a few comments regarding a resident comment that was made at the last Council meeting. He explained that there was a comment made about the Matters from the Floor portion of the meeting and whether or not it complies with State law. He stated that a public comment section is not required by State law although many cities do have it. He stated that it is very common that cities will have a public comment section and have each commenter speak for no more than three minutes and explained that this was done as a matter of efficiency because the City Council meeting is really a business meeting. He stated that having a time limit makes sense and reiterated that it is done very frequently throughout other cities. He stated that he also wanted to make a comment about hands being 'raised' during a Zoom meeting. He explained that Zoom operates like a normal meeting, even though it may not feel like it. He stated that just like during the normal discussion of business, not every matter is a public hearing and not every matter is something that the Council or Mayor would entertain public comments being made nor is every issue that comes before the Council up for public debate. He stated that public hearings will still be held, and as happened at the earlier work session meeting, public comments may sometimes be entertained, but it is not something that will happen for every agenda item.

City Administrator Lerud stated that the Galpin Lake Trail and street project was included in the Governor's capital bonding request and will be going before the legislature. He stated that the



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

**JANUARY 24, 2022**

**Page 5 of 6**

Safe Routes to School planning committee has met twice. He stated that he believes there are one or two more meetings and then the plan will be available and will be incorporated as the City looks to complete the Galpin Lake project.

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

Councilmember Johnson noted that he attended Arctic Fever at Manitou Park but has heard great things from others about the event throughout the City.

Councilmember Gorham stated that caught the tail end of Arctic Fever and congratulated Park and Recreation Director Grout, Communications Director Moore, and the Public Works staff for their work to make it a successful event. He stated that he met a couple from Stillwater who had driven over because they were looking for something to do and noted that he thinks the event drew people from all over the State.

Councilmember Callies stated that she would like to have the sign ordinance back on an upcoming agenda very soon. She stated that she feels the Council should discuss it prior to sending it back to the Planning Commission. She stated that she feels that there needs to be some advance notice on the agendas because they seem a bit light and thinks there could be more added to them. She stated that she understands that staff is conscious about trying to protect the Council's time but reiterated that there could be fuller agendas. She stated that perhaps there can be more input from Council in terms of what will be on the agenda. She suggested that perhaps at this point in every meeting, staff could share what the upcoming items are so the Council has a bit of advanced notice of what will be discussed before the packet is sent out. She stated that she understands that things will be subject to change but feels that there are things that staff knows will be coming up and she would like those things need to be put on the agenda sooner than what has often been the case, so things are not dragged out too long. She reiterated that she would like to see the Council discuss the sign ordinance at an upcoming work session before it goes back to the Planning Commission. She asked when Strawberry Lane is scheduled on the agenda.

City Engineer Budde stated that Strawberry Lane is scheduled for the next Council meeting. Councilmember Callies asked if people had been notified about that because there will be a lot of interest in that project. City Engineer Budde explained that he had not noticed that meeting yet because his plan was to forward some information to Council and staff and then notice residents after that in order to give them at least ten days' notice.

Councilmember Siakel stated that perhaps there could be a list of topics that are coming up for the quarter. She stated that she would like to see some sort of planning calendar put together for these things so people know and there is some forewarning of the discussion, so things just do not simply appear on the agenda with the arrival of the packet. She stated that she agreed with Councilmember Callies that she would like a heads up for what is coming.

Councilmember Callies stated that she had received an inquiry about Century Link and believes staff has also heard from this individual about the problems with the internet connection. She asked if there was anything the City can bring up regarding the poor service from them.

City Administrator Lerud stated that this is a very frequent comment that he gets but noted that it is not limited to just Century Link. He stated that the City does not have a franchise agreement with any internet service provider. He noted that they have been working with MetroNet, formerly Jaguar Communications, who has fiber in parts of the City and has interest in building out the

**CITY OF SHOREWOOD REGULAR COUNCIL MEETING MINUTES**

**JANUARY 24, 2022**

**Page 6 of 6**

entire City with fiber. He stated that he is hoping that project will begin in 2022 and should be a two-year build-out. He stated that Jim Lundberg is the general manager for LMCC and they are responsible for the cable TV franchise, but he is also happy to help out where he can on customer service issues related to internet. He suggested that people contact him if they are having problems and he can get them in touch with Mr. Lundberg.

Councilmember Callies stated that the Council had received an e-mail from the Met Council representative regarding transportation funding allocation which also indicated that there is an application deadline in April of this year for 2023 and 2024 projects. She asked if this is something that the City should have on its 'To Do' list. City Administrator Lerud explained that the City receives a lot of notices about available funds and assured the Council that staff goes through them and when there is a relevant one, they do pursue it.

Mayor Labadie attended the Infrastructure Town Hall meeting held by Representative Morrison on January 12, 2022 and gave a brief overview of what was discussed. She thanked residents who took the time to log their concerns about Highway 7. She stated that she hosted Coffee with the Mayor on January 14, 2022 at The Pillars of Shorewood Landing where her guest speaker was Representative Kelly Morrison.

**11. CLOSED SESSION – ALEX AND ELENA UGORETS V. CITY OF SHOREWOOD**

Mayor Labadie explained that pursuant to Minn. Stat. 13D.05, Sub 3 (b), the Council meeting would be closed for confidential, attorney-client privileged discussion of the litigation matter, Alex and Elena Ugorets v. City of Shorewood, Civ. No. 21-1446 (D. Minn.)

**Johnson moved, Siakel seconded, to close the meeting, pursuant to Minn. Stat. 13D.05 for attorney-client privileged discussion of the litigation matter, Alex and Elena Ugorets v. City of Shorewood, Civ. No. 21-1446.**

**Roll Call Vote:** Johnson, Siakel, Callies, Gorham, Labadie voted Aye. **Motion passed.**

Mayor Labadie reconvened the open meeting at 8:24 p.m.

**12. ADJOURN**

**Johnson moved, Gorham seconded, Adjourning the City Council Regular Meeting of January 24, 2022, at 8:25 P.M.**

**Roll Call Vote:** Johnson, Siakel, Callies, Gorham, Labadie voted Aye. **Motion passed.**

**ATTEST:**

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

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



#2 C

MEETING TYPE  
Regular Meeting

## City of Shorewood Council Meeting Item

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**Title / Subject:** Verified Claims

**Meeting Date:** February 14, 2022

**Prepared by:** Michelle Nguyen, Senior Accountant  
Greg Lerud, City Administrator  
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>67236 - 67260 &amp; ACH</b>	<b>341,916.50</b>
<b>Total Claims</b>	<b>\$341,916.50</b>

We have also included a payroll summary for the payroll period ending **January 30, 2022**

**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.

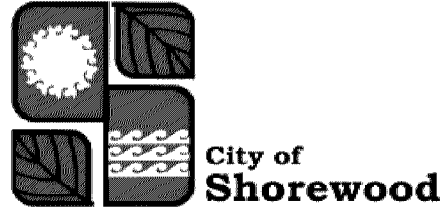
# Payroll

## G/L Distribution Report

User: mnguyen

Batch: 00001.02.2022 - PR-01-31-2022

CITY OF SHOREWOOD



Account Number	Debit Amount	Credit Amount	Description
FUND 101	General Fund		
101-00-1010-0000	0.00	76,673.61	CASH AND INVESTMENTS
101-13-4101-0000	13,726.38	0.00	FULL-TIME REGULAR
101-13-4103-0000	672.60	0.00	PART-TIME
101-13-4121-0000	1,079.91	0.00	PERA CONTRIB - CITY SHARE
101-13-4122-0000	1,065.90	0.00	FICA CONTRIB - CITY SHARE
101-13-4131-0000	2,176.29	0.00	EMPLOYEE INSURANCE - CITY
101-13-4151-0000	74.60	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	427.19	0.00	FICA CONTRIB - CITY SHARE
101-15-4131-0000	642.31	0.00	EMPLOYEE INSURANCE - CITY
101-15-4151-0000	30.59	0.00	WORKERS COMPENSATION
101-18-4101-0000	5,578.27	0.00	FULL-TIME REGULAR
101-18-4103-0000	306.15	0.00	PART-TIME
101-18-4121-0000	441.35	0.00	PERA CONTRIB - CITY SHARE
101-18-4122-0000	402.06	0.00	FICA CONTRIB - CITY SHARE
101-18-4131-0000	857.63	0.00	EMPLOYEE INSURANCE - CITY
101-18-4151-0000	43.52	0.00	WORKERS COMPENSATION
101-24-4101-0000	3,582.53	0.00	FULL-TIME REGULAR
101-24-4121-0000	268.69	0.00	PERA CONTRIB - CITY SHARE
101-24-4122-0000	268.79	0.00	FICA CONTRIB - CITY SHARE
101-24-4131-0000	668.30	0.00	EMPLOYEE INSURANCE - CITY
101-24-4151-0000	17.59	0.00	WORKERS COMPENSATION
101-32-4101-0000	14,787.24	0.00	FULL-TIME REGULAR
101-32-4121-0000	1,042.37	0.00	PERA CONTRIB - CITY SHARE
101-32-4122-0000	1,093.02	0.00	FICA CONTRIB - CITY SHARE
101-32-4131-0000	2,634.76	0.00	EMPLOYEE INSURANCE - CITY
101-32-4151-0000	815.91	0.00	WORKERS COMPENSATION
101-33-4101-0000	3,678.11	0.00	FULL-TIME REGULAR
101-33-4102-0000	3,832.02	0.00	OVERTIME
101-33-4121-0000	552.19	0.00	PERA CONTRIB - CITY SHARE
101-33-4122-0000	505.48	0.00	FICA CONTRIB - CITY SHARE
101-33-4131-0000	262.19	0.00	EMPLOYEE INSURANCE - CITY
101-33-4151-0000	324.33	0.00	WORKERS COMPENSATION

Account Number	Debit Amount	Credit Amount	Description
101-52-4101-0000	5,160.36	0.00	FULL-TIME REGULAR
101-52-4121-0000	364.79	0.00	PERA CONTRIB - CITY SHARE
101-52-4122-0000	386.36	0.00	FICA CONTRIB - CITY SHARE
101-52-4131-0000	799.21	0.00	EMPLOYEE INSURANCE - CITY
101-52-4151-0000	240.01	0.00	WORKERS COMPENSATION
101-53-4101-0000	1,450.66	0.00	FULL-TIME REGULAR
101-53-4103-0000	66.00	0.00	PART-TIME
101-53-4121-0000	108.80	0.00	PERA CONTRIB - CITY SHARE
101-53-4122-0000	114.18	0.00	FICA CONTRIB - CITY SHARE
101-53-4131-0000	18.38	0.00	EMPLOYEE INSURANCE - CITY
101-53-4151-0000	67.33	0.00	WORKERS COMPENSATION
<b>FUND Total:</b>	<b>76,673.61</b>	<b>76,673.61</b>	
FUND 201	Shorewood Comm. & Event Center		
201-00-1010-0000	0.00	2,437.57	CASH AND INVESTMENTS
201-00-4101-0000	1,675.49	0.00	FULL-TIME REGULAR
201-00-4103-0000	352.93	0.00	PART-TIME
201-00-4121-0000	142.67	0.00	PERA CONTRIB - CITY SHARE
201-00-4122-0000	153.51	0.00	FICA CONTRIB - CITY SHARE
201-00-4131-0000	27.58	0.00	EMPLOYEE INSURANCE - CITY
201-00-4151-0000	85.39	0.00	WORKERS COMPENSATION
<b>FUND Total:</b>	<b>2,437.57</b>	<b>2,437.57</b>	
FUND 601	Water Utility		
601-00-1010-0000	0.00	13,018.04	CASH AND INVESTMENTS
601-00-4101-0000	9,601.34	0.00	FULL-TIME REGULAR
601-00-4102-0000	418.17	0.00	OVERTIME
601-00-4121-0000	684.79	0.00	PERA CONTRIB - CITY SHARE
601-00-4122-0000	744.61	0.00	FICA CONTRIB - CITY SHARE
601-00-4131-0000	1,225.25	0.00	EMPLOYEE INSURANCE - CITY
601-00-4151-0000	343.88	0.00	WORKERS COMPENSATION
<b>FUND Total:</b>	<b>13,018.04</b>	<b>13,018.04</b>	
FUND 611	Sanitary Sewer Utility		
611-00-1010-0000	0.00	9,154.77	CASH AND INVESTMENTS
611-00-4101-0000	6,777.93	0.00	FULL-TIME REGULAR
611-00-4102-0000	105.33	0.00	OVERTIME
611-00-4121-0000	471.78	0.00	PERA CONTRIB - CITY SHARE
611-00-4122-0000	523.96	0.00	FICA CONTRIB - CITY SHARE
611-00-4131-0000	1,029.54	0.00	EMPLOYEE INSURANCE - CITY
611-00-4151-0000	246.23	0.00	WORKERS COMPENSATION

Account Number	Debit Amount	Credit Amount	Description
<b>FUND Total:</b>	<b>9,154.77</b>	<b>9,154.77</b>	
FUND 621	Recycling Utility		
621-00-1010-0000	0.00	558.88	CASH AND INVESTMENTS
621-00-4101-0000	409.62	0.00	FULL-TIME REGULAR
621-00-4121-0000	30.72	0.00	PERA CONTRIB - CITY SHARE
621-00-4122-0000	30.80	0.00	FICA CONTRIB - CITY SHARE
621-00-4131-0000	85.12	0.00	EMPLOYEE INSURANCE - CITY
621-00-4151-0000	2.62	0.00	WORKERS COMPENSATION
<b>FUND Total:</b>	<b>558.88</b>	<b>558.88</b>	
FUND 631	Storm Water Utility		
631-00-1010-0000	0.00	2,550.99	CASH AND INVESTMENTS
631-00-4101-0000	1,930.64	0.00	FULL-TIME REGULAR
631-00-4121-0000	133.67	0.00	PERA CONTRIB - CITY SHARE
631-00-4122-0000	146.88	0.00	FICA CONTRIB - CITY SHARE
631-00-4131-0000	284.27	0.00	EMPLOYEE INSURANCE - CITY
631-00-4151-0000	55.53	0.00	WORKERS COMPENSATION
<b>FUND Total:</b>	<b>2,550.99</b>	<b>2,550.99</b>	
FUND 700	Payroll Clearing Fund		
700-00-1010-0000	104,393.86	0.00	CASH AND INVESTMENTS
700-00-2170-0000	0.00	48,122.50	GROSS PAYROLL CLEARING
700-00-2171-0000	0.00	9,750.00	HEALTH INSURANCE PAYABLE
700-00-2172-0000	0.00	7,060.39	FEDERAL WITHHOLDING PAYABLE
700-00-2173-0000	0.00	3,220.13	STATE WITHHOLDING PAYABLE
700-00-2174-0000	0.00	11,725.48	FICA/MEDICARE TAX PAYABLE
700-00-2175-0000	0.00	10,720.39	PERA WITHHOLDING PAYABLE
700-00-2176-0000	0.00	6,930.13	DEFERRED COMPENSATION
700-00-2177-0000	0.00	2,347.53	WORKERS COMPENSATION
700-00-2180-0000	0.00	968.25	LIFE INSURANCE
700-00-2181-0000	0.00	1,512.73	DISABILITY INSURANCE
700-00-2182-0000	0.00	367.99	UNION DUES
700-00-2183-0000	0.00	1,525.09	HEALTH SAVINGS ACCOUNT
700-00-2186-0000	0.00	143.25	VOLUNTARY VISION
<b>FUND Total:</b>	<b>104,393.86</b>	<b>104,393.86</b>	
<b>Report Total:</b>	<b>208,787.72</b>	<b>208,787.72</b>	

Accounts Payable  
Computer Check Proof List by Vendor

User: mnguyen  
Printed: 01/24/2022 - 2:23PM  
Batch: 00011.12.2021 - AP-01-24-2022-Grant St



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 1236	MADER FARM, LLC			Check Sequence: 1	ACH Enabled: False
GrantSt-2021	Grant Street - Wetland Purchase Agreement	7,840.80	12/31/2021	631-00-4680-0000	
	Check Total:	7,840.80			
Vendor: 1235	WETLAND BANK ADMINISTRATION			Check Sequence: 2	ACH Enabled: False
GrantStreet2021	Grant Street - Wetland Purchase Agreement	137.64	12/31/2021	631-00-4680-0000	
	Check Total:	137.64			
	Total for Check Run:	7,978.44			
	Total of Number of Checks:	2			

Accounts Payable  
Computer Check Proof List by Vendor

User: mnguyen  
Printed: 01/26/2022 - 11:58AM  
Batch: 00005.01.2022 - AP-01-24-2022-#5221-000



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 1237	SHEROL CHRISTIAN			Check Sequence: 1	ACH Enabled: False
23800Lawtonka22	Return Utility Paid by Mistake - 23800 Lawtonk	2,223.85	01/24/2022	101-00-3624-0000	
	Check Total:	2,223.85			
	Total for Check Run:	2,223.85			
	Total of Number of Checks:	1			



# Accounts Payable

## Computer Check Proof List by Vendor

User: mnguyen  
 Printed: 01/31/2022 - 12:32PM  
 Batch: 00001.02.2022 - PR-01-31-2022



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 12	AFSCME MN COUNCIL 5 - UNION DUES			Check Sequence: 1	ACH Enabled: True
February-2022	Feb Union Dues - Greg Fasching Terminated 01/	367.99	01/31/2022	700-00-2182-0000	PR Batch 00001.02.2022 Union Dues
	Check Total:	367.99			
Vendor: 1084	BANK VISTA			Check Sequence: 2	ACH Enabled: True
PR-01-31-2022	PR Batch 00001.02.2022 HSA-BANK VISTA	281.09	01/31/2022	700-00-2183-0000	PR Batch 00001.02.2022 HSA-BANK VIS
	Check Total:	281.09			
Vendor: 5	EFTPS - FEDERAL W/H			Check Sequence: 3	ACH Enabled: True
PR-01-31-2022	PR Batch 00001.02.2022 FICA Employee Portio	4,751.50	01/31/2022	700-00-2174-0000	PR Batch 00001.02.2022 FICA Employee 1
PR-01-31-2022	PR Batch 00001.02.2022 FICA Employer Portio	4,751.50	01/31/2022	700-00-2174-0000	PR Batch 00001.02.2022 FICA Employer 1
PR-01-31-2022	PR Batch 00001.02.2022 Medicare Employee Pc	1,111.24	01/31/2022	700-00-2174-0000	PR Batch 00001.02.2022 Medicare Emplo
PR-01-31-2022	PR Batch 00001.02.2022 Medicare Employer Po	1,111.24	01/31/2022	700-00-2174-0000	PR Batch 00001.02.2022 Medicare Emplo
PR-01-31-2022	PR Batch 00001.02.2022 Federal Income Tax	7,060.39	01/31/2022	700-00-2172-0000	PR Batch 00001.02.2022 Federal Income I
	Check Total:	18,785.87			
Vendor: 1165	FIDELITY SECURITY LIFE INSURANCE CO			Check Sequence: 4	ACH Enabled: False
February-2022	PR Batch 00001.02.2022 Vision-Avesis	143.25	01/31/2022	700-00-2186-0000	PR Batch 00001.02.2022 Vision-Avesis
	Check Total:	143.25			
Vendor: 2	ICMA RETIREMENT TRUST-302131-457			Check Sequence: 5	ACH Enabled: True
PR-01-31-2022	PR Batch 00001.02.2022 Deferred Comp-ICMA	3,255.13	01/31/2022	700-00-2176-0000	PR Batch 00001.02.2022 Deferred Comp-I
	Check Total:	3,255.13			
Vendor: 686	KANSAS CITY LIFE INSURANCE COMPAN'			Check Sequence: 6	ACH Enabled: True
February-2022	Feb- LTD - Greg Fasching Terminated 1/26/22	720.05	01/31/2022	700-00-2181-0000	PR Batch 00001.02.2022 Long Term Disat
February-2022	Feb-STD-Greg Fasching Terminated 01/26/22	792.68	01/31/2022	700-00-2181-0000	PR Batch 00001.02.2022 Short Term Disat
	Check Total:	1,512.73			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 11	MINNESOTA DEPARTMENT OF REVENUE			Check Sequence: 7	ACH Enabled: True
PR-01-31-2022	PR Batch 00001.02.2022 State Income Tax	3,220.13	01/31/2022	700-00-2173-0000	PR Batch 00001.02.2022 State Income Tax
	Check Total:	3,220.13			
Vendor: 7	MINNESOTA LIFE INSURANCE COMPANY			Check Sequence: 8	ACH Enabled: True
February-2022	Feb - Life Insurance - Greg Fasching Terminated	872.25	01/31/2022	700-00-2180-0000	PR Batch 00001.02.2022 Life Insurance
	Check Total:	872.25			
Vendor: 1091	MSRS-MN DEFERRED COMP PLAN 457			Check Sequence: 9	ACH Enabled: True
PR-01-31-2022	PR Batch 00001.02.2022 Deferred Comp-MSRS	200.00	01/31/2022	700-00-2176-0000	PR Batch 00001.02.2022 Deferred Comp-MSRS
PR-01-31-2022	PR Batch 00001.02.2022 Deferred Comp-MSRS	3,475.00	01/31/2022	700-00-2176-0000	PR Batch 00001.02.2022 Deferred Comp-MSRS
	Check Total:	3,675.00			
Vendor: 10	NCPERS GROUP LIFE INSURANCE			Check Sequence: 10	ACH Enabled: True
February-2022	PR Batch 00001.02.2022 PERA Life	96.00	01/31/2022	700-00-2180-0000	PR Batch 00001.02.2022 PERA Life
	Check Total:	96.00			
Vendor: 665	OPTUM BANK			Check Sequence: 11	ACH Enabled: True
PR-01-31-2022	PR Batch 00001.02.2022 HSA-OPTUM BANK	1,244.00	01/31/2022	700-00-2183-0000	PR Batch 00001.02.2022 HSA-OPTUM BANK
	Check Total:	1,244.00			
Vendor: 9	PERA			Check Sequence: 12	ACH Enabled: True
PR-01-31-2022	PR Batch 00001.02.2022 MN-PERA Deduction	4,977.32	01/31/2022	700-00-2175-0000	PR Batch 00001.02.2022 MN-PERA Deduction
PR-01-31-2022	PR Batch 00001.02.2022 MN PERA Benefit Em	5,743.07	01/31/2022	700-00-2175-0000	PR Batch 00001.02.2022 MN PERA Benefit Em
	Check Total:	10,720.39			
	Total for Check Run:	44,173.83			
	Total of Number of Checks:	12			

# Accounts Payable

## Computer Check Proof List by Vendor

User: mnguyen  
Printed: 02/09/2022 - 10:49AM  
Batch: 00012.12.2021 - AP-02-14-2022-Dec/2021



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 107 7545	ALLIED BLACKTOP COMPANY Sand/Salt Deicing Roads	4,692.00	12/31/2021	Check Sequence: 1 101-33-4245-0000	ACH Enabled: False
	Check Total:	4,692.00			
Vendor: 215 1000176735	HENNEPIN COUNTY INFORMATION TECH Monthly Radio Fleet & MESB	196.40	12/31/2021	Check Sequence: 2 101-32-4321-0000	ACH Enabled: True
	Check Total:	196.40			
Vendor: 482 2979298 2979299 2979300 2979301 2979302 2979307 2979319 2979327 2979347 2979357 2979368 2979448	KUTAK ROCK, LLP General Corporate Personnel Public Improvement Project Land Use & Development Administrative Code Economic Development Authority Howards Point Dock Enforcement Water Tower Lease Agreements Excelsior Sewer Issues Code Updates Date Practices Response Transition Matters	1,850.00 858.00 97.50 858.00 429.00 156.00 2,554.50 78.00 3,588.00 117.00 955.50 273.00	12/31/2021 12/31/2021 12/31/2021 12/31/2021 12/31/2021 12/31/2021 12/31/2021 12/31/2021 12/31/2021 12/31/2021 12/31/2021 12/31/2021	Check Sequence: 3 101-16-4304-0000 101-16-4304-0000 404-00-4620-0000 101-18-4304-0000 101-16-4304-0000 101-16-4304-0000 101-18-4304-0000 601-00-4304-0000 611-00-4304-0000 101-16-4304-0000 101-16-4304-0000 101-16-4304-0000	ACH Enabled: True
	Check Total:	11,814.50			
Vendor: 795 69344	LANO EQUIPMENT OF NORWOOD, INC. Axle Spindle Tool	196.34	12/31/2021	Check Sequence: 4 101-32-4221-0000	ACH Enabled: False
	Check Total:	196.34			
Vendor: 392 30344	VALLEY-RICH CO. INC. Watermain Break - 19385 Vine Ridge Road	7,333.05	12/31/2021	Check Sequence: 5 601-00-4400-0000	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 410 R-014590-000-30	Check Total:	7,333.05			
	WSB AND ASSOCIATES, INC.			Check Sequence: 6	ACH Enabled: True
	Woodside Rd Street Reclamation	737.75	12/31/2021	408-00-4303-0000	
	Check Total:	737.75			
	Total for Check Run:	24,970.04			
	Total of Number of Checks:	6			

# Accounts Payable

## Computer Check Proof List by Vendor

User: mnguyen  
 Printed: 02/09/2022 - 11:07AM  
 Batch: 00002.02.2022 - AP-02-14-2022



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 102	ABDO EICK & MEYERS LLP			Check Sequence: 1	ACH Enabled: False
452705	Audit Service	7,800.00	02/14/2022	101-16-4301-0000	
	Check Total:	7,800.00			
Vendor: 105	ADVANCED IMAGING SOLUTIONS			Check Sequence: 2	ACH Enabled: True
INV269150	Konica Minolta/C658 Copier	35.00	02/14/2022	101-19-4221-0000	
	Check Total:	35.00			
Vendor: 1239	BIG INK			Check Sequence: 3	ACH Enabled: False
69220	Lucky Banner - Arctic Fever	205.00	02/14/2022	101-53-4441-0000	
	Check Total:	205.00			
Vendor: 677	BOLTON & MENK, INC.			Check Sequence: 4	ACH Enabled: True
283645	General Engineering	6,317.50	02/14/2022	101-31-4303-0000	
283646	Mill & Overlay	258.00	02/14/2022	413-00-4680-0000	
283647	Mill & Overlay	1,883.00	02/14/2022	413-00-4680-0000	
283648	Pond Maintenance-MS4 Svc	2,613.00	02/14/2022	631-00-4302-0009	
283649	24275 Smithtown Rd-Mikan Homes	211.00	02/14/2022	101-00-3414-0000	
283650	Birch Bluff St-Utility Imprvmt	33,691.50	02/14/2022	414-00-4303-0000	
283651	Christmas Lake Boat Landing	1,168.00	02/14/2022	402-00-4680-0000	
283652	Covington Road Watermain	56.00	02/14/2022	601-00-4303-0000	
283653	Data Requests	344.00	02/14/2022	101-31-4303-0000	
283654	GIS-Utilities	1,818.00	02/14/2022	611-00-4303-0000	
283654	GIS-Utilities	1,879.00	02/14/2022	601-00-4303-0000	
283654	GIS-Utilities	375.00	02/14/2022	631-00-4303-0000	
283655	Glen Rd-Manitou Ln-Amlee Rd St	567.50	02/14/2022	407-00-4303-0000	
283656	Grant Street Drainage	1,786.00	02/14/2022	631-00-4303-0000	
283657	Lift Station 7 Rehabilitation	956.00	02/14/2022	611-00-4303-0000	
283658	Lift Station 9 Rehabilitation	1,824.00	02/14/2022	611-00-4303-0000	
283659	Mound Location & Framework	2,663.00	02/14/2022	404-00-4620-0000	
283660	MS4 Administration	886.00	02/14/2022	631-00-4302-0009	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
283661	Shorewood Ln Ravine Restore	3,472.00	02/14/2022	631-00-4303-0000	
283662	Smithtown Pond	8,598.50	02/14/2022	631-00-4303-0000	
283663	Stoddard Companies	1,060.00	02/14/2022	101-00-3414-0000	
283664	Strawberry Ln St Reconst & Trl	2,096.50	02/14/2022	409-00-4303-0000	
	Check Total:	74,523.50			
Vendor: 508	BRYAN ROCK PRODUCTS, INC.			Check Sequence: 5	ACH Enabled: False
51954	Rock for Watermain Break	794.96	02/14/2022	601-00-4400-0000	
	Check Total:	794.96			
Vendor: 133	CARGILL, INCORPORATED			Check Sequence: 6	ACH Enabled: False
2906812622	Salt for Deicing	8,992.41	02/14/2022	101-33-4245-0000	
2906854775	Salt for Deicing	6,622.87	02/14/2022	101-33-4245-0000	
2906870663	Salt for Deicing	3,030.92	02/14/2022	101-33-4245-0000	
	Check Total:	18,646.20			
Vendor: 136	CENTERPOINT ENERGY			Check Sequence: 7	ACH Enabled: True
01-31-2022	20405 Knightsbridge Rd	169.40	02/14/2022	601-00-4394-0000	
01-31-2022	28125 Boulder Bridge	332.57	02/14/2022	601-00-4396-0000	
01-31-2022	24200 Smithtown Rd	1,427.53	02/14/2022	101-32-4380-0000	
01-31-2022	6000 Eureka Road	376.51	02/14/2022	101-52-4380-0000	
01-31-2022	5755 Country Club Rd	571.83	02/14/2022	101-19-4380-0000	
79456885-012522	5735 Country Club Rd-SCEC	498.39	02/14/2022	201-00-4380-0000	
86501806-012522	20630 Manor Rd	101.10	02/14/2022	101-52-4380-0000	
	Check Total:	3,477.33			
Vendor: 137	CENTURY LINK			Check Sequence: 8	ACH Enabled: True
9524702294JAN22	952-470-2294-PW	64.80	02/14/2022	101-32-4321-0000	
9524706340JAN22	952-474-6340-CH	119.75	02/14/2022	101-19-4321-0000	
9524707819JAN22	952-470-7819-SSCC	122.60	02/14/2022	201-00-4321-0000	New Line
	Check Total:	307.15			
Vendor: 456	CORE & MAIN, LP			Check Sequence: 9	ACH Enabled: False
Q203605	Cathodic Prot Water System	1,623.16	02/14/2022	601-00-4245-0000	
Q207212	Watermain Parts	1,061.60	02/14/2022	601-00-4245-0000	
Q215384	Watermain Fittings	1,435.61	02/14/2022	601-00-4245-0000	
	Check Total:	4,120.37			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 416	DVS RENEWAL			Check Sequence: 10	ACH Enabled: False
2022 - tags	2022 for 20 tags	385.00	02/14/2022	101-32-4437-0000	
	Check Total:	385.00			
Vendor: 167	ECM PUBLISHERS INC			Check Sequence: 11	ACH Enabled: True
874006	Grant St Improvement Bids	323.82	02/14/2022	631-00-4351-0000	
875909	Grant St Improvement Bids	499.80	02/14/2022	631-00-4351-0000	
875910	Ordinance No. 585	53.55	02/14/2022	101-13-4351-0000	
876067	Ordinance No. 585	34.70	02/14/2022	101-13-4351-0000	
	Check Total:	911.87			
Vendor: 200	GOPHER STATE ONE CALL			Check Sequence: 12	ACH Enabled: True
2010737	Monthly Rental	27.90	02/14/2022	601-00-4400-0000	
2010737	Monthly Rental	27.90	02/14/2022	611-00-4400-0000	
2010737	Monthly Rental	27.90	02/14/2022	631-00-4400-0000	
	Check Total:	83.70			
Vendor: 985	HENNEPIN COUNTY ACCOUNTS RECEIVABLE			Check Sequence: 13	ACH Enabled: False
1000178097	REC0001086-MonthlySubscription	25.00	02/14/2022	101-32-4400-0000	RecordEase Payment
	Check Total:	25.00			
Vendor: 215	HENNEPIN COUNTY INFORMATION TECHNOLOGY			Check Sequence: 14	ACH Enabled: True
1000178672	Monthly Radio Fleet & MESB	205.92	02/14/2022	101-32-4321-0000	
	Check Total:	205.92			
Vendor: 896	HUEBSCH SERVICES			Check Sequence: 15	ACH Enabled: True
20123505	SCEC - Mats	68.70	02/14/2022	201-00-4400-0000	
20129249	SCEC - Mats	70.65	02/14/2022	201-00-4400-0000	
	Check Total:	139.35			
Vendor: 226	INTEGRATED FIRE & SECURITY, INC.			Check Sequence: 16	ACH Enabled: True
86780	Fire Monitoring	335.40	02/14/2022	101-19-4400-0000	
86781	Fire Monitoring	335.40	02/14/2022	101-32-4400-0000	
	Check Total:	670.80			
Vendor: 228	INTERNATIONAL CODE COUNCIL, INC.			Check Sequence: 17	ACH Enabled: False
3326093	Membership Dues- Thomas Wade Woodward	145.00	02/14/2022	101-24-4433-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	145.00			
Vendor: 247	DREW KRIESEL			Check Sequence: 18	ACH Enabled: False
January-2022	Building Maint. Services	456.00	02/14/2022	201-00-4400-0000	
January-2022	Building General Supplies Exp	37.98	02/14/2022	201-00-4245-0000	
January-2022	Events Program/Class Services	175.00	02/14/2022	201-00-4248-0000	
	Check Total:	668.98			
Vendor: 1163	LOFFLER			Check Sequence: 19	ACH Enabled: True
3934625	Paper for Copier	96.00	02/14/2022	101-18-4245-0000	
	Check Total:	96.00			
Vendor: 1039	MID-COUNTY COOP			Check Sequence: 20	ACH Enabled: False
53791	Fuel	503.60	02/14/2022	101-32-4212-0000	
53792	Fuel	775.86	02/14/2022	101-32-4212-0000	
	Check Total:	1,279.46			
Vendor: 305	MNSPECT, LLC			Check Sequence: 21	ACH Enabled: True
8884	Inspection Services	875.00	02/14/2022	101-24-4400-0000	
	Check Total:	875.00			
Vendor: 1238	NESCO LLC			Check Sequence: 22	ACH Enabled: False
C008149	Replace Latch	144.57	02/14/2022	101-32-4221-0000	
	Check Total:	144.57			
Vendor: 1149	NEW LOOK CONTRACTING, INC.			Check Sequence: 23	ACH Enabled: False
PV#5-WoodsideRd	PV#5-Woodside Rd/Ln Street Reclamation & W:	103,397.09	02/14/2022	408-00-4680-0000	
	Check Total:	103,397.09			
Vendor: 325	ON SITE SANITATION -TWIN CITIES			Check Sequence: 24	ACH Enabled: True
1272880	Cathcart Park-26655 W- 62nd St	68.10	02/14/2022	101-52-4410-0000	
1272881	Freeman Park-6000 Eureka Rd	391.58	02/14/2022	101-52-4410-0000	
1272882	Silverwood Pk-5755 Covington R	68.10	02/14/2022	101-52-4410-0000	
1272883	South Shore-5355 St Albans Bay	68.10	02/14/2022	101-52-4410-0000	
1272884	Christmas Lk Rd-5625 Merry Ln	238.35	02/14/2022	101-52-4410-0000	
	Check Total:	834.23			



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 903	PERRILL			Check Sequence: 25	ACH Enabled: True
256654	ROWay Web App-Monthly	75.00	02/14/2022	611-00-4400-0000	
256654	ROWay Web App-Monthly	75.00	02/14/2022	601-00-4400-0000	
	Check Total:	150.00			
Vendor: 355	SHRED-N-GO INC			Check Sequence: 26	ACH Enabled: False
130211	Shredded Svc	54.75	02/14/2022	101-13-4400-0000	
	Check Total:	54.75			
Vendor: 1181	SPLIT ROCK MANAGEMENT, INC.			Check Sequence: 27	ACH Enabled: True
82014	Custodial Service-CH Building	472.00	02/14/2022	101-19-4400-0000	
82015	Custodial Service-PWs Building	358.00	02/14/2022	101-32-4400-0000	
	Check Total:	830.00			
Vendor: 1101	SPRINGBROOK HOLDING COMPANY LLC			Check Sequence: 28	ACH Enabled: True
TM-INV-005023	SaaS Migration Svc	168.75	02/14/2022	101-15-4221-0000	
	Check Total:	168.75			
Vendor: 694	TIMESAVER OFF SITE SECRETARIAL, INC.			Check Sequence: 29	ACH Enabled: True
M27071	Council Meeting	284.00	02/14/2022	101-13-4400-0000	
	Check Total:	284.00			
Vendor: 380	TITAN MACHINERY INC.			Check Sequence: 30	ACH Enabled: False
16569600GP	Skid Shoes	164.61	02/14/2022	101-32-4221-0000	
	Check Total:	164.61			
Vendor: 384	TOTAL PRINTING SERVICES			Check Sequence: 31	ACH Enabled: False
13334	Newsletters	890.00	02/14/2022	101-13-4351-0000	
	Check Total:	890.00			
Vendor: 386	TWIN CITY WATER CLINIC			Check Sequence: 32	ACH Enabled: False
17137	Monthly Bacteria Svc	120.00	02/14/2022	601-00-4400-0000	
	Check Total:	120.00			
Vendor: 1083	UNIFIRST CORPORATION			Check Sequence: 33	ACH Enabled: True
January-2022	Uni forms	588.64	02/14/2022	101-32-4400-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	588.64			
Vendor: 391	US BANK - CORPORATE TRUST SERVICES			Check Sequence: 34	ACH Enabled: True
6406000	2016A-EDA-Lease Rev Refunding	1,950.00	02/14/2022	307-00-4720-0000	Act#108526000
6406594	2016C-EDA-Lease Rev Refunding	1,950.00	02/14/2022	309-00-4720-0000	Act#108528000
6406716	2016B-EDA-Lease Rev Refunding	1,950.00	02/14/2022	308-00-4720-0000	Act#108527000
	Check Total:	5,850.00			
Vendor: 392	VALLEY-RICH CO. INC.			Check Sequence: 35	ACH Enabled: False
30395	Watermain Break-Covington & Vine Ridge Rd	10,129.42	02/14/2022	601-00-4400-0000	
30396	Watermain Break-Covington & Vine Ridge Rd	5,129.60	02/14/2022	601-00-4400-0000	
	Check Total:	15,259.02			
Vendor: 421	VERIZON WIRELESS			Check Sequence: 36	ACH Enabled: False
9898587405	Sewer & Water - Acct842017386	80.99	02/14/2022	601-00-4321-0000	Acct #842017386-00001
9898587405	Sewer & Water - Acct842017386	81.01	02/14/2022	611-00-4321-0000	Acct #842017386-00001
9898587405	Sewer & Water - Acct842017386	80.99	02/14/2022	631-00-4321-0000	Acct #842017386-00001
	Check Total:	242.99			
Vendor: 415	WARNER CONNECT			Check Sequence: 37	ACH Enabled: True
29940614	Network Maint Services	810.00	02/14/2022	101-19-4321-0000	
	Check Total:	810.00			
Vendor: 402	WATER CONSERVATION SERVICES, INC.			Check Sequence: 38	ACH Enabled: True
11952	Watermain Break-Covington & Vine Ridge Road	1,073.88	02/14/2022	601-00-4400-0000	
	Check Total:	1,073.88			
Vendor: 408	WM MUELLER & SONS INC			Check Sequence: 39	ACH Enabled: True
273747	Salt & Sand	2,689.96	02/14/2022	101-33-4245-0000	
	Check Total:	2,689.96			
Vendor: 411	XCEL ENERGY, INC.			Check Sequence: 40	ACH Enabled: True
763308802	5655 Merry Lane	29.83	02/14/2022	101-52-4380-0000	5655 Merry Lane
763504462	5500 Old Market Rd	-16.45	02/14/2022	601-00-4398-0000	5500 Old Market Rd
764520912	C.H. Svcs	579.45	02/14/2022	101-19-4380-0000	C.H. Svcs
764520912	P.W. Bldg Svc	401.06	02/14/2022	101-32-4380-0000	P.W. Bldg Svc
764520912	P.W. Street Lights Svc	3,668.29	02/14/2022	101-32-4399-0000	P.W. Street Lights Svc
764520912	Parks	442.15	02/14/2022	101-52-4380-0000	Parks

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
764520912	Amesbury	735.60	02/14/2022	601-00-4394-0000	Amesbury
764520912	Boulder Bridge	155.15	02/14/2022	601-00-4396-0000	Boulder Bridge
764520912	S.E. Area Svc	3,063.52	02/14/2022	601-00-4398-0000	S.E. Area Svc
764520912	Lift Station Street Lights	714.89	02/14/2022	611-00-4380-0000	L.S. Street Lights
765086778	5735 Country Club Rd	785.26	02/14/2022	201-00-4380-0000	5735 Country Club Rd
765089596	24253 Smithtown Rd	1,802.92	02/14/2022	601-00-4395-0000	24253 Smithtown Rd
765189890	5755 Country Club Rd	309.10	02/14/2022	101-19-4380-0000	5755 Country Club Rd
765412229	5700 County Rd 19	47.51	02/14/2022	101-32-4399-0000	5700 County Rd 19
765412229	5700 County Rd 19 - Unit Light	321.35	02/14/2022	101-32-4399-0000	5700 County Rd 19 - Unit Light
765500766	4931 Shady Island Road	46.05	02/14/2022	611-00-4380-0000	4931 Shady Island Road
765511810	28125 Boulder Bridge Drive	469.78	02/14/2022	601-00-4396-0000	28125 Boulder Bridge Drive
Check Total:		13,555.46			
Vendor: 413	ZEE MEDICAL SERVICE			Check Sequence: 41	ACH Enabled: True
54090838	First Aid Supplies	54.60	02/14/2022	101-32-4245-0000	
54090839	First Aid Supplies	12.20	02/14/2022	101-32-4245-0000	
Check Total:		66.80			
Total for Check Run:		262,570.34			
Total of Number of Checks:		41			



## City of Shorewood Council Meeting Item

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**Title / Subject:** Resolution Accepting Lucky's Station LLC  
Donation to Arctic Fever Event  
**Meeting Date:** Monday, February 14, 2022  
**Prepared by:** Twila Grout, Park and Recreation Director  
**Attachments:** Resolution

2D

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 set forth below, for the purpose of the 2022 Arctic Fever Event that was held on January 15, 2022:

<u>Name of Donor</u>	<u>Amount</u>
Lucky's Station LLC	\$500.00

**Financial Considerations:** The donation will help to cover expenses incurred for the 2022 Arctic Fever Event.

**Action Requested:** Staff respectfully recommends the city council approve the Resolution Accepting Donations as Delineated in the Resolution to the 2022 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.

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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.*

**RESOLUTION 22-011**

**A RESOLUTION ACCEPTING DONATIONS TO THE  
CITY OF SHOREWOOD 2022 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 the cash amounts set forth below to the city:

<u>Name of Donor</u>	<u>Amount</u>
Lucky's Station LLC	\$500.00

**WHEREAS**, the terms or conditions of the donations are to be used for the 2022 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 donations 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 14th day of February 2022.

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

**Attest:**

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



2E

MEETING  
TYPE  
REGULAR

## City of Shorewood Council Meeting Item

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**Title/Subject:** Appointment of Public Works Utility Operator and Authorization to Advertise for Light Equipment Operator

**Meeting Date:** February 14, 2022

**Prepared By:** Larry Brown, Director of Public Works

**Reviewed By:** Greg Lerud, City Administrator

**Attachments:** None

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**Background:** On January 24<sup>th</sup>, 2022, the City Council accepted the resignation of Mr. Greg Fasching, Utility Operator within the Department of Public Works and authorized the posting of the vacant position.

Under the current union contract, open positions are posted internally first, to promote advancement of employees within the organization. Mr. Bruce Stark currently holds the position of Light Equipment Operator and has been employed with the city since 2001. Mr. Stark has indicated a desire to move into the vacant utility operator position.

If approved, the change in position then creates a vacant position for a Light Equipment Operator. Staff is therefore also seeking authorization to advertise for one Light Equipment Operator to fill the new void.

**Financial or Budget Considerations:** The rate for Mr. Stark as a utility operator will be \$35.11 per hour.

**Options:** Approve by motion the filling of the vacant utility operator position by Mr. Bruce Stark, as outlined herein, or provide staff with alternate direction. .

**Recommended Action:** City staff recommends appointment of Mr. Bruce Stark to the position of Utility Operator within the Department of Public Works, in addition to authorization to advertise for one Light Equipment Operator.



## City of Shorewood Council Meeting Item

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**Title/Subject:** 2022 Commission Appointments  
**Meeting Date:** Monday, February 14, 2022  
**Prepared by:** Sandie Thone, City Clerk/HR Director  
**Reviewed by:** Greg Lerud, City Administrator  
**Attachments:** Resolution

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2F

MEETING TYPE  
Regular Meeting

**Background:** The City Council's Personnel Committee, consisting of Councilmember Callies and Councilmember Gorham conducted interviews on February 2 and 3, 2022 with nine (9) applicants seeking to represent the city on the Planning (2 seats), Park (2 seats), and LMCC (1 seat) Commissions. The Committee was impressed by the number of well-qualified candidates. The Personnel Committee hereby recommends the following appointments:

Planning Commission (2) for the Term March 1, 2022 through February 28, 2025:

- 1) Dustin Maddy
- 2) Cindy Holker

Park Commission (2) for the Term March 1, 2022 through February 28, 2025:

- 1) Mike Hirner
- 2) Jim Heinz

LMCC (1) for the Term March 1, 2022 and ending February 28, 2023:

- 1) Tom Lesser

**Action Requested:** For passage of these appointments a resolution has been prepared and is attached. Council shall discuss the appointments, and confirm the Committee's recommendations, or make changes as desired to the recommendations for appointment, and confirm by passing the resolution, which will include the names of the final appointments 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.*

**RESOLUTION 22-012  
CITY OF SHOREWOOD  
COUNTY OF HENNEPIN  
STATE OF MINNESOTA**

**A RESOLUTION MAKING APPOINTMENTS  
TO SHOREWOOD COMMISSIONS**

**WHEREAS**, the City has three commissions with the following expiring terms:

<b>Commission</b>	<b>Expiring Term</b>
Planning Commission (2 seats)	Feb. 28, 2022
Parks Commission (2 seats)	Feb. 28, 2022
Lake Minnetonka Cable Commission (1 seat)	Feb. 28, 2022;
and,	

**WHEREAS**, the City advertised for applicants for the openings and received nine applications; and,

**WHEREAS**, the candidates were interviewed by the City Council's Personnel Committee consisting of Councilmember Callies and Councilmember Gorham on February 2 and 3, 2022; and

**WHEREAS**, the Personnel Committee recommends appointing the following individuals to fill the following seats on commissions:

Planning Commission

Dustin Maddy	Term - March 1, 2022 to February 28, 2025
Cindy Holker	Term - March 1, 2022 to February 28, 2025

Park Commission

Mike Hirner	Term - March 1, 2022 to February 28, 2025
Jim Heinz	Term - March 1, 2022 to February 28, 2025

Lake Minnetonka Cable Commission (LMCC)

Tom Lesser	Term - March 1, 2022 to February 28, 2025
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**NOW THEREFORE**, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHOREWOOD, MINNESOTA that the Council approves the appointments as recommended.

Adopted by the City Council of Shorewood, Minnesota this 14th day of February 2022.

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**Jennifer Labadie, Mayor**

**Attest:**

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**Sandie Thone, City Clerk**





## City of Shorewood Council Meeting Item

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**Title / Subject:** Accept Improvements and Authorize Final Payment for the Enchanted Island & Shady Island Street Reclamation Project, City Project 18-11

**Meeting Date:** February 14, 2022

**Prepared by:** Ben Perkey, Design Engineer WSB and Associates, Inc.

**Reviewed by:** Larry Brown, Director of Public Works

**Attachments:** Letter of Request, Final Payment Summary , Resolution

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**Background:** On June 22, 2020. the City Council awarded a contract to Northwest Asphalt, Inc., for the Enchanted Island and Shady Island Pavement Reclamation Project, City Project 18-11.

Northwest Asphalt, Inc. has completed the scheduled work in general conformance with the Contract documents and has requested final payment. WSB has determined that the project is substantially complete and final payment is appropriate (Attachment 1).

Northwest Asphalt, Inc. has submitted the two-year Maintenance Bond, Minnesota Form IC-134 Withholdings Affidavit, lien waivers and the signed request for final payment.

A Resolution Accepting Improvements for the Enchanted Island and Shady Island Reclamation Project, City Project 18-11, and Authorizing Final Payment is included for Council consideration of approval.

The City of Shorewood will conduct the 2-year warranty inspections and corresponding coordination with the Contractor.

**Financial or Budget Considerations:** The contract amount was \$916,937.50 and the final project construction amount equating to \$672,397.87. The dramatic difference between the original contract amount and final amount was due to changes of the contract to delete improvements to Enchanted Point, after the contract had been awarded. The amount remaining for payment with Final Payment Request No. 3 is \$68,159.47

**Recommendation / Action Requested:** Staff recommends approval of the Resolution Accepting Improvements for the Enchanted Island and Shady Island Street Reclamation Project, City Project 18-11, and Authorizing Final Payment Northwest Asphalt, Inc. in the amount of \$68,159.47.

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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.*



February 7, 2022

Mr. Greg Lerud  
City of Shorewood  
5755 Country Club Road  
Shorewood, MN 55331

Re: Enchanted Island and Shady Island Street Reclamation Project  
City of Shorewood, MN  
WSB Project No. 012809-000

Dear Mr. Lerud:

Pay Voucher No. 3 (Final) for the above referenced project in the amount of \$68,159.47 is attached. The quantities completed to date have been reviewed and agreed upon by the contractor. We hereby recommend that the City of Shorewood approve the Final Construction Pay Voucher for Northwest Asphalt, Inc.

We have also enclosed the following required documents:

1. Satisfactory showing that the contractor has complied with the provisions of Minnesota Statutes 290.92 requiring withholding state income tax (IC134 forms).
2. Evidence in the form of an affidavit that all claims against the contractor by reasons of the contract have been fully paid or satisfactorily secured (lien waivers).
3. Consent of Surety to Final Payment certification from the contractor's surety.
4. Two-year maintenance bond.

Please send one executed copy of the pay voucher with the payment to Northwest Asphalt, Inc. and one executed copy to our office for our file. If you have any questions or comments regarding this voucher, please contact me at 612.360.1319. Thank you.

Sincerely,

WSB

Ben Perkey, PE  
Project Engineer

Attachments

kkp

ATTACHMENT 1

Enchanted Island and Shady  
Island Street Reclamation Project

Final Pay Voucher 3



<b>Client:</b> City of Shorewood 5755 Country Club Road Shorewood, MN 55331-8926	<b>Contractor:</b> Northwest Asphalt, Inc. 1451 Stagecoach Rd. Shakopee, MN 55379
--	---

<b>WSB Project No.:</b> 012809-000
<b>Client Project No.:</b> 18-11
<b>State Project No.:</b>
<b>Federal Project No.:</b>

Contract Amount		Funds Encumbered	
Original Contract	\$916,937.50	Original	\$916,937.50
Contract Changes	\$0.00	Additional	N/A
Revised Contract	\$916,937.50	Total	\$916,937.50

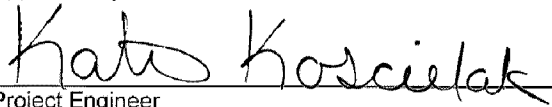
Work Certified To Date	
Base Bid Items	\$672,397.87
Contract Changes	\$0.00
Material On Hand	\$0.00
Total	\$672,397.87

Work Certified This Voucher	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Voucher	Total Amount Paid To Date
\$62,056.05	\$672,397.87	\$0.00	\$604,238.40	\$68,159.47	\$672,397.87
Percent Retained: 0%			Percent Complete: 73.33%		

FINAL PAY VOUCHER

I hereby certify that a Final Examination has been made of the noted Contract, that the Contract has been completed, that the entire amount of Work Shown in this Final Voucher has been performed and the Total Value of the Work Performed in accordance with, and pursuant to, the terms of the Contract is as shown in this Final Voucher.

Approved By WSB

  
Project Engineer

February 7, 2022

Date

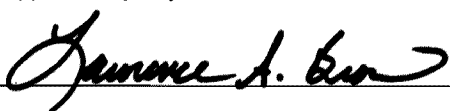
Approved By Northwest Asphalt, Inc.



1-10-2022

Date

Approved By City of Shorewood



2/9/22

Date

ATTACHMENT 2

Payment Summary				
No.	Up Through Date	Work Certified Per Voucher	Amount Retained Per Voucher	Amount Paid Per Voucher
1	09/30/2020	\$411,599.07	\$20,579.95	\$391,019.12
2	02/03/2021	\$198,742.75	(\$14,476.53)	\$213,219.28
3	12/31/2021	\$62,056.05	(\$6,103.42)	\$68,159.47

Funding Category Name	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Voucher	Total Amount Paid To Date
Local	\$672,397.87	\$0.00	\$604,238.40	\$68,159.47	\$672,397.87

Accounting Number	Funding Source	Amount Paid This Voucher	Revised Contract Amount	Funds Encumbered To Date	Paid Contractor To Date
1	Local	\$68,159.47			\$672,397.87

Contract Item Status									
Line No.	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
1	2021.501	MOBILIZATION	LS	\$78,990.00	1	0	\$0.00	1	\$78,990.00
2	2101.524	CLEARING	TREE	\$1,100.00	10	6	\$6,600.00	10	\$11,000.00
3	2101.524	GRUBBING	TREE	\$750.00	10	6	\$4,500.00	10	\$7,500.00
4	2104.502	SALVAGE SIGN	EACH	\$65.00	9	0	\$0.00	0	\$0.00
5	2104.502	REMOVE SIGN	EACH	\$55.00	17	0	\$0.00	0	\$0.00
6	2104.502	REMOVE CASTING	EACH	\$210.00	46	0	\$0.00	50	\$10,500.00
7	2104.503	SAWING BITUMINOUS PAVEMENT	L F	\$4.00	1200	0	\$0.00	0	\$0.00
8	2104.503	SAWING CONCRETE PAVEMENT	L F	\$5.00	500	0	\$0.00	0	\$0.00
9	2104.503	REMOVE SEWER PIPE (STORM)	L F	\$20.00	300	87	\$1,740.00	127	\$2,540.00
10	2104.504	REMOVE BITUMINOUS PAVEMENT	S Y	\$4.00	500	0	\$0.00	0	\$0.00
11	2104.504	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	S Y	\$5.00	800	0	\$0.00	300.21	\$1,501.05
12	2104.504	REMOVE CONCRETE DRIVEWAY PAVEMENT	S Y	\$8.00	500	0	\$0.00	0	\$0.00
13	2104.601	SALVAGE AND REINSTALL LANDSCAPE STRUCTURES	LS	\$10,000.00	1	0	\$0.00	0	\$0.00
14	2104.618	SALVAGE BRICK PAVERS	S F	\$8.00	200	28	\$224.00	28	\$224.00
15	2106.507	EXCAVATION - COMMON	C Y	\$32.00	800	400	\$12,800.00	414	\$13,248.00
16	2105.603	MINOR GRADING	L F	\$11.50	500	0	\$0.00	64	\$736.00

Enchanted Island and Shady  
Island Street Reclamation Project

Final Pay Voucher 3



Contract Item Status									
Line No.	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
17	2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOUR	\$140.00	40	0	\$0.00	12.5	\$1,750.00
18	2130.523	WATER	MGAL	\$25.00	60	0	\$0.00	12	\$300.00
19	2211.507	AGGREGATE BASE (CV) CLASS 5	C Y	\$18.45	800	339	\$6,254.55	474.25	\$8,749.91
20	2215.504	FULL DEPTH RECLAMATION (P)	S Y	\$1.00	21300	2432	\$2,432.00	23250	\$23,250.00
21	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	\$4.00	1180	0	\$0.00	805	\$3,220.00
22	2360.504	TYPE SP 9.5 WEAR CRS MIX (2,C) 3.0" THICK	S Y	\$20.00	800	0	\$0.00	0	\$0.00
23	2360.509	TYPE SP 9.5 WEARING COURSE MIX (2,C)	TON	\$68.30	2770	0	\$0.00	2407.39	\$164,424.74
24	2360.509	TYPE SP 12.5 WEARING COURSE MIX (2,C)	TON	\$65.50	2770	0	\$0.00	2358.43	\$154,477.17
25	2501.502	12" RC PIPE APRON	EACH	\$845.00	4	0	\$0.00	4	\$3,380.00
26	2501.502	15" GS PIPE APRON	EACH	\$1,465.00	10	0	\$0.00	2	\$2,930.00
27	2503.503	12" RC PIPE SEWER DES 3006 CL V	L F	\$69.55	140	10	\$695.50	133	\$9,250.15
28	2501.503	15" CS PIPE CULVERT	L F	\$32.90	160	0	\$0.00	24	\$789.60
29	2504.602	IRRIGATION SYSTEM REPAIR	EACH	\$450.00	10	4	\$1,800.00	4	\$1,800.00
30	2505.601	UTILITY COORDINATION	L S	\$4,500.00	1	0	\$0.00	1	\$4,500.00
31	2506.503	CONST DRAINAGE STRUCTURE DES 48-4020	L F	\$1,326.50	5	0	\$0.00	4.5	\$5,969.25
32	2506.502	CASTING ASSEMBLY	EACH	\$350.00	46	0	\$0.00	50	\$17,500.00
33	2506.502	CASTING ASSEMBLY	EACH	\$495.00	1	1	\$495.00	1	\$495.00
34	2506.602	CHIMNEY SEAL	EACH	\$150.00	47	0	\$0.00	46	\$6,900.00
35	2511.507	RANDOM RIPRAP CLASS III	C Y	\$100.00	10	0	\$0.00	0	\$0.00
36	2531.504	6" CONCRETE DRIVEWAY PAVEMENT	S Y	\$76.50	500	0	\$0.00	0	\$0.00
37	2535.503	BITUMINOUS CURB	L F	\$2.00	2500	0	\$0.00	3110	\$6,220.00
38	2540.602	MAIL BOX (TEMPORARY)	EACH	\$110.00	33	0	\$0.00	0	\$0.00
39	2540.602	MAIL BOX SUPPORT	EACH	\$165.00	5	0	\$0.00	0	\$0.00
40	2540.618	INSTALL BRICK PAVERS	S F	\$12.00	200	28	\$336.00	28	\$336.00

Enchanted Island and Shady  
Island Street Reclamation Project

Final Pay Voucher 3



Contract Item Status									
Line No.	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
41	2557.602	REPAIR DOG FENCE	EACH	\$165.00	5	0	\$0.00	0	\$0.00
42	2563.601	TRAFFIC CONTROL	LS	\$10,000.00	1	0	\$0.00	1	\$10,000.00
43	2564.602	INSTALL SIGN	EACH	\$240.00	9	0	\$0.00	0	\$0.00
44	2564.518	SIGN PANELS TYPE C	S F	\$62.00	79	0	\$0.00	0	\$0.00
45	2564.518	SIGN PANELS TYPE SPECIAL	S F	\$30.00	20	12	\$360.00	12	\$360.00
46	2571.524	CONIFEROUS TREE 8' HT B&B	TREE	\$925.00	5	0	\$0.00	0	\$0.00
47	2571.524	DECIDUOUS TREE 2.5" CAL B&B	TREE	\$900.00	5	0	\$0.00	0	\$0.00
48	2572.510	PRUNE TREES	HOUR	\$200.00	40	4	\$800.00	18	\$3,600.00
49	2573.501	STABILIZED CONSTRUCTION EXIT	LS	\$3,500.00	1	0	\$0.00	0	\$0.00
50	2573.502	STORM DRAIN INLET PROTECTION	EACH	\$165.00	8	0	\$0.00	4	\$660.00
51	2573.503	SILT FENCE; TYPE MS	L F	\$2.50	9700	0	\$0.00	9700	\$24,250.00
52	2573.503	SEDIMENT CONTROL LOG TYPE WOOD FIBER	L F	\$3.50	16900	0	\$0.00	16900	\$59,150.00
53	2574.507	COMMON TOPSOIL BORROW	C Y	\$38.00	1000	300	\$11,400.00	518	\$19,684.00
54	2574.508	FERTILIZER TYPE 3	LB	\$1.00	780	35	\$35.00	35	\$35.00
55	2575.504	TURF REINFORCEMENT MAT CATEGORY 4	S Y	\$18.00	20	12	\$216.00	12	\$216.00
56	2575.504	RAPID STABILIZATION METHOD 4	S Y	\$2.50	2000	2260	\$5,650.00	2260	\$5,650.00
57	2575.505	SEEDING	ACRE	\$1,500.00	2.3	2.3	\$3,450.00	2.6	\$3,900.00
58	2575.508	SEED MIXTURE 25-151	LB	\$4.00	270	419	\$1,676.00	455	\$1,820.00
59	2575.509	MULCH MATERIAL TYPE 3	TON	\$400.00	2	0	\$0.00	0	\$0.00
60	2575.504	ROLLED EROSION PREVENTION CATEGORY 20	S Y	\$2.00	5400	296	\$592.00	296	\$592.00
<b>Bid Totals:</b>							<b>\$62,056.05</b>		<b>\$672,397.87</b>

Project Category Totals		
Category	Amount This Voucher	Amount To Date
ENCHANTED ISLAND AND SHADY ISLAND STREET RECLAMATION PROJECT	\$62,056.05	\$672,397.87

Contract Change Item Status											
CC	CC No.	Line No.	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
Contract Change Totals:											

Contract Change Totals				
No.	Contract Change	Description	Amount This Voucher	Amount To Date

Material On Hand Additions					
Line No.	Item	Description	Date	Added	Comments

Material On Hand Balance						
Line No.	Item	Description	Date	Added	Used	Remaining

**CITY OF SHOREWOOD**

**RESOLUTION NO. 22-013**

**A RESOLUTION ACCEPTING IMPROVMENTS  
AND AUTHORIZING FINAL PAYMENT  
FOR THE ENCHANTED ISLAND & SHADY ISLAND STREET  
RECLAMATION PROJECT**

**CITY PROJECT NO. 18-11**

**WHEREAS**, on June 22, 2020, the City of Shorewood entered into a contract with Northwest Asphalt, Inc. for the Enchanted Island & Shady Island Street Reclamation Project, City Project 18-11; and,

**WHEREAS**, the Contractor has completed the project work and has requested City acceptance of the project and final payment for the work performed and documented to date; and,

**WHEREAS**, WSB has made final inspection of the project and recommends acceptance and final payment be made by the City.

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

The City hereby accepts the work completed pursuant to said contract and authorizes final payment to the Contractor, and all warranties shall commence as of the date of acceptance, February 14, 2022.

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF SHOREWOOD**  
this 14<sup>th</sup> day of February, 2022.

**ATTEST:**

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

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





## City of Shorewood Council Meeting Item

7A

MEETING TYPE  
Regular Meeting

**Title / Subject:** Request for Additional Time to Correct a Code Violation  
**Location:** 5885 Hillendale Road  
**Property Owner:** Petra Rand

**Meeting Date:** February 14, 2022  
**Prepared by:** Marie Darling, Planning Director

**Attachments:** Violation Notice dated January 20 2022  
Written Request from Property Owner for Additional Time  
Resolution Approving the Request

---

In November, the City received a complaint regarding the property at 5885 Hillendale Road stating the property has miscellaneous broken items and nuisance items stored all over the front yard and unlicensed vehicles, some of which are being used for storage.

### *Property Inspections*

In December, staff inspected the complainants' concerns. At that time, staff observed that the number of items and unlicensed vehicles was extensive. Staff sent correction notices on January 20, 2022 (attached).

### *Enforcement Action*

The previous property owner died in December. One of the current owners requested the extension on January 25, 2022 (attached) and indicated that she was beginning the clean-up process. Because of the reasons stated in the letter, the property owner is requesting 30 days to complete the clean-up and removal of the unlicensed vehicles. She indicated that they would have much of the materials and vehicles removed from the site by February 7.

On February 8, 2022, staff visited the site and noted that almost no work had progressed on the site. Except for one trailer, no other vehicles had been removed from the property; the dryer was still located outside and various other nuisance items were still present. Consequently, staff now concludes that the property owners have not been able to set aside their differences and work together toward cleaning up the property.

**Recommendation / Action Requested:** Staff recommends denying the extension because the property owners have not shown that they are actively working to find a solution to the code violations. Any council action on this request requires a simple majority.

**Next Steps and Timelines:** If the extension is denied, staff will notify the owners in writing and resume enforcement, which may include citations. If City Council chooses to approve an extension, direct staff to bring a revised resolution back to the next meeting.

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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.*

## Marie Darling

---

**From:** p rand <petrarand@gmail.com>  
**Sent:** Tuesday, January 25, 2022 12:54 PM  
**To:** Marie Darling  
**Subject:** Amended request for 5885 Hillendale Rd

Hi Marie,

Just following up from our conversation on 1/24 regarding the 5885 Hillendale Rd property.

I had received the letter 1/24 at my home in Norwood about cleaning up and removing some items from the property. While I have no problem removing most of these items there may be some people who reside in the home that I may have trouble getting to agree to remove certain items and help and I am not sure what legal stand point I do or don't have and will need time to figure out if they wish to be complicated about this.

I can guarantee that the Dodge truck, dryer, bikes and clutter by the upstairs front door will be removed asap, by 2/7 at the latest if the city would give me some grace period considering I just received the letter. I will then request that I am given more time for any clutter that is at the basement door of the home, the red Grand Am and the red trailer as the owners of these things don't sound like they want to help at this time and I will need time to figure out what I can do about it as a property owner in the mean time. For this I was hoping you would extend until the end of February so some things can be sorted out. John has passed away 12/12 and this has further complicated things at this home as you could imagine but I am working on them and the home and would appreciate any grace period given on this issue.

Thank you for your consideration,  
Petra Rand



# CITY OF SHOREWOOD

5755 Country Club Road • Shorewood, Minnesota 55331  
952.960.7900 • [www.ci.shorewood.mn.us](http://www.ci.shorewood.mn.us)

January 20, 2022

John J and Petra J Rand  
210 Hill St W  
Norwood Young America, MN 55368

Re: Notice of City Code Violations for Property at 5885 Hillendale Road

Dear Mr. Rand;

City staff received a complaint regarding the amount of unlicensed and/or inoperable vehicles on the property and discarded items stored in the front yard. Upon inspection of the property, the inspectors verified that code violations are present on the property.

City Code 501.05, subd. 9 declares the following as public nuisances: *Any abandoned, discarded or unused objects or equipment such as motor vehicles or recreational equipment not displaying a current state license, furniture, stoves, refrigerators, freezers, trash, debris, junk containers, machinery, implements, or equipment that is no longer safely usable for the purpose for which it was manufactured.* Staff identified many discarded items in and around the front yard which must be removed. These items include but are not limited to, a dryer, totes, tables, cooler, shade structure, dolly, wheelbarrow, tarps, buckets, extension pole, stroller, bicycles, etc. See the enclosed photos. Additionally, staff identified the following unlicensed vehicles/inoperable vehicles which must be removed from the property:

Red Grand Am 982 XNE  
Red Dodge Truck 383 TYX  
Red Trailer T8277E

*City Code 1201.03 Subd. 3 c (14) allows one recreational vehicle or piece of equipment that may be stored in required front yards (the first 50 feet from the front property line) provided it is located on an approved driveway, ... it is currently licensed and operable, and it is located no closer than 15 feet from the paved surface of the street.* The property currently has two trailers stored in and near the required front yard. Staff were unable to verify the license status of the wooden trailer but the red trailer is unlicensed and two are beyond the number allowed in code.

*City Code 1201.03 Subd. 5. f. (3) requires all vehicles parked in the front yard to be at least 15 feet from the public street and City Code 1201.03 Subd. 5. f. (2) prohibits parking in any portion of the required front yard, except the designated driveway leading directly into a garage....* The gray SUV shown in the enclosed picture is parked off the driveway into the front yard.

**The violations must be corrected immediately.** Your property will be re-inspected for compliance on or after **January 31, 2022**. Any violations found after this date would be subject to administrative enforcement, pursuant to Chapter 104 of the Shorewood City Code. All code sections quoted are available on the City's website.

If you have any questions, please contact me at 952-960-7912 or [mdarling@ci.shorewood.mn.us](mailto:mdarling@ci.shorewood.mn.us).

Sincerely,

A handwritten signature in blue ink that reads "Marie Darling". The signature is written in a cursive, flowing style.

Marie Darling, AICP  
Planning Director

Enclosure: Photos







**RESOLUTION 22-014  
CITY OF SHOREWOOD  
COUNTY OF HENNEPIN  
STATE OF MINNESOTA**

**A RESOLUTION DENYING A REQUEST FOR AN EXTENSION TO CORRECT A  
CODE VIOLATION FOR PROPERTY LOCATED AT 5885 HILLENDALE ROAD**

**WHEREAS**, the City of Shorewood sent a violation notice to Petra Rand ("Property Owner") regarding a violations of City Code on their property addressed as 5885 Hillendale Road; and,

**WHEREAS**, the Property Owner has requested more time to correct the violation as allowed by chapter 104.03 subd. 2 a. of the City Code; and,

**WHEREAS**, the City Council considered the appeal for additional time to correct the violation at its regular meeting on February 14, 2022, at which time the Planning Director's memorandum was reviewed and comments were heard by the City Council from the Property Owner, staff and the public.

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

**CONCLUSIONS**

1. The Property Owner has not made progress on clearing the nuisance items from the property as indicated in the submitted letter.
2. The City Council hereby denies extension to correct the violation and directs staff to begin the enforcement process as outlined in City Code Chapter 104.03.

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF SHOREWOOD, MINNESOTA**  
this 14<sup>th</sup> day of February, 2022.

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

**ATTEST:**

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





## City of Shorewood Council Meeting Item

7B

MEETING TYPE  
Regular Meeting

**Title / Subject:** Request for Additional Time to Correct a Code Violation  
**Location:** 5765 Echo Road  
**Property Owner:** Robin Wade and Paul Anderson

**Meeting Date:** February 14, 2022  
**Prepared by:** Marie Darling, Planning Director

**Attachments:** Violation Notice dated January 3 2022/Revised January 26, 2022  
Written Request from Property Owner for Additional Time  
Resolution Approving the Request

---

### Background:

In November, the City received a complaint regarding nuisance dumping, exterior storage of household items and an excessive number of accessory buildings on the subject property Echo Road.

#### *Property Inspections*

In December, staff inspected the complainants' concerns. At that time, staff observed that temporary fences were installed without permit and numerous sheds, lean-tos and other structures had been added or modified without permits. Staff sent correction notices on January 3, 2022 (attached).

#### *Enforcement Action*

The property owner called staff and requested additional time to bring the code violations into conformance. The homeowner was notified that she needed to make the request in writing for the Council's review. No request was received, and staff sent a second violation letter. Staff received the request for extension on February 3, 2022. It includes a request to correct the violations by June 30, 2022.

**Recommendation / Action Requested:** Staff recommends allowing the extension because the property owners will be better able to correct the violations using contractors than on their own. However, as the time period is greater than typically approved, staff recommend requiring the property owner acquire and building/zoning permits by May 31, 2022 to complete the necessary work

Any action on this request requires a simple majority.

**Next Steps and Timelines:** If the extension is granted, staff will follow-up with the property owner to document progress and completion of the outstanding violations by June 30, 2022.

---

**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.*



## Marie Darling

---

**From:** Robin Wade <567wade@gmail.com>  
**Sent:** Thursday, February 3, 2022 4:27 AM  
**To:** Marie Darling  
**Subject:** 5765 Echo Road

Re: 5765 Echo Road

We receive your letter at a time of great duress. A member of our household has recently been diagnosed with a tragic disease and another member is requiring surgery. We will make every effort to comply with the code. Winter and snow makes this much more difficult.

We will be modifying our home and working with a contractor and applying for building permits in the Spring. We would hope to remedy the code situation at the same time we are modifying our home. Times are very uncertain due to CoVid and a labor shortage. We request an extension until June 30 to give us time to either disassemble or bring to code or apply for a Conditional Use Permit.

We also hope the Council and staff understand and respect the highly personal nature of medical disclosures here and will honor that.

Thank You for your consideration.

Sent from my iPhone



# CITY OF SHOREWOOD

5755 Country Club Road • Shorewood, Minnesota 55331  
952.960.7900 • [www.ci.shorewood.mn.us](http://www.ci.shorewood.mn.us)

January 3, 2022

*Revised Jan 26, 2022*

Paul Anderson and Robin Wade  
5765 Echo Road  
Shorewood, MN 55331

Re: Notice for City Code Violations for Property at 5765 Echo Road

Dear Property Owners;

Our office has received a complaint regarding an excessive number of accessory buildings. Upon inspection, staff confirmed multiple violations are present on the subject property.

Permits required for the following structures that were recently constructed on the property (1201.07 Subd. 2 and 1001.02 of City Code):

1. Fences: All fences require zoning permits prior to installation. The only fence permit on record is the fence around the pool.
2. Accessory structures: Accessory structures over 200 square feet require building permits, structures under 200 square feet require zoning permits. Several buildings/lean-to structures have been added or expanded without a permit.

Accessory buildings in violation of code that are noted on the property:

1. Number: A maximum of three accessory structures, including the attached garage, are permitted on any property. Inspection photos and aerial photos indicate more than the two detached sheds previously noted in city files have been added, including lean-to, open sided buildings, and one building. (1201.03 Subd. 2. d. of City Code)
2. Buildings greater than 150 square feet are required to be constructed of materials and a design compatible with the general character of the principal structure on the lot. At least one of the buildings is covered in white impermanent material. (1201.03 Subd. 7 b (1) of City Code)

The violations must be corrected immediately by removing the excess structures and fences and any contents that they may be screening. You may also apply for permits for the fences or newly added storage buildings/structures as long as they are in conformance with the city's regulations. The City's handout on accessory structures is attached. Permits may be submitted through the online portal on the city's website.

Your property will be re-inspected for compliance on or after **January 15, 2022**. Any violations found after this date would be subject to administrative enforcement, pursuant to Chapter 104 of the Shorewood City Code.

All code sections quoted above are available in their entirety on the City's website.

If you have any questions, please contact me at 952-960-7912 or [mdarling@ci.shorewood.mn.us](mailto:mdarling@ci.shorewood.mn.us).



Sincerely,

*A. Marie Darling*

Marie Darling, AICP  
Planning Director

Enclosure: Photos, Accessory Structure  
Handout



**RESOLUTION 22-015  
CITY OF SHOREWOOD  
COUNTY OF HENNEPIN  
STATE OF MINNESOTA**

**A RESOLUTION APPROVING A REQUEST FOR EXTENSION TO CORRECT A  
CODE VIOLATION FOR PROPERTY LOCATED AT 5765 ECHO ROAD**

**WHEREAS**, the City of Shorewood sent a violation notice to Robin Wade and Paul Anderson ("Property Owner") regarding a violations of City Code on their property addressed as 5765 Echo Road; and,

**WHEREAS**, the Property Owner has requested more time to correct the violation as allowed by Section 104.03 subd. 2 a. of the City Code; and,

**WHEREAS**, the City Council considered the appeal for additional time to correct the violation at its regular meeting on February 14, 2022, at which time the Planning Director's memorandum was reviewed and comments were heard by the City Council from the Property Owner, staff and the public.

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

**CONCLUSIONS**

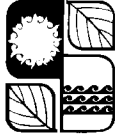
1. The Property Owner has shown that the additional time is necessary to resolve the violation.
2. The City Council has requested that the applicant acquire permits to correct the violations by May 31, 2022
3. The City Council hereby grants an extension to correct the violation, which expires on June 30, 2022.

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF SHOREWOOD, MINNESOTA**  
this 14<sup>th</sup> day of February, 2022.

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

**ATTEST:**

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



## City of Shorewood Council Meeting Item

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**Title/Subject:** Strawberry Lane Final Design Direction, City Project 19-05  
**Meeting Date:** Monday, February 14, 2022  
**Prepared by:** Andrew Budde, City Engineer  
**Reviewed by:** Larry Brown, Director of Public Works  
**Attachments:** Overview Map-Alternate 2, Typical Section, Comments, and Resolution

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**Background:** On April 28, 2021, City Council approved the Scoping Study for Strawberry Lane Reconstruction and Trail Project. The project includes the full reconstruction of Strawberry Lane, included the addition of an eight-foot-wide trail on the east side, drainage improvements, and new watermain. The project will also include the reconstruction of Peach Circle and reclamation of Strawberry Court with the addition of watermain. Shortly after the approval of the feasibility study, many residents along the corridor commented that they would like to see a six-foot-wide sidewalk against the back of curb - similar to Smithtown Road.

Staff reviewed in more detail the option of a six-foot-wide sidewalk against the back of curb. The overall width of the corridor would then be narrowed by seven feet. The narrower corridor provided the opportunity to shift the alignment of the roadway south of the Lake Minnetonka Region Trail six feet east. This adjustment avoids right of way or easement acquisition from four property owners on the west side of Strawberry Lane. Right of way acquisition is a significant undertaking for any project and with it comes both the cost of acquiring the right of way, but also the potential to require condemnation, if the city and property owners cannot come to a mutual agreement.

On June 22, 2021, the city hosted a virtual neighborhood meeting to present the information on the two trail/sidewalk options. After the neighborhood meeting, many residents on the southeast end of Strawberry Lane commented that they did not like the six-foot alignment shift as they have very similar impacts between the eight-foot trail and six-foot-wide sidewalk options. The impacts are within the front yards of the properties on the east but are within the city right of way that was dedicated as part of the Shorewood Oaks plat. Based on the resident feedback, staff has looked closer at maintaining the original roadway alignment south of the trail and its associated impacts. The largest impact is that it would require the city to acquire right of way from the four additional parcels on the west side. Staff has reached out to and met with nearly all

impacted property owners on the west side about the proposed change. The feedback received by staff from those property owners is that there is not a majority in favor of one option or the other.

On November 10, 2021, the city hosted an Open House to share information and allow residents to voice their opinions and have discussions with neighbors, staff, and council. At the open house three general themes emerged in the comments: **1.) The need or justification for a sidewalk, 2.) Minimizing impacts to yards and trees by reducing the proposed street width by two feet, and 3.) Shifting the alignment on the south end towards the west.** The above ideas are described in more detail below and provide some additional context:

1. **Need/Justification for a sidewalk:** Strawberry Lane provides a connection to the Minnewashta Elementary School located on Smithtown Rd. Staff has historically heard comments from concerned residents about the need for a pedestrian route along Strawberry Lane. After the scoping study was presented, residents immediately adjacent to the project voiced their opinions and questioned the need for a sidewalk due to concern over tree and yard impacts. At the open house there were many residents near the project, but not necessarily adjacent to it, who spoke up in favor of a sidewalk to address pedestrian safety concerns. In general, there seemed to be consensus for a sidewalk located against the back of curb.
2. **Minimizing impacts by reducing proposed street width two feet:** Many residents were in favor of reducing the proposed street width from 26 feet as measured from face of curb to face of curb to 24 feet. From the resident's perspective the narrower footprint would have less impact on front yards and trees during construction. Based on the preliminary designs, the two-foot narrower roadway would save approximately 10 trees. It is currently unknown the size, species, and health of the impacted trees as the tree inventory is in process of being completed. The overall impacts to the resident's front yards would likely remaining very similar as the contract would allow areas within the right way and easements to be impacted by construction.

From a staff perspective, one of the largest factors in determining a minimum width for access and roadways is the State Fire Code. Minnesota State Fire Code Section D103.1 states "where a fire hydrant is located on a fire apparatus access road, the minimum road width shall be 26 feet, exclusive of shoulders." This section of the fire is included in the attachments. Also, staff is concerned that the proposed street width of 26 feet wide allows for two-way traffic and on-

street parking on the east side of the street. Narrowing the roadway to 24 feet would not accommodate on street parking. Many residents adjacent to the project said they did not want or need on street parking; however, staff believes that on street parking would be used by package delivery vehicles, lawn maintenance companies, snow removal companies, and occasionally by overflow parking from the Minnewashta Elementary School events. In addition, residents would be able to utilize on street parking when hosting gatherings at their residences. In addition, allowing vehicles to park on the street will restrict the flow of traffic ultimately slowing the speed of vehicles and creating more separation between pedestrians on the sidewalk and in theory creating the safest possible corridor.

3. **Shifting the alignment on the south end towards the west:** Many residents adjacent to the project were in favor of maintaining the western most alignment of the roadway on the south end which was identified as Alternate 2 at the open house. This would generally keep the western edge of the roadway within a couple feet of its current location and would require the acquisition of easements from four additional property owners on the west side and south of the Lake Minnetonka Regional Trail. This shift would minimize impacts to the residents' yards on the east side even though these areas are within the existing right of way. Either option is acceptable from an engineering perspective, however the city must be prepared to acquire the additional easements and/or go through the condemnation process if a negotiated easement cannot be made.

**Financial Considerations:** This project has been budgeted for in the Capital Improvement Plan (CIP) in years 2021 and 2022 and includes an overall budget of \$5,466,000. \$150,000 of the budget is specific to Right of Way Acquisition. The total project costs estimated for the feasibility study is \$4,820,000. It is estimated that the western alignment south of the Lake Minnetonka Regional Trail will add a minimum of \$45,000 in right of way acquisition costs.

**Recommendation/Action Requested:** Based on all the feedback received from residents, staff recommends the city council pursue the six-foot-wide sidewalk next to the back of curb, maintain the proposed street width at 26 feet measured from face of curbs, and maintain the western alignment of Strawberry Lane south of the Lake Minnetonka Regional Trail.

After the council provides direction staff will continue work on the final plans & specifications, determine final easements needs, meet with residents, and advance the permit and coordination with other agencies. The overall goal is substantially

completion by the start of school in 2023. Below is an approximate schedule for delivery of the project.

Final Design: February thru August of 2022

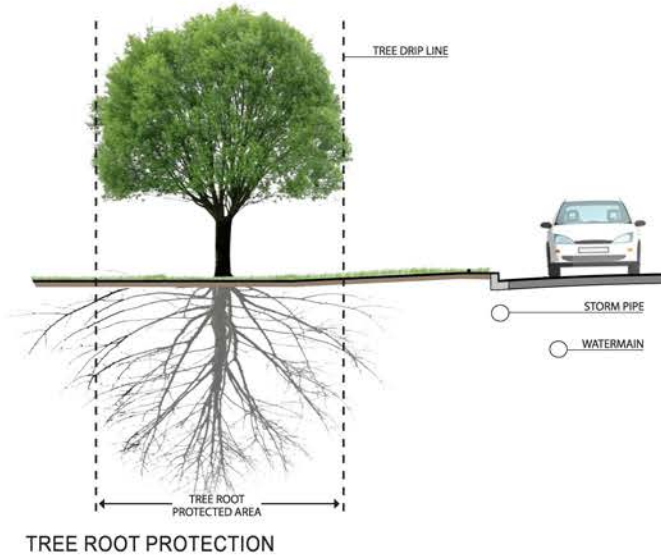
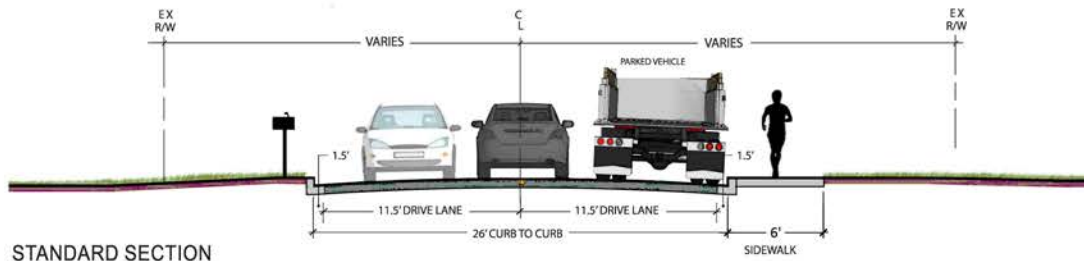
Easement Acquisition/Negotiations: March thru August 2022

Approve Plans and Award Project: September thru October 2022

Tree Removal\* and Private Utility Relocations: August 2022 thru March 2023

\*Tree Removal may occur under a separate contract to facilitate private utility relocations in 2022. This will help ensure substantial completion by Sept 2023.





## COMMENT CARD

Strawberry Lane Reconstruction and Trail Project  
Public Open House  
November 10, 2021

### COMMENTS:

⊗ Clear compromise from Nov. 10 meeting = 6' sidewalk that butts up against NARROWED 24' road in option/alternative #2. → 90%+ win.

Personal Request @ 5830 :

⊗ 2 large trees that are 35" diameter or more  
↳ 1 oak (150+ years) old next to driveway  
↳ Large 40" diameter corner tree w/ Gnome House

## COMMENT CARD

Strawberry Lane Reconstruction and Trail Project  
Public Open House  
November 10, 2021

### COMMENTS:

Thank you for hosting this meeting!  
Our city needs a safe sidewalk for children to walk to school, safe drinking water and improved drainage to prevent flooding. I hope this project proceeds as planned in 2023.

Nov 2021

**Attention:** neighbors of Shorewood, our Mayor and Council members,

We must be more **Tree-Wise** as we **endure** living in this Minnesota drought, **withstand** more severe weather events, and **survive** the forthcoming climate change extremes.

We must understand how Shorewood's **well-established** trees will help save us! Trees are our **personal floatation devices** (PFDs) and we will need them to survive!

Every household in Shorewood should learn just how valuable trees are in your own yards by using a simple online tool called the **National Tree Benefits Calculator** (<http://www.treebenefits.com/calculator/>).

By typing in the **tree species** and the **diameter** of the tree, multiple metrics will be calculated based on Shorewood's zip code 55331. You will immediately see the results with explanations of these metrics applied, such as: overall benefits in annual dollars, storm water interception amounts, annual property value increases, energy, air quality, and reducing CO2.

The **benefits of trees** directly helps determine **your property values** and will impact the **health** of our families.

**This calculator tool should be used as a starting point for understanding trees' values in our city of Shorewood's development plans.** We need to **Re-Think** the development plans and approval processes **that allows our city to remove existing, mature trees** and replace them with new trees. (New trees incur costs, require more maintenance and watering, and **will never grow up in time enough** for us to benefit from them in our changing climates.)

Trees are our future survival tools, our natural resources that are **already established and paid for!**

Fellow Shorewood residents - **Lets be Tree-Wise!**

## COMMENT CARD

### Strawberry Lane Reconstruction and Trail Project

Public Open House

November 10, 2021

#### COMMENTS:

I would be in favor of no parking on  
Strawberry Lane adding a sidewalk and  
taking as few trees as possible. we have some  
beautiful trees. Who shovels the sidewalk?

## COMMENT CARD

### strawberry Lane Reconstruction and Trail Project

Public Open House

November 10, 2021

#### COMMENTS:

Thanks for getting on the fence. Really appreciate  
all of the thought and effort that has gone into  
the project. I fully support 'option 1' -- wider road  
and sidewalk. Seems that it balances multiple competing  
factors well. A stop sign at the trail may help  
slow down traffic to accommodate road safety  
concerns. There are stop signs in SW Oaks,  
Cuthbert, and other roads so it would not  
be out of character.



## COMMENT CARD

Strawberry Lane Reconstruction and Trail Project  
Public Open House  
November 10, 2021

### COMMENTS:

My recommendation is to shift the street to the West 4-5 feet and add a sidewalk on the east.

After the tree evaluation takes place share the percent of buckthorn and ash trees to help soften the total # of trees that will be cut down. There are a # of both on Strawberry Lane.

I Love the idea of getting on city water, a sidewalk, and a fire hydrant.

## COMMENT CARD

Strawberry Lane Reconstruction and Trail Project  
Public Open House  
November 10, 2021

### COMMENTS:

Of options like #2 to be fair to residents on both sides, like sidewalk w/ no gap, but would like to see city look at trying to bring road width down to 24' instead of 26', and keep sidewalk w/ no gap up to curb

## COMMENT CARD

Strawberry Lane Reconstruction and Trail Project  
Public Open House  
November 10, 2021

COMMENTS:

- please keep parking available,  
I'm not for no parking
  - Would like to keep a rural feel = limit to eliminate  
street lights.
  - please consider a yield or stop  $\frac{1}{2}$  or markings  
at the trail crossing.
- Thank you!

## COMMENT CARD

Strawberry Lane Reconstruction and Trail Project  
Public Open House  
November 10, 2021

COMMENTS:

I like plan # 1 Thank You!

## COMMENT CARD

### Strawberry Lane Reconstruction and Trail Project

#### Public Open House

November 10, 2021

#### COMMENTS:

- ① WHY CANT WE KEEP ROAD AS IS - ADD SIDE WALK.  
EVERYONE WINS → IN SAME EXACT LOCATION
- ② BURY POWER LINES, DONT MOVE THEM AND LEAVE IN CURRENT LOCATION / CLOSE TO ROAD. MOVING POWER LINES FURTHER INTO ALREADY RIGHT OF WAY, IT IMPACTS OUR FRONT YARD EVEN FURTHER.
- ③. ROAD / RIGHT OF WAY CLOSER TO FRONT OF HOUSE. NO PRIVACY CANT PLANT DUE TO POWER LINES, PEOPLE CAN SEE RIGHT INTO OUR HOUSE.

## COMMENT CARD

### Strawberry Lane Reconstruction and Trail Project

#### Public Open House

November 10, 2021

#### COMMENTS:

Thank you for organizing forum for community to have open dialogue. I moved to Boulder Cove (corner of 62nd + Strawberry Lane) 5+ years ago + have grown my family with a 10+7 year old. With 30 houses in our development and 50+ kids it is imperative that we prioritize safety of our children, neighbors + community especially with Strawberry Lane being direct road to Minnehawshita Elementary and access to Regional Trail. We definitely have been asking for sidewalk to keep everyone safe. Keeping in mind the residents on Strawberry Lane I support keeping the project equitable for all + meet in the middle w/ smaller road + taking property on both sides of Strawberry



## COMMENT CARD

Strawberry Lane Reconstruction and Trail Project

Public Open House

November 10, 2021

### COMMENTS:

- ① if City "purchases" land for Right away, does that mean that eventually that Right away can then later be utilized to make ~~more~~ wider Road later?
- ② Please comment on how placing power lines underground can be beneficial to impacting trees.
- ③ Why are the construction lines so different on North end of Strawberry between Alt. 1 & Alt. 2

## COMMENT CARD

Strawberry Lane Reconstruction and Trail Project

Public Open House

November 10, 2021

### COMMENTS:

This mtg was a good forum for many concerns to be voiced!

A compromise is sounding more possible: add a 6' sidewalk,

Lower speed limits, (Strawberry Ln)

Do not change/shift road

Keep road width as small as possible.

\* Calculate Tree Benefits

eg. National Tree Benefits Calculator  
(Must include results in plans.)

Address island Heat effects in depth



## COMMENT CARD

Strawberry Lane Reconstruction and Trail Project  
Public Open House  
November 10, 2021

### COMMENTS:

Thank you for this open house - I wish you would have done it at the beginning to help direct your efforts + reduce repeat work. It sounds like the vast majority of ppl. are in favor of a compromise - a 6' sidewalk, no boulevard + equitable placement of a narrow road. And give that guy who wants 15mph speed limits a bone - lower it 5mph or something 😊. Spend the extra money or do the extra work to not take so much from the North side, just don't let it go ~~back~~ past 2023, it was heartbreaking not to have this done in 2022.

## COMMENT CARD

Strawberry Lane Reconstruction and Trail Project  
Public Open House  
November 10, 2021

### COMMENTS:

THE BEST DECISIONS ARE MADE WHEN YOU LISTEN TO THE UNBIASED EXPERTS. DESIGN THE ROAD FOR THE FUTURE. ALL THOSE COMPLAINING ARE DRIVEN BY EMOTION, NOT TRAINED EXPERT'S FACTS. I SURE AS HELL WOULDN'T KNOW HOW TO OPTIMALLY DESIGN A ROAD, NEITHER DO THE OTHER RESIDENTS. GO WITH OPTION #1! LISTEN TO THE EXPERT!

- JEFF SCHULTZ

## COMMENT CARD

Strawberry Lane Reconstruction and Trail Project

Public Open House

November 10, 2021

### COMMENTS:

I am strongly in favor of option 1. Please consider adding a stop sign or 2 to decrease speed. Drainage is also a big concern. Will we be able to tie in our sump pump?

Thank you for providing another forum. We are anxiously awaiting the project.

Yay sidewalk too!

## COMMENT CARD

Strawberry Lane Reconstruction and Trail Project

Public Open House

November 10, 2021

PLEASE:

Add a sidewalk to protect our children.

### COMMENTS:

My family & I live in the Boulder Cove development at the south end of Strawberry Lane, a neighborhood attending Mtka schools, paying Mtka/sherwood taxes. We have over 70 (!) minors, many of whom attend Mhnewashita k-5.

Recently, on a Sunday evening, my daughters, dog & I were almost struck/run off the road in a terrifying situation - by an elderly couple driving 30 MPH. There was nowhere to go/hide - I am 8m. pregnant & stepped in front of car to protect my daughters.

We, the residents of Boulder Cove on Strawberry Lane, petition the City of Shorewood to commit to completing the Strawberry Lane Sidewalk Project no later than 2023. While we are not Shorewood residents, we enjoy many of the city's amenities. Strawberry Lane serves as the primary route for us to access those amenities and to access Minnewashta Elementary School. Because the majority of our property taxes support our common school district, we ask the cities counsel to consider this petition supported by our community of (30) homeowners and families.

Please consider this petition because of the following:

- **Access to Minnewashta Elementary School:**
  - Attendance is up drastically since the road was initially built, which has resulted in increased traffic.
  - With the increased traffic due to more children within district and open enrollment, Strawberry Lane has become unsafe especially during school start & finish times.
  - Our neighborhood has at least 25 children that currently are enrolled in Minnewashta with approximately 10 more kids who would be scheduled to start kindergarten in the next 1-5 years.
- **Access to LRT Trail:**
  - One of the LRT trail entrances is off Strawberry Lane and many people from surrounding neighborhoods access the trail via Strawberry Lane. With the heavy amount of traffic and narrow road, this causes a dangerous threat to adults, children and pets accessing and crossing the trail.
- **Safety Concerns at Dark:**
  - Added concerns of safety during early mornings and evening times going to and from school or accessing the trail have also become a common concern among residents.
- **Comments from Boulder Cove Residents:**
  - *"From a public health perspective, it is important that residents feel safe in their community. While we are afforded great privilege to live in an area largely free from other public health obstacles (e.g., poverty, violence, high crime rates), traffic and road safety is a salient issue to our community. We want our children to be safe where they live, play, and go to school, and currently the physical infrastructure of Strawberry Lane precludes this. While we recognize it may be undesirable for some residents to have their lawns altered by a sidewalk, we hope our neighbors and city personnel agree that our children's safety is of utmost importance."*
  - *"I run on strawberry lane every day with my dog and regularly walk and bike with our young kids to get to the trail, nearby parks etc and I'm in constant fear that someone is going to get hit by a car. We'd love to walk to school but end up paying extra for bussing because it's just not safe to get to school even though it's right down the street."*
  - *"Strawberry Lane is widely used by families for biking and walking due to the proximity to the bike trail and Minnewashta Elementary. In our neighborhood, we have many kids who may walk/bike to school, but currently the road is unsafe to do so, as there is no clear path for walking/biking. The street is also extremely narrow, making it dangerous. A sidewalk is necessary to make this street safe for our community."*
  - *"I am a mother of 2 small kids and a dog who uses the trail daily for walks, but requires us to walk 3 blocks on Strawberry Lane to access the trail. The amount of times I have had to worry about myself, my kids or my dog being hit by a car isn't normal when having to go for a walk. The sidewalk is necessary for the well-being of my, and many other families. I ask for this to happen as a safety measure for our community!"*

Questions? Contact Sarah Sievart



Name

Address

Sarah Sievert	3641 Strawberry Lane
Wes Bonine	3673 Strawberry Lane
Judy + Nick Winter	3688 Strawberry Lane
Katie + Scott Smith	3705 Strawberry Lane
Earl + Jasia Myer	3593 Strawberry Lane
Christine + Eduardo Ramirez	3649 Strawberry Lane
PETER + LINDA BOSACKER	3616 STRAWBERRY LANE
Gab + Kristin Danko	3656 Strawberry Lane
Memorie + Andy List	3592 Strawberry Lane
Michelle + Adam Kozak	3640 Strawberry Lane
Charm + Deepak Chudha	3665 Strawberry Lane
Don + Jessica Plisek	3624 Strawberry Lane
Linda + Peter Bosacker	3616 Strawberry Lane
Jason + Kate Blake	3657 Strawberry Lane
Peter + Ashley Farran	3625 Strawberry Lane
Will + Noah Petersen	3680 Strawberry Ln
Dan + Jessica Plisek	3624 Strawberry Ln
Michelle + Ryan Tins	3672 Strawberry Ln
Kendra + Zach Rhodes	3617 Strawberry Ln
Hussan Khidr Mai Salem	3600 Strawberry Ln
Melanne + Brian Winters	3648 Strawberry Ln
<del>Sarah Sievert</del>	<del>3641 Strawberry Lane</del>
Cyrene Weir TUNK	3681 Strawberry Lane

**From:** Dan Malone <  
**Date:** November 11, 2021 at 12:46:07 PM CST  
**To:** Jennifer Labadie <[JLabadie@ci.shorewood.mn.us](mailto:JLabadie@ci.shorewood.mn.us)>  
**Subject:** RE: Strawberry Lane Project - 5830 Strawberry Lane home

Mayor Labadie,

Thank you and the council members for hosting the town hall open house last night, it was very valuable to hear and see residents/stakeholders for this upcoming project. After hearing from a lot of residents last night, as well as my own research, it appears that the sidewalk has a lot of support and makes sense for the safety/growth/progression of our community. I do sincerely hope you take into consideration the numerous residents that actually live on Strawberry Lane that desire a narrower road than the proposed 26' width.

From discussion last night at the open house, my perception was if you narrowed the road plan to 23-24' with a 6' sidewalk directly up against the roadway, going with alternative 2, you have 80-90% approval from residents. Majority of stakeholders will be happy with a sidewalk, slightly narrower road than in original plan, and road keeping the same corridor as current. That seems like a very nice compromise on all ends.

Chris Hoff, who lives on corner of Peach Cir/Strawberry Ln, made some very worthy comments last night, one comment I would like to highlight or encourage. Adding a Stop sign at the LRT trail crossing for cars would slow traffic on the entire roadway, enhance safety at the crossing, and promote better awareness for vehicles, bikes, and walkers. If we want to keep the safety accidents at zero along this roadway, a stop sign at the trail crossing would greatly increase our chances at keeping the accident number at zero. I drive slow through the crossing personally, and have had 3 VERY close calls and verbal altercations with who Larry Brown calls 'professional cyclists' that do not stop on the trail. Stop sign for cars (similar to stop sign at Smithtown/trail/Eureka) would greatly enhance safety and control vehicle speeds on Strawberry Lane.

Thanks again for the opportunity to voice our concerns, as we are the residents that use this roadway daily, all year long.  
Much appreciated,

***Dan Malone***

**From:** Dan Malone  
**Sent:** Thursday, November 4, 2021 12:44 PM  
**To:** 'jlabadie@ci.shorewood.mn.us' <[jlabadie@ci.shorewood.mn.us](mailto:jlabadie@ci.shorewood.mn.us)>  
**Subject:** RE: Strawberry Lane Project - 5830 Strawberry Lane home

Jennifer,

As we are preparing for a meeting next week regarding the Strawberry Lane project, I have a quick question regarding the feedback you have received from residents directly affected by the sidewalk and widening of the road. If you could estimate, what percentage of residents communication with you has been in favor of a sidewalk AND widening of the road?



From discussion with neighbors that live along Strawberry Lane, some who have lived here for much longer than myself, I have not heard much (or any) 'in favor' discussion about the sidewalk AND widening plan. This also resembles the discussion that was had at the City Council meeting earlier this summer, where the general consensus was against the widening, trail, and sidewalk ideas. Reasoning against the plans seemed to be no statistical data related to safety issues in the past, tree removal, and road widening pushing closer to already close-to-road homes.

Thank you,

**Dan Malone**

**From:** Dan Malone

**Sent:** Friday, July 23, 2021 3:07 PM

**To:** [jlabadie@ci.shorewood.mn.us](mailto:jlabadie@ci.shorewood.mn.us)

**Subject:** Strawberry Lane Project - 5830 Strawberry Lane home

Jennifer, greetings and I hope your summer has been good so far! I wanted to send you a quick note about my personal concerns on the strawberry lane project in the planning phase right now. As you may know, we are on the SW corner of strawberry lane & smithtown rd. intersection.

From my discussions with the city engineer, Andrew, the eastern side of my property is to be affected by shifting the roadway west. The amount of infringement into my current yard has not been communicated. Currently, I have 7 mature trees lining the eastern side of my property. 2 large spruce trees (40'+), one massive oak tree (60'+), 3 healthy spruce trees (10-20') and a large ash tree. From the information that has been communicated to me, these trees would all be destroyed and removed, not for the sidewalk, but for the power line movement westward. This leads me into a few questions:

1. Why wouldn't they bury the power lines? The street is going to get ripped apart for sewer and roadwork, seems like a perfect time to burry outdated power lines. The 2 power poles in my yard have to be 60-70 years old. For the city to undertake a project of this magnitude, but not burry the power, seems shortsighted to me. If the power lines were buried, I think this would save my trees. The trees provide an extremely nice buffer from the street, shade for my house/garage, and are older than most of the houses on the street itself.
2. Instead of shifting the entire street west to align with ROW and entrance to Minnewashta School, Why not adjust the curb on the school side to line up with existing Strawberry Lane? There is plenty of room to adjust the school entrance/curb/crosswalk/sidewalk side. I would imagine the sidewalk/crosswalk on the school side will get enhanced in this project anyway. This fixes the need to shift the road on the north end of Strawberry lane to line up with the school, as this was noted as a reason for shifting the road west in the feasibility report.

I do understand the need for the walking path, and agree with it, as someone who enjoys the outdoors quite often. And I do understand my issues/concerns are probably not as great as some other homeowners on Strawberry Lane, who stand to lose half their front yard and trees, but I appreciate you hearing my concerns. I look forward to seeing the outcome of the upcoming meeting, and progression of this project. I genuinely hope you and the city take the homeowners concerns into consideration while planning this project down a narrow neighborhood street.

Thank you,

***Dan Malone***

February 6, 2022

Dear Shorewood City Council and Engineer,

In preparation of your final review of the Strawberry Lane design project, I have outlined four points for your consideration. You have listened to homeowners, so much of this is repetitive.

1. **Safety Impact:** The reasoning for this expensive project is to increase the walkability of Strawberry Lane. A sidewalk which has already been compromised would provide that. There has not been a single pedestrian accident on this road in the past 30+ years, so please consider the very probable increase in driver speed with the plan to significantly increase road width.
2. **Environmental Impact:** The tree inventory did not include all trees in its count. Dozens of trees which have significant height (>15 feet tall) but did not meet the 4-5 inch diameter requisite were left off of reports. The Shorewood city policy states that homeowners must replace trees cut down; please consider replacing the trees cut down in the R.O.W. to follow the city's policy. As has been stated ad nauseum, cutting trees down will impact our local climate and the area would not recover for decades.
3. **Road Footprint Impact:** Recently designed roads, such as Glen Road (19 feet wide), are not near as wide as what is being proposed for Strawberry Lane. Although Smithtown Road is being used as the model for the Strawberry Lane design, the differences in the roads are stark. Strawberry Lane receives far less traffic and is a neighborhood road. It is not a commuter route to Highway 7 as has been suggested. Cars from the west use Cathcart. Cars to the east use Eureka. The path to 7 is not direct making it undesirable.
4. **Shorewood Impact:** Shorewood remains one of the few communities that contains much of its original forest and minimizes tract housing. This is another step towards turning our quiet and unique community into another of the thousand other uniform subdivisions found across the Midwest. Please don't take away the Shorewood charm.

As the city council, you work to find solutions to problems in the community. Please continue to consider an equitable plan that balances the amount of yard taken from each side of the street. It has been emphatically requested that the road at the southern end (south of the trail) remain where it has always been on the western edge. It has also been requested repeatedly to minimize the new road's width citing publications from MNDOT and across the globe.

Thank you,

Cindy Becker  
6165 Strawberry Lane  
Shorewood, MN 55331



**From:** Dale Woodbeck  
**Sent:** Wednesday, November 17, 2021 6:32 PM  
**To:** CityHall <[cityhall@ci.shorewood.mn.us](mailto:cityhall@ci.shorewood.mn.us)>  
**Subject:** Comment Card from Strawberry Lane Open House

Mayor and Council Members,

I wasn't able to stay long enough last week to fill out a comment card, so I'm sending you this email.

Several points:

- No one opposed a sidewalk. Even those with various concerns said some version of "go ahead with the sidewalk". That should give the council comfort with going ahead with a design that includes a sidewalk.
- There was concern about alignment. I'd suggest using the current west boundary of the road or right-of-way (ROW) as fixed and fit the appropriate road width and sidewalk to that boundary.
- The city owns a ROW and can- and should - use it for the road. It doesn't matter when the ROW was established. We can only work with what exists today.

I am a little frustrated that the council didn't take a positive view of extending the water main to Strawberry Ct and Peach Circle in 2022. The cost estimate from the engineer was no more than 1% of the total project budget (\$50,000 against \$5,000,000. The fire safety and water quality concerns are real and have some urgency. On Strawberry Court, we have 100% support for the water main. We brought our request to keep the project in 2022 to the council in a civil and reasonable way. But those that came to the council and yelled and confronted council members with hyperbole on the Strawberry Lane project made the council react with a delay. That behavior should not be rewarded.

Finally, a suggestion. I have experience with Three River Park District. When the park district does open houses, they set up stations with easels and boards for each option in a larger gathering space. There is no formal presentation as each display speaks for itself. Staff, elected officials, and contractors (engineers, landscape architects, other consultants) are available for conversation at each station. The advantage over the format used last week is that it keeps the focus on the project options, providing information to more people, and answering questions in smaller groups. More people can participate more fully in the process. The presentation/Q and A format that was used last week is too susceptible to long speeches and grandstanding on topics both related and unrelated to the project at hand - by those who are willing to interrupt and speak the loudest. For future open houses, I suggest using a process similar to that used by the park district and many other units of government.

Thanks for your time and consideration,

Dale Woodbeck  
26475 Strawberry Ct

**From:**  
**To:** [Engineer](#)  
**Subject:** Peach Circle question  
**Date:** Thursday, February 3, 2022 9:58:19 AM

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Hi Andrew!

I live on Peach Circle. Thank you for your work on this project. When will we find out which trees will be impacted on the strawberry side of our project? We saw someone from Davey out here last week or so. Will someone meet with individual residents to discuss property impacts?

Thanks!

Grace Macomber  
26390 Peach Circle

Sent from my iPhone

**From:** Chevis Peso  
**Sent:** Tuesday, November 9, 2021 11:56 PM  
**To:** Paula Callies  
**Subject:** Strawberry Lane

Dear Council Member Callies,

I am writing today in support of the Strawberry Lane reconstruction project, specifically the installation of a sidewalk running from West 62nd Street to Smithtown Road. Being the parent of young children, it is a challenge to attend council meetings, and I certainly regret not being able to make it to the July 26 one in particular to voice my opinion. My hope is to still be able to secure childcare for Wednesday's open house, but if not, I figured the least I could do is finally send an email to have my views maybe tallied somewhere in your records as a vote in favor of the plan. For what it's worth, even my eleven year old daughter and a classmate from West 62nd Street did their capstone project in their gifted program at school last year about the need for a sidewalk along Strawberry Lane.

I know there are a number of very vocal residents who do not seem to see the need for a sidewalk at all, citing things like "no one walks to school anymore" and "there have been zero accidents reported", so "what is safer than zero?" When thinking about the reasons I did not allow my children to walk or bike to Minnewashta Elementary, it is largely in part to the fact that it never felt safe enough, especially in the winter. It is virtually impossible to walk on the road without being forced off the edge and into people's yards (which can be slippery and/or a deep snowbank five months of the year) if a car is coming towards you at the same time a bus is passing by. It is scary, but it is the only logical route from my house to the school. Regardless of how many accidents have officially been documented with the police department, which I admittedly have never researched myself, all I can speak to are the *near*accidents that I have witnessed and experienced personally (and they certainly seem very real and worth something to me). So again, instead of walking the 4-5 blocks to school, for eight years, I forked over the money and paid for bus service to drive my child(ren) the short distance instead. It wasn't until just this last year, strictly due to COVID concerns on the bus, that I finally started walking my then 5th grader. It is such a shame that more parents like me can't feel comfortable to do the same. I think it is kind of like the famous line from the movie *Field of Dreams*, "If you build it, they will come." Though there are plenty of neighbors who do currently walk their children (despite what one resident's hand tallied numbers may show from their personal observations one arbitrary and chilly week of the year that included a districtwide late start), but if the conditions were more favorable for pedestrians, I truly believe more would feel comfortable to start commuting by foot. And for all those who are concerned about both the environment and rural feel, how great would that be to lessen pollution by eliminating the need for as many buses and cutting back on the number of cars on the road during those hours? Likewise, what better enhancement to the small town feel than the very addition of more neighbors out and about walking rather than increasing traffic?

With that said, I feel the best of the newly proposed alternatives are the first (Standard City Section - Original Alignment) and second (Standard City Section - Western Alignment at South End). Both include a curb and gutter, which I think are essential in creating better water drainage (something I didn't even touch on earlier but do deal with often on our adjacent road), providing a physical barrier between pedestrians and vehicles, as well as helping to discourage speeding. And, in my opinion, the more conventional, straight alignment (as opposed to curves) and two-way traffic flow (as opposed to one-way) just seem like the clearest and most reasonable road designs.

In any regards, thank you so much for taking the time to read this and consider the sometimes quieter voices of the community. I urge you to ultimately do what is best for the city, long term, and make the decisions that will serve the greatest number of residents in the years to come.

Sincerely,

Chevis I. Peso  
6125 Church Road  
Shorewood, MN 55331

**From:** scott becker

**Sent:** Wednesday, November 17, 2021 10:51 AM

**To:** Patrick Johnson <[pjohnson@ci.shorewood.mn.us](mailto:pjohnson@ci.shorewood.mn.us)>; Nathaniel Gorham <[ngorham@ci.shorewood.mn.us](mailto:ngorham@ci.shorewood.mn.us)>; pcallies@ci.shorewood.mn.us; ngorhman@ci.shorewood.mn.us; jlabadie@ci.shorewood.mn.us; dsiakel@ci.shorewood.mn.us; Andrew Budde <[Andrew.Budde@bolton-menk.com](mailto:Andrew.Budde@bolton-menk.com)>

**Subject:** New Idea for Strawberry Lane

I think the community does understand we need to improve drinking water, drainage and safety. Many of us feel we need to be more creative in finding options for doing this while minimizing the impact on the aesthetics, environment and property values. It's frustrating that no creative/modern design ideas have emerged. This isn't just a Strawberry Lane issue.

I'm sure you are all tired of dealing with this, but it's an opportunity for Shorewood to provide some leadership in this area. I have raised the idea of placing the sidewalk over the utilities and someone else mentioned the benefits of using a "cool pavement" material for the walk. I would like you to evaluate this idea:

1. **Construct the sidewalk out of "cool pavement materials"**. See the below for the advantages of such materials.
2. **Place the sidewalk over the underground utilities. This would reduce the construction zone by 6'**.
3. A sidewalk will reduce the on-road foot and children on bikes traffic. So, how wide does the road need to be if there is a sidewalk? Many studies since Smithtown Road was rebuilt, highlight that wider roads can be less safe. It is currently 22' wide and accommodates walkers, bikes and motorized vehicles without any reported accidents. So why would the road need to be wider if we have a sidewalk that moves walkers and children on bikes off the road and onto the sidewalk? I suggest making it **22' wide curb to curb** even though Glen Road is less than 20' wide. The proposed width is 26' curb to curb. So a 22' road reduces the hardscape and construction zone by 4'.
4. Of course I feel the **western edge of the road should stay where it has always been**. I don't understand why we need additional Right of Way (ROW) to keep the road where it is. I also don't understand why ROW is needed instead of a Utility Easement. I think the city already has Utility Easements for most of the West Side properties south of the LRT. When I asked this question at an earlier meeting I think Andrew mentioned the city needs it for piling snow. What's the real reason and is it really necessary?

In addition to the benefits of using the new pavement materials for the sidewalk instead of concrete, it would reduce the overall hardscape by 4' and the construction zone by 10'. Reducing the construction zone by 10' would save a lot of trees and a lot of money while protecting our property values and road aesthetics.

BTW, the city of Shorewood has a Green page. I don't see how this project is following any of those practices. Using the new sidewalk materials and placing walks over utilities would be a great step forward.

Scott

<https://www.epa.gov/heatislands/using-cool-pavements-reduce-heat-islands>



# Using Cool Pavements to Reduce Heat Islands

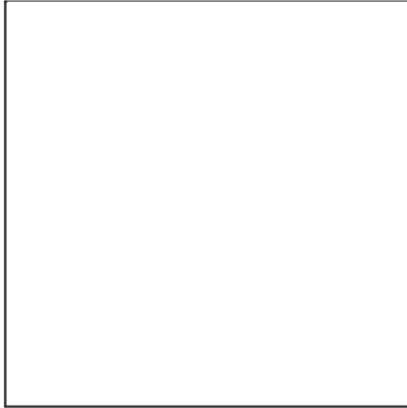
Cool pavements include a range of established and emerging technologies that communities are exploring as part of their heat island reduction efforts. The term currently refers to paving materials that reflect more solar energy, enhance water evaporation, or have been otherwise modified to remain cooler than conventional pavements.

Conventional paving materials can reach peak summertime temperatures of 120–150°F (48–67°C), transferring excess heat to the air above them and heating stormwater as it runs off the pavement into local waterways. Due to the large area covered by pavements in urban areas (nearly 30–45% of land cover based on an analysis of four geographically diverse cities<sup>1</sup>), they are an important element to consider in heat island mitigation.

Cool pavements can be created with existing paving technologies (such as asphalt and concrete) as well as newer approaches such as the use of coatings or grass paving. Cool pavement technologies are not as advanced as other heat island mitigation strategies, and there is no official standard or labeling program to designate cool paving materials. To help address the growing demand for guidance on pavement choices, the Transportation Research Board has formed a subcommittee on [Paving Materials and the Urban ClimateExit](#). The subcommittee's scope includes modeling, design practices, testing, standards development, and planning and policy considerations.

## Benefits and Costs

In addition to reducing heat islands, the benefits of cool pavements include:



The Los Angeles, CA, zoo uses a reflective paving product.

- *Reduced stormwater runoff and improved water quality:* Permeable pavements can allow stormwater to soak into the pavement and soil, reducing runoff and filtering pollutants. Both permeable and non-permeable cool pavements can also help lower the temperature of runoff, resulting in less thermal shock to aquatic life in the waterways into which stormwater drains.
- *Lower tire noise:* The open pores of permeable pavements can reduce tire noise by two to eight decibels and keep noise levels below 75 decibels, although noise reduction may decline over time.<sup>2</sup>
- *Enhanced safety:* Permeable roadway pavements can improve safety by reducing water spray from moving vehicles and increasing traction through better water drainage.
- *Better nighttime visibility:* Reflective pavements can enhance visibility at night, potentially reducing lighting requirements and saving both money and energy.
- *Improved local comfort:* Cool pavements in parking lots or other areas where people congregate or children play can provide a more comfortable environment.

Comparing the costs of cool pavements with those of conventional paving materials is difficult. The cost of any pavement application varies by region, the contractor, the time of year, materials chosen, accessibility of the site, local availability of materials, underlying soils, size of the project, expected traffic, and the desired life of the pavement.

Communities that want to use cool pavements as part of a heat island mitigation program may find it hard to estimate the net costs or benefits based on temperature reduction alone. The greatest overall value may result when multiple benefits, such as

improved stormwater management and water quality, are factored into the evaluation of a paving approach.

## For More Information

More details are available in the [Cool Pavements chapter](#) of EPA's *Reducing Urban Heat Islands: Compendium of Strategies*, which covers the following topics:

- How cool pavements work
  - Potential cool pavement types
  - Benefits and costs of cool pavements
  - Cool pavements initiatives
  - Resources for more information
- 

## References

1. Akbari, H., L. Rose, and H. Taha. 1999. [Characterizing the Fabric of the Urban Environment: A Case Study of Sacramento, California \(PDF\)](#) (65 pp, 6MB). Paper LBNL-44688. Lawrence Berkeley National Laboratory. Also: Rose, L., H. Akbari, and H. Taha. 2003. [Characterizing the Fabric of the Urban Environment: A Case Study of Greater Houston, Texas \(PDF\)](#) (65 pp, 4.5MB). Paper LBNL-51448. Lawrence Berkeley National Laboratory.
2. Glazier, G. and S. Samuels. 1991. [Effects of Road Surface Texture on Traffic and Vehicle NoiseExit](#). *Transportation Research Record* 1312:141-44.

February 7, 2022

To: Shorewood Council members, City Staff and Mayor

From: David Halbmaier – 26395 Shorewood Oaks Drive – 29 Year resident at this address

**Concerning: Strawberry Lane Project – Comments to be read at Feb. 14<sup>th</sup> council meeting on project**

I appreciate the opportunity to present perspective on this project following the last council meeting on this topic November 12<sup>th</sup>. Unfortunately, the community input process being done after the project designs were done, has led to the mistrust of City officials and hardening of resident opinions. I understand that some City officials think this sequence is necessary to gather input, but it is not. The concept of a wider road, sidewalk, curb and moving the road are not difficult for people to envision. The City should have gathered formal feedback of resident on the need and support for such a significant change in the neighborhood before commissioning the design phase. The bad feelings of residents surrounding this proposal could have been minimized if the process/communication was done with more thoughtfulness.

Some of the false narratives at the Nov. 12<sup>th</sup> meeting were remarkable to me. The residents of the new Chanhassen development implied without a sidewalk it's not safe for their children to get to Minnewashta. This perspective is completely false. These families can make the safest and wisest choice, the choice everyone I know in our neighborhood made, pay to have their children ride the bus like the other 95%+ of students do. This will always be the safest choice, so if safety is the real issue the bus is superior to the safety provided by a (7) inch curb next to a faster and busy strawberry lane. Residents who oppose a sidewalk are not against children's safety they are in favor of it, and know with or without a sidewalk Strawberry Lane is dangerous twice every school day for (20) minutes to children walking or riding bikes.

Another ridiculous and self-centered comment coming from the new development is that a sidewalk will not negatively impact the property values of homes affected, it will enhance them. For those who think that, walk five paces (15) ft into your yard from the curb. Now replace all the grass, flowers, trees, and driveway between you and the road with more asphalt. Now take another three paces (9) ft towards your house and eliminate all trees and shrubs which will be removed for construction. Now tell me this will not negatively impact your homes property value? This is what 3 of the 4 City proposals will do, and the 4<sup>th</sup> will only reduce the encroachment distance by (5) ft. This eliminates 1/3 of the yard and driveway in front of many homes. Of course, all these proposals will negatively impact the value of resident's homes, to claim otherwise is wrong and self-serving.

There are four elements to the Cities proposals, 1) Add a storm sewer, 2) Widen the road, 3) Move the road and 4) Add a sidewalk. Let's break these elements down.

Element one, add a storm sewer- I'm not qualified to offer an opinion so I hope it is not needed.

Element two, widen the road – The City has provided no facts or evidence to support this need other than it is our standard? Resident Scott Becker provided MnDot and Municipal guidelines to the city which state the current road width is **appropriate** for the usage and speed limit. Residents formally asked the City / Council members to respond to this question on August 3, 2021 email and to date have not received a reply. Shorewood is unique with narrow tree lined streets. It's part of what residents like about the city and we don't want to lose that. The street width also keeps the speed down and driver attention high which increases safe driving. A widened and tree less Strawberry Lane will be a quarter mile drag strip with a trail crossing in the middle. Keep the road width unchanged.

Element three, move the road – Who moves a road from its historical location for 100 years when all the properties on it have based their house placement on the road's location? No homeowner could be expected to anticipate this, in fact the City itself said they have no precedent for a move like this. I understand the idea, there are no existing easement on the West if the road width is to be increased, so you need to move the road East where some easements exist. If the road is widened it will cost less and be more convenient to move it to the East where fewer easements will need to be granted. How about not widening the road surface at all! If you do decide to increase the road width and if this project



is **generational** as the Mayor claims, spending some more time and money to keep the road on the same centerline should be a simple choice.

Element four, add a sidewalk – A sidewalk would be great if it had been designed into the neighborhood. But to add a sidewalk now in a mature neighborhood where homes were placed base on the historical position is a large burden on some property owners. I oppose a sidewalk. I don't believe there will be a net increased safety for residents. Would it be nice to walk to the trail on a sidewalk, yes. Does it merit the generational damage done to my neighbors' yards and change to the "look and feel" of Strawberry Lane, not to me. The community provides a safest method for children to getting to school now, the bus. Choosing to walk with or without a sidewalk on Strawberry is not a safe option during school rush. There are miles of trails to bike and walk on in the city already that are safe. Leave Strawberry Lane as it is now, like most of the other roads in Shorewood. We don't want or need another Eureka speedway crossing the LRT trail.

Conclusion- It seems to me that pedestrian safety is what the proponents of a sidewalk are basing their arguments on. That same claim could be made for almost every street in Shorewood. The school rush adds a new element to Strawberry Lane but, **there already is a completely safe method for children to get to school.** Some parents don't like the bus option and want to change the neighborhood and resident's yards so they can walk their children to school maybe (90) days a year. I heard at the last meeting a parent say "how are you going to feel when a child gets hurt on the way to school?" I'm going to feel terrible for the child and the parent who decided to not send them on the bus. I would like to ask proponents of a wider-treeless Strawberry "how are you going to feel when a bicyclist is hit by a speeding car at the LRT crossing?" Don't be guilted into any decision by safety. There are pluses and minuses to the safety question and as **we all know children can get to school safely every day at Minnewashta using the same method as almost every other student.** The question is benefit versus impact. To me the benefit of a wider road with a sidewalk is low and those who benefit are few, compared to the few residents who will suffer but the negative impact will be great to those residents and what Strawberry Lane is like forever.

David Halbmaier

Shorewood Resident

**From:**  
**To:** [Julie Moore](#); [Engineer](#); [Marie Darling](#)  
**Cc:** [Jennifer Labadie](#); I  
**Subject:** Strawberry Lane project -- Hislop Comments -- 6000 Strawberry Lane  
**Date:** Tuesday, February 8, 2022 12:42:47 PM  
**Attachments:** [image001.png](#)  
[Strawberry Lane - Hislop Impacts Graphic & Comments.pdf](#)

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Hi Andrew (cc: Mayor Labadie & others) –

Thanks for your email update on the Strawberry Lane road project. As previously mentioned, we're generally supportive of the Strawberry Lane project improvements. This said, different than most of the residents along the street, the preferred/recommended plan (alt. #1) will require activity not only in the existing right-of-way, but requires additional right-of-way from our property. For this reason, we have several questions & concerns.

**Attached** is a graphic and a list of questions/concerns we'd like to address with you in advance of the City Council meeting next Monday the 14<sup>th</sup>. I will be traveling that day, so I won't be able to attend the meeting – however, I would ask you and Mayor Labadie highlight these items in your discussion.

Please call me to discuss in advance of the meeting. Thank you.



**Brent Hislop**

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**From:** City of Shorewood <jmoore@ci.shorewood.mn.us>  
**Sent:** Thursday, February 3, 2022 9:45 AM  
**To:**  
**Subject:** Strawberry Lane project on Feb. 14 council agenda

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## **Strawberry Lane Road and Trail Project**





## **February 14, 2022, City Council meeting**

Council memo

Proposed map

At the upcoming February 14, 2022, council meeting, the Shorewood City Council will discuss, and give direction to the city engineer, for the design of the final plans and specifications for the proposed Strawberry Lane project. There have been four different opportunities for the public to provide comments on the proposed Strawberry Lane project:

March 11, 2021 (Public Meeting, via Zoom)

June 22, 2021 (Neighborhood Meeting, via Zoom)

July 26, 2021 (City Council Meeting, Shorewood City Hall)

November 10, 2021 (Public Open House, Shorewood City Hall)

There will not be additional public comment or testimony taken at the February 14, 2022, city council meeting. If a resident wishes to have additional comments included in the agenda packet for the February 14, 2022, council meeting, those comments can be sent before noon on February 9, to [Andrew Budde](#), City Engineer. Those comments, along with the written comments which were received by staff at, and following the November 10 Open House, will be included in the agenda packet. The Shorewood City Council will consider all timely submitted comments when the council gives direction to the City Engineer for the design of the

final plans and specifications for the proposed Strawberry Lane project.

*Mayor Jennifer Labadie*

Please contact city hall if you have questions, 952.960.7900.

**Project contacts:**

[Andrew Budde](#), City Engineer, 952.960.7910

[Julie Moore](#), Communications Coordinator, 952.960.7906

**[Visit the Strawberry Lane project page](#)**



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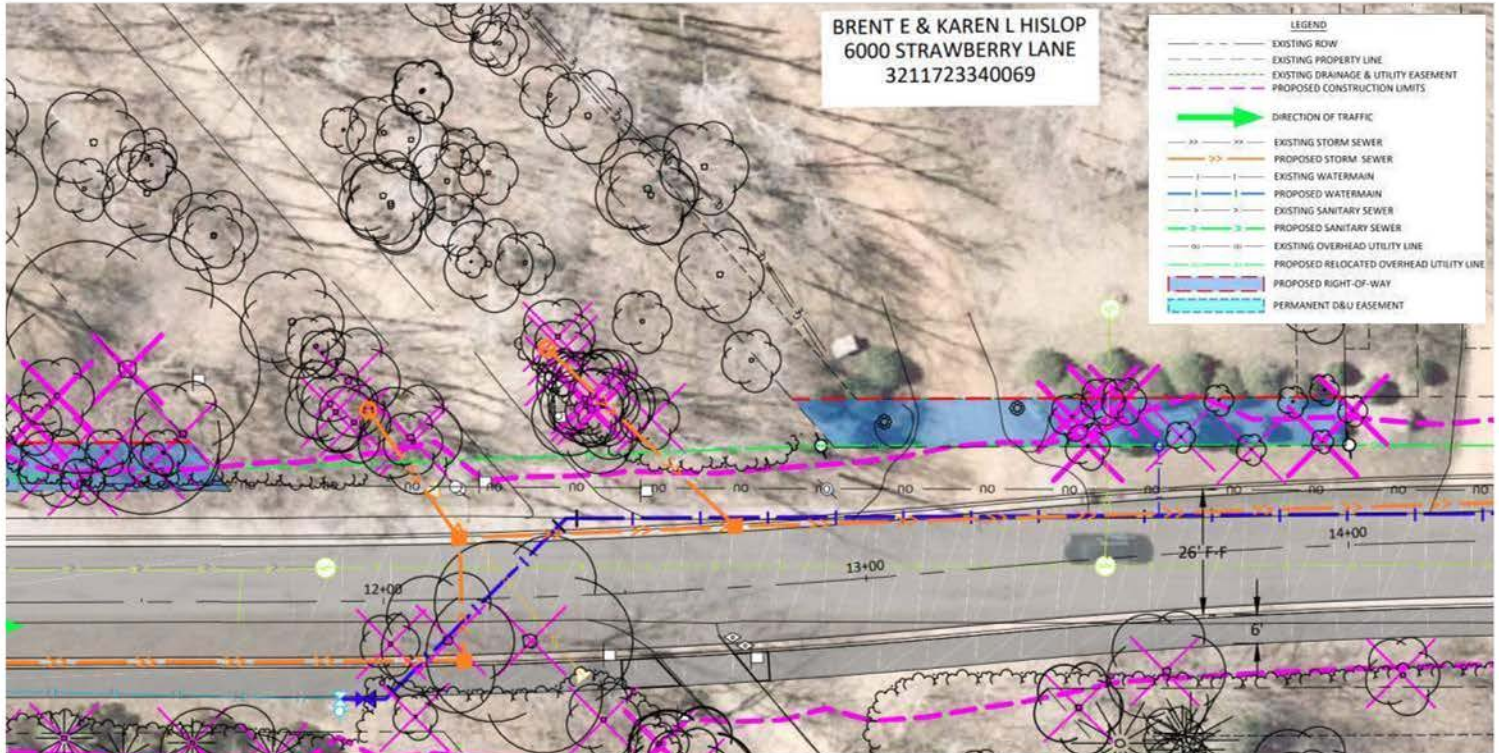
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## Strawberry Lane Project—Alt. 1 (recommended)

### 6000 Strawberry Lane Segment — Hislop Home Summer 2023



#### Hislop Notes / Comments — Feb. 7th, 2022

We're not opposed to the Strawberry Lane improvements, but have the following questions/concerns related to the impacts on our property:

- It appears that add'l right-of-way is proposed to be taken from our property. Can this be minimized by shifting to existing ROW on eastside? Proposed compensation if ROW is required?
- The ROW proposed is approx. 1,100-1,200 sq. ft. — given the placement of our current home, this impacts our ability to fit a 40,000 sq. ft. lot abutting Strawberry Lane. We'd like to discuss this further and ensure this future potential is not compromised.
- Tree replacement of similar size and berming/screening? Proposed restoration plan of entrance?
- We own 6.3 acres with future development potential. Sanitary trunk and small utilities are already stubbed to accommodate this.... We'd ask a water trunk and storm trunk be stubbed off of the main line to avoid future street impacts — both sized to accommodate 6-8 future lots.
- Please add this sheets & comments to the Council agenda packet for their review/discussion.

**Other questions/concerns to be determined — in advance of the Council meeting, please call me to discuss the above. Thank you.**

Brent Hislop

**From:**  
**To:** [Engineer](#)  
**Subject:** Strawberry lane project  
**Date:** Wednesday, February 9, 2022 12:00:14 PM

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At the last open house/town all meeting my husband and I discussed with one of the committee members the concept of a "pinch point" placed at the trail crossing on Strawberry lane as a way to slow traffic in strawberry lane; similar to the pedestrian crossing on water street in Excelsior. Has this been addressed as an option to slow traffics and negate the need for a sidewalk at all?

Please let me know if this has been considered.

Sincerely,  
Elizabeth Witchger  
5840 strawberry Lane

Hi Julie and Patrick,

I was hoping to attend the meeting about Strawberry Lane but my youngest has a fever and everyone is home awaiting her PCR test results for COVID. We have been so careful with her, hoping it's just a cold! I wanted to send my thoughts, if you're able to share them at the meeting, or let me know the best way to share them!

We are greatly in favor of the sidewalk on Strawberry Lane. We try to bike to school as much as we can, and a parent always has to accompany because the road is so narrow, when a bus goes by it is treacherous. So many times we have to wait on the side of the road for safety until busses and cars go by. Countless times we have nearly missed a dangerous outcome with young bikers. If there was a sidewalk, we may even consider letting our girls go themselves. In fact, as you know, we have to pay for our bussing, clearly the assumption is we live within safe and short walking distance, but there is not a safe path to school!

This year in particular we are either biking or driving, to lessen the kids exposure to COVID. When it is darker in the morning, biking is out of the question due to safety. Driving contributes to the back-ups at school and could be mitigated by a safe sidewalk!

Thanks,  
Maria Wasem  
Oak Leaf Trail

--

Maria J. Wasem



**From:** :  
**To:** [Engineer](#)  
**Subject:** Strawberry Lane Project - added notes from Dan Malone  
**Date:** Wednesday, February 9, 2022 11:33:50 AM

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Andrew,

Thank you for posting the Council Memo for the upcoming Strawberry Lane discussion on Monday, Feb 14<sup>th</sup>. I have a couple questions and comments regarding the new information provided in the memo, that I would appreciate feedback or answers from.

1. The addition of the MN State Fire code minimum width has not been presented or available to discuss until just now. Why? After 4 public comment sessions and overwhelming support of a narrower corridor, never was the state fire code mentioned or discussed. If this is “one of the largest factors” from a staff perspective, why is this first being mentioned now that public comment is no longer accepted?
2. How was the Glenn Rd. project completed at 22’ and 24’ widths with the state fire code? There are new fire hydrants placed all along Glenn Rd. Why can this not be done for Strawberry Lane project?
3. According to the MN State Fire Code appendix D, verbatim, it states – ‘The provisions contained in this appendix are not mandatory unless specifically referenced in the adopting ordinance or legislation of the jurisdiction’
  - My questions is, does Shorewood state specifically anywhere in ordinances or legislation that minimum width is 26’? Or is this fire code suggestion being used to promote the city’s desire for the wider road?
4. Based on public comment sessions, there has never been a safety accident or issue along Strawberry Lane with its current width. Lawn service vehicles park, delivery vehicles deliver/park, residents walk to school and exercise, and cars park long Strawberry Lane for decades with no accidents along this rather narrow corridor of a neighborhood street.
  - Adding 10’+ of hardcover street/sidewalk on the basis of safety and progress seems overly excessive.
  - This takes 20% of residents front yards away on each side, where most houses are already at minimum 50’ setbacks already.
  - Construction limits will reach 40-50% into residents front yards, which dramatically reduces privacy for homes that are already close to this narrow corridor street
  - This will ruin the small neighborhood road feel, and increase driving speeds significantly. Engineering discussion in this process has mentioned that widening the road and utilizing a sidewalk will not increase traffic speeds, but this is very hard to trust as accurate information. Case and point – speeding along Smitttown Road since the street has been widened and sidewalk added.

I look forward to hearing back on these above questions and concerns.

Thank you for your time,



***Dan Malone***

**From:**  
**To:** [Engineer](#)  
**Cc:**  
**Subject:** Strawberry Lane  
**Date:** Monday, February 7, 2022 12:19:16 PM

---

Hi Andrew,

I'm hoping you are considering the option with curves for Strawberry Lane. It takes out less trees, slows cars down and is one of the less expensive options. It doesn't seem like Smithtown Road has had any major concerns with its many curves. I feel like it would retain some of the charm that we will lose in the wider straighter option.

Thank you for your consideration.

Carrie Cochran

Chuck Cochran

## **APPENDIX D**

### **FIRE APPARATUS ACCESS ROADS**

*The provisions contained in this appendix are not mandatory unless specifically referenced in the adopting ordinance or legislation of the jurisdiction.*

#### **User note:**

**About this appendix:** Appendix D contains more detailed elements for use with the basic access requirements found in Section 503, which gives some minimum criteria, such as a maximum length of 150 feet and a minimum width of 20 feet, but in many cases does not state specific criteria. This appendix, like Appendices B and C, is a tool for jurisdictions looking for guidance in establishing access requirements and includes criteria for multiple-family residential developments, large one- and two-family subdivisions, specific examples for various types of turnarounds for fire department apparatus and parking regulatory signage.

### **SECTION D101**

#### **GENERAL**

##### **D101.1 Scope.**

Fire apparatus access roads shall be in accordance with this appendix and all other applicable requirements of the *International Fire Code*.

### **SECTION D102**

#### **REQUIRED ACCESS**

##### **D102.1 Access and loading.**

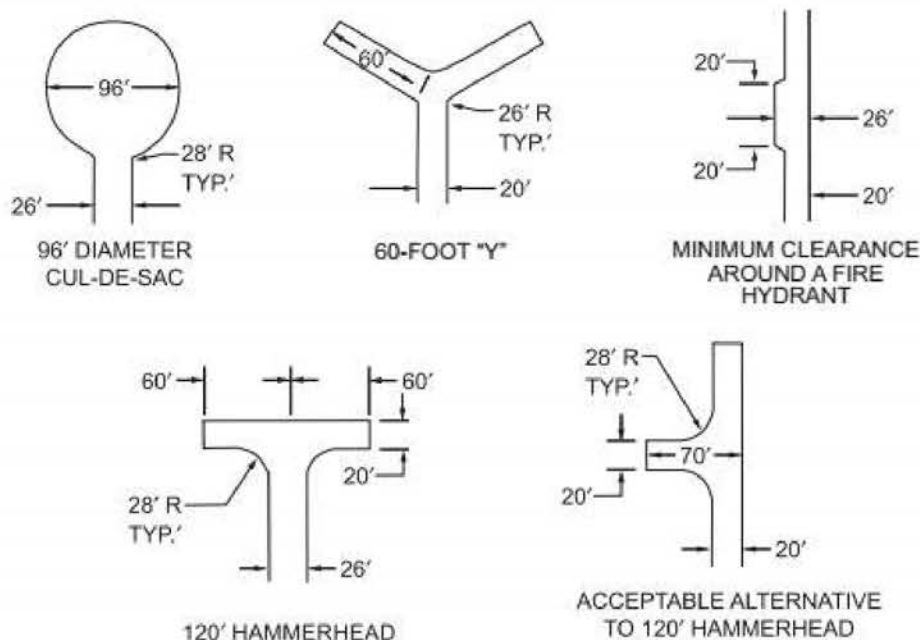
Facilities, buildings or portions of buildings hereafter constructed shall be accessible to fire department apparatus by way of an *approved* fire apparatus access road with an asphalt, concrete or other *approved* driving surface capable of supporting the imposed load of fire apparatus weighing up to 75,000 pounds (34 050 kg).

### **SECTION D103**

#### **MINIMUM SPECIFICATIONS**

##### **D103.1 Access road width with a hydrant.**

Where a fire hydrant is located on a fire apparatus access road, the minimum road width shall be 26 feet (7925 mm), exclusive of shoulders (see Figure D103.1).



For SI: 1 foot = 304.8 mm.

**FIGURE D103.1**  
**DEAD-END FIRE APPARATUS ACCESS ROAD TURNAROUND**

**D103.2Grade.**

Fire apparatus access roads shall not exceed 10 percent in grade.

**Exception:** Grades steeper than 10 percent as *approved* by [the fire code official](#).

**D103.3Turning radius.**

The minimum turning radius shall be determined by the *fire code official*.

**D103.4Dead ends.**

Dead-end fire apparatus access roads in excess of 150 feet (45 720 mm) shall be provided with width and turnaround provisions in accordance with Table D103.4.

**TABLE D103.4**

LENGTH(feet)	WIDTH(feet)	TURNAROUNDS REQUIRED
0–150	20	None required
151–500	20	120-foot Hammerhead, 60-foot “Y” or 96-foot diameter cul-de-sac in accordance with Figure D103.1
501–750	26	120-foot Hammerhead, 60-foot “Y” or 96-foot diameter cul-de-sac in accordance with Figure D103.1
Over 750	Special approval required	

## REQUIREMENTS FOR DEAD-END FIRE APPARATUS ACCESS ROADS

For SI: 1 foot = 304.8 mm.

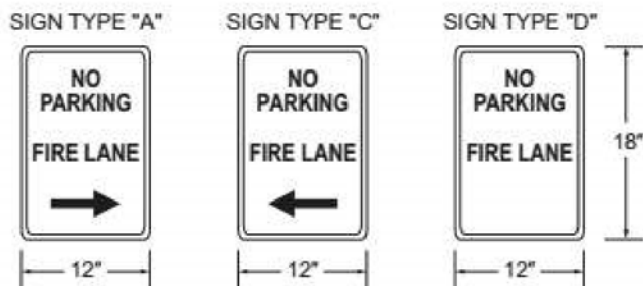
### D103.5 Fire apparatus access road gates.

Gates securing the fire apparatus access roads shall comply with all of the following criteria:

- 1.1. Where a single gate is provided, the gate width shall be not less than 20 feet (6096 mm).  
Where a fire apparatus road consists of a divided roadway, the gate width shall be not less than 12 feet (3658 mm).
- 2.2. Gates shall be of the swinging or sliding type.
- 3.3. Construction of gates shall be of materials that allow manual operation by one person.
- 4.4. Gate components shall be maintained in an operative condition at all times and replaced or repaired when defective.
- 5.5. Electric gates shall be equipped with a means of opening the gate by fire department personnel for emergency access. Emergency opening devices shall be *approved* by the *fire code official*.
- 6.6. Methods of locking shall be submitted for approval by the *fire code official*.
- 7.7. Electric gate operators, where provided, shall be *listed* in accordance with UL 325.
- 8.8. Gates intended for automatic operation shall be designed, constructed and installed to comply with the requirements of ASTM F2200.

### D103.6 Signs.

Where required by the *fire code official*, fire apparatus access roads shall be marked with permanent NO PARKING—FIRE LANE signs complying with Figure D103.6. Signs shall have a minimum dimension of 12 inches (305 mm) wide by 18 inches (457 mm) high and have red letters on a white reflective background. Signs shall be posted on one or both sides of the fire apparatus road as required by Section D103.6.1 or D103.6.2.



**FIGURE D103.6  
FIRE LANE SIGNS**

#### D103.6.1 Roads 20 to 26 feet in width.

*Fire lane* signs as specified in Section D103.6 shall be posted on both sides of fire apparatus access roads that are 20 to 26 feet wide (6096 to 7925 mm).

#### D103.6.2 Roads more than 26 feet in width.

*Fire lane* signs as specified in Section D103.6 shall be posted on one side of fire apparatus access roads more than 26 feet wide (7925 mm) and less than 32 feet wide (9754 mm).

## SECTION D104 COMMERCIAL AND INDUSTRIAL DEVELOPMENTS

### D104.1 Buildings exceeding three stories or 30 feet in height.

Buildings or facilities exceeding 30 feet (9144 mm) or three stories in height shall have not fewer than two means of fire apparatus access for each structure.

**D104.2 Buildings exceeding 62,000 square feet in area.**

Buildings or facilities having a gross *building area* of more than 62,000 square feet (5760 m<sup>2</sup>) shall be provided with two separate and *approved* fire apparatus access roads.

**Exception:** Projects having a gross *building area* of up to 124,000 square feet (11 520 m<sup>2</sup>) that have a single *approved* fire apparatus access road where all buildings are equipped throughout with *approved automatic sprinkler systems*.

**D104.3 Remoteness.**

Where two fire apparatus access roads are required, they shall be placed a distance apart equal to not less than one half of the length of the maximum overall diagonal dimension of the lot or area to be served, measured in a straight line between accesses.

## **SECTION D105 AERIAL FIRE APPARATUS ACCESS ROADS**

**D105.1 Where required.**

Where the vertical distance between the grade plane and the highest roof surface exceeds 30 feet (9144 mm), *approved* aerial fire apparatus access roads shall be provided. For purposes of this section, the highest roof surface shall be determined by measurement to the eave of a pitched roof, the intersection of the roof to the exterior wall, or the top of parapet walls, whichever is greater.

**D105.2 Width.**

Aerial fire apparatus access roads shall have a minimum unobstructed width of 26 feet (7925 mm), exclusive of shoulders, in the immediate vicinity of the building or portion thereof.

**D105.3 Proximity to building.**

One or more of the required access routes meeting this condition shall be located not less than 15 feet (4572 mm) and not greater than 30 feet (9144 mm) from the building, and shall be positioned parallel to one entire side of the building. The side of the building on which the aerial fire apparatus access road is positioned shall be approved by the *fire code official*.

**D105.4 Obstructions.**

Overhead utility and power lines shall not be located over the aerial fire apparatus access road or between the aerial fire apparatus road and the building. Other obstructions shall be permitted to be placed with the approval of the *fire code official*.

## **SECTION D106 MULTIPLE-FAMILY RESIDENTIAL DEVELOPMENTS**

**D106.1 Projects having more than 100 dwelling units.**

Multiple-family residential projects having more than 100 *dwelling units* shall be equipped throughout with two separate and *approved* fire apparatus access roads.

**Exception:** Projects having up to 200 *dwelling units* shall have not fewer than one *approved* fire apparatus access road where all buildings, including nonresidential occupancies, are equipped throughout with *approved automatic sprinkler systems* installed in accordance with Section 903.3.1.1 or 903.3.1.2.

**D106.2 Projects having more than 200 dwelling units.**

Multiple-family residential projects having more than 200 *dwelling units* shall be provided with two separate and *approved* fire apparatus access roads regardless of whether they are equipped with an *approved automatic sprinkler system*.

**D106.3Remoteness.**

Where two fire apparatus access roads are required, they shall be placed a distance apart equal to not less than one-half of the length of the maximum overall diagonal dimension of the property or area to be served, measured in a straight line between accesses.

**SECTIOND107**  
**ONE- OR TWO-FAMILY**  
**RESIDENTIAL DEVELOPMENTS**

**D107.1One- or two-family dwelling residential developments.**

Developments of one- or two-family *dwelling units* where the number of *dwelling units* exceeds 30 shall be provided with two separate and *approved* fire apparatus access roads.

**Exceptions:**

1. 1.Where there are more than 30 *dwelling units* on a single public or private fire apparatus access road and all *dwelling units* are equipped throughout with an *approved automatic sprinkler system* in accordance with Section 903.3.1.1, 903.3.1.2 or 903.3.1.3, access from two directions shall not be required.
2. 2.The number of *dwelling units* on a single fire apparatus access road shall not be increased unless fire apparatus access roads will connect with future development, as determined by the *fire code official*.

**D107.2Remoteness.**

Where two fire apparatus access roads are required, they shall be placed a distance apart equal to not less than one-half of the length of the maximum overall diagonal dimension of the property or area to be served, measured in a straight line between accesses.

**SECTIOND108**  
**REFERENCED STANDARDS**

ASTM	F2200— 14	Standard Specification for Automated Vehicular Gate Construction	D103.5
UL	325—02	Door, Drapery, Gate, Louver, and Window Operators and Systems, with Revisions through May 2015	D103.5







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

**RESOLUTION 22-016**

**A RESOLUTION TO PROVIDE FINAL DESIGN DIRECTION  
FOR STRAWBERRY LANE  
CITY PROJECT 19-05**

**WHEREAS**, the current Capital Improvement Plan (CIP) identifies improvements to Strawberry Lane Reconstruction and Trail project from West 62<sup>nd</sup> Street to Smithtown Road and includes street reconstruction, walking trail, watermain, and drainage improvements; and

**WHEREAS**, the city prepared a Feasibility Study and Scoping Document for Strawberry Lane and Trail project that summarized the costs and impacts of multiple roadway alignments with varying widths and sidewalk/trail configurations; and

**WHEREAS**, the city hosted an Open House to gather resident feedback on the various alternatives; and

**WHEREAS**, overwhelming feedback from adjacent residents to the project would prefer a six-foot-wide sidewalk on the east side of the roadway adjacent to the back of curb to minimize impacts to yards, trees, and other features along the corridor; and

**WHEREAS**, many residents adjacent to the project would prefer a 24 foot wide roadway with no on street parking compared to the proposed 26 foot wide roadway that allows on street parking. However, staff believes having a 26-foot-wide roadway that allows on street parking is in the best interest of the community as it will provide convenience for residents, calm traffic speeds, and provide separation from vehicles and pedestrians; and

**WHEREAS**, may residents adjacent to the project prefer the roadway south of the Lake Minnetonka Regional Trail follow the western alignment and require the acquisition of additional easements from properties on the west side; and

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

1. The City Council of the City of Shorewood, Minnesota directs staff to incorporate a six-foot-wide concrete sidewalk on the east side of Strawberry Lane adjacent to the back of curb, a 26-foot-wide roadway that allows on street parking, and south of the Lake Minnetonka Regional Trail to follow the western alignment.

Passed by the City Council of Shorewood, Minnesota this 14<sup>th</sup> day of February 2022.

---

**Jennifer Labadie, Mayor**  
**Attest:**

---

**Sandie Thone, City Clerk**



## City of Shorewood Council Meeting Item

**Title/Subject:** Accepting Bids and Award of Contract; and Approval of Easement Agreement for the Grant Street Drainage Project, City Project 18-04

**Meeting Date:** Monday, February 14, 2022

**Prepared by:** Andrew Budde, City Engineer

**Reviewed by:** Larry Brown, Director of Public Works

**Attachments:** Overview Figure, Bid Tabulation, Resolution for Award of Contract, Resolution for Easement Agreement, Easement Agreement

**Background:** At the January 10<sup>th</sup> Council Meeting, staff had presented the final plans and specifications for the Grant Street Drainage Project and Council had given authorization to advertise and open bids for the project. Attachment 1 is a general layout for the project.

Bids for the project were opened on February 8, 2022 (Attachment 2). A total of twelve bids were received with the low bid submitted by Schneider Excavating & Grading from Norwood/Young America, Minnesota. The bids are summarized below:

Bidder:	Total Bid Amount:
Schneider Excavating	\$238,991.30
Minger Construction	\$275,000.00
Bituminous Roadways	\$275,156.80
New Look Contracting	\$281,551.50
Meyer Contracting	\$290,073.90
Kusske Construction	\$294,480.30
Pember Companies	\$297,081.00
Valley Paving	\$308,308.00
GL Contracting	\$318,270.45
Park Construction Company	\$335,067.18
Parkstone Contracting	\$353,895.50
Ramsey Companies	\$362,097.50

Staff has reviewed all the bids and determined that the low bid is from Schneider Excavating & Grading. Construction costs of the bid is 33% below the engineer's estimate. The bids received indicate that the bidding process was competitive. The work will be substantially completed by July 31, 2022. The project will be completed for final payment by August 31, 2022. A resolution accepting bids and awarding the contract has been included as Resolution 22-017.

As part of the design of the project, it was identified early on that an additional volume of stormwater storage would be required to meet permitting requirements and downstream rate control requirements. Staff identified an existing basin, located on the property owned by Our Savior Lutheran Church at 23290 State Highway 7, that could be expanded to meet these requirements. Staff was able to negotiate a drainage and utility easement with the property owners for permission to expand the existing basin, in exchange for the City taking over any and all maintenance requirements of the basin.

A proposed drainage and utility easement agreement has been included with Our Saviors Lutheran Church for approval and execution as an exhibit to Resolution 22-018.

**It is noted that if the City Council desires to move ahead with the Award of the Contract and the Approval of the Drainage and Utility Easement Agreement, a separate motion for each resolution would be necessary.**

**Financial Considerations:** Engineering and construction costs for this project have been budgeted for in the City's Capital Improvement Plans and will be paid for from Storm Sewer Utility Fund. The budget amount is \$430,000 which includes construction, engineering, and administration. The current engineers estimate for construction is \$310,700.

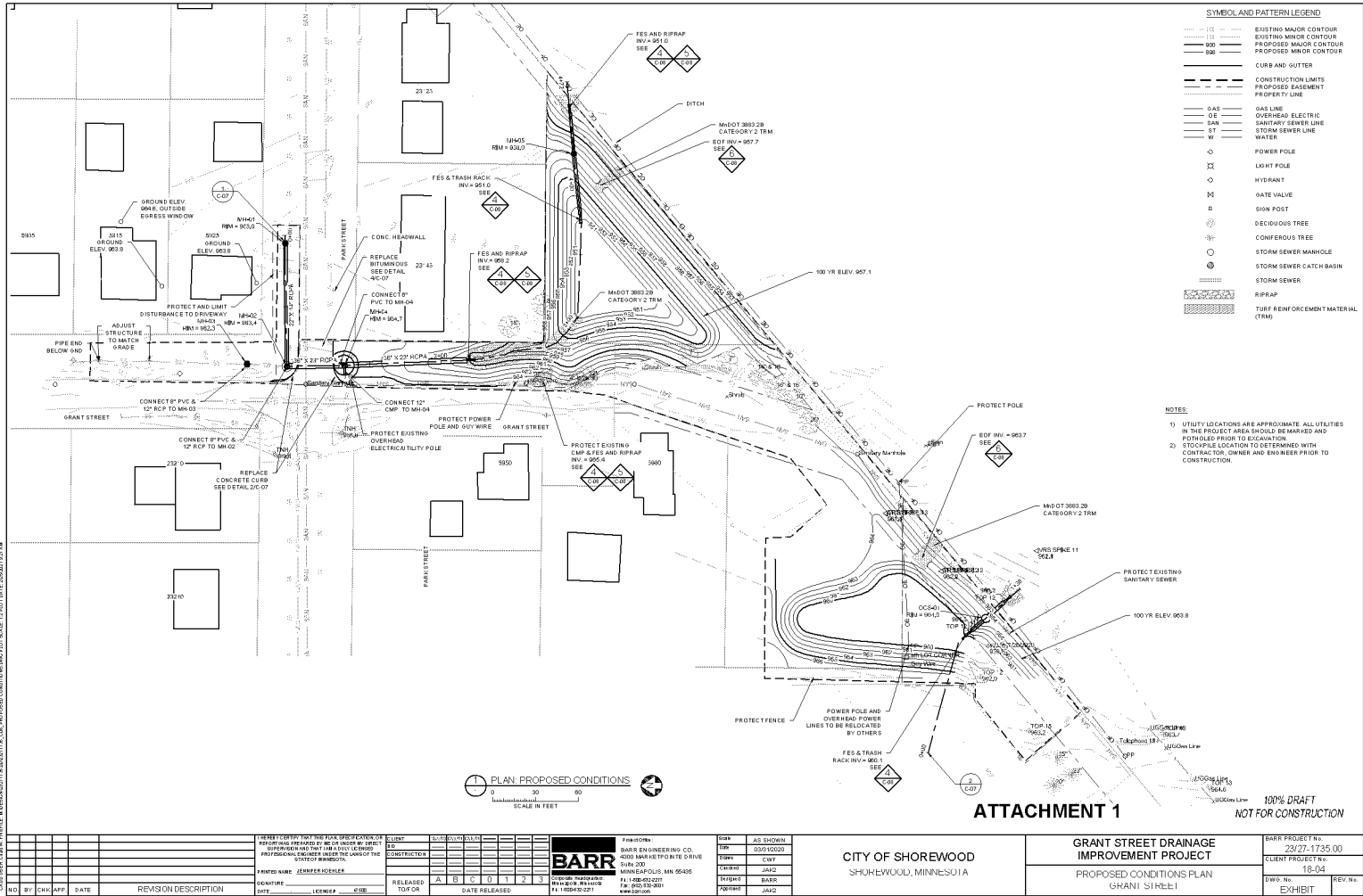
**Options:** Staff recommends that the Council consider the following actions:

1. Approve Resolution 22-017 accepting the bids and awarding the contract to Schneider Excavating & Grading, for the Grant Street Drainage Improvements, City Project 18-04.
2. Approve Resolution 22-018 approving the Drainage and Utility Easement Agreement with Our Savior Lutheran Church for the property located at 23290 State Highway 7.
3. Provide staff with alternate direction.
4. Take no action, at this time.

**Recommendation/Action Requested:** Staff recommends approval of each resolution separately, accepting the bids and awarding a contract to Schneider Excavating & Grading in the amount of \$238,991.30 for the Grant Street Drainage Improvements, City Project 18-04; and Approval of the Resolution Approving the Drainage and Utility Easement Agreement for the property located at 23290 State Highway 7.

**Next Steps and Timelines:**

Award Construction Contract .....	February 14, 2022
Begin Construction .....	May, 2022
Construction Substantially Complete .....	July 31, 2022
Construction Final Completion .....	August 31, 2022



**City of Shorewood****Project Bid Tabulation****Grant Street Improvement Project**

BMI No. C16.121664

Soliciting agent:

Bolton &amp; Menk, Inc.

Contact:

Andrew Budde, P.E.

Bid Date:

02/08/2022 11:00 AM CDT

Firm	Total Bid
Schneider Excavating & Grading	\$238,991.30
Minger Construction	\$275,000.00
Bituminous Roadways	\$275,156.80
New Look Contracting	\$281,551.50
Meyer Contracting	\$290,073.90
Kusske Construction	\$294,480.30
Pember Companies	\$297,081.00
Valley Paving	\$308,308.00
GL Contracting	\$318,270.45
Park Construction Company	\$335,067.18
Parkstone Contracting	\$353,895.50
Ramsey Companies	\$362,097.50

Engineer's Opinion of Cost

\$354,249.40

***I hereby certify that this is a true and correct tabulation of the bids as received on February 8, 2022 for the Grant Street Improvement Project, City Project 18-04.***

Andrew Budde, P.E., City Engineer

Sandie Thone, City Clerk

**ATTACHMENT 2**

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

**RESOLUTION 22-017**

**A RESOLUTION AWARDDING CONTRACT FOR THE  
GRANT STREET DRAINAGE PROJECT , CITY PROJECT 18-04**

**WHEREAS**, pursuant to an advertisement for bids for the Grant Street Drainage project, bids were received on February 8<sup>th</sup>, 2022, opened and tabulated according to law as shown in Exhibit A, with the following bids received and complying with the advertisement:

<b>Contractor</b>	<b>Total Bid</b>
Schneider Excavating	\$238,991.30
Minger Construction	\$275,000.00
Bituminous Roadways	\$275,156.80
New Look Contracting	\$281,551.50
Meyer Contracting	\$290,073.90
Kusske Construction	\$294,480.30
Pember Companies	\$297,081.00
Valley Paving	\$308,308.00
GL Contracting	\$318,270.45
Park Construction Company	\$335,067.18
Parkstone Contracting	\$353,895.50
Ramsey Companies	\$362,097.50

**WHEREAS**, Schneider Excavating & Grading is the lowest responsible bidder; and

**WHEREAS**, Schneider Excavating & Grading is a responsible and responsive contractor that has completed projects of similar size and scope successfully; and

**NOW THEREFORE, IT RESOLVED:** The City Clerk is hereby authorized and directed to enter into a contract with Schneider Excavating & Grading based on the lowest bid amount in the name of the City of Shorewood for the Grant Street Drainage Project according to the plans and specifications approved by the City Council and on file in the office of the City Clerk

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF SHOREWOOD** this 14<sup>th</sup> day of February 2022.

**Jennifer Labadie, Mayor**

**Attest:**

**Sandie Thone, City Clerk**



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

**RESOLUTION 22-018**

**A RESOLUTION APPROVING DRAINAGE & UTILITY AGREEMENT  
WITH OUR SAVIOR LUTHERAN CHURCH,  
CITY PROJECT 18-04**

**WHEREAS**, the City of Shorewood has identified the need to obtain additional stormwater storage to meet permitting requirements for the Grant Street Drainage Project, City Project 18-04; and

**WHEREAS**, it is feasible to expand the existing stormwater basin located on the property owned by Our Savior Lutheran Church at 23290 State Highway 7; and

**WHEREAS**, the City has come to an agreement with Our Savior Lutheran Church to provide a drainage & utility easement and expansion of the existing storm water pond on the property located at 23290 State Highway 7, in exchange for the City taking over long-term maintenance of the existing storm water pond.

**NOW THEREFORE, IT RESOLVED:** The City hereby approves the drainage & utility easement agreement with the Our Savior Lutheran Church for the property located at 23290 State Highway 7, attached hereto as Exhibit A.

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF SHOREWOOD** this 14<sup>th</sup> day of February 2022.

---

**Jennifer Labadie, Mayor**

**Attest:**

---

**Sandie Thone, City Clerk**

## EXHIBIT B

### GRANT OF PERMANENT DRAINAGE AND UTILITY EASEMENT

**Our Saviors Lutheran Church  
23290 Highway 7**

THIS PERMANENT DRAINAGE AND UTILITY EASEMENT (the “Easement”) made as of \_\_\_\_\_, 2022, by and between the EVANGELICAL LUTHERAN CHURCH OF OUR SAVIOR, a Minnesota nonprofit corporation, dba Our Saviors Lutheran Church, located at 23290 Highway 7, 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 in the attached **Exhibit A** (the “Property”) and the City desires to use a portion of the Property for a drainage and utility easement for the construction and maintenance of 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 perpetual easement over, under and across that portion of the Property legally described and depicted on **Exhibit B** attached hereto and incorporated herein (the “Easement Area”) for the purpose of allowing the City, its employees and contractors, to install, maintain, repair and replace as necessary for the construction and maintenance of drainage and utility improvements.

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

(a) The City shall maintain the dry pond and swale within the Easement Area and assume the obligations of Grantor titled “Stormwater Facility Maintenance” in that Declaration dated April 19, 2000, and recorded as Document No. 8197487.

(b) The City shall accommodate and maintain rate control for an additional 4520 square feet of new impervious surface towards the future expansion of the Grantor’s facilities. The City will not be responsible for volume or water quality control related to the future expansion. The City does not limit or restrict the Grantor the opportunity to change or modify the storm water facilities and agreements to meet its future needs, provided it is designed and permitted in accordance with all permitting agencies at the time of modification.

3. Miscellaneous. This Easement shall be governed by the laws of Minnesota, shall run with the land and be binding upon all successors and assigns.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

**EVANGELICAL LUTHERAN CHURCH OF  
OUR SAVIOR, dba Our Saviors Lutheran  
Church**

\_\_\_\_\_  
Josh Pratt, President of the Board of Directors

STATE OF MINNESOTA    )  
  )ss.  
COUNTY OF HENNEPIN    )

The foregoing instrument executed by Jeff Machemehl, Property Manager of Evangelical Lutheran Church of Our Savior, dba Our Saviors Lutheran Church, was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Notary Public

**CITY OF SHOREWOOD**

\_\_\_\_\_  
By: \_\_\_\_\_  
Its: \_\_\_\_\_

STATE OF MINNESOTA    )  
  )ss.  
COUNTY OF HENNEPIN    )

The foregoing instrument executed by \_\_\_\_\_, the \_\_\_\_\_ of the City of Shorewood, was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Notary Public

**THIS INSTRUMENT DRAFTED BY:**  
Kutak Rock LLP (TJK)  
60 South Sixth Street, Suite 3400  
Minneapolis, MN 55402

## EXHIBIT A

### **LEGAL DESCRIPTION OF SUBJECT PROPERTY**

#### Parcel 1

That part of the Southeast Quarter of the Southwest Quarter of Section 34, Township 117, Range 23 described as beginning at a point on the North line of said Southeast Quarter of the Southwest Quarter distant 652.68 feet West from the Northeast corner of said Southeast Quarter of the Southwest Quarter; thence South, parallel with the East line of said Southeast Quarter of the Southwest Quarter, to the intersection with a line parallel with and 40 feet Northwesterly, as measured at right angles, from the Northwesterly right-of-way line of State Highway No. 7; thence Southwesterly, along said last described parallel line, to the South line of Lot 166, Auditor's Subdivision No. 135, Hennepin County Minnesota; thence East, along said South line to said Northwesterly right-of-way line; thence Northeasterly, along said Northwesterly right-of-way line, to the North line of said Southeast Quarter of the Southwest Quarter; thence West to the point of beginning.

#### Parcel 2

Lot 210, and the West 168 feet of Lot 148, Auditor's Subdivision No. 135, Hennepin County, Minnesota.

#### Parcel 3

Lot 87, Academy Addition to Excelsior.

#### Parcel 4

That part of the property hereinafter described in which lies Northerly of the Northwesterly right-of-way of State Trunk Highway No. 7 as now constructed, to wit:

That part of Lot 167, Auditor's Subdivision No. 135, Hennepin County, Minnesota lying easterly of a line drawn from a point in the north line of said Lot 167 distant 127.6 feet east of the Northwest corner thereof a point in the center line of Chaska Road as shown in the plat of Auditor's Subdivision No. 135, Hennepin County, Minnesota, which point bears north 43 degrees 20 minutes East a distant of 219.7 feet from the intersection of the West line of said Lot 167 extended with South line of Section 34, Township 117, Range 23, according to the plat thereof on file or of record in the office of the Register of Deeds in and foresaid Hennepin County.



# EXHIBIT B

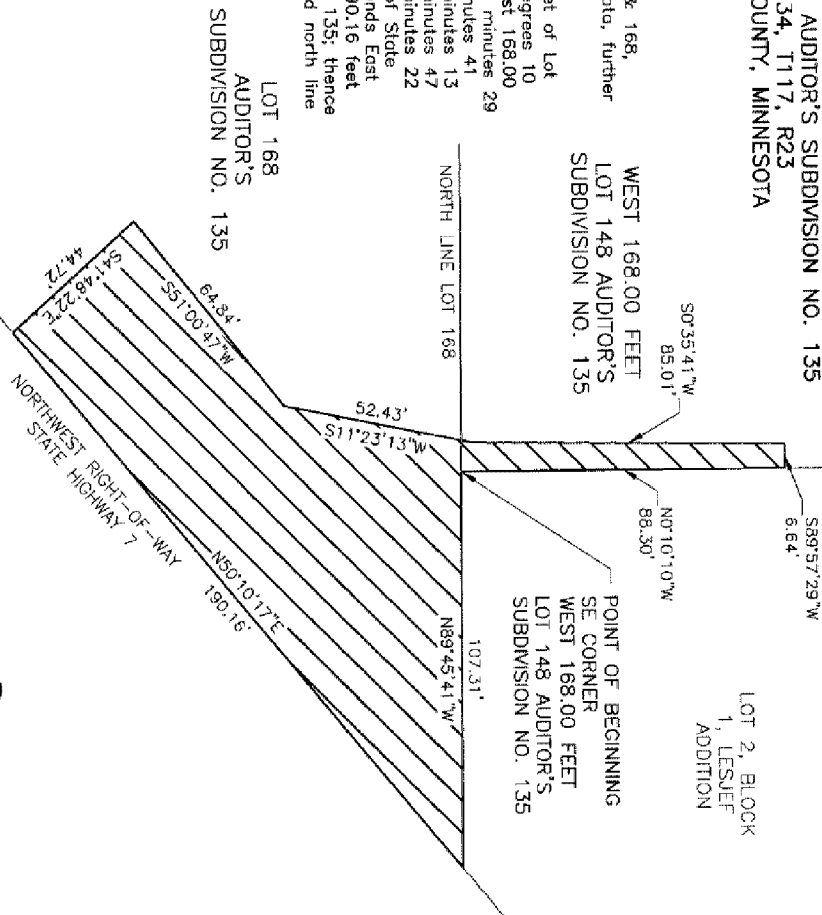
## LEGAL DESCRIPTION AND DEPICTION OF THE EASEMENT AREA

### DRAINAGE EASEMENT PART OF LOTS 148 & 168, AUDITOR'S SUBDIVISION NO. 135 SECTION 34, T117, R23 HENNEPIN COUNTY, MINNESOTA

#### Drainage Easement Legal Description:

A drainage easement over and across part of Lots 148 & 168, AUDITOR'S SUBDIVISION NO. 135, Hennepin County, Minnesota, further described as follows:

Beginning at the southeast corner of the west 168.00 feet of Lot 148, AUDITOR'S SUBDIVISION NO. 135; thence North 00 degrees 10 minutes 10 seconds West, along the east line of said west 168.00 feet of Lot 148 88.30 feet; thence South 00 degrees 57 minutes 29 seconds West 6.64 feet; thence South 00 degrees 35 minutes 41 seconds West 85.01 feet; thence South 11 degrees 23 minutes 13 seconds West 52.43 feet; thence South 41 degrees 48 minutes 22 seconds East 44.72 feet to the northwest right-of-way of State Highway 7; thence North 50 degrees 10 minutes 17 seconds East along said northwest right-of-way of State Highway 7 190.16 feet to the north line of Lot 168, AUDITOR'S SUBDIVISION NO. 135; thence North 89 degrees 45 minutes 41 seconds West along said north line of Lot 168 107.31 feet to the point of beginning.



Not a boundary survey. Subdivision lines are approximate based on GIS parcel data and record plats and do not reflect a field survey or subdivision.

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.

SIGNATURE \_\_\_\_\_  
PRINTED NAME PAUL R. TOKARCZYK  
DATE \_\_\_\_\_ REG. NO. 45075

**BARR**  
Project Office:  
BARR ENGINEERING CO.  
4300 MARKETPOINTE DR.  
SUITE 200  
MINNEAPOLIS, MN 55435  
Corporate Headquarters:  
Minneapolis, Minnesota  
Ph: 1-800-632-2277  
Fax: (612) 832-2601  
www.barr.com

Scale	AS SHOWN
Date	4/12/21
Drawn	PRT
Checked	PRT
Designed	PRT
Approved	PRT

CITY OF SHOREWOOD  
GRANT STREET POND  
DRAINAGE  
EASEMENT

BARR PROJECT NO.	23/27-1735.00
CLIENT PROJECT NO.	
SHEET NO.	V-02
REV. NO.	A



## City of Shorewood Council Meeting Item

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**Title/Subject: Flexible Work Arrangement Policy**

Meeting Date: February 14, 2022

Prepared By: Sandie Thone, City Clerk/Human Resources Director

Reviewed By: Greg Lerud, City Administrator

**Attachments:** Proposed Flexible Work Arrangement Policy

Telecommuting and Remote Access Policy, Section 4

9A

MEETING  
TYPE  
REGULAR

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**Background:**

On June 28, 2021, staff presented a Flexible Work Arrangement (FWA) Policy to the city council at its regular meeting. Council discussed the policy and made the decision to bring it back at a later date. On November 30, 2021, at the Council/Staff Retreat, the policy was discussed briefly, but since not all councilmembers were present, it was decided it would be brought back to a future council meeting when all members could be present to discuss and consider approval.

It is important to note that flexible work arrangements are not a new thing, they are already allowed in the current personnel policy. Flexible Work Arrangements are currently in place for both city hall employees and public works employees and consist of staggered and split working schedules that are in place to allow an added level of safety precautions related to the pandemic. In addition, four employees work a compressed work week schedule, one employee has a regularly scheduled remote work day once per week, and the remaining city hall employees maintain consistent work schedules that include flexible start and end times compared to the traditional schedule of 8 a.m. to 4:30 p.m.

This FWA policy would allow us a framework to ensure the practice is implemented in the best interest of the city and that it is administered fairly. The policy replaces outdated and irrelevant language in the City's current Personnel Policy, and adds important guidelines that are not in the current policy. The proposed policy provides parameters for flexible work arrangements that employees and their supervisors will use as a guide when making decisions whether to grant and how to establish the requirements of these arrangements. Flexible Work Arrangements include flexible start and end times, compressed work week schedules, and partial remote work options. The pandemic has brought forth an opportunity and best practice for organizations to formally adopt and implement policies around employee's work arrangements. Staff strongly believes in implementing policies, tools, resources, and services to improve the employee experience. Improving the employee experience ultimately benefits the city, its constituents and partners.



In a 2021 confidential online employee survey regarding Flexible Work Arrangements (FWA), 100% of employees who responded to the survey supported flexible work arrangements and were interested in some sort of FWA. 93% of respondents stated it would increase their commitment to the city and 86% of respondents believed it would improve staff morale and allows for a better work/life balance. Of the respondents, 79% desire a compressed work week, 72% desired remote work days (1-2 per week), and 58% desired a flexible schedule.

Please find the Flexible Work Arrangement Policy attached for your review.

In addition, please find attached the Telecommuting and Remote Access Policy in Section 4 of the current Personnel Policy which would be removed with the approval of this policy.

There are some fixed principles that will not be abandoned when considering requests:

1. Maintain the Monday thru Friday, 8:00 to 4:30 city hall schedule.
2. Maintain coverage at city hall for each day of the week for each department.
3. Remote working plans will not exceed one day per week for those on a compressed schedule, or two days per week for non-compressed work schedules.
4. Employees working remotely will be subject to the city's performance review standards and if work falls below those expectations, remote work options will be rescinded.

**Financial or Budget Considerations:** None.

**Recommended Action:** Staff respectfully recommends the city council approve the Flexible Work Arrangement Policy which would include the removal of the Telecommuting and Remote Access Policy, Section 4 in the current Personnel Policy.

**Motion, second and simple majority vote required.**

# CITY OF SHOREWOOD

## FLEXIBLE WORK ARRANGEMENT POLICY

### Introduction

The City of Shorewood supports workplace flexibility to promote a highly productive work environment and recognizes that flexible work arrangements can help the organization retain valuable employees and reduce turnover costs while also benefiting staff by offering an alternative approach to completing work through non-traditional work hours and worksites. Therefore, in recognition of the ever-evolving workplace, it is the policy of the City of Shorewood to provide flexible work environments to eligible employees.

To participate in this program, an employee's work and responsibilities must be conducive to a flexible work arrangement without causing disruption to performance, disruptions to fellow employee work schedules, and/or service delivery. The employee is expected to perform all duties as assigned.

The policy is a business and workplace strategy. It is not an entitlement, it is not a city-wide benefit, and in no way changes the terms and conditions of employment with the city, and outstanding service to the public will remain paramount to how we work.

### Options

Flexible work arrangement is an all-encompassing term that includes, flex time, a compressed work week, or working offsite. Definitions:

Flextime: Agreed-upon starting and departure times that differ from the standard schedule for the department, division, or work group, that typically occurs over a period of at least two months. Flextime does not reduce the total number of hours worked in a given workweek. Flextime options include fixed starting/ending times that change periodically or are fixed.

Compressed workweek: A traditional 40-hour workweek condensed into fewer than five workdays.

Working offsite (remote): A regular, routine work arrangement that allows the employee to perform a portion of their job outside City facilities. This type of arrangement specifies the number of hours and/or days to be worked outside the office.

### Criteria

To maintain a flexible work arrangement the following parameters must be met:

- Employees requesting formal flexible work arrangements must have exhibited above-average work performance.
- The schedule for working offsite shall be defined by the supervisor in communication with the employee.

- Any flexible workplace agreement made may be discontinued, at any time, at the request of the employee or the City.
- Employees who work in a flexible workplace must conform to all City of Shorewood policies, especially those relating to the use of City equipment, data privacy, and computer security.
- Appropriate communication is expected with the employee's supervisor and coworkers regarding offsite arrangements. This communication includes the use and sharing of an employee's Outlook calendar, along with use of Cisco Jabber so coworkers are aware of an employee's availability.

## **General Guidelines**

- A flexible work arrangement is a business and workplace strategy, not an employee right or universal employee benefit.
- Because the probationary period is integral to employee development, probationary employees will not be eligible for flexible work arrangements, unless there are extraordinary circumstances, as determined by the Human Resources Director and the City Administrator.
- A flexible work arrangement is not a substitute for dependent care, or other personal needs, commitments, or requirements.
- Flexible work arrangement requests are not the same as the occasional need for flexibility. Flexible work arrangements generally last longer than two months and are a regular and predictable part of the employee's work schedule.
- Not all requests will be accommodated and not all positions are appropriate for flexible work options.
- The operational needs of the department or work group cannot be compromised by flexible work options.
- Performance expectations remain the same regardless of the employee's work schedule or location.
- Flexible work arrangements are not guaranteed or permanent.
- The supervisor or city administrator may temporarily adjust work schedules or location as needed to meet the operational needs of the work group.
- When making decisions regarding flexible work arrangements, the impact on other staff members should be considered. This includes, but is not limited to, coverage for each department during regular City Hall hours will be maintained.
- Customers and staff should not be adversely affected by a flexible work arrangement. A flexible work arrangement may be discontinued if adverse effects arise.
- Flexible work arrangements must follow the city's information security and data policies as well as all other city policies.
- This policy is not designed to replace the temporary schedule deviations that the city and employee manage from time to time.
- Meetings or trainings already established should not be rescheduled because of flexible work arrangements.
- Employees working offsite should be accessible as they would be in City offices. The arrangement must be seamless to residents and customers.

- P. When working under a flexible work arrangement, travel to and from a city office for the purpose of meetings or other work requirements are not considered eligible for compensation and mileage will not be reimbursed.
- Q. The department head retains the right to require an employee to work onsite, even on days that were previously approved for offsite work. This right shall only be exercised for specific dates and times, and not regularly exercised.
- R. The decision from the city administrator regarding a flexible work arrangement shall be final and not appealable. Nothing prevents the employee from submitting future flexible work arrangement requests.
- S. Failure to comply with any of the provisions of a flexible work arrangement agreement or this policy will result in the immediate termination of the agreement and may be grounds for discipline.
- T. All Flexible Work Arrangements will be done on a trial basis as determined by the Department Head.
- U. When considering requests, the following fixed standards *must* be considered:
  - 1. Maintaining regular business hours (CH: 8 a.m. to 4:30 p.m.; PW 7 a.m. to 3:30 p.m.)
  - 2. Maintain coverage at city hall for each day of the week for each department
  - 3. Remote work arrangements will not exceed one day/week for compressed work schedules and two days per week for non-compressed work schedules and will not include days that fall on either side of a weekend.
  - 4. Eight hours of pay is the maximum allowed per holiday. If a holiday falls on a day that an employee is scheduled to work more than eight hours, the employee must use vacation or personal leave *or* work the additional hours in that pay period to supplement the rest of the scheduled workday *as approved* by their supervisor.
  - 5. City employees are ambassadors of the community and should always conduct themselves professionally regardless of where the employee is located.

### **Working Offsite Guidelines**

- The work area should be suitable to complete work assigned, safe, ergonomically appropriate, and located in a space where the employee can conduct business professionally. Employees that work offsite must have internet access with enough bandwidth to reliably connect to the city's VPN.
- Equipment, software, or other supplies provided by the City of Shorewood remain the property of the City and are subject to the same business use restrictions as if located at the employee's primary work site. No personal software may be loaded on City-owned equipment.
- All city provided equipment must be used for City business only and must be used exclusively by the employee.
- The City will provide maintenance, repair and replacement of City-owned equipment and software.
- Office furniture/equipment provided by the employee will be at no cost to the City and will be maintained by the employee.
- The internet service needed by the employee to work remotely will need to be procured by the employee and at no cost to the City. Issues with the internet service shall be resolved through the internet service provider and not the city's IT vendor.

- Provisions of the Minnesota Government Data Practices Act and data privacy policies must be followed when performing work at a remote location. Employees will be expected to ensure the confidentiality and security of all City data assessed from or transported to the offsite location.
- The City of Shorewood shall have no liability to third parties for injuries or property damage occurring at the employee's home. The employee will remain responsible for such injuries and damages and should consult with their homeowner's or renter's insurance agent to protect themselves.
- Employees are responsible for submitting claims for stolen or damage city-owned equipment to their personal insurance company and for filing a police report with their local police department. The employee shall promptly notify their city supervisor of any such claim.
- The employee is responsible for establishing a safe and secure work environment. However, if the employee sustains an injury during the course and scope of performing assigned work responsibilities, the City of Shorewood may provide workers' compensation benefits subject to review of the injury and applicable law. The employee is obligated to provide prompt notice of an injury.
- In accordance with the Occupational Safety and Health Administration (OSHA) Home Worksite Directive, OSHA will not hold employers liable for employee's home offices, and there is no expectation that the City will inspect the home office of their employees. The City, however, retains the right to visit the site to determine if it meets the safety standards. Such visit will be scheduled with a minimum 24- hour advance notice.

### **Performance Standards**

The work area should be suitable to complete work assigned, safe, ergonomically appropriate, and located in a space where the employee can conduct business professionally. Employees that work offsite must have internet access

## **4.0 RESPONSIBILITIES OF EMPLOYEES**

### **Section 4. Telecommuting and Remote Access**

- a. The City provides employees the ability to connect remotely to the worksite to access their e-mail and documents from home or other remote location. The City provides this access for the convenience of the employee, to provide added work schedule flexibility when needed, and other related benefits.
- b. Employees who wish to telecommute must propose a schedule with their supervisor and obtain approval of the city administrator before the telecommuting begins. The schedule shall not be for more than three (3) days per week and shall not affect services provided to the public if the position provides direct customer service.
- c. The employee is responsible to provide their own internet access and shall follow all the provisions of this policy while telecommuting. A department head who chooses to work from home and who has a mobile communications device shall forward their office phone to their mobile phone for that day.
- d. A non-exempt employee who is on vacation or home on sick leave, is not expected to access their e-mail or files and work from home during this period. Working from home while on sick leave does not constitute a regular day and will be counted as a sick day.
- e. The city may monitor and track employees who telecommute with or without their knowledge.
- f. An employee who uses their personal computer to connect to the City's secure network to access from home or telecommute, are required to maintain current anti-virus software and shall not retain government data on their personal computer.
- g. The City Administrator may terminate an employee's remote access and telecommuting schedule at any time and for any reason.





#9B

MEETING TYPE  
Regular

## City of Shorewood Council Meeting Item

**Title / Subject:** American Rescue Plan Act of 2021 Funds

**Meeting Date:** February 14, 2022

**Prepared by:** Joe Rigdon, Finance Director

**Reviewed by:** Greg Lerud, City Administrator

**Attachments:** SLFRP Fact Sheet  
Resolution

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### **Use of the Coronavirus local fiscal recovery fund established under the American Rescue Plan Act**

On June 28, 2021, the Council approved a resolution accepting the Coronavirus local fiscal recovery fund established under the American Rescue Plan Act (ARPA). The act was passed by Congress and signed into law by President Biden in March 2021. The ARPA is intended to provide immediate relief to families and workers affected by the COVID-19 pandemic with direct relief payments, expanded tax credits, homeowner and renter assistance, and support for state, local, and tribal governments across the country. An amount of \$883,437.60 of ARPA funds have been allocated to the City of Shorewood. The City received \$441,718.80, or half of the ARPA funds, in 2021 and will receive the other half in July 2022.

Use of funds may include:

- Support public health expenditures
- Address negative economic impacts caused by the public health emergency
- Replace lost public sector revenue
- Provide premium pay for essential workers
- Invest in water, sewer, and broadband infrastructure

See the attached Fact Sheet provided by the U.S. Department of the Treasury for further information.

For Shorewood, current projects utilizing ARPA funds include:

- Covington Road watermain improvement project. This is an emergency replacement which is not accounted for in the City's Water Capital Improvement Plan. Approximate total costs are \$360,000.

- Water meter repair and replacement project. Total costs are to be determined by meter conditions. Preliminary costs have been approved in the amount of \$66,950.

Previous council discussion and direction was provided at the 8/19/21 council work session, 10/12/21 council meeting, and 11/30/21 council and staff retreat. The purpose of the attached proposed resolution is to formalize council direction related to current uses of the ARPA funding.

**Financial or Budget Considerations:**

As noted above.

**Recommended Action:**

Approve a Resolution to spend American Rescue Plan Act funds

**Next Steps and Timelines:**

Funds must be obligated by December 31, 2024 and the period of performance will run until December 31, 2026, which will provide recipients a reasonable amount of time to complete projects funded with ARPA Funds.

# FACT SHEET: The Coronavirus State and Local Fiscal Recovery Funds Will Deliver \$350 Billion for State, Local, Territorial, and Tribal Governments to Respond to the COVID-19 Emergency and Bring Back Jobs

**May 10, 2021**

*Aid to state, local, territorial, and Tribal governments will help turn the tide on the pandemic, address its economic fallout, and lay the foundation for a strong and equitable recovery*

Today, the U.S. Department of the Treasury announced the launch of the Coronavirus State and Local Fiscal Recovery Funds, established by the American Rescue Plan Act of 2021, to provide \$350 billion in emergency funding for eligible state, local, territorial, and Tribal governments. Treasury also released details on how these funds can be used to respond to acute pandemic response needs, fill revenue shortfalls among these governments, and support the communities and populations hardest-hit by the COVID-19 crisis. With the launch of the Coronavirus State and Local Fiscal Recovery Funds, eligible jurisdictions will be able to access this funding in the coming days to address these needs.

State, local, territorial, and Tribal governments have been on the frontlines of responding to the immense public health and economic needs created by this crisis – from standing up vaccination sites to supporting small businesses – even as these governments confronted revenue shortfalls during the downturn. As a result, these governments have endured unprecedented strains, forcing many to make untenable choices between laying off educators, firefighters, and other frontline workers or failing to provide other services that communities rely on. Faced with these challenges, state and local governments have cut over 1 million jobs since the beginning of the crisis. The experience of prior economic downturns has shown that budget pressures like these often result in prolonged fiscal austerity that can slow an economic recovery.

To support the immediate pandemic response, bring back jobs, and lay the groundwork for a strong and equitable recovery, the American Rescue Plan Act of 2021 established the Coronavirus State and Local Fiscal Recovery Funds, designed to deliver \$350 billion to state, local, territorial, and Tribal governments to bolster their response to the COVID-19 emergency and its economic impacts. Today, Treasury is launching this much-needed relief to:

- Support urgent COVID-19 response efforts to continue to decrease spread of the virus and bring the pandemic under control;
- Replace lost public sector revenue to strengthen support for vital public services and help retain jobs;
- Support immediate economic stabilization for households and businesses; and,
- Address systemic public health and economic challenges that have contributed to the unequal impact of the pandemic on certain populations.

The Coronavirus State and Local Fiscal Recovery Funds provide substantial flexibility for each jurisdiction to meet local needs—including support for households, small businesses, impacted industries, essential workers, and the communities hardest-hit by the crisis. These funds also deliver resources that recipients can invest in building, maintaining, or upgrading their water, sewer, and broadband infrastructure.

Starting today, eligible state, territorial, metropolitan city, county, and Tribal governments may request Coronavirus State and Local Fiscal Recovery Funds through the Treasury Submission Portal. Concurrent with this program launch, Treasury has published an Interim Final Rule that implements the provisions of this program.

## **FUNDING AMOUNTS**

The American Rescue Plan provides a total of \$350 billion in Coronavirus State and Local Fiscal Recovery Funds to help eligible state, local, territorial, and Tribal governments meet their present needs and build the foundation for a strong recovery. Congress has allocated this funding to tens of thousands of jurisdictions. These allocations include:

<b>Type</b>	<b>Amount (\$ billions)</b>
States & District of Columbia	\$195.3
Counties	\$65.1
Metropolitan Cites	\$45.6
Tribal Governments	\$20.0
Territories	\$4.5
Non-Entitlement Units of Local Government	\$19.5

Treasury expects to distribute these funds directly to each state, territorial, metropolitan city, county, and Tribal government. Local governments that are classified as non-entitlement units will receive this funding through their applicable state government. Treasury expects to provide further guidance on distributions to non-entitlement units next week.

Local governments should expect to receive funds in two tranches, with 50% provided beginning in May 2021 and the balance delivered 12 months later. States that have experienced a net increase in the unemployment rate of more than 2 percentage points from February 2020 to the latest available data as of the date of certification will receive their full allocation of funds in a single payment; other states will receive funds in two equal tranches. Governments of U.S. territories will receive a single payment. Tribal governments will receive two payments, with the first payment available in May and the second payment, based on employment data, to be delivered in June 2021.

## **USES OF FUNDING**

Coronavirus State and Local Fiscal Recovery Funds provide eligible state, local, territorial, and Tribal governments with a substantial infusion of resources to meet pandemic response needs and rebuild a stronger, more equitable economy as the country recovers. Within the categories of eligible uses, recipients have broad flexibility to decide how best to use this funding to meet the needs of their communities. Recipients may use Coronavirus State and Local Fiscal Recovery Funds to:

- **Support public health expenditures**, by funding COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff;
- **Address negative economic impacts caused by the public health emergency**, including economic harms to workers, households, small businesses, impacted industries, and the public sector;
- **Replace lost public sector revenue**, using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic;
- **Provide premium pay for essential workers**, offering additional support to those who have borne and will bear the greatest health risks because of their service in critical infrastructure sectors; and,
- **Invest in water, sewer, and broadband infrastructure**, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to broadband internet.

Within these overall categories, Treasury’s Interim Final Rule provides guidelines and principles for determining the types of programs and services that this funding can support, together with examples of allowable uses that recipients may consider. As described below, Treasury has also designed these provisions to take into consideration the disproportionate impacts of the COVID-19 public health emergency on those hardest-hit by the pandemic.

## 1. Supporting the public health response

Mitigating the impact of COVID-19 continues to require an unprecedented public health response from state, local, territorial, and Tribal governments. Coronavirus State and Local Fiscal Recovery Funds provide resources to meet these needs through the provision of care for those impacted by the virus and through services that address disparities in public health that have been exacerbated by the pandemic. Recipients may use this funding to address a broad range of public health needs across COVID-19 mitigation, medical expenses, behavioral healthcare, and public health resources. Among other services, these funds can help support:

- **Services and programs to contain and mitigate the spread of COVID-19, including:**
  - ✓ Vaccination programs
  - ✓ Medical expenses
  - ✓ Testing
  - ✓ Contact tracing
  - ✓ Isolation or quarantine
  - ✓ PPE purchases
  - ✓ Support for vulnerable populations to access medical or public health services
  - ✓ Public health surveillance (e.g., monitoring for variants)
  - ✓ Enforcement of public health orders
  - ✓ Public communication efforts
  - ✓ Enhancement of healthcare capacity, including alternative care facilities
  - ✓ Support for prevention, mitigation, or other services in congregate living facilities and schools
  - ✓ Enhancement of public health data systems
  - ✓ Capital investments in public facilities to meet pandemic operational needs
  - ✓ Ventilation improvements in key settings like healthcare facilities

- **Services to address behavioral healthcare needs exacerbated by the pandemic, including:**
  - ✓ Mental health treatment
  - ✓ Substance misuse treatment
  - ✓ Other behavioral health services
  - ✓ Hotlines or warmlines
  - ✓ Crisis intervention
  - ✓ Services or outreach to promote access to health and social services
- **Payroll and covered benefits expenses** for public health, healthcare, human services, public safety and similar employees, to the extent that they work on the COVID-19 response. For public health and safety workers, recipients can use these funds to cover the full payroll and covered benefits costs for employees or operating units or divisions primarily dedicated to the COVID-19 response.

## 2. Addressing the negative economic impacts caused by the public health emergency

The COVID-19 public health emergency resulted in significant economic hardship for many Americans. As businesses closed, consumers stayed home, schools shifted to remote education, and travel declined precipitously, over 20 million jobs were lost between February and April 2020. Although many have since returned to work, as of April 2021, the economy remains more than 8 million jobs below its pre-pandemic peak, and more than 3 million workers have dropped out of the labor market altogether since February 2020.

To help alleviate the economic hardships caused by the pandemic, Coronavirus State and Local Fiscal Recovery Funds enable eligible state, local, territorial, and Tribal governments to provide a wide range of assistance to individuals and households, small businesses, and impacted industries, in addition to enabling governments to rehire public sector staff and rebuild capacity. Among these uses include:

- **Delivering assistance to workers and families**, including aid to unemployed workers and job training, as well as aid to households facing food, housing, or other financial insecurity. In addition, these funds can support survivor's benefits for family members of COVID-19 victims.
- **Supporting small businesses**, helping them to address financial challenges caused by the pandemic and to make investments in COVID-19 prevention and mitigation tactics, as well as to provide technical assistance. To achieve these goals, recipients may employ this funding to execute a broad array of loan, grant, in-kind assistance, and counseling programs to enable small businesses to rebound from the downturn.
- **Speeding the recovery of the tourism, travel, and hospitality sectors**, supporting industries that were particularly hard-hit by the COVID-19 emergency and are just now beginning to mend. Similarly impacted sectors within a local area are also eligible for support.
- **Rebuilding public sector capacity**, by rehiring public sector staff and replenishing unemployment insurance (UI) trust funds, in each case up to pre-pandemic levels. Recipients may also use this funding to build their internal capacity to successfully implement economic relief programs, with investments in data analysis, targeted outreach, technology infrastructure, and impact evaluations.

### 3. Serving the hardest-hit communities and families

While the pandemic has affected communities across the country, it has disproportionately impacted low-income families and communities of color and has exacerbated systemic health and economic inequities. Low-income and socially vulnerable communities have experienced the most severe health impacts. For example, counties with high poverty rates also have the highest rates of infections and deaths, with 223 deaths per 100,000 compared to the U.S. average of 175 deaths per 100,000.

Coronavirus State and Local Fiscal Recovery Funds allow for a broad range of uses to address the disproportionate public health and economic impacts of the crisis on the hardest-hit communities, populations, and households. Eligible services include:

- **Addressing health disparities and the social determinants of health**, through funding for community health workers, public benefits navigators, remediation of lead hazards, and community violence intervention programs;
- **Investments in housing and neighborhoods**, such as services to address individuals experiencing homelessness, affordable housing development, housing vouchers, and residential counseling and housing navigation assistance to facilitate moves to neighborhoods with high economic opportunity;
- **Addressing educational disparities** through new or expanded early learning services, providing additional resources to high-poverty school districts, and offering educational services like tutoring or afterschool programs as well as services to address social, emotional, and mental health needs; and,
- **Promoting healthy childhood environments**, including new or expanded high quality childcare, home visiting programs for families with young children, and enhanced services for child welfare-involved families and foster youth.

Governments may use Coronavirus State and Local Fiscal Recovery Funds to support these additional services if they are provided:

- within a Qualified Census Tract (a low-income area as designated by the Department of Housing and Urban Development);
- to families living in Qualified Census Tracts;
- by a Tribal government; or,
- to other populations, households, or geographic areas disproportionately impacted by the pandemic.

### 4. Replacing lost public sector revenue

State, local, territorial, and Tribal governments that are facing budget shortfalls may use Coronavirus State and Local Fiscal Recovery Funds to avoid cuts to government services. With these additional resources, recipients can continue to provide valuable public services and ensure that fiscal austerity measures do not hamper the broader economic recovery.



Many state, local, territorial, and Tribal governments have experienced significant budget shortfalls, which can yield a devastating impact on their respective communities. Faced with budget shortfalls and pandemic-related uncertainty, state and local governments cut staff in all 50 states. These budget shortfalls and staff cuts are particularly problematic at present, as these entities are on the front lines of battling the COVID-19 pandemic and helping citizens weather the economic downturn.

Recipients may use these funds to replace lost revenue. Treasury's Interim Final Rule establishes a methodology that each recipient can use to calculate its reduction in revenue. Specifically, recipients will compute the extent of their reduction in revenue by comparing their actual revenue to an alternative representing what could have been expected to occur in the absence of the pandemic. Analysis of this expected trend begins with the last full fiscal year prior to the public health emergency and projects forward at either (a) the recipient's average annual revenue growth over the three full fiscal years prior to the public health emergency or (b) 4.1%, the national average state and local revenue growth rate from 2015-18 (the latest available data).

For administrative convenience, Treasury's Interim Final Rule allows recipients to presume that any diminution in actual revenue relative to the expected trend is due to the COVID-19 public health emergency. Upon receiving Coronavirus State and Local Fiscal Recovery Funds, recipients may immediately calculate the reduction in revenue that occurred in 2020 and deploy funds to address any shortfall. Recipients will have the opportunity to re-calculate revenue loss at several points through the program, supporting those entities that experience a lagged impact of the crisis on revenues.

Importantly, once a shortfall in revenue is identified, recipients will have broad latitude to use this funding to support government services, up to this amount of lost revenue.

## **5. Providing premium pay for essential workers**

Coronavirus State and Local Fiscal Recovery Funds provide resources for eligible state, local, territorial, and Tribal governments to recognize the heroic contributions of essential workers. Since the start of the public health emergency, essential workers have put their physical well-being at risk to meet the daily needs of their communities and to provide care for others.

Many of these essential workers have not received compensation for the heightened risks they have faced and continue to face. Recipients may use this funding to provide premium pay directly, or through grants to private employers, to a broad range of essential workers who must be physically present at their jobs including, among others:

- |   |   |
|---|---|
| ✓ Staff at nursing homes, hospitals, and home-care settings                     | ✓ Truck drivers, transit staff, and warehouse workers |
| ✓ Workers at farms, food production facilities, grocery stores, and restaurants | ✓ Childcare workers, educators, and school staff      |
| ✓ Janitors and sanitation workers   | ✓ Social service and human services staff             |
| ✓ Public health and safety staff  |   |

Treasury's Interim Final Rule emphasizes the need for recipients to prioritize premium pay for lower income workers. Premium pay that would increase a worker's total pay above 150% of the greater of the state or county average annual wage requires specific justification for how it responds to the needs of these workers.

In addition, employers are both permitted and encouraged to use Coronavirus State and Local Fiscal Recovery Funds to offer retrospective premium pay, recognizing that many essential workers have not yet received additional compensation for work performed. Staff working for third-party contractors in eligible sectors are also eligible for premium pay.

## **6. Investing in water and sewer infrastructure**

Recipients may use Coronavirus State and Local Fiscal Recovery Funds to invest in necessary improvements to their water and sewer infrastructures, including projects that address the impacts of climate change.

Recipients may use this funding to invest in an array of drinking water infrastructure projects, such as building or upgrading facilities and transmission, distribution, and storage systems, including the replacement of lead service lines.

Recipients may also use this funding to invest in wastewater infrastructure projects, including constructing publicly-owned treatment infrastructure, managing and treating stormwater or subsurface drainage water, facilitating water reuse, and securing publicly-owned treatment works.

To help jurisdictions expedite their execution of these essential investments, Treasury's Interim Final Rule aligns types of eligible projects with the wide range of projects that can be supported by the Environmental Protection Agency's Clean Water State Revolving Fund and Drinking Water State Revolving Fund. Recipients retain substantial flexibility to identify those water and sewer infrastructure investments that are of the highest priority for their own communities.

Treasury's Interim Final Rule also encourages recipients to ensure that water, sewer, and broadband projects use strong labor standards, including project labor agreements and community benefits agreements that offer wages at or above the prevailing rate and include local hire provisions.

## **7. Investing in broadband infrastructure**

The pandemic has underscored the importance of access to universal, high-speed, reliable, and affordable broadband coverage. Over the past year, millions of Americans relied on the internet to participate in remote school, healthcare, and work.

Yet, by at least one measure, 30 million Americans live in areas where there is no broadband service or where existing services do not deliver minimally acceptable speeds. For millions of other Americans, the high cost of broadband access may place it out of reach. The American Rescue Plan aims to help remedy these shortfalls, providing recipients with flexibility to use Coronavirus State and Local Fiscal Recovery Funds to invest in broadband infrastructure.

Recognizing the acute need in certain communities, Treasury's Interim Final Rule provides that investments in broadband be made in areas that are currently unserved or underserved—in other words, lacking a wireline connection that reliably delivers minimum speeds of 25 Mbps download and 3 Mbps upload. Recipients are also encouraged to prioritize projects that achieve last-mile connections to households and businesses.

Using these funds, recipients generally should build broadband infrastructure with modern technologies in mind, specifically those projects that deliver services offering reliable 100 Mbps download and 100

Mbps upload speeds, unless impracticable due to topography, geography, or financial cost. In addition, recipients are encouraged to pursue fiber optic investments.

In view of the wide disparities in broadband access, assistance to households to support internet access or digital literacy is an eligible use to respond to the public health and negative economic impacts of the pandemic, as detailed above.

## 8. Ineligible Uses

Coronavirus State and Local Fiscal Recovery Funds provide substantial resources to help eligible state, local, territorial, and Tribal governments manage the public health and economic consequences of COVID-19. Recipients have considerable flexibility to use these funds to address the diverse needs of their communities.

To ensure that these funds are used for their intended purposes, the American Rescue Plan Act also specifies two ineligible uses of funds:

- **States and territories may not use this funding to directly or indirectly offset a reduction in net tax revenue due to a change in law from March 3, 2021 through the last day of the fiscal year in which the funds provided have been spent.** The American Rescue Plan ensures that funds needed to provide vital services and support public employees, small businesses, and families struggling to make it through the pandemic are not used to fund reductions in net tax revenue. Treasury's Interim Final Rule implements this requirement. If a state or territory cuts taxes, they must demonstrate how they paid for the tax cuts from sources other than Coronavirus State Fiscal Recovery Funds—by enacting policies to raise other sources of revenue, by cutting spending, or through higher revenue due to economic growth. If the funds provided have been used to offset tax cuts, the amount used for this purpose must be paid back to the Treasury.
- **No recipient may use this funding to make a deposit to a pension fund.** Treasury's Interim Final Rule defines a "deposit" as an extraordinary contribution to a pension fund for the purpose of reducing an accrued, unfunded liability. While pension deposits are prohibited, recipients may use funds for routine payroll contributions for employees whose wages and salaries are an eligible use of funds.

Treasury's Interim Final Rule identifies several other ineligible uses, including funding debt service, legal settlements or judgments, and deposits to rainy day funds or financial reserves. Further, general infrastructure spending is not covered as an eligible use outside of water, sewer, and broadband investments or above the amount allocated under the revenue loss provision. While the program offers broad flexibility to recipients to address local conditions, these restrictions will help ensure that funds are used to augment existing activities and address pressing needs.

**CITY OF SHOREWOOD  
RESOLUTION NO. 22-019**

**A RESOLUTION TO SPEND AMERICAN RESCUE PLAN ACT FUNDS**

**WHEREAS**, the American Rescue Plan Act (ARPA) was signed into law by President Biden in March of 2021,

**WHEREAS**, ARPA appropriates funds to nonentitlement units of government (NEUs) to mitigate the fiscal effects stemming from the public health emergency with respect to COVID-19,

**WHEREAS**, A nonentitlement unit of government is defined as a city, that is not a metropolitan city,

**WHEREAS**, City of Shorewood is a nonentitlement unit of government and has accepted funds from ARPA,

**WHEREAS**, ARPA permits NEUs to spend ARPA funds under major categories, which include (A) supporting public health expenditures, (B) addressing negative economic impacts caused by the public health emergency, (C) replacing lost public sector revenue, (D) providing premium pay for essential workers, and (E) investing in water, sewer, and broadband infrastructure,

**WHEREAS**, the city seeks to use ARPA funds on a water infrastructure investment project (Covington Road Watermain Improvements) and,

**WHEREAS**, the city seeks to use ARPA funds on a water infrastructure investment project (water meter repair and replacement project).

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

The city will use ARPA funds to pay for Covington Road Watermain Improvements and water meter repair and replacements as infrastructure investments as allowed by ARPA.

Adopted by the City Council of Shorewood, Minnesota this 14th day of February, 2022.

\_\_\_\_\_  
Mayor

Attested:

\_\_\_\_\_  
City Clerk