



City of Shorewood City Council Retreat

2023 COUNCIL RETREAT AGENDA

February 27, 2023

8:30 AM - 3:30 PM

Shorewood Community and Event Center

Conference Room

5735 Country Club Road, Shorewood, MN 55331

Coffee and Refreshments	8:00 – 8:30
Welcome and Opening	15 Minutes
Council Priorities Discussion	
1. City Staffing	90 Minutes
a. Current Staffing and Organizational Structure	
b. Rolls and Responsibilities	
c. Compensation study	
2. Review of 2020 - 2025 Strategic Plan / Plan for Update	60 Minutes
BREAK	15 Minutes
3. Update – Next steps for Integrated Pest Management Plan	30 Minutes
LUNCH	30 Minutes
4. Long-Term Plan for Water infrastructure Investment	60 Minutes
5. Hybrid Council Meetings	45 Minutes
BREAK	15 Minutes
6. Review of Current and Planned Public Improvement Projects	45 Minutes
Closing Comments and Adjourn	15 Minutes



Topic

1a. City Staffing: Staffing and Organizational Structure

Prepared by: Marc Nevinski, City Administrator

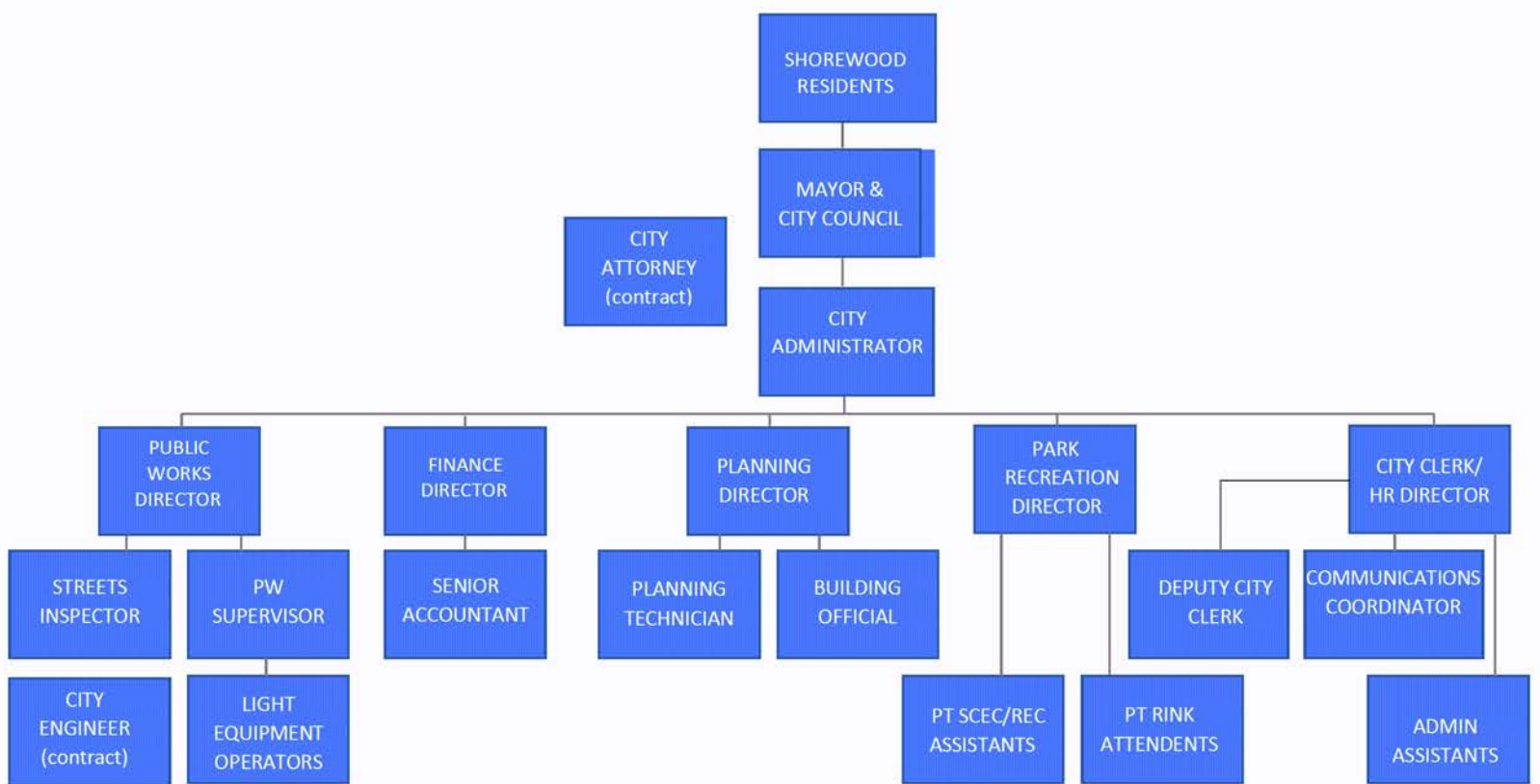
Background

Attached please find the City of Shorewood's organizational chart and 2023 wage schedule. This information summarizes the City's staffing and compensation structure. This is provided for background and information.

Attachments

- City of Shorewood's organizational chart
- 2023 wage schedule
- AFSCME Union wage schedule

CITY OF SHOREWOOD • ORGANIZATIONAL CHART



2023

COLA

130	8.5%	\$ 19,838	\$ 19.26	\$ 19.84	3%
Evaluation Points		Range Steps		2022	2023

Grade	Point Minimum	Point Maximum	Min	B	C	D	E	F	Max	Range Percent Spread	Max Spread	Annual Min	Annual Max	Step Value	6
1	130	140	\$13.23	\$14.33	\$15.43	\$16.53	\$17.63	\$18.74	\$19.84	50.0%		\$27,508	\$41,263	\$1.10	
2	141	152	\$14.28	\$15.47	\$16.66	\$17.85	\$19.04	\$20.23	\$21.42	50.0%	8.00%	\$29,709	\$44,564	\$1.19	
3	153	165	\$15.43	\$16.71	\$18.00	\$19.28	\$20.57	\$21.85	\$23.14	50.0%	8.00%	\$32,086	\$48,129	\$1.29	Administrative Assistant
4	166	179	\$19.99	\$20.82	\$21.66	\$22.49	\$23.32	\$24.16	\$24.99	25.0%	8.00%	\$41,583	\$51,979	\$0.83	
5	180	194	\$21.59	\$22.49	\$23.39	\$24.29	\$25.19	\$26.09	\$26.99	25.0%	8.00%	\$44,910	\$56,137	\$0.90	
6	195	211	\$23.32	\$24.29	\$25.26	\$26.23	\$27.21	\$28.18	\$29.15	25.0%	8.00%	\$48,503	\$60,628	\$0.97	
7	212	229	\$25.18	\$26.23	\$27.28	\$28.33	\$29.38	\$30.43	\$31.48	25.0%	8.00%	\$52,383	\$65,479	\$1.05	
8	230	249	\$27.20	\$28.33	\$29.47	\$30.60	\$31.73	\$32.87	\$34.00	25.0%	8.00%	\$56,574	\$70,717	\$1.13	
9	250	270	\$29.37	\$30.60	\$31.82	\$33.05	\$34.27	\$35.49	\$36.72	25.0%	8.00%	\$61,099	\$76,374	\$1.22	
10	271	293	\$31.72	\$33.05	\$34.37	\$35.69	\$37.01	\$38.33	\$39.66	25.0%	8.00%	\$65,987	\$82,484	\$1.32	Planning Tech, Deputy Clerk, Sr. Acct, Comm Coord
11	294	318	\$34.26	\$35.69	\$37.12	\$38.55	\$39.97	\$41.40	\$42.83	25.0%	8.00%	\$71,266	\$89,083	\$1.43	PW Supervisor, Park/Rec Director
12	319	345	\$36.66	\$38.19	\$39.72	\$41.24	\$42.77	\$44.30	\$45.83	25.0%	7.00%	\$76,255	\$95,319	\$1.53	Building Official, Streets Inspector
13	346	374	\$39.23	\$40.86	\$42.50	\$44.13	\$45.77	\$47.40	\$49.03	25.0%	7.00%	\$81,593	\$101,991	\$1.63	City Clerk/HR Director
14	375	406	\$43.72	\$45.18	\$46.64	\$48.09	\$49.55	\$51.01	\$52.47	20.0%	7.00%	\$90,942	\$109,130	\$1.46	
15	407	441	\$46.78	\$48.34	\$49.90	\$51.46	\$53.02	\$54.58	\$56.14	20.0%	7.00%	\$97,308	\$116,770	\$1.56	
16	442	479	\$50.06	\$51.73	\$53.39	\$55.06	\$56.73	\$58.40	\$60.07	20.0%	7.00%	\$104,119	\$124,943	\$1.67	Planning Director
17	480	519	\$53.06	\$54.83	\$56.60	\$58.37	\$60.14	\$61.90	\$63.67	20.0%	6.00%	\$110,367	\$132,440	\$1.77	Finance Director
18	520	564	\$56.24	\$58.12	\$59.99	\$61.87	\$63.74	\$65.62	\$67.49	20.0%	6.00%	\$116,989	\$140,386	\$1.87	PW Director
19	565	612	\$59.62	\$61.61	\$63.59	\$65.58	\$67.57	\$69.56	\$71.54	20.0%	6.00%	\$124,008	\$148,810	\$1.99	
20	613	664	\$63.20	\$65.30	\$67.41	\$69.52	\$71.62	\$73.73	\$75.84	20.0%	6.00%	\$131,448	\$157,738	\$2.11	City Administrator
	Step %			3.3%	3.2%	3.1%	3.0%	2.9%	2.9%						

APPENDIX A – WAGE SCHEDULE

Section 1. Wages for **2022** shall increase over the 2021 wages by 3% as shown in the table below:

Classification	Start	After 6 Months	After 1 Year	After 2 Years	After 3 years	After 4 Years	After 5 Years
LEO	\$27.76	\$28.77	\$29.78	\$30.83	\$31.81	\$32.85	\$33.86
Shop Tech	\$28.39	\$29.40	\$30.42	\$31.46	\$32.43	\$33.48	\$34.48
Utility Operator	\$29.02	\$30.02	\$31.04	\$32.08	\$33.06	\$34.10	\$35.11
Utility Lead	\$31.21	\$32.36	\$33.50	\$34.66	\$35.79	\$36.89	\$38.08

Section 2. Wages for **2023** shall increase over the 2022 wages by 3% as shown in the table below:

Classification	Start	After 6 Months	After 1 Year	After 2 Years	After 3 years	After 4 Years	After 5 Years
LEO	\$28.59	\$29.63	\$30.67	\$31.75	\$32.76	\$33.84	\$34.88
Shop Tech	\$29.24	\$30.28	\$31.33	\$32.40	\$33.40	\$34.48	\$35.51
Utility Operator	\$29.89	\$30.92	\$31.97	\$33.04	\$34.05	\$35.12	\$36.16
Utility Lead	\$32.15	\$33.33	\$34.51	\$35.70	\$36.86	\$38.00	\$39.22

Section 3. Wages for **2024** shall increase over the 2023 wages by 3% as shown in the table below:

Classification	Start	After 6 Months	After 1 Year	After 2 Years	After 3 years	After 4 Years	After 5 Years
LEO	\$29.45	\$30.52	\$31.59	\$32.70	\$33.74	\$34.86	\$35.93
Shop Tech	\$30.12	\$31.19	\$32.27	\$33.37	\$34.40	\$35.51	\$36.58
Utility Operator	\$30.79	\$31.85	\$32.93	\$34.03	\$35.07	\$36.17	\$37.24
Utility Lead	\$33.11	\$34.33	\$35.55	\$36.77	\$37.97	\$39.14	\$40.40

***Note:** An Additional \$.50 per hour for Shop Tech and \$1.00 per hour for Utility Operator is included in table above.



Topic

1b. City Staffing: Roles and Responsibilities

Prepared by: Department Heads

Background

The following memo outlines the various staffing structure, staff duties and responsibilities, and current staffing levels.

Administrator

The City Administrator reports to the City Council and is responsible for planning, organizing, directing, and coordinating, the daily operations of all city departments and functions including administration, finance, planning, engineering, public works/utilities, parks, and city facilities. The Administrator provides information and support to the City Council and advisory commissions and serves as Executive Director of the Economic Development Authority. Positions reporting directly to the City Administrator include the Finance Director, the Planning Director, the Public Works Director, the City Clerk/HR Director, and the Parks and Recreation Director.

City Clerk/HR

The City Clerk/HR Director reports to the City Administrator and is primarily responsible for all Administration and Human Resources related functions for the city. The position is responsible for the oversight and day-to-day operations and supervision of Administration, Human Resources, the City Clerk's office, Communications and Recycling. In addition, the position coordinates with IT services in its support for city equipment. Positions reporting directly to the City Clerk/HR Director include the Deputy City Clerk, Communications Coordinator, and two (2) Administrative Assistants.

Administration Responsibilities of the City Clerk/HR Director position include:

- Supervises the day-to-day operation of the administration department.
- Prepares and manages the Administration budget.
- Manages the City Clerk's office and functions.
- Serves as the city's Election Administrator
- Prepares and manages the Election budget.
- Serves as the city's official record keeper and signatory of ordinances, resolutions, agenda packets, contracts, publications and all official city records
- Oversees City Licensing
- Serves as City's Records Manager pursuant to the MN Records Retention Schedule
- Serves as City's Data Practices Responsible Authority
- Serves as the Administrator for Laserfiche document management.
- Coordinates with IT for support services and equipment replacement for all departments
- Prepares and manages the City Facilities budget.
- Oversees city facilities and contract management, city hall custodial service, mat services, shredding services, copy services, pest control services, etc.
- Oversees Communications and serves as one of the websites administrators.
- Prepares and manages the Communications budget.



- Oversees Recycling, prepares and manages the Recycling budget.
- Supports the City Council and Commissions, overseeing the meeting process and appointment process, Prepares and manages the City Council budget.
- Provides assistance and support to the City Administrator

Human Resources Responsibilities of the City Clerk/HR Director position include:

- Staffing/Recruitment: interviewing, hiring, onboarding, backgrounds, legal compliance.
- Benefit Administration: administers benefits program, online employee benefit portal.
- Manages Human Resources Functions: policy development, regulatory compliance.
- Provide human resources support for department heads and employees.
- Union Contract Negotiations: Assists negotiating collective bargaining agreements.
- Human Resource Laws: Responsible for compliance with federal and state laws
- Maintenance of personnel files in line with records retention schedule and data practices
- Maintenance of city's personnel policy to ensure compliance with current laws.
- Responsible for assisting and providing direction and support to the City Administrator
- HR Reporting: Pay Equity report, Salary survey, Safety training and OSHA reports.
- HR Relations: Employee development, engagement, and performance management
- HR Administration: Administer leaves of absence (FMLA), non-FMLA, STD, LTD, etc.
- Worker's Compensation: Administers and files all workers compensation claims
- Maintains worker's compensation files in compliance with state law.
- HR/Safety: Maintains and records all OSHA required safety records
- Prepares and submits OSHA annual reports, First Reports of Injuries, and determinations.

Deputy City Clerk: This position reports to the City Clerk/HR Director and serves as a back-up to the City Clerk. The position's primary responsibilities are support for the city clerk's office and duties including processing agenda packets, licenses and permits, official records management, elections, and customer service. The position supports the administration department and is responsible for the following activities:

- Assists in the preparation, custody, reservation, and distribution of official city documents
- Prepares agenda and supporting material for City Council meetings.
- Serves as the Data Practices Designee.
- Responds to public and staff inquiries.
- Prepares and processes permits and licenses.
- Assists with elections.
- Provides administrative support for the Public Works/Engineering Department
- Assists with the city's recycling program.
- Provides general administrative support to all City Departments
- Provides customer service to residents and customers.
- Performs duties of the City Clerk in the absence of the City Clerk
- Prepares weekly e-news on various topics: General city e-news and others.
- Issues and maintains notices and inspection records for city Weed Inspector
- Works with Streets Inspector on right-of-way permits.
- Trains front desk staff in city hall procedures.



Communications Coordinator: This position reports to the City Clerk/HR Director and serves as the primary person for communications and recycling objectives. Communication responsibilities include serving as the city's website administrator, social media expert, newsletter editor, and support for city department communications. Related duties include design, preparation, and production of the city's newsletter and other communication publications. This position assists with audio/video production of meetings and

special events. The position is responsible for the city's recycling programs and grant programs. This individual serves as a back-up for administrative services and works as part of the administration department team. This position is responsible for the following activities:

- Newsletter, electronic communications, city photo contest
- Website and Social media administration
- Resident information and communications
- Provides support and assistance for city events.
- Assists in public relations, as directed, from citizens, other mass media.
- Develops city wide communication plans with departments and contractors.
- Assists with city branding, creating business cards/stationary/marketing opportunities.
- Serves as the Public Alert System administrator, communicating and administering the system for the city.
- Maintains audio/video equipment in the city council chambers, working with LMCC
- Trains staff, as needed, in audio/video processes
- Coordinates with the LMCC the production of city events for cablecast.
- Works with Hennepin County to meet county recycling requirements.
- Reviews recycling opportunities; Works with Recycling Contractor on public education
- Attends county and district recycling meetings.
- Responds to resident's questions regarding the city's recycling and organics programs
- Coordinates the city-wide recycling, sustainability, and environmental activities.
- Spring Clean-up, shredding events, the Annual Tree Sale, and Green Steps program
- Seeks and prepares grant opportunities pertinent to city programs, goals and objectives.
- Prepares and submits annual municipal recycling grant and application for state funding.
- Prepares, and processes County Recycling Grant and Water Efficiency Grant and rebates.

Administrative Assistants (2) – 1 FT, 1 PT: This position reports to the City Clerk/HJR Director and is part of a team that promotes a positive customer experience within the Administration department. This position's primary responsibilities are to provide a positive customer experience for those seeking service at City Hall through phone, email and in person. This position supports all departments by scheduling inspections, processing permits and licenses, and answering general inquiries. This position is responsible for the following activities:

- Phone communications
- Assists walk-in customers at front counter.
- Processes applications, licenses and permits.
- Collects payments and prepares bank deposits.
- Mail distribution
- Schedules building inspections appointments and prepares inspection slips
- Purchases office supplies and monitors office supply inventory



- Assist all departments with mailings.
- Assists in the administration of elections.
- Organize and maintain administrative filing system.
- Assist with preparation and distribution of meeting agenda packets and meeting set-up.
- Assist with preparation of general city-related informational pieces.
- Maintains a list of plow damage, pot holes, sand/salt barrels, to forward to PW
- Schedules Water and Sewer inspections for the public works department

Finance

Finance Director: The Finance Director reports to the City Administrator and supervises the Senior Accountant. This position is responsible for oversight of the accounting activities performed by the Senior Accountant, including payroll, accounts payable, accounts receivable, special assessments, utility billing, receipts and deposits, and bank reconciliations. The Finance Director is also responsible for finance activities, including the following:

- Cash and investments management and reconciliation
- Debt management
- Budget
- Capital improvement plan
- Financial statements
- Other financial reporting
- Audit coordination and preparation

Senior Accountant: This position reports to the Finance Director and is responsible for the following accounting activities:

- Payroll
- Accounts payable
- Accounts receivable
- Special assessments
- Utility billing
- Receipts and deposits
- Bank reconciliations

Public Works/Engineering

Public Works Director: The Public Works Director reports to the City Administrator and is primarily responsible for managing all public works and facility related functions for the city. The position is responsible for the oversight and day-to-day operations and supervision of all staff involved in engineering, maintenance and operations (both street and utilities) and construction. In addition, the position coordinates with IT services in its support for city equipment. Positions reporting directly to the Public Works Director include the City Engineer (consultant), Public Works Lead Supervisor (1), and Street Inspector (1). This position is responsible for the following activities:



- Manages staff for construction, operation and maintenance of Streets, Parks, Water, Sanitary Sewer, and Storm Sewer facilities, including lift stations, ponds, wells, water towers and traffic signal systems.
- Ensures proper maintenance and operations of all equipment and buildings.
- Manages and administers the department's drug and alcohol program.
- Manages the Capital Improvement Program and long term planning related to Public Works
- Manages the annual public works operating budgets.
- Coordinates the public works safety programs and training.
- Coordinates planning and response for emergency management for the Department
- Receives, investigates, and responds to resident concerns and complaints in a timely manner.
- Represents City in intergovernmental matters, including MnDOT, Hennepin County, Metropolitan Council and other agencies of Local, State, County or Federal government.

City Engineer: The City Engineer reports to the Public Works Director and is responsible for monitoring and implementing the City's street and utility improvement plan, monitoring and implementing the City's storm water management plan, and work with the Director of Public Works in the maintenance of the City's infrastructure. This position is a registered professional engineer and a consultant. The position is responsible for the following activities:

- Prepare scoping documents, plans, specifications and bidding documents for street and utility projects and other infrastructure projects.
- Coordinate with other communities on joint projects.
- Coordinate with outside agencies (MPCA, watersheds, Met Council, etc.) on any required permitting or project related coordination.
- Work with the Public Works Director, Finance Director and City Council on development and review of the City Capital Improvement Plan.
- With the public works staff in the inspection and maintenance of the City's infrastructure.
- Review and comment on all development and construction plans and ensure proper draining in utility easements.
- Prepare and present reports to City Council and other groups.

Public Works Lead Supervisor: The PW Lead Supervisor reports to the Public Works Director and is responsible for supervising and coordinating all maintenance staff and the daily maintenance activities. Positions reporting directly to the PW Lead Supervisor are Light Equipment Operators (4), Light Equipment Operators-Utilities (4), Light Equipment Operator-Shop Technician (1), Seasonal Worker-PW (2). The position is responsible for the following activities:

- Supervise, direct, and inspect daily maintenance activities
- Plan, coordinate, and aid in snow removal of streets, parking lots, sidewalks, facilities entrances and trails.
- Work with the Public Works Director in coordinating and implementing the public works safety program and training.
- Ensure all safety protocols and requirements are being adhered to per OSHA and state requirements, including confined space entry.
- Coordinate employee leave and street and utility on-call assignments.



Street Inspector: The Street Inspector reports to the Public Works Director and is responsible for performing construction management duties, construction inspection, and quality assurance on public works projects. Additionally, this position aids in project related utility locating (GSOC), ensuring projects have compliance with City standards, codes, designs and specifications. This position also assists in maintaining information about the infrastructure and assists with the project audit process.

Light Equipment Operator (4 FTE): The Light Equipment Operator (LEO) reports to the PW Lead Supervisor and is responsible maintaining city streets, parks, storm water collection system, buildings, and other related operations. Typical duties include pothole patching, trimming and removing trees, cutting grass, emptying trash receptacles, routine building maintenance, small equipment maintenance and street sweeping. Additionally, LEOs respond to on-call and emergency callouts for severe weather and winter operations and aid in water and sewer utility duties. A LEO must maintain a Class A commercial driver's license.

Light Equipment Operator – Utilities (4 FTE): The LEO-Utilities reports to the PW Lead Supervisor and is responsible for maintaining city streets along with the maintenance and repair of city utilities, including sanitary sewer, municipal water system and storm sewer. Typical duties include inspection, maintenance, and repair of the sanitary sewer and water systems including wastewater lift stations, municipal water wells and storage tanks, chemical feed systems, water treatment systems, and fire hydrants. Additionally, LEO-Utilities respond to on-call and emergency callouts for utility issues and maintenance and severe weather and winter operations. A LEO-Utilities must maintain a Class A commercial driver's license and a Minnesota Class C wastewater and water license.

Light Equipment Operator – Shop Technician (1 FTE): The LEO-Shop Technician reports to the PW Lead Supervisor and is responsible for maintenance and repair of all City vehicles (light and heavy vehicles and equipment) and perform maintenance on City streets, parks and other related operations. Additionally, LEOs respond to on-call and emergency callouts for severe weather and winter operations and aid in water and sewer utility duties. A LEO must maintain a Class A commercial driver's license.

Seasonal Worker (2 temporary FTE): The Seasonal Worker reports to the Director of Public Works and the PW Lead Supervisor and is responsible for aiding in the maintenance of streets, parks, storm water collections system, buildings and facilities, and other related operations. Season workers must be at least 16 years old and have a valid driver's license.

Parks and Recreation

Parks and Recreation Director: The Parks and Recreation Director reports to the City Administrator and is responsible for providing leadership in the planning, coordinating, directing, communicating, and evaluating of a comprehensive parks and recreation program including the Shorewood Community and Event Center (SCEC). The Park and Recreation Director plans, organizes, coordinates, and evaluates park programs and events. The director will serve as the lead staff representative to the Parks Commission. The director maintains a wide variety of Park and Recreation leadership, support, and responsibilities as well as oversees the day-to-day operations of the SCEC. Additionally, this position supervises part-time and volunteer staff at SCEC and recreation programs, collects and receipts payment, schedules staff, provides front-line customer service, website updates and provides administrative support for the Park Commission, as well as other city services.



2023 City Council Retreat

February 27, 2023
Shorewood Community and Event Center

Key areas include strategic planning and visioning for the department, program research, development, and evaluation, budgeting general fund, special fund and CIP for parks and the SCEC. Creating and executing creative and innovative marketing strategies and community engagement processes for parks, recreation programs and the SCEC. Ensuring a quality and safe park and recreation program by managing policies, emergency preparedness and best practices.

Recreation Specialist (1): The Recreation Specialist is a part-time position reporting to the Parks and Recreation Director. The primary objective of the position is to assist in the coordinator of, and to provide leadership in, a comprehensive parks and recreation program. Support is provided in the planning, organizing, coordinating and evaluation of programs. Focus areas include: field rentals, concessions, community gardens, ice rinks, special events and Summer programming. Additionally, the Recreation Specialist assists in customer service, marketing and other functions of the SCEC as assigned, including function as a Community Center Attendant as needed.

Community Center Attendants (3): Provides receptionist and general administrative support during open evening and weekend hours at the SCEC. Responsible for opening and closing the facility and reporting any concerns to supervisor. Greets and assists walk-in customers, provides tours of the facility, and provides information about parks and recreation activities. Provides assistance to parks and recreation activities and events. Occasionally performs general facility cleaning and room set up to assure a well-maintained facility for guests.

Custodian (Contract): Provides custodial, building maintenance and room-set up/tear down services for the Shorewood Community and Event Center. Serves as on-call contact for a variety of needs and works up to seven days a week.

Southshore Senior Partners – The SSP board plans activities and marketing for seniors. Volunteers staff the information desk Mondays -Thursday from 9:00 AM – 3:00 PM and Friday mornings. Volunteers greet and direct guests and answer phones, with their focus being on senior users.

Planning and Protective Inspections

Planning Director: The planning director reports to the city administrator and is responsible for reviewing/evaluating the planning (including the comprehensive plan) and zoning activities; budgeting for both planning and protective inspections divisions; rental housing program; the building, zoning, and nuisance inspections; reviewing building permits for consistency with the zoning regulations; managing and releasing escrows and financial guarantees; the farm animal permit program; the deer management program; serving as the LGU for the aquatic invasive species program; serving as the primary staff person for the Planning Commission activities and a supportive staff person for the City Council and Park Commission activities; is responsible for updating and maintaining the several chapters of City Code; operating the powerpoint and zoom features at City Council meetings; answering questions/meets with from contractors and residents; records management; and undertaking special projects such as, but not limited to, the integrated pest management plan. The position previously was the primary staff position for the Park Commission activities and is completing park projects and grants begun prior to and until the transition of the primary staff role to the parks commission to the Park and Recreation Director is



complete. This position supervises 2 positions (Building Official and Planning Technician) as well as overseeing the contracts for the contract inspectors and various other contractors and consultants as the need arises.

Building Official: This position reports to the Planning Director and is responsible for reviewing and approving all building permits; conducting all building code inspections including coordination of the contract inspector; conducting rental, code enforcement and nuisance inspections; maintaining all certifications necessary to complete those inspections; maintaining all building division records; and amending/updating the city's portion of the building codes and other related codes up to date as well as making recommendations on fee increases. (A contract inspector provides additional support during high volume periods.)

Planning Technician: This position reports to the Planning Director and is responsible for administering the rental housing program and scheduling and conducting (with the Building Official) rental inspections; administering the zoning and nuisance code enforcement program and conducting inspections; reviewing and processing zoning and farm animal permits; administering the deer management program; completing all building permit reports (3 monthly, 2 quarterly and 2 annual); drafting and releasing site improvement agreements for single family homes; updating the website for planning and protective inspections-related information; drafting and mailing notices for the planning commission meetings, assembling the planning commission packets, and completing the set-up for the meetings; and provides record management for all planning/zoning and commission documents; and answering resident and contractor questions and concerns.

Attachments

- None



Topic

1c. City Staffing: Compensation Study

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

Background

Cities and other organizations periodically complete Classification and Compensation studies and more recently have been completing Market Analysis studies with the recent shift in the economy. In staying competitive and keeping the value of our employees top of mind, it is important to stay relevant when it comes to compensation. The scope of these services vary widely from compensation studies, rewriting job descriptions, classifying jobs, market analysis, pay grid calibration and cost implementation.

Examples of what you can choose from would include the following:

- Market studies on ALL jobs or a segment of jobs
- Calibrating current pay grid based on market analysis
- Classify ALL jobs or a segment of jobs
- Ongoing maintenance program which would allow the compensation and classification study to be lengthened over the course of a 3-year period, which would reduce the cost. This approach concentrates on pay philosophy and budgeting.

The last time the city performed a classification study was seven years ago in 2016 with George Gmach. Please refer to the handout for details of that study which the city council approved and cost \$2,000.

In the past year, the City of Shorewood has recruited and hired for 13 positions. In addition, city staff undertook an internal reorganizational and classification process for a proposal to the council. What we found in going through both of these was that many of our positions were underpaid for the job responsibilities they were providing. In addition, during the hiring process, many times our top pay for a position could not even meet what the candidate was being paid from their current employer.

Another concern was that our employee medical benefits are based on age and have specific rates for each person requesting coverage. This caused at least one candidate, who needed to provide coverage for his spouse and three children, to deny our offer for employment, as it was just not affordable. A discussion to increase the city contribution for the coverage of these benefits may be prudent in the future.

One of the objectives and tasks in embarking on these studies is to reach out to similar cities for information on what they are currently doing and to find the closest matches and comparisons. This is work that is often tasked to city HR staff. Below is an example of similar cities that would be good comparisons for a compensation and classification study:



2023 City Council Retreat

February 27, 2023
Shorewood Community and Event Center

* Denotes City in 2 Counties/Average was Calculated Between Both																			
Cities Like Us																			
Population	Name	Growth Trend	Location	Tax Capacity	2014	2015	Other*	Med. Age	Med. HH Income	Police	Fire	Fire Type	PM	Blkg Insp	Parks	Finance	IT	Planning	
12704	Waconia	7.60	Exurban	\$1,493.41	77.36	21.90	0.74	37.9		\$100,015	Contract	In-house	Combination	Exclusive Dept	Contract	3rd Party	In-house	In-house	In-house
12176	Lake Elmo	17.51	Contiguous Metro	\$2,013.49	84.6	12.54	2.87	46.0		\$128,916	Contract	In-house	Combination	Inclusive Dept	Both	In-house	In-house	Contract	Both
9868	Arden Hills	1.91	Contiguous Metro	\$1,882.94	58.02	40.38	1.6	38.4		\$102,395	Contract	Contract to	Combination	Inclusive Dept	In-house	In-house	In-house	Contract	In-house
9841	Victoria	12.91	Exurban	\$2,070.61	97.07	2.47	0.46	42.1		\$142,680	Contract	In-house	Combination	Inclusive Dept	In-house	In-house	In-house	Contract	In-house
9355	Mound	3.72	Exurban	\$1,829.75	92.15	5.73	2.11	44.6		\$88,570	Contract	In-house	Combination	Inclusive Dept	Contract	3rd Party	In-house	Contract	In-house
8870	Oak Grove	4.17	Contiguous Metro	\$1,316.11	93.43	3.28	3.28	42.9		\$101,284	Contract	In-house	Paid On-call	Inclusive Dept	Contract	None	Contract	Contract	None
8215	Minnetrista	13.05	Exurban	\$2,735.94	92.69	0.91	6.39	44.6		\$147,942									
8041	Mahomet	1.85	Contiguous Metro	\$1,541.99	90.26	8.99	0.74	48.2		\$117,108									
7984	Wooming	1.57	Greater MN	\$1,321.41	72.38	24.37	3.28	40.9		\$91,340									
7792	Albertville	9.58	Greater MN	\$1,261.09	68.07	30.71	1.22	33.6		\$104,233	Contract	In-house	Combination	Exclusive Dept	Shared	In-house	In-house	Contract	Contract
7779	Shorewood	5.30	Exurban	\$1,907.25	93.09	5.06	1.85	49.5		\$150,503	IPA	IPA	NA	Inclusive Dept	Both	In-house	In-house	Contract	In-house
7257	Dayton*	15.17	Exurban	\$1,826.25	73.3	19.99	6.71	41.3		\$110,620	In-house	In-house	Paid On-call	Inclusive Dept	Contract	In-house	In-house	Contract	In-house
6920	Spring Lake Park*	3.30	Contiguous Metro	\$1,119.53	70.91	28.58	0.5	43.9		\$75,792									
6654	Medina	11.73	Exurban	\$3,502.58	79.95	14.72	5.33	47.8		\$154,892	In-house	Contract to NA		Inclusive Dept	Contract	3rd Parties	In-house	Contract	In-house
6386	Delano	6.35	Greater MN	\$1,342.90	71.04	27.75	1.23	41.4		\$94,251	Contract	In-house	Paid On-Call	Inclusive Dept	In-house	3rd Party	In-house	Contract	Contract
6217	Concord	8.94	Exurban	\$1,399.00	82.33	8.00	8.68	46.4		\$113,328	In-house	Contract to	Paid On-Call	Inclusive Dept	Contract	In-house	In-house	Contract	Both
5837	Caver	10.92	Exurban	\$1,237.27	88.54	10.72	0.74	35.8		\$111,424	Contract	In-house	Paid On-call	Inclusive Dept	In-house	Contract	In-house	Contract	In-house
5499	Chicago City	2.60	Greater MN	\$1,401.71	85.51	10.45	4.24	48.4		\$90,135	In-house	In-house	Volunteer	Inclusive Dept	Contract	In-house	In-house	Contract	In-house
5480	St. Paul Park	1.12	Contiguous Metro	\$919.77	76.55	17.10	8.35	36.0		\$71,225									
5001	Circle Pines	0.77	Contiguous Metro	\$1,003.23	93.8	6.15	0.02	42.6		\$80,867	Contract	Contract to	Combination	Inclusive Dept	Contract	Combination	In-house	Contract	Combination
4860	Becker	4.53	Greater MN	\$4,178.02	17.82	9.54	72.34	34.7		\$99,401	In-house	IPA	Paid On-call	Exclusive Dept	Contract	In-house	In-house	In-house	In-house

Many cities in the past few years have already engaged in compensation studies, market analysis, pay equity, redesign, classification studies and job description updates. Shorewood staff has completed the MN Pay Equity report and our positions are currently in compliance and a report is not due until 2024, therefore this is not something that will need outsourcing. An example of the options and costs and scopes of these services are found below. The following cities and counties have performed a variety of these services for their organizations:

Name	Population	Vendor Used	Program	Time	Estimated Cost
Blaine	70,935	Gallagher			
Blue Earth	3,248	Flaherty/Hood	ALL	14-Mo	\$15,000 (2022)
Buffalo	16,386	Keystone	ALL	8-Mo	\$20,000 (2021)
Chaska	28,047	MRA	ALL		
Lake Elmo	12,176	Baker Tilly			
Minnetrista	8,215	David Drown	Market Analysis		\$6,000 (2022)
Nicollet County	34,332	Gallagher	ALL	7-Mo	\$53,000 (2016)
Nicollet County	34,332	Gallagher	Market Analysis	3-Mo	\$20,000 (2021)
Savage	32,983	Keystone			\$15,000 (2020)
Savage	32,983	Keystone			\$30,000 (2023)
St. Cloud	68,818	Segal	ALL	15-Mo	\$100,000
Wright County	144,845	Baker Tilly	ALL	12-Mo	\$60,000

This list not all-inclusive rather a snapshot of respondents. Many MN cities have gone through, are considering, or going through these processes currently. It is a common practice to ensure your city is compliant, competitive, and equitable from a compensation perspective. There has been a great amount of information gathered on this topic and many recommendations and cautionary tales



2023 City Council Retreat
February 27, 2023
Shorewood Community and Event Center

regarding how some of the processes have gone. This information will be very useful in the event the city determines this process to be a good fit. It should be noted that the process can be very administrative or human resource staff intensive for some time. There is a significant amount of work on city staff to provide much of the background work and documentation to perform a complete and effective study, at any level you choose. In addition, you may refer to the quote received for the services from David Drown that show the nearly 100 MN cities, 57 counties and 20 government entities they have worked with that include our neighbors, Minnetrista (listed above), and Deephaven.

Minnetrista, which is a very good comparable city to Shorewood, most recently went through David Drown Associates (DDA) for their market analysis. They received a quote for the classification and compensation study and made the decision to move forward with just the Market Analysis and it cost them approximately \$6,000 in 2022. DDA has been highly recommended by Minnetrista staff.

For a city the size of Shorewood with less than 20 positions (not employees, but position classifications) it can be fairly affordable from a cost/benefit perspective. Please refer to the quote (provided in handout) from DDA. A complete full service, compensation and classification study including updating job descriptions, a market analysis, reclassification pay study and budget impacts would cost approximately \$12,650 and the Market Analysis only would be \$6,000. If choosing the Market Analysis, the pay grid is not included, nor are the updated job descriptions or job classifications.

If the council should choose to move forward with the process, it would be brought to council for approval, an RFP will be sent to interested firms who had high recommendations, and the proposals brought back for discussion and final approval by the city council.

Question for Council

Should the City complete some sort of compensation study in 2023?

Attachments (as handouts at Retreat)

- David Drown Associates Quote
- Sample RFP for Compensation & Classification Study
- Shorewood/George Gmach Compensation Study 2016



Topic

2. Review 2020-2025 Strategic Plan

Prepared By: Marc Nevinski, City Administrator

Background

In approximately 2019 the City completed a 2020-2025 Strategic Plan which identified the themes of:

- Healthy Communities, Safe Infrastructure
- Culture and Sustainability
- Quality of Life

The three themes contained a total of nine vision statements. Three strategic directions were then identified with year 1 goals and year 2 performance indicators.

Questions for Council

Does the Council wish to revisit the City's strategic plan? If so, should the current plan be reviewed and built upon, or should a new plan be developed? How might the plan be used? What concepts or components might it contain? Is there a desire to seek an outside facilitator?

Attachments

- 2020-2025 Shorewood Strategic Plan
- Example Strategic Plan – St. Anthony Village, MN



City of Shorewood STRATEGIC PLAN 2020-25

SUMMARY OF STRATEGIC OBJECTIVES

The City of Shorewood has identified nine visionary outcome areas looking ahead to 2025. These visionary outcomes are expanded into strategic directions, 2-year successes and one-year goals.

CITY OF SHOREWOOD VISION FOR 2025

The Visioning process looks out into the foreseeable future and imagines what is possible. Shorewood looked to the year 2025 in the visioning process. The statements below are stated as the outcome of work that will be started or is currently underway.

The vision is intended to be a long-lasting aspiration that may never be fully realized but always improved upon.

Healthy Community, Safe Infrastructure



In 2025
Shorewood has
water and
stormwater
improvements
and plans that protect the
environment and the health
and well-being of the
community



In 2025
Shorewood has
an effective, safe
transportation network to
connect our City to
transportation hubs



In 2025
Shorewood has
vibrant,
redeveloped
commercial areas with
attractions

Culture and Sustainability



In 2025 Shorewood
Has a positive
organization culture
that attract and
retains top level
professionals



In 2025
Shorewood
will be
recognized for
creating programs that
preserve and
enhance the
environment in and
around



In 2025 Shorewood
has developed a fair
and equitable formula
to provide
public safety



In
2025 Shorewood
has a Brand that
reflects the vibrancy
and natural beauty
of the community

Quality of Life



In 2025
Shorewood
has amenities
to connect people of all ages
to be active and engaged in
the community



In 2025
Shorewood
has completed trail con-
nections for fun, better
health, and mobility



STRATEGIC DIRECTION ONE

Positioning the Community Path

This strategic direction is designed to ensure the sustainability of the community through planning (housing and business zoning in the comprehensive planning process) and investment in basic infrastructure needs through the CIP (Capital Improvements Plan) including roads, walkways, lighting, parks and others. This emphasis also includes ensuring work is done effectively and timely.

GOALS

- **Analyze and prioritize projects**
- **Evaluate and Measure KPI (key performance indicators) or progress**



First Year Actions

1. Comprehensive stormwater plan [Barr Engineering] [July 1]
1. Public hearing on street reconstruction [July 1]
2. Comprehensive plan back to the City Council by [July 1] back to the Met Council [August 1] *rethink density and land uses?*
3. CIP with funding amounts [3rd Quarter]

2-Year Results

1. Completed stormwater plan
2. Comprehensive plan is finished and adopted
3. CIP finished with a funding plan attached and adopted



STRATEGIC DIRECTION TWO

Reformulating Interactions with Residents

The City wants to engage with community members to establish 2-way communication. The purposes of the communication efforts are to understand community needs and wants, share viewpoints and information on projects, and establish a trusting, welcoming atmosphere throughout the City.

GOALS

- Gather resident Input
- Engage and educate residents on matters that impact them



First Year Actions

1. Engage Google about missing Shorewood on their maps
2. Hold PW Open House with Fire and Police
3. Shorewood (Wells Fargo) 5k (tour) event – segment naming (Bring recognition to Shorewood during these events.)
4. Environmental Event [Fall]
5. Ribbon Cutting for Badger Park BIG EVENT!

2-Year Results

1. More face to face engagement with residents
2. Built trusting relationships with the public
3. Help set priorities
4. Create dialogue
5. Informed elections
6. Variety of events
7. Community Champions coming forward with new ideas/objectives



STRATEGIC DIRECTION THREE

DEVELOPING EXTERNAL PARTNERS

City leaders recognize the importance of partnering with other communities, businesses, and those with common goals or interests. This direction is intended on building partnerships for such things as road improvements, business development and shared services.

GOALS

- **Attracting Business**
- **Build intergovernmental relationships toward consensus on impactful issues**



First Year Imperatives

1. Have conversations with Waterford on future plans [2nd quarter]
2. Each Shorewood Council member meet and form a working relationship with a council member from a local city and meet on a regular basis [Mayor and Council]
3. Staff will regularly meet with other City's staff and partner organizations (3 Rivers, rail, etc.) [Develop list of all relevant contacts and bring to work session] [1st quarter]
4. Business development committee formed to create "vision" for Economic and Commercial Development [3rd quarter]

2-Year Results

1. Businesses are planned to complement the desired 'Brand' of the City
2. Business development committee is formed and provides a 'Vision' for development
3. Intra-City influencers are meeting on established topics



We want you involved and heard!

"Please let us know if you would like to get more involved with the City, more informed, or both. We are happy to hear from you and to partner to make Shorewood a great community!" Come to our meetings, We look forward to hearing from you!"

Shorewood City Council

Ways to keep informed:





City of St. Anthony Village
3301 Silver Lake Road
St. Anthony, Minnesota 55418

2022 STRATEGIC PLAN



CONTENTS

Contact Information	1
Introduction	2
Agenda	3
Year Round Progression	4
Welcome and Session Overview	5
Mission and Vision	6
Strategic Initiatives and Goals	6
Strengths	7
Opportunities	8
Sustainability	9
Collaborations	9
2021 Goals and Accomplishments	11
Discussion Topics	12
On the Radar	13
2022 Pyramid	14

CONTACT INFORMATION

City of St. Anthony Village
3301 Silver Lake Road
Tel: 612-782-3301
www.savmn.com



INTRODUCTION

HIGHLIGHTS

The City of Saint Anthony is widely respected as a cohesive group that works well together as a team, shares mutual respect, and understands roles and responsibilities. The City Council and staff share a great sense of pride in working together for the best interests of the citizens of the community. The work sessions are recognized for positive, healthy and productive discussions. Each individual opinion is respected and all ideas are welcome.

THE TEAM

City leaders in Saint Anthony Village conducted a Strategic Planning & Goal Setting Workshop on January 12, 13 and 14, 2022. Participants included:

MAYOR AND CITY COUNCIL

Randy Stille, Mayor
Jan Jenson, Councilmember
Thomas Randle, Councilmember
Bernard Walker, Councilmember
Wendy Webster, Councilmember

COMMISSION REPRESENTATIVES

Meridith Socha, Planning Commission
James Niemi, Parks & Environmental Comm.

CITY STAFF

Charlie Yunker, City Manager
Nicole Miller, Assistant to the City Manager
Janet Kimmel, Communication Coordinator
Jeremy Gumke, Public Works Director
Mike Larson, Liquor Operations Manager
Jon Mangseth, Police Chief
Mark Sitarz, Fire Chief
Shelly Rueckert, Finance Director

CONSULTANTS

Justin Messner, WSB & Assoc. (City Engineer)
Steve Grittmann, NAC, Inc.. (City Planner)
Stacie Kvilvang, Ehlers & Associates (Financial)
Jay Lindgren, Dorsey & Whitney (Legal)

LEAGUE OF MINNESOTA CITIES

Alex Hassel, Intergovernmental Relations Rep.
Sarah Fredericks, Program Assistant

METRO CITIES

Charlie Vander Aarde, Gov. Relations Specialist

GUEST

John Stark, City Manager, North St. Paul
Chelsea Petersen, Assistant City Administrator,
City of Shakopee

FACILITOR

Sara Peterson, Sara Peterson Consulting

*Our Mission is to be a
progressive and welcoming
Village that is walkable,
sustainable and safe*

AGENDA

WEDNESDAY, JANUARY 12, 2022

9:00am	Opening, ground rules, Zoom Picture, etc Long Term Vision/Priorities #1 – What have you heard? 2021 Goals & Accomplishments Break
10:00am	SAV Department Heads & Consultant Staff Invited Guests Break
11:00am	Comprehensive Plan Goals Update Discussion on Single Family Home Code Limitations Long Term Vision/Priorities #2 – Pyramid Ideas
Noon	End for the day

THURSDAY, JANUARY 13, 2022

9:00am	Setting the stage – recap previous morning Plan for Stinson Property Break
10:00am	Communications Plan – 2022 Priorities Organized Collection – Next contract priorities Break
11:00am	Parks & Environmental and Planning Commission Work Plans Grand Rounds Planning with Mpls Park Board Long Term Vision/Priorities #3 – Final Thoughts
Noon	End for the day

FRIDAY, JANUARY 14, 2022

Invitees: Mayor, Council, City Manager, Administrative Services Coordinator, Department Heads, Engineer, Communications Coordinator & Facilitator

9:00am	Setting the stage – recap past two mornings Building the Pyramid for 2022
10:15am	Prioritizing goals and action steps Break
11:00am	Coffee With the Council Wrap-up the session
Noon	End for the day

YEAR ROUND PROGRESSION

The process for goal setting actually begins well before the session in January. Throughout the year elected officials and appointed staff gather community input from residents via council meetings, Nite to Unite, VillageFest, Village Big Rigs, personal interactions, phone calls, letters and emails. Department heads also solicit input from other staff. When we gather on that day, our consultants bring a perspective from their industry and their work in other cities. Commission chairs represent their fellow commission members and public, and our guests offer state and regional perspectives.



This collective input creates the synergy through which we establish our mission, vision, strategic initiatives, goals and action steps based on best practices, demographic trends, innovation, and legislative changes. As city staff follows through with the implementation of the action steps on The Pyramid that is guided by our mission, vision, strategic initiatives and goals, we are already gathering data for next year. Annual goal setting is an invaluable process that keeps us continually moving toward becoming the best community we can be.

WELCOME AND SESSION OVERVIEW

The Mayor welcomed those in attendance, and stressed the importance of hearing opinions from all within the confines of a safe environment. Participants were thanked for investing their energy by taking time out of their daily activities, including vacation, in order to make this event a success.

The Mayor acknowledged that strategic planning sessions like this are not commonplace among all cities, and it is a privilege to designate a time once a year for reflection, with the overarching goal of doing what is best for St. Anthony.

WORK SESSION GOALS & EXPECTATIONS

- Learning, sharing and growing
- Retain culture of speaking honestly
- Introduce new ideas
- Continue to strengthen the team
- Build the 2022 Pyramid

ORGANIZATIONAL BUILDING BLOCKS

LEADERSHIP IN CITY GOVERNMENT

- Plan for the future
 - Balance short and long term needs
- Understand roles and expectations
 - Duties are clear and established
- Strive for efficiency and effectiveness
 - Strong structure and operating models
- Place an emphasis on communication
 - Internal and external
- Share common values
 - Respect and consensus-driven

VALUES OF ST. ANTHONY VILLAGE

The following qualities and characteristics have been identified by the group. There was clear consensus that the elected officials and staff share common values. These are listed in no particular order.

- Teamwork
- Long Term focus
- See the big picture
- Integrity
- High level of transparency
- Fair and reasonable
- Focused on adding value
- Work hard, yet have fun doing it
- Noblesse Oblige
- Set an example – “Golden Rule”
- Focused on doing the right thing
- Competitive; want to be the best
- Responsive
- Motivated to work hard
- Curiosity
- Humility
- Empathy
- Non Sibi – Not For Self

ST. ANTHONY VILLAGE “IT FACTOR”

- Relationships and connections
- Creative partnerships & collaborations
- Priority on goal setting
- City of Excellence Awards
- City management form of government



DID YOU KNOW?

City of St. Anthony has enjoyed a sister-city relationship with the City of Salo, Finland.

The most recent visit was by the Salo Mayor and board members in August, 2018

MISSION AND VISION

The Mission and Vision statements were reviewed for the upcoming year. The City Council and staff reaffirmed the intent of both the mission and vision. No changes were made.

*S.E.R.V.I.C.E. —
The St. Anthony Way*

- *Supportive*
- *Effective*
- *Responsible*
- *Visionary*
- *Innovative*
- *Courteous*
- *Exemplary*



STRATEGIC INITIATIVES AND GOALS

The Strategic Initiatives and Goals were reviewed for the upcoming year. Minor verbiage changes were made to the Goals categories.



STRENGTHS

To maximize the value of the group's experience, the participants reviewed the strengths and opportunities. The city's Strengths and Opportunities:

CITIZENS/COMMUNICATION

- City Newsletter
- Village Feel
- Community Cooperation
- Civic Organizations
- Strong Sense Of Community Ownership
- Community Celebrations
- Informed & Engaged Citizens
- Civic Minded Public
- Collaborations With Area Universities

CITY SERVICES

- Successful Track Record
- Council, Management Team and Staff
- Strong and Active Commissions and Task Forces
- Strong Intergovernmental Relations
- Reputation and Community Trust
- Visionary Elected & Appointed Officials
- Political Will to Do the Right Thing
- Quality & Responsive City Staff
- Sharing of Staff

COMMUNITY SAFETY

- Strong Public Safety Reputation
- Code Enforcement
- Safe and Secure Community
- Use Of Technology
- Crime Prevention (Summer Survival School)
- Emergency Operations Planning
- Contract Cities
- Youth Supportive Services

FISCAL

- City Mutual Aid Contracts
- Right-Sized Community
- Strong Planning
- Liquor Operations
- City's Bond Rating
- Acquiring Grant Dollars
- Collaborative Partnerships

LOCATION

- Location in Metro Area
- Newer Commercial District
- Sound Housing And Business Environment

SUSTAINABILITY

- Organized Collection
- GreenSteps
- Community Buy-In

INFRASTRUCTURE

- Library
- Park System
- Vibrant Schools
- "Walkable" and Welcoming
- Well Maintained Community
- Sidewalks
- Long Range Planning
- Strong Infrastructure Planning
- Water Reuse
- FiberLAN
- Advance Oxidation Plant (AOP)

DID YOU KNOW?

Approximately 25% of the electric power used by city facilities is generated by community solar gardens in western Minnesota.

OPPORTUNITIES

COMMUNICATIONS

- Look for Creative Ways to Improve Citizen Communication
- Update the Website
- Enhance Use Of Social Media

ENVIRONMENT

- Environmental Best Practices
- Green – Step Five
- Explore Alternative Energy Sources
- Water Conservation
- Natural Disasters
- Wood Fires
- Flooding

FISCAL

- Expand Contracts
- Track Future of Health Care Reform
- Clean Water Amendment Dollars
- Environmental Resources
- Joint Ventures/JPA's
- Low Interest Rates For City Borrowing
- Grant Possibilities (\$)
- Greater Level of Service For Size of Our City

HUMAN RESOURCES

- Larger Pool of Workforce to Draw From
- Increase Employee Hire-Retain Opportunity
- Engage and Tap Knowledge of Local Seniors

JOINT VENTURES

- Joint Ventures With Other Cities
- Sell Services to Other Cities
- Cable Access

“WALKABILITY/BIKEABILITY”

- Accessibility to Trails
- Not Enough Sidewalks
- Biking

WATER QUALITY

- Water Quality of Silver Lake
- Water Quality and Flooding of Mirror Lake
- Access to Water (Water Usage)

CHANGING DEMOGRAPHICS

- Aging Population + Young Families
- Language Communications
- Work Force –Succession Planning

ECONOMY

- Retail Closings
- Silver Lake Village Phase III

REDEVELOPMENT

- Redevelopment of South End
- 39th Avenue Redevelopment
- Industrial Park
- Aging Business Center
- Aging Community Center
- Aging Housing Stock



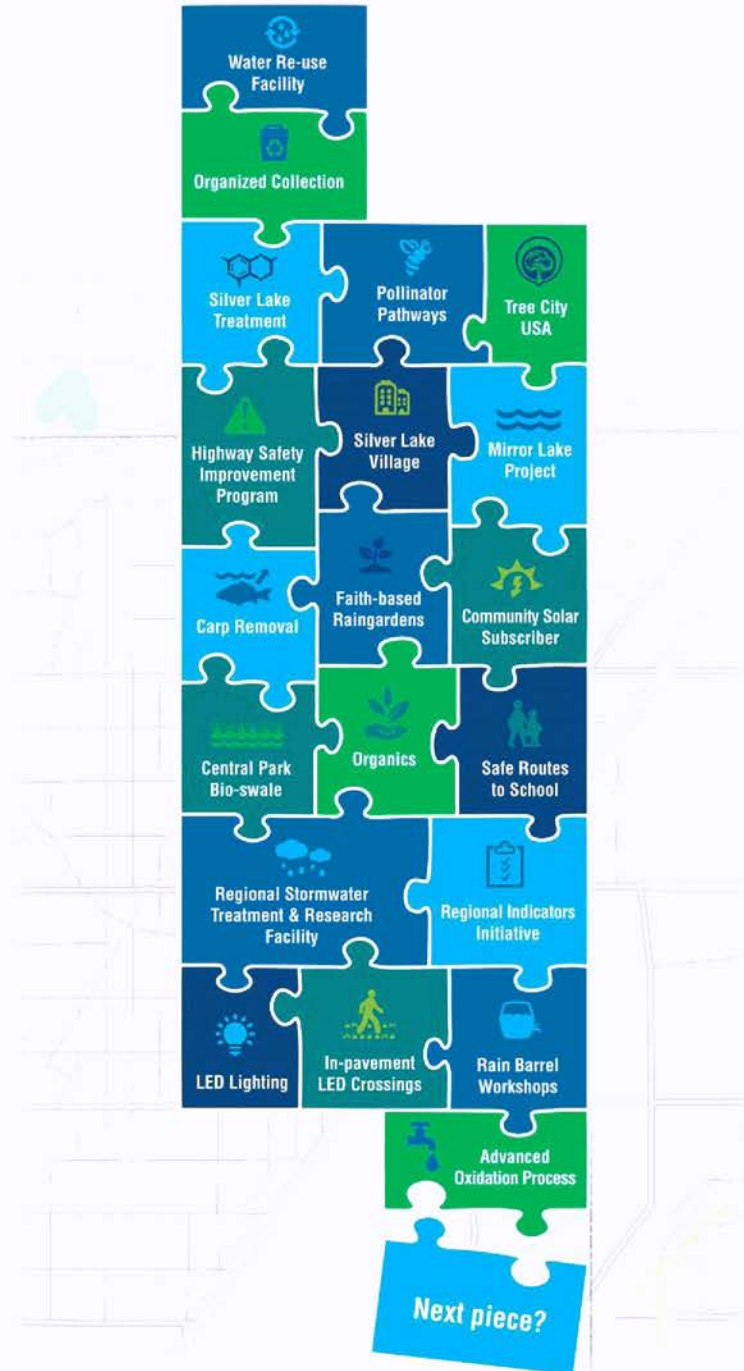
Each summer elected officials, appointed officials, staff and consultants tour completed and upcoming projects around the City together.

SUSTAINABILITY

Sustainability Through Collaboration:

WHAT SUSTAINABILITY MEANS IN ST. ANTHONY

For the city of St. Anthony, sustainability takes the stage front and center with its presence in the city's mission: to be a progressive, and livable community, "walkable" Village which is sustainable, safe and secure. Since its addition to the mission, sustainability has been approached considering impacts to the environment, economy and equity of the community.



COLLABORATIONS

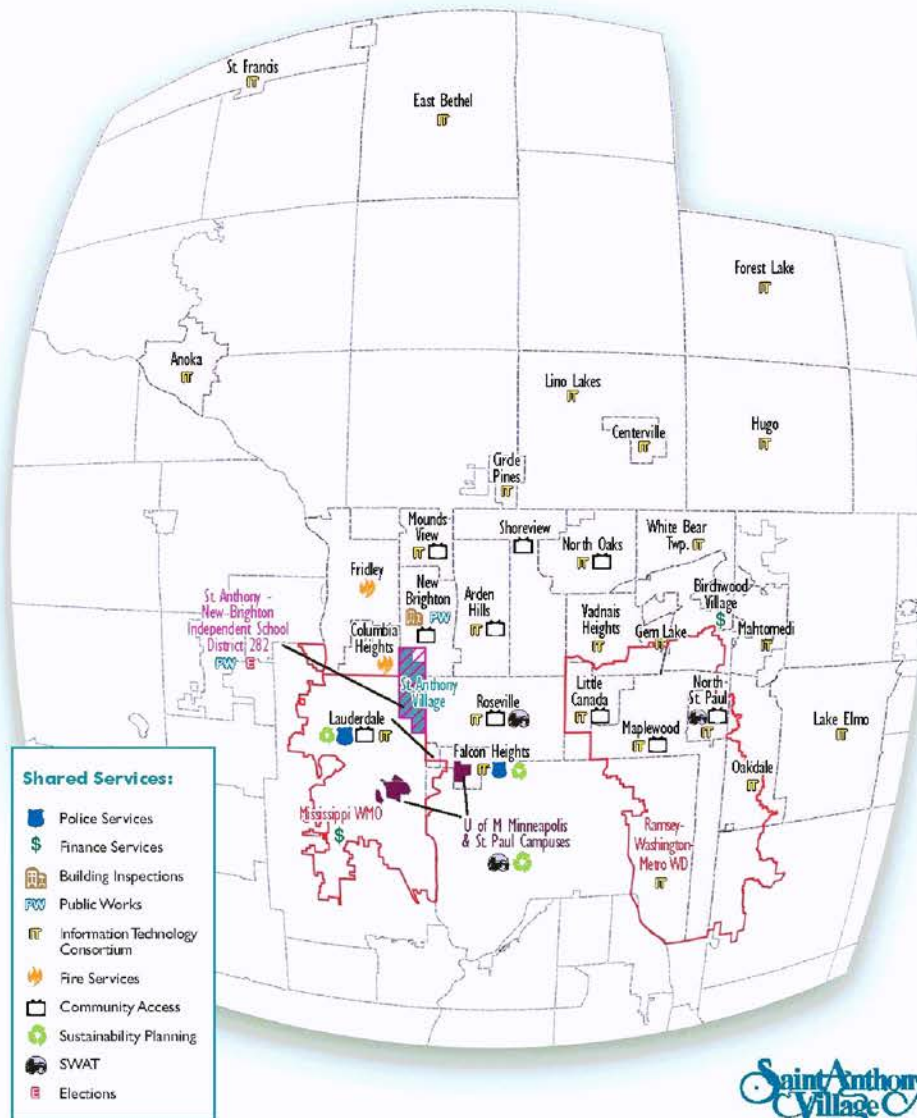
In an era of finite resources and increased demand, the City of St. Anthony Village has found collaboration to be fundamental to our mission of providing existing and expanding services to our community members. Forging a network of collaboration with numerous government entities, the City has been able to build relationships that enable us to maintain and expand a variety of city services throughout our departments that may have otherwise not existed.

St. Anthony Village Collaborations



Above is a sampling of the entities the City of St. Anthony partners with.

This allows the city to share it's resources and gain access to other resources otherwise out of reach for a small city.



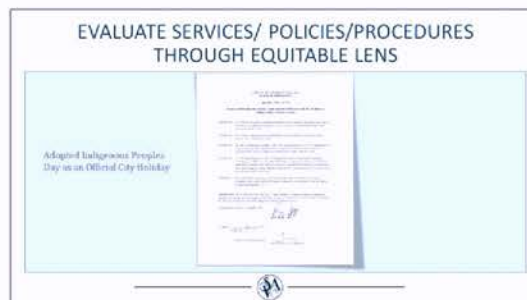
2021 GOALS AND ACOMPLISHMENTS

A key component of the strategic planning process in St. Anthony is the review of the previous year's accomplishments. It is through this examination of past achievements and continuing initiatives that context is established for setting appropriate goals in 2022 and beyond.

The Mayor and City Manager reviewed selected accomplishments and notable items from 2021 from all departments in the city. For example:

"It is amazing what you can accomplish if you do not care who gets the credit."

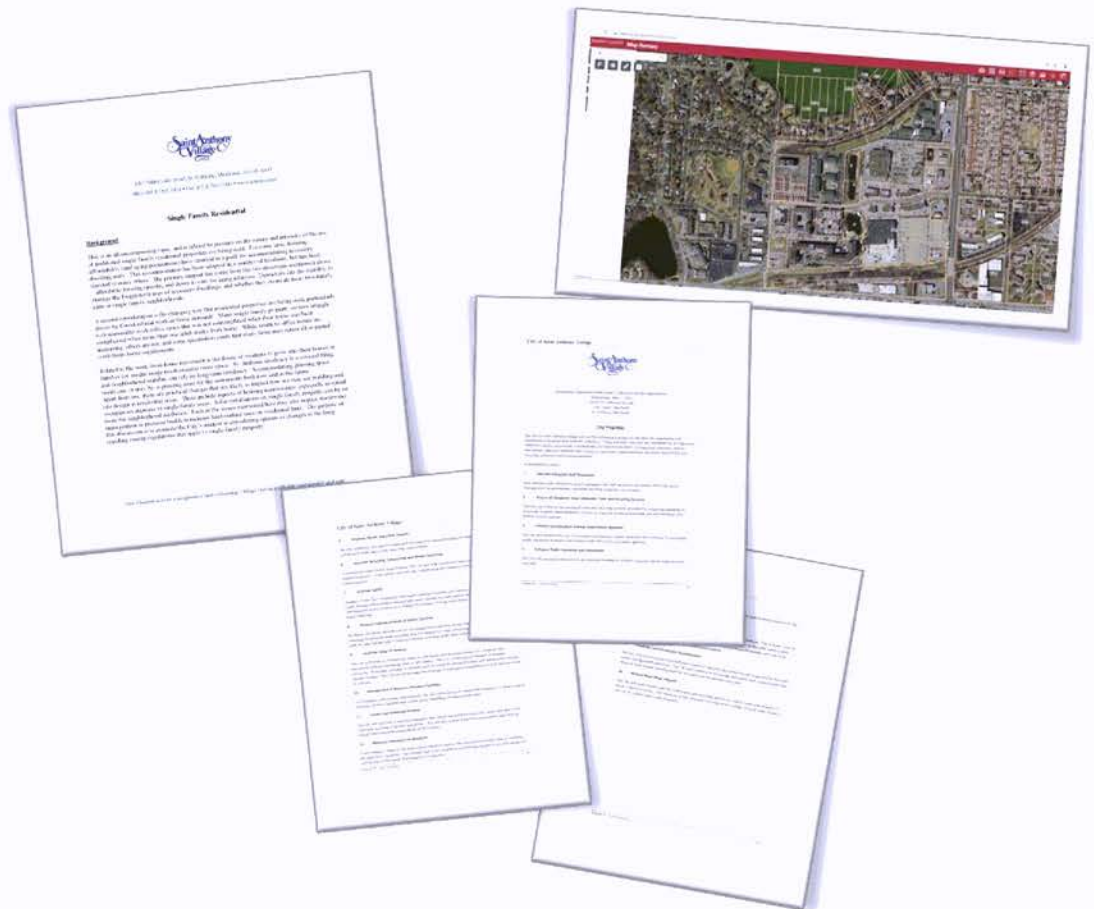
— Harry S. Truman



DISCUSSION TOPICS

The Council asked staff to present or gather resources for discussion on specific topics that had arisen in the months leading-up to the Goal Setting session. Four specific topics were discussed as areas of focus:

- Discussion on Single Family Home Code Limitations
- Plan for Stinson Property
- Organized Collection – Next contract priorities
- Grand Rounds Planning with Minneapolis Park Board



SUMMARY

The aim of the discussions were to provide a complete picture of each of the areas discussed, and allow the Council to provide broad strategic direction. All four areas will continue to have significant staff focus and will come before the City Council again as activities continue.

ON THE RADAR

The City Manager and Department Heads identified the following trends to be aware of:

ADMINISTRATION

- Anticipating Upcoming Staff Transitions
- COVID Fatigue
- Maintaining Full-Service City

POLICE

- Mental Health Response Act
- Officer Wellness
- Staffing

PUBLIC WORKS

- Automation and Readings Upgrades in the Utility Dept
- Parks Amenities Evaluation
- Employee Succession

FINANCE

- Develop Exit Strategies for Expired and Expiring TIF Districts
- Staffing For Adequate Fire and Emergency Response (SAFER) Grant Strategy

ENGINEERING

- EV Charging Stations
- Met Council I/I Policy
- EPA Risk Assessment & Emergency Response Plan

FIRE

- LEXIPOL Subscription
- Medical Care Skillset Expansion
- Primary Service Area (PSA)

LIQUOR

- Market Conditions
- Legislative Issues

PLANNING

- Single Family Residential Property Use
- Future reconversion of overbuilt senior housing



Throughout the session city officials receive additional insights from representatives that are able to attend from the League of Minnesota Cities, the League of Minnesota Cities Insurance Trust, Metro Cities, and another metro area municipality.

2022 PYRAMID

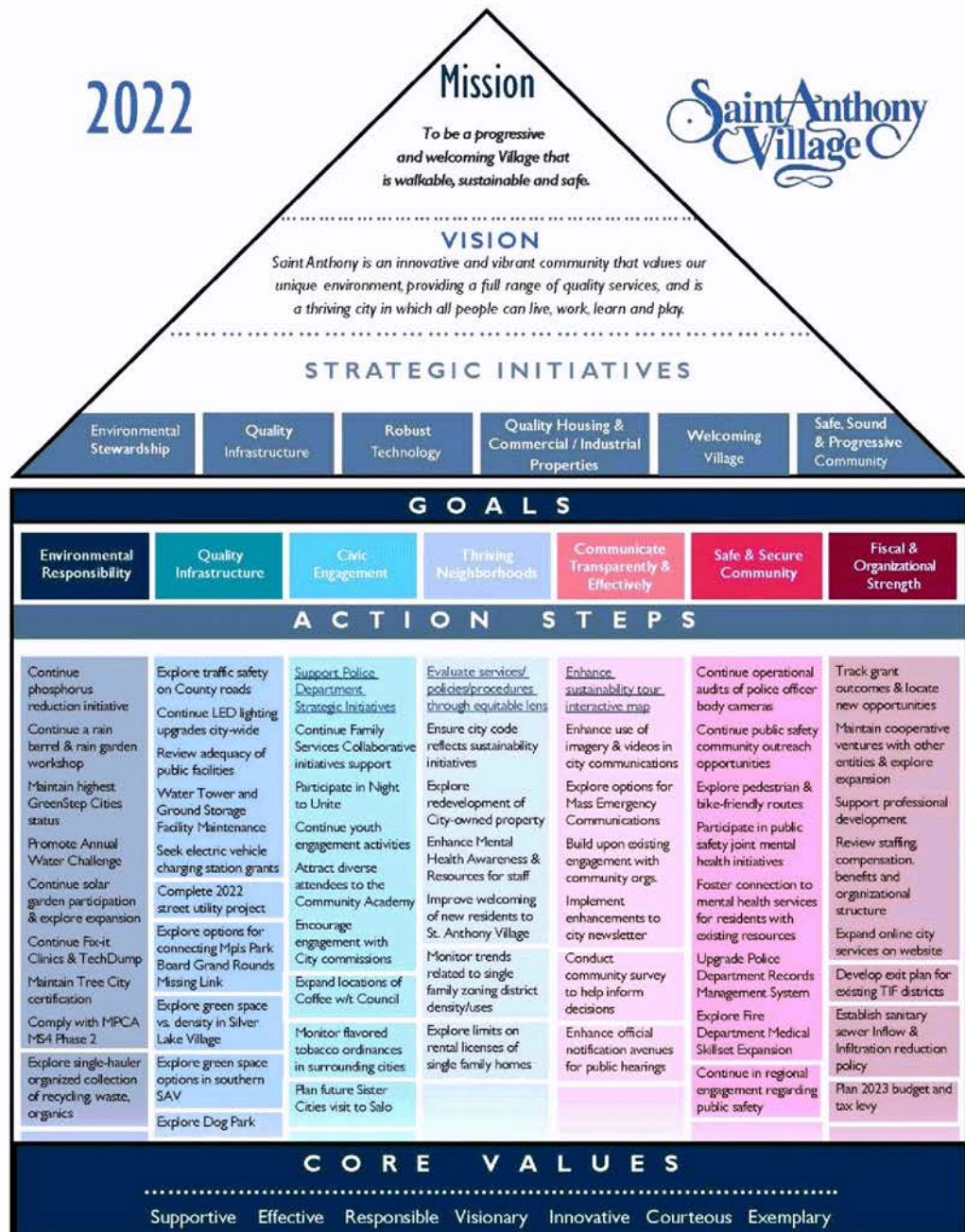
BUILDING THE PYRAMID

On Friday, the Mayor, Council, City Manager, Department Heads and City Engineer review the ideas generated from the Thursday's Long Term Vision/Priorities discussion. The 2021 Pyramid's Action Steps were updated and some were removed. Next the group began to build the 2022 Pyramid as shown below:

The Pyramid is used year round by the City to track progress and ensure the City remains focused on its goals.

Each spring the City Council presents the pyramid to both the Parks & Planning Commissions.

It is published in the Village Notes newsletter, and made available on the City's website.



Underline indicates link to referenced plan on the city's website

Box indicates new or revised for 2022

2022

Mission

To be a progressive
and welcoming Village that
is walkable, sustainable and safe.



VISION

Saint Anthony is an innovative and vibrant community that values our
unique environment, providing a full range of quality services, and is
a thriving city in which all people can live, work, learn and play.

STRATEGIC INITIATIVES

Environmental
Stewardship

Quality
Infrastructure

Robust
Technology

Quality Housing &
Commercial / Industrial
Properties

Welcoming
Village

Safe, Sound
& Progressive
Community

GOALS

Environmental
Responsibility

Quality
Infrastructure

Civic
Engagement

Thriving
Neighborhoods

Communicate
Transparently &
Effectively

Safe & Secure
Community

Fiscal &
Organizational
Strength

ACTION STEPS

Continue phosphorus reduction initiative

Continue a rain barrel & rain garden workshop

Maintain highest GreenStep Cities status

Promote Annual Water Challenge

Continue solar garden participation & explore expansion

Continue Fix-it Clinics & TechDump

Maintain Tree City certification

Comply with MPCA MS4 Phase 2

Explore single-hauler organized collection of recycling, waste, organics

Explore traffic safety on County roads

Continue LED lighting upgrades city-wide

Review adequacy of public facilities

Water Tower and Ground Storage Facility Maintenance

Seek electric vehicle charging station grants

Complete 2022 street utility project

Explore options for connecting Mpls Park Board Grand Rounds Missing Link

Explore green space vs. density in Silver Lake Village

Explore green space options in southern SAV

Explore Dog Park

Support Police Department Strategic Initiatives

Continue Family Services Collaborative initiatives support

Participate in Night to Unite

Continue youth engagement activities

Attract diverse attendees to the Community Academy

Encourage engagement with City commissions

Expand locations of Coffee w/t Council

Monitor flavored tobacco ordinances in surrounding cities

Plan future Sister Cities visit to Salo

Evaluate services/policies/procedures through equitable lens

Ensure city code reflects sustainability initiatives

Explore redevelopment of City-owned property

Enhance Mental Health Awareness & Resources for staff

Improve welcoming of new residents to St. Anthony Village

Monitor trends related to single family zoning district density/uses

Explore limits on rental licenses of single family homes

Enhance sustainability tour interactive map

Enhance use of imagery & videos in city communications

Explore options for Mass Emergency Communications

Build upon existing engagement with community orgs.

Implement enhancements to city newsletter

Conduct community survey to help inform decisions

Enhance official notification avenues for public hearings

Continue operational audits of police officer body cameras

Continue public safety community outreach opportunities

Explore pedestrian & bike-friendly routes

Participate in public safety joint mental health initiatives

Foster connection to mental health services for residents with existing resources

Upgrade Police Department Records Management System

Explore Fire Department Medical Skillset Expansion

Continue in regional engagement regarding public safety

Track grant outcomes & locate new opportunities

Maintain cooperative ventures with other entities & explore expansion

Support professional development

Review staffing, compensation, benefits and organizational structure

Expand online city services on website

Develop exit plan for existing TIF districts

Establish sanitary sewer Inflow & Infiltration reduction policy

Plan 2023 budget and tax levy

CORE VALUES

Supportive Effective Responsible Visionary Innovative Courteous Exemplary



Topic

3. Integrated Pest Management Plan

Prepared By: Marie Darling, Planning Director

Matt Morreim, Public Works Director

Marc Nevinski, City Administrator

Background

Status update: The City of Shorewood has contracted with the IPM Institute of North America to prepare a guiding document regarding alternatives to the use of chemicals or pesticides for city owned facilities and grounds. In December, the City Council reviewed the Audit and the Implementation Plan and revised the Bee Safe policy resolution to allow for phased implementation of the plan.

Since December, City staff has met internally and with IPM Institute of North America to discuss the path forward to implement the City's IPM Plan. In these discussions, we have determined that there are four unique and distinct areas of focus in implementing the City's IPM plan:

1. Athletic fields turf treatments
2. General park and green space area treatments
3. Emerald ash borer treatments
4. Buckthorn removal strategies

Potential implementation steps:

In a regular meeting, the City Council will need to decide whether or not to:

1. Accept the audit, and
2. Adopt the plan subject to phasing the improvements as budget restrictions allow.

Should the Council choose to move forward with the above, several policy decisions will be necessary.

- A. Will the Council create a separate advisory committee to oversee the implementation of the plan (as a task force with a determined end date); assign those duties to an existing commission (i.e., the Park Commission); or maintain the responsibility at the Council level?
- B. How will the strategies and plan be implemented with the addition budget amount of \$45,000 that council adopted in addition to the money that the city spends on maintenance. Staff and the consultants have identified a couple of options that may work within this budget in 2023:
 - Begin either pesticide free or fully organic treatments for the athletic fields that are most heavily used in Freeman, Manor and Cathcart parks and contract out for aeration and overseeding. With this option, would the Council direct continuing conventional treatments in the other areas or none at all?
 - Choose one park to convert to pesticide free or fully organic treatments as a demonstration project: Freeman, Badger (including reestablishing turf in the playground area), Manor (including pond). With the one park option, would the other parks continue to be treated with the same commercial products or none at all.



- C. How will the City approach the emerald ash borer? In past years, the city has treated about 20-30 trees per year. Options for dealing with EAB include:
- Treat a few important ash trees on city property (for examples those between the hillside slides at Silverwood Park) and remove all other diseased trees as they die.
 - Treat no trees, remove any diseased/dead trees, and proactively remove some ash trees each year based a set budget for such removals. Staff notes that currently there are more dead/diseased trees present than there is budget available.
- D. How should the city approach buckthorn removal? The city received a \$50,000 with a \$20,000 local match requirement} to remove buckthorn from Freeman Park using mechanized removals with stump treatments. Additional future budget consideration is needed for on-going maintenance and replanting to achieve long-term project success.
- E. Finally, does the city complete smaller maintenance of weeds and pests without conventional chemicals or by using standard chemicals, such as: maintaining sidewalks/trails, remove noxious and invasive weeds, and respond to aggressive pests in parks (wasps and hornets)?
- F. How best to involve and engage the community in these policy decisions? Ask for written or verbal input on the options, choose a park for a demonstration project, or survey residents on the various options?

In order to begin implementation in the spring of 2023, the Council must accept the findings of the audit, adopt the plan, and give staff and the consultants direction on which projects to proceed with in order to engage contractors on the projects in the spring.

Question for Council

How does Council wish to approach the above policy decisions? What information or input would be helpful? Should staff schedule the item for one of the upcoming March worksessions to discuss in greater depth?

Attachments

- Buckthorn Removal Brief from the IPM Institute

The audit and implementation plan are available on the city's website at on the Bee Safe City page on our website: https://cms7.revize.com/revize/shorewoodmn/environment/bee_safe_city.php

Here is the direct link to the documents:

<https://files4.revize.com/shorewoodmn/Documents/Environment/Bee%20Safe%20City/Phase%20I%20and%20II%20IPM.pdf>

**Buckthorn Removal Brief
Shorewood MN
February 20, 2023**

Overview: The City of Shorewood received a grant from the Minnesota Department of Natural Resources to control 18 acres of buckthorn. The current plan to control the buckthorn by cutting to the ground and applying Pathfinder herbicide to the stumps will not fully result in comprehensive long-term control. This policy brief recommends a comprehensive three-year buckthorn management plan that ensures establishment of desired vegetation over the long-term.

Buckthorn and Minnesota ecosystem overview: Shorewood wishes to maintain a forested area with the current collection of cottonwood, elms, ash and some maple trees.

Risks of the current Buckthorn removal plan: Inconsistent disruption combined with the inability to establish an understory of native ground flora allows buckthorn and other non-native brush to persist on Shorewood grounds. Solely cutting down buckthorn and applying herbicide to the stumps once every three years or more does not sufficiently reduce buckthorn presence. The City of Shorewood needs to implement a more comprehensive integrated management plan for long-term control of buckthorn.

Recommended management: Nick Fuller from Natural Communities, LLC. and MGG recommend a consistent and regimented buckthorn removal schedule that has associated budget objectives. Initial removal should occur sitewide. Immediately after removal the City should augment with native ground flora, seed and plugs. For maintenance, the City should divide the site into three sections to more easily stay on top of the preventative maintenance plan and consistent budget allocations from year to year. The City will need to further disclose budget allocations and objectives with a restoration ecologist or consultant if it wants a maintenance task calendar tailored specifically to its natural areas. The City of Shorewood can, also, consider the use of goats.

Overcoming potential obstacles: We developed responses to the following concerns raised by Shorewood regarding the recommended management plan:

- **Controlled burning-**
 - The city considered that residents may negatively react to seeing a controlled burn near their homes. Residents will more likely accept controlled burns if they receive mailers and additional communication materials that announce the planned burn date, describe the need for this practice and provide contact information for the professional(s) that will manage the burn.
 - The city, also, raised concerns that environmental conditions frequently saturated the soil with water over the year. Most controlled burns occur with damp to moderately wet soil. Burning should remain a consideration, but in combination with other IPM techniques such as manual/machine removal and goats.
- **Brush cutting, conservation mowing or mechanical removal-**
 - Shorewood asked if the heavy machinery needed for these mechanical removal options would get stuck or disfigure the soil in muddy and damp conditions. The city can employ these mechanical control strategies during cold conditions when the machinery will not damage the hard and frozen soil.

Questions that Shorewood will need to answer before choosing a management plan:

1. How much of the budget can Shorewood allocate towards annual management of weeds and vegetation in its natural areas?
2. Can Shorewood afford a restoration ecologist or consultant to visit the site annually to monitor management progress and provide adaptive management recommendations?
3. What are the expectations for Shorewood's natural areas? Clearly, Shorewood wants to have natural vegetation, but do they believe they can continue to receive grants every three years for buckthorn removal? Or, can Shorewood start to invest in more long-term management strategies that won't require future grant funding?



Topic

4. Long Term Plan Regarding Water Infrastructure and Delivery

Prepared By: Matt Morreim, Public Works Director
Andrew Buddie, City Engineer
Joe Rigdon, Finance Director

Background:

Source, Capacity & Treatment:

Shorewood has 6 wells that range from 100-1000 Gallons Per Day capacity and range in depth from 280 feet to 640 feet. The municipal wells produce water from the Prairie du Chein-Jordan, St. Peter-Jordan, and Tunnel City-Wonewoc aquifers. As comparison, most private wells are 100 feet to 250 feet deep and pull water glacial till acquirers. In the western system the primary well is Well 7 which located at Silverwood Park and includes iron filters for treatment. In the summer when the demand is highest, it is supplemented by wells 1 and 6. In the eastern system the primary well is Well 3 located at Badger Park and in the summer supplemented by wells 4 & 5. All wells provide chemical treatment with chlorine and fluorine. The municipal water supply meets all regulated contaminate levels set by the Minnesota Department of Health but often there are complaints from residents about hardness and the amount of iron in the water.

Treatment Site ID (Plant Name or Well ID)	Year Constructed	Treatment Capacity (GPD)	Treatment Method	Treatment Type	Annual Volume of Residuals	Disposal Process for Residuals	Do You Reclaim Filter Backwash Water?
Well 1	1973	750	Chemical Addition	Chlorination, fluoridation	N/A	N/A	N/A
Well 3	1981	750	Chemical addition	Chlorination, fluoridation	N/A	N/A	N/A
Well 4	1981	500	Chemical addition	Chlorination, fluoridation	N/A	N/A	N/A
Well 5	1981	500	Chemical addition	Chlorination, fluoridation	N/A	N/A	N/A
Well 6	1982	100	Chemical addition	Chlorination, fluoridation	N/A	N/A	N/A
Well 7	1986	1,000	Chemical addition, Iron Filters	Chlorination, fluoridation, iron removal	16,146 gal	Sanitary Sewer	Yes
Total	N/A	3,600	N/A	N/A	N/A	N/A	N/A



Resource Type (Groundwater, Surface water, Interconnection)	Resource Name	MN Unique Well # or Intake ID	Year Installed	Capacity (Gallons per Minute)	Well Depth (Feet)	Status of Normal and Emergency Operations (active, inactive, emergency only, retail/wholesale interconnection))	Does this Source have a Dedicated Emergency Power Source? (Yes or No)
Groundwater	Well 1	232331	1973	750	528	Active	No
Groundwater	Well 3	161414	1982	750	359	Active	No
Groundwater	Well 4	171020	1981	500	640	Active	No
Groundwater	Well 5	171023	1981	500	640	Active	No
Groundwater	Well 6	122298	1982	100	280	Active	No
Groundwater	Well 7	416160	1986	1,000	415	Active	No

The city also has two water towers, one on the east and one on the west system. Both systems operate at the similar pressures so that the two systems can be combined at some point in the future and add to the resiliency of the overall system.

Table 5. Storage capacity, as of the end of the last calendar year

Structure Name	Type of Storage Structure	Year Constructed	Primary Material	Storage Capacity (Gallons)
West Water Tower	Elevated storage	1995	Steel	500,000
East Water Tower	Elevated storage	1986	Steel	400,000
Total	N/A	N/A	N/A	900,000

The city also has several emergency interconnections available with surrounding communities of Minnetonka, Chanhassen, Victoria, and Tonka Bay.

Distribution:

The city has approximately 25 miles of 8" to 24" watermain providing distribution throughout the city and 435 hydrants. The existing watermain provides water service to 1473 connections (residential & commercial). The existing system is available to another 462 homes that have not yet chosen to connect to the system. Currently the city does not require residents to connect when the watermain is available so, many residents choose to continue utilizing existing private wells until the well has problems mechanically or with the quality of water. There are another 1327 developable parcels within the city that does not currently have access to municipal water.

Future Improvements:

Distribution:

It is the city's current practice to expand the distribution system on an opportunity basis. Typically, the addition of watermain is reviewed with other major infrastructure projects such as new development or street reconstruction projects. Typically, if the street is planned for full depth street reconstruction it is in the best interest of the city to install municipal water at that time. Watermain can also be considered when a street is slated for reclamation, like what was completed on Woodside Lane several years ago and what will be completed on Strawberry Court this year. Also, if there are petitions signed by



supportive neighborhoods the city could further pursue adding watermain in other locations, but a larger burden of the overall project cost is placed on those petitioning.

As mentioned above there are 462 homes that have water available but are not connected. Each connection would need to pay the current \$10,000 connection charge which equates to \$4.5 million in potential revenue and does not even account for the revenue generated by water consumption. It may be in the best interest of the city to try and “incentivize” connections by one of the following options or potentially others:

1. **Required Time Frame:** establish policy that residents must connect with 2 or 5 years of water being available.
2. **Increased Connection Fee:** plan to increase the connection fee significantly in several years and communicate to residents when this will happen to try and encourage connections.
3. **Sale of House:** establish policy that any sold house needs to connect to water if it is available.
4. **Building Permit:** establish policy that any house issued a building permit must connect to water.
5. **Other Ideas:?**

Source, Capacity & Treatment:

It is anticipated that the city has adequate wells and storage to meet daily demands of the population to be served in next 20 years. However, it is anticipated that either additional storage or higher capacity wells will be needed to serve the ultimate population and fire flow demand of approximately 8,000 residents.

One of the most frequent comments the city receives on the water supply is on quality, largely due to hardness and the amount of iron. There are several approaches that the city could take to address the quality and ultimately depends on the cost/benefit of providing high quality water for the residents.

For comparison below is information on the types of treatment provided by other adjacent communities. In general, most communities treat for iron and manganese, but do not treat the water for hardness. Excelsior is the only adjacent community that treats for hardness.

	Treatment (Y/N)	Type of Treatment	Notes
Tonka Bay	Y	Filtration	Hardness is an issue, couldn't find much information (website was glitching)
Excelsior	Y	Gravity filtration	Softening and iron/manganese removal
Chanhassen	Y	Sand filters, chlorine, fluoride	Iron and manganese removal, chlorination, and fluoridation (no softening)
Minnetonka	Y		Iron removal, chlorination, fluoridation, corrosion control (no softening)
Victoria	Y	Sand filters, chlorine, fluoride	



Treatment Options:

2023 City Council Retreat

February 27, 2023

Shorewood Community and Event Center

Low Cost: (less than \$100k per well)

1. Chemical Treatment: Feed a polyphosphate solution. This would be an additional chemical to feed and would help with sequestering iron (keeping it in solution). Iron will still oxidize if exposed to enough oxygen, but it may help reduce some iron (rust) complaints. This option required another tank to store the chemical and a chemical feed pump. Staff will need to confirm there is space available in each well house for this option.
2. Operational Changes: If certain wells are lower in iron and manganese then operationally can use those wells more often and first to reduce the amount of potential for rust, etc. This is generally practiced but more data could be acquired to verify and improve this process.
3. Operational Changes: City staff does flush mains, however, flushing more often could improve the quality especially any dead-end mains as those can be more susceptible to iron deposits due to water sitting in the pipe longer.

Mid Cost: (\$100k to multi million per well)

4. Looped Connections: Providing looped connections in strategic or problematic locations could help improve the quality in dead end areas. This would significantly reduce areas of stagnant flows and buildup of sediment. Additional water quality testing and further engineering would be required to better understand preferred locations. One challenge with adding looped connections to an existing system is that utility easements typically need to be acquired through side and back yards of several properties.

Higher Cost: (multi million to \$7.5 Million per well)

5. Buy from other Cities: Connect into existing water systems that have treatment and use their water solely. This needs further vetting with the adjacent communities to confirm it is feasible both from a supply, demand, and operating pressure perspective. This means Shorewood gets out of the 'water business' and is just a buyer.
6. Filtration at each Well: provide filtration at each of the well sites for iron and manganese removal. This would require a building (approx. 75' x 100') and would also require land space. Many of the wells are clustered near each other and therefore could be fed to one filtration building. One filter building is estimated to be about \$7.5 million per 1000 GPD well. Much further evaluation would be needed to better understand potential solutions and the level of quality that could be achieved in the water.

Financial Consider & Water

Of a total of approximately 3,000 City utility billing accounts, the City has roughly 1,500 utility accounts using City water, and 1,500 not using City water. The main sources of water revenue include utility user charges, and water access hookup charges (WAC). Water user charges are based upon quarterly water meter readings obtained electronically by the public works/water department.

Quarterly water rates for the City are \$26.86 for the 1st 5,000 gallons used, \$4.54 for gallons used of 5,000 to 50,000, and \$6.52 for gallons used in excess of 50,000. The user charge revenue was \$737,000 in 2021, and was preliminarily \$808,000 in 2022. In recent years, rates have been increased by 10% per



2023 City Council Retreat
February 27, 2023
Shorewood Community and Event Center

year, as part of a response to a declining cash balance of the water fund. A comparison to five other cities is include as an attachment. As shown, the Shorewood rates and calculated charges on various water usage levels are lower than each city, with the exception of the City of Chanhassen.

WAC fees have been \$10,000 per hookup for many years. The WAC fees may be paid by cash or by special assessment. The total number of water hookups for 2020, 2021, and 2022 were 20, 18, and 8, respectively. Financed by the issuance of revenue bonded debt, the water fund has incurred significant infrastructure costs over the past several years. The repayment of this debt expected a greater amount of WAC fee revenues, which has contributed to the water fund's declining cash balance.

The 2023-2032 10-year water capital improvement plan is attached. Significant improvements are included for Strawberry Lane, Strawberry Court, Peach Circle, and Birch Bluff Road.

Question for Council:

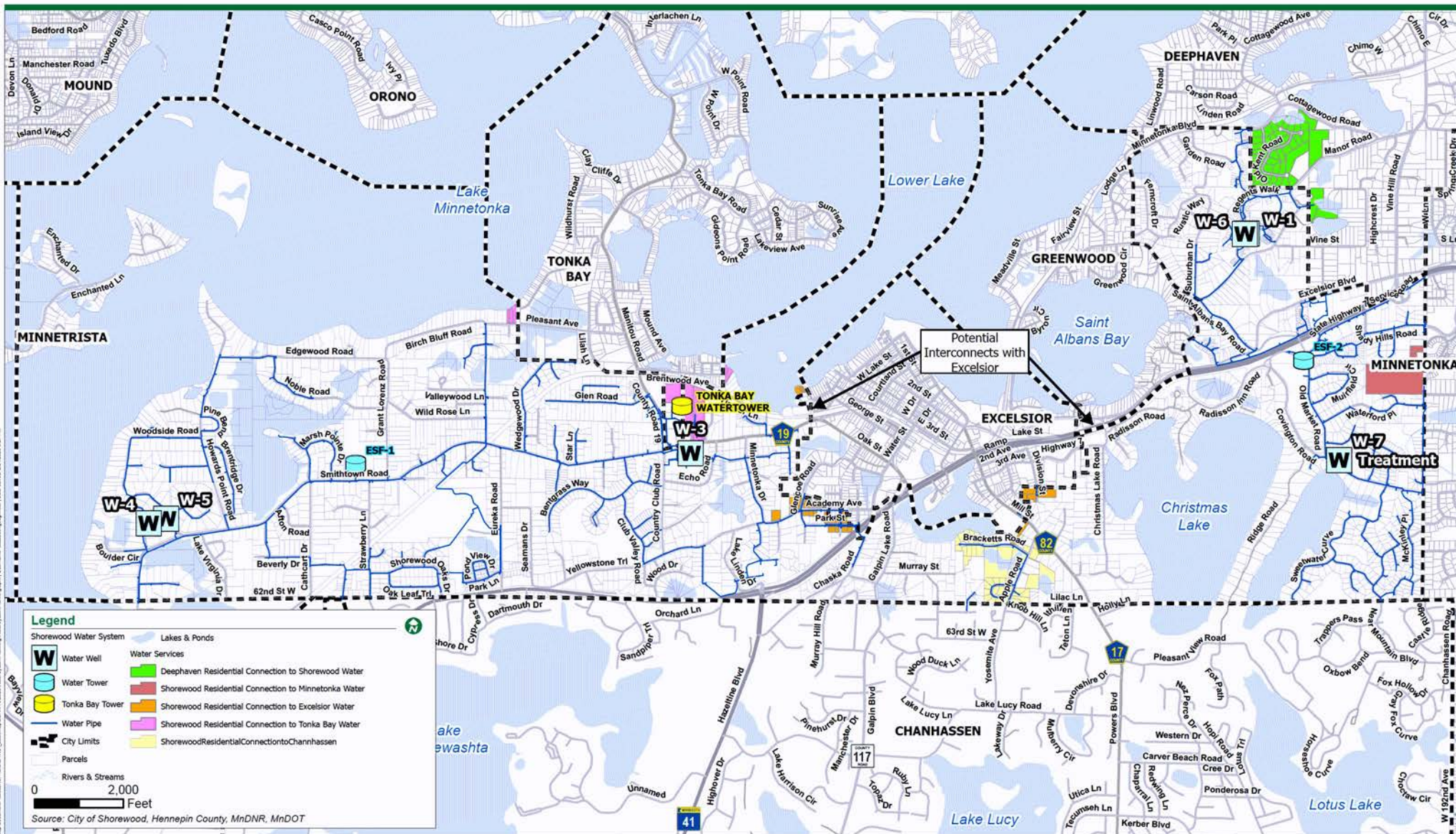
1. Should the City Engineer prepare a scope of work to study potential long-term improvements to the City's water infrastructure to improve water quality?
2. Should City staff further review options to "incentivize" connections to the existing watermain?

Attachments:

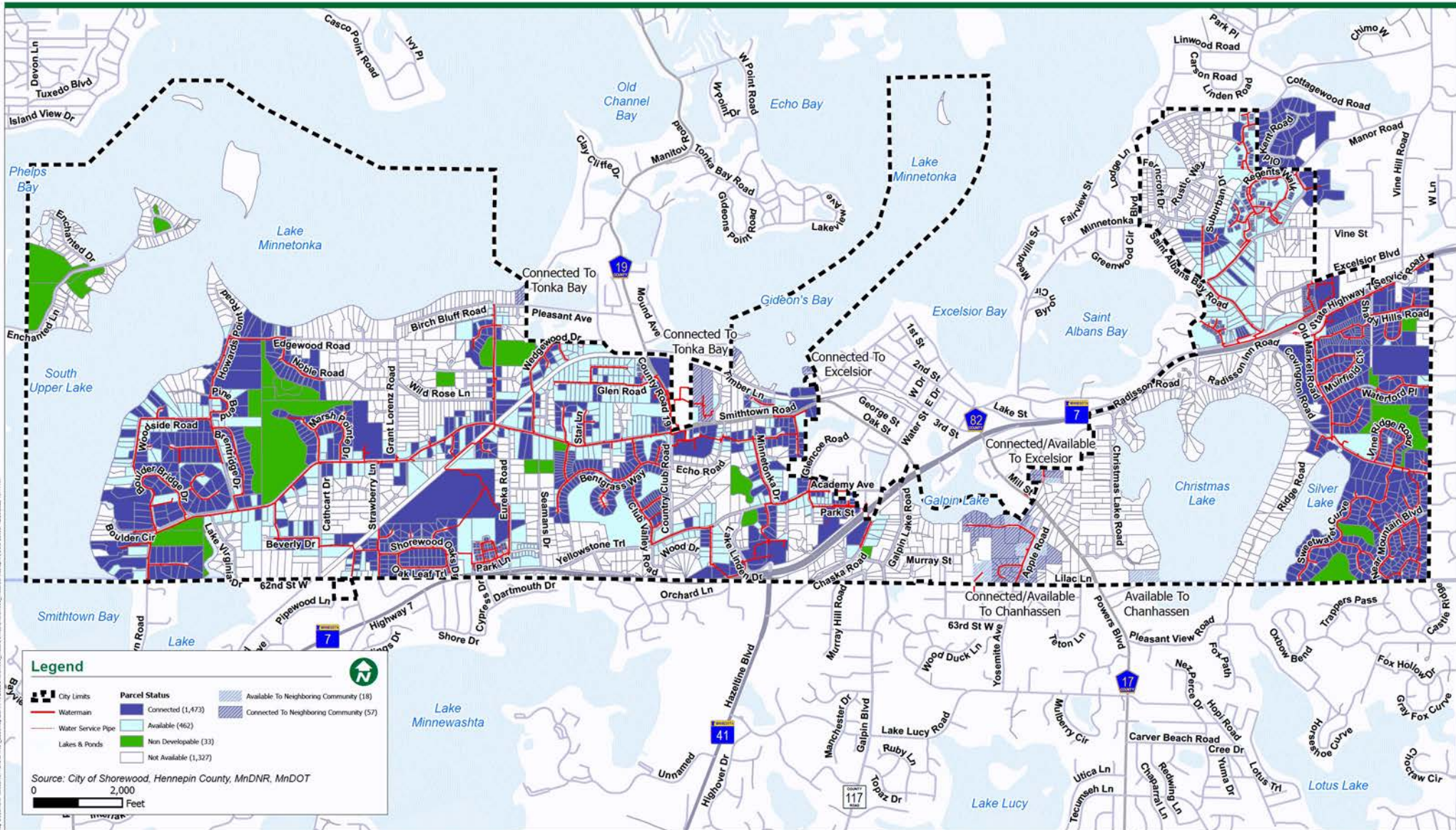
- Water System Overview Map
- Water Connections Map
- Age of Existing Wells Map
- Water Schematic
- Water Projects by Source
- Utility Rate Comparison
- Consumer Confidence Report 2021

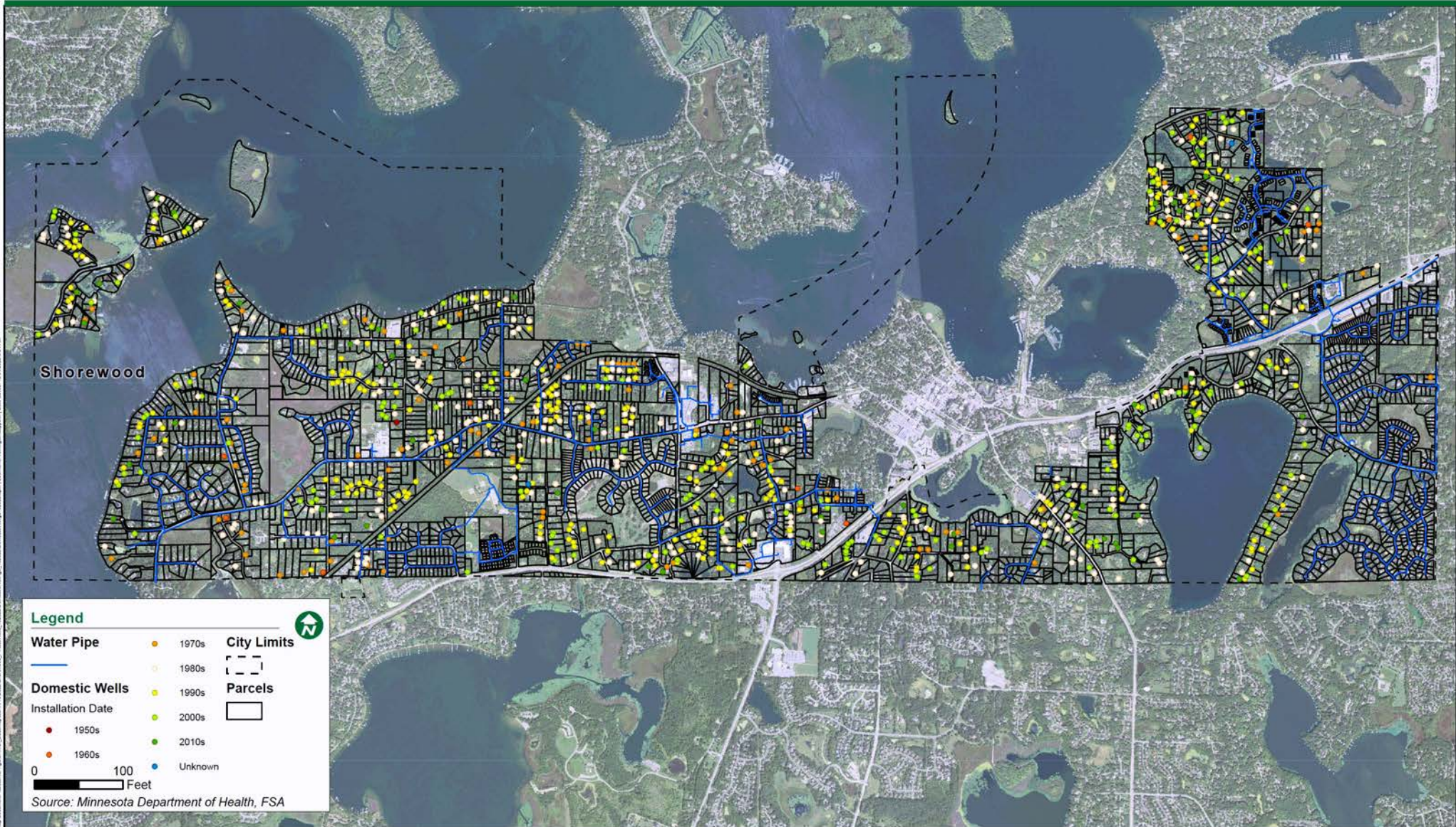


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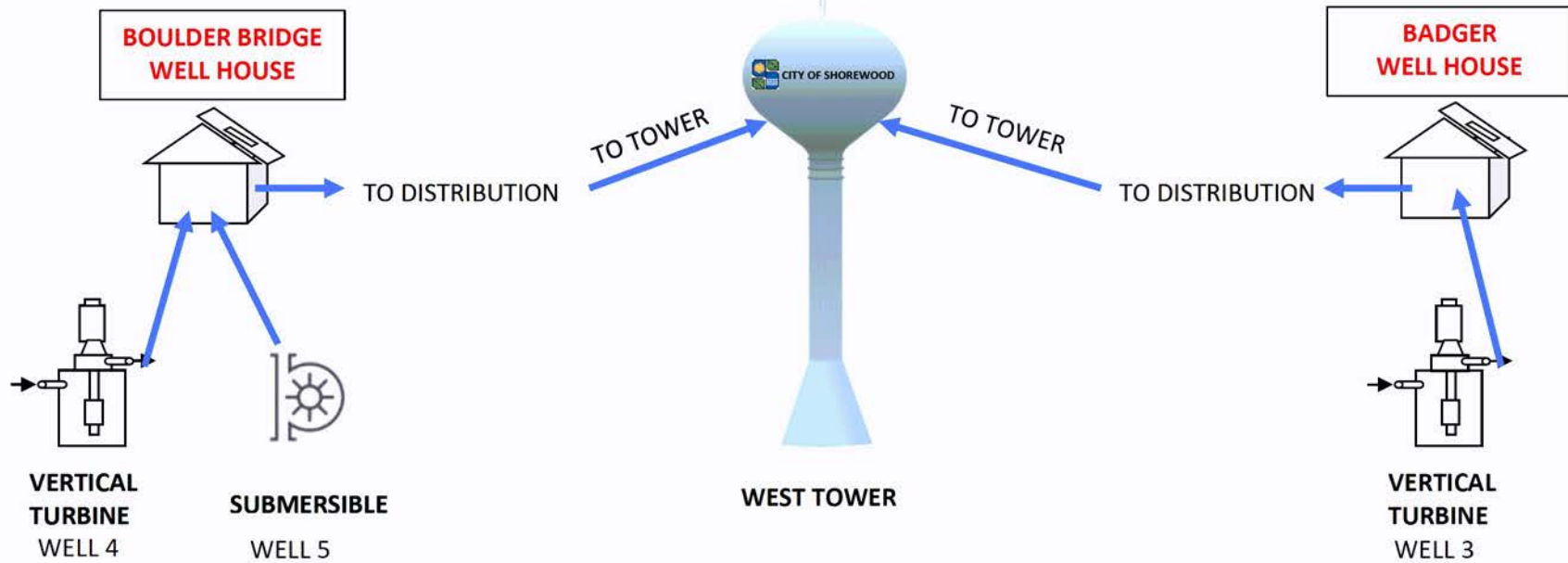


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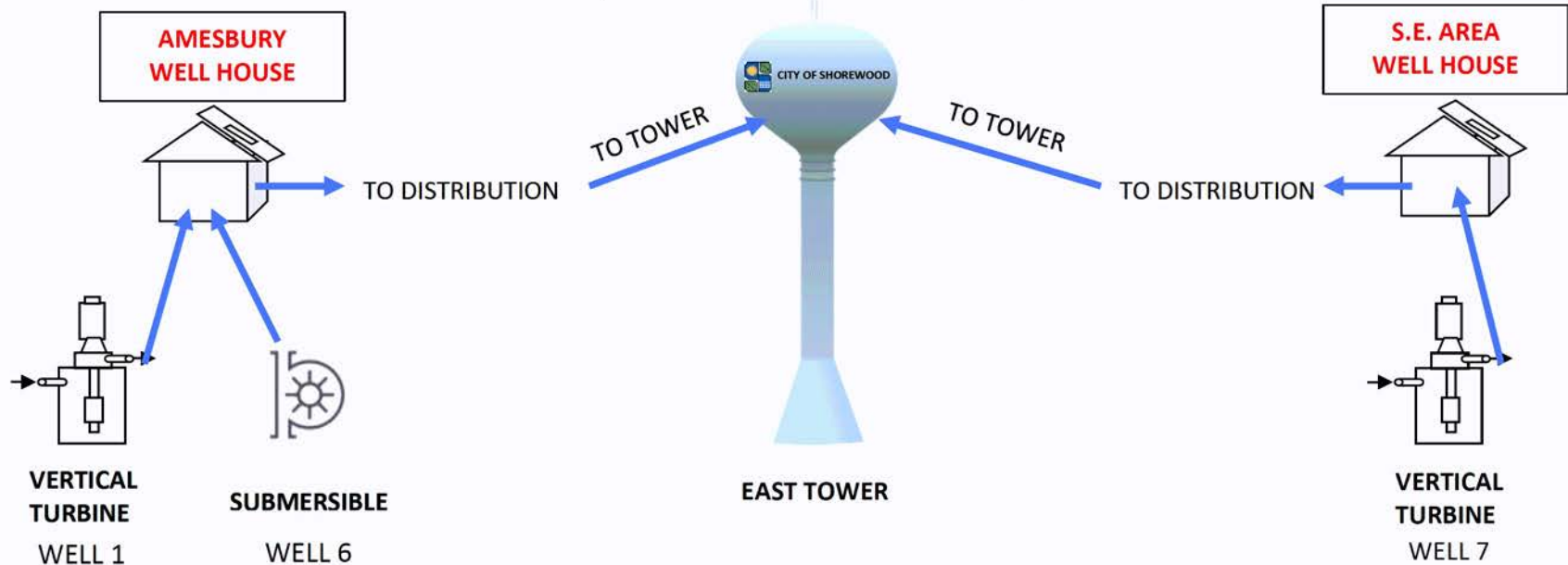




WEST WATER SYSTEM



EAST WATER SYSTEM



NOTE: THERE IS NO INTERCONNECTION BETWEEN THE EAST AND WEST WATER SYSTEMS.

City of Shorewood, Minnesota
Capital Improvement Program

2023 thru 2032

PROJECTS BY FUNDING SOURCE

Source	#	Priority	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	Total
601 - Water Fund													
Truck - Ford 550 w/crane, Utility Truck 50%	007	n/a						101,250					101,250
Air Compressor - Ingersoll Rand 185	038	n/a			34,200								34,200
Dodge Grand Caravan (Pool) - Water	077	n/a	38,400										38,400
Edgewood Rd reclaim	ST-21-01	n/a									1,022,135		1,022,135
Strawberry Court reclaim	ST-22-01	n/a	203,608										203,608
Peach Circle reconstruction	ST-22-02	n/a	169,373										169,373
Strawberry Ln reconstruction	ST-23-01	n/a	659,459										659,459
Grant Lorenz Rd reclaim	ST-23-02	n/a							751,815				751,815
Vine Ridge Road Watermain	ST-23-05	n/a			896,835								896,835
Birch Bluff Rd reconstruction	ST-23-99	n/a	941,280										941,280
Noble Rd recon	ST-24-01	n/a					550,011						550,011
Galpin Lake Rd/Trail	ST-24-03	n/a					634,453						634,453
Mill Street Trail Construction - Led by Hpn County	ST-27-03	n/a			2,620,235								2,620,235
Rebuild Well Pump SE VT Well	W-19-05	n/a			25,000								25,000
Rebuild Well Pump Amesbury VT Well	W-20-05	n/a				25,000							25,000
Rebuild Well Pump Badger VT Well	W-21-02	n/a						35,000					35,000
Rebuild Well Pump Boulder Bridge VT Well	W-22-02	n/a					35,000						35,000
Rebuild Well Pump Amesbury Submersible Well	W-23-01	n/a	30,000							36,000			66,000
Badger Park Watermain	W-23-02	n/a	63,600										63,600
Replace valves SE area filter plant w/ cotrols	W-23-03	n/a	67,200										67,200
Water Meter Replacement Project	W-23-04	n/a	30,000	30,000	30,000	30,000	35,000	35,000	35,000	35,000	35,000	35,000	330,000
Rebuild Well Pump Boulder Bridge Submersible Well	W-24-01	n/a		30,000									30,000

Source	#	Priority	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	Total
East Water Tower Paint & Reconditioning	W-24-02	n/a		380,000									380,000
Replace VFD SE Area Well	W-24-03	n/a		10,000									10,000
Replace VFD Badger Well	W-26-01	n/a				12,000							12,000
Watermain Reconstruction Activity	W-99-01	n/a	100,000	105,000	110,000	115,000	120,000	125,000	130,000	135,000	140,000	145,000	1,225,000
601 - Water Fund Total			2,302,920	555,000	3,716,270	182,000	1,374,464	296,250	952,815	170,000	1,197,135	180,000	10,926,854
GRAND TOTAL			2,302,920	555,000	3,716,270	182,000	1,374,464	296,250	952,815	170,000	1,197,135	180,000	10,926,854

City of Shorewood
Water Utility Rates Comparison
2023

Shorewood		Tonka Bay		Chanhasen * Fixed Charge (minimum charge per quarter)		Minnetrista		Excelsior		Mound	
* 1st 5,000 gallons	\$26.86	* 0-15,999 gallons	\$7.54		\$16.62	* Base per quarter	\$31.97	* Fixed charge	\$53.36	* Quarterly base rate charge	\$58.42
* per 1,000 gallons in excess of 5,000 and up to 50,000 gallons	\$4.54	* 16,000-30,999	\$8.22	* 0-15,000 gallons	\$2.43	* 0-25,000 gallons	\$4.13	* 0-20,000 gallons	\$7.74	* 1,000-5,000 gallons	\$5.07
* per 1,000 gallons in excess of 50,000 gallons per quarter	\$6.52	* 31,000-45,999	\$8.91	* 15,001-30,000	\$3.75	* 25,001-50,000	\$5.15	* 20,000-40,000	\$9.69	* 5,001-25,000	\$5.83
		* More than 46,000	\$9.59	* 30,001-60,000	\$4.45	* Over 50,001	\$6.59	* Over 40,000	\$14.51	* 25,001 +	\$6.70
				* 60,001-90,000	\$4.97						
				* 90,001 +	\$6.07						
Quarterly Usage (Gallons)	Fee	Quarterly Usage (Gallons)	Fee	Quarterly Usage (Gallons)	Fee	Quarterly Usage (Gallons)	Fee	Quarterly Usage (Gallons)	Fee	Quarterly Usage (Gallons)	Fee
5,000	\$27	5,000	\$38	5,000	\$29	5,000	\$53	5,000	\$92	5,000	\$84
15,000	\$72	15,000	\$113	15,000	\$53	15,000	\$94	15,000	\$169	15,000	\$142
25,000	\$118	25,000	\$195	25,000	\$91	25,000	\$135	25,000	\$257	25,000	\$200
50,000	\$231	50,000	\$416	50,000	\$198	50,000	\$264	50,000	\$547	50,000	\$368

Shorewood 2021 Drinking Water Report

This report contains important information about your drinking water. Have someone translate it for you, or speak with someone who understands it.

Información importante. Si no la entiende, haga que alguien se la traduzca ahora.

Making Safe Drinking Water

Your drinking water comes from the following groundwater sources: Shorewood purchases water from Chanhassen and your system has six wells ranging from 326 to 640 feet deep, that draw water from the Prairie Du Chien-Jordan, Prairie Du Chien Group and Tunnel City-Wonewoc aquifers.

Shorewood works hard to provide you with safe and reliable drinking water that meets federal and state water quality requirements. The purpose of this report is to provide you with information on your drinking water and how to protect our precious water resources.

Contact Larry Brown, Director of Public Works , at 952-960-7913 or Lbrown@shorewoodpw.com if you have questions about Shorewood's drinking water. You can also ask for information about how you can take part in decisions that may affect water quality.

The U.S. Environmental Protection Agency sets safe drinking water standards. These standards limit the amounts of specific contaminants allowed in drinking water. This ensures that tap water is safe to drink for most people. The U.S. Food and Drug Administration regulates the amount of certain contaminants in bottled water. Bottled water must provide the same public health protection as public tap water.

Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the Environmental Protection Agency's Safe Drinking Water Hotline at 1-800-426-4791.

Shorewood Monitoring Results

This report contains our monitoring results from January 1 to December 31, 2021.

We work with the Minnesota Department of Health to test drinking water for more than 100 contaminants. It is not unusual to detect contaminants in small amounts. No water supply is ever completely free of contaminants. Drinking water standards protect Minnesotans from substances that may be harmful to their health.

Learn more by visiting the Minnesota Department of Health's webpage [Basics of Monitoring and testing of Drinking Water in Minnesota](https://www.health.state.mn.us/communities/environment/water/factsheet/sampling.html) (<https://www.health.state.mn.us/communities/environment/water/factsheet/sampling.html>).

How to Read the Water Quality Data Tables

The tables below show the contaminants we found last year or the most recent time we sampled for that contaminant. They also show the levels of those contaminants and the Environmental Protection Agency's limits. Substances that we tested for but did not find are not included in the tables.

We sample for some contaminants less than once a year because their levels in water are not expected to change from year to year. If we found any of these contaminants the last time we sampled for them, we included them in the tables below with the detection date.

We may have done additional monitoring for contaminants that are not included in the Safe Drinking Water Act. To request a copy of these results, call the Minnesota Department of Health at 651-201-4700 between 8:00 a.m. and 4:30 p.m., Monday through Friday.

Explaining Special Situations for the Highest Result and Average

Some contaminants are monitored regularly throughout the year, and rolling (or moving) annual averages are used to manage compliance. Because of this averaging, there are times where the Range of Detected Test Results for the calendar year is lower than the Highest Average or Highest Single Test Result, because it occurred in the previous calendar year.

Definitions

- **AL (Action Level):** The concentration of a contaminant which, if exceeded, triggers treatment or other requirements which a water system must follow.
- **EPA:** Environmental Protection Agency
- **MCL (Maximum contaminant level):** The highest level of a contaminant that is allowed in drinking water. MCLs are set as close to the MCLGs as feasible using the best available treatment technology.
- **MCLG (Maximum contaminant level goal):** The level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs allow for a margin of safety.
- **MRDL (Maximum residual disinfectant level):** The highest level of a disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.
- **MRDLG (Maximum residual disinfectant level goal):** The level of a drinking water disinfectant below which there is no known or expected risk to health. MRDLGs do not reflect the benefits of the use of disinfectants to control microbial contaminants.
- **N/A (Not applicable):** Does not apply.
- **pCi/l (picocuries per liter):** A measure of radioactivity.
- **ppb (parts per billion):** One part per billion in water is like one drop in one billion drops of water, or about one drop in a swimming pool. ppb is the same as micrograms per liter ($\mu\text{g/l}$).
- **ppm (parts per million):** One part per million is like one drop in one million drops of water, or about one cup in a swimming pool. ppm is the same as milligrams per liter (mg/l).
- **PWSID:** Public water system identification.

Monitoring Results – Regulated Substances

LEAD AND COPPER – Tested at customer taps.

Contaminant (Date, if sampled in previous year)	EPA's Ideal Goal (MCLG)	EPA's Action Level	90% of Results Were Less Than	Number of Homes with High Levels	Violation	Typical Sources
Lead (10/01/20)	0 ppb	90% of homes less than 15 ppb	5.8 ppb	1 out of 19	NO	Corrosion of household plumbing.
Copper (10/01/20)	0 ppm	90% of homes less than 1.3 ppm	0.45 ppm	0 out of 19	NO	Corrosion of household plumbing.

INORGANIC & ORGANIC CONTAMINANTS – Tested in drinking water.

Contaminant (Date, if sampled in previous year)	EPA's Ideal Goal (MCLG)	EPA's Limit (MCL)	Highest Average or Highest Single Test Result	Range of Detected Test Results	Violation	Typical Sources
Cyanide, Free	0.2 ppm	0.2 ppm	0.06 ppm	N/A	NO	Discharge from steel/metal factories; Discharge from plastic and fertilizer factories.
Barium	2 ppm	2 ppm	0.16 ppm	N/A	NO	Discharge of drilling wastes; Discharge from metal refineries; Erosion of natural deposit.
Gross Alpha	0 pCi/l	15.4 pCi/l	5.9 pCi/l	0.0 - 5.9 pCi/l	NO	Erosion of natural deposits.
Combined Radium	0 pCi/l	5.4 pCi/l	1.3 pCi/l	0.0 - 1.3 pCi/l	NO	Erosion of natural deposits.
Arsenic	0 ppb	10.4 ppb	7.75 ppb	4.36 - 10.80 ppb	NO	Erosion of natural deposits; Runoff from orchards; Runoff from glass and electronics production wastes.

Potential Health Effects and Corrective Actions (If Applicable)

Arsenic: During the year our system had an arsenic result that was greater than the MCL. Since there is variability in sampling results, and this is not an acute contaminant, four quarterly sample results are used to determine compliance. Quarterly monitoring for arsenic was conducted, and the annual average for arsenic was less than the MCL, therefore, no violation was issued for this contaminant.

Arsenic: While your drinking water meets EPA's standard for arsenic, it does contain low levels of arsenic. EPA's standard balances the current understanding of arsenic's possible health effects against the costs of removing arsenic from drinking water. EPA continues to research the health effects of low levels of arsenic, which is a mineral known to cause cancer in humans at high concentrations and is linked to other health effects such as skin damage and circulatory problems.

CONTAMINANTS RELATED TO DISINFECTION – Tested in drinking water.

Substance (Date, if sampled in previous year)	EPA's Ideal Goal (MCLG or MRDLG)	EPA's Limit (MCL or MRDL)	Highest Average or Highest Single Test Result	Range of Detected Test Results	Violation	Typical Sources
Total Trihalomethanes (TTHMs)	N/A	80 ppb	1 ppb	N/A	NO	By-product of drinking water disinfection.
Total Haloacetic Acids (HAA)	N/A	60 ppb	2.5 ppb	N/A	NO	By-product of drinking water disinfection.
Total Chlorine	4.0 ppm	4.0 ppm	1.24 ppm	0.60 - 2.12 ppm	NO	Water additive used to control microbes.

Total HAA refers to HAA5

OTHER SUBSTANCES – Tested in drinking water.

Substance (Date, if sampled in previous year)	EPA's Ideal Goal (MCLG)	EPA's Limit (MCL)	Highest Average or Highest Single Test Result	Range of Detected Test Results	Violation	Typical Sources
Fluoride	4.0 ppm	4.0 ppm	0.9 ppm	0.46 - 0.79 ppm	NO	Erosion of natural deposits; Water additive to promote strong teeth.

Potential Health Effects and Corrective Actions (If Applicable)

Fluoride: Fluoride is nature's cavity fighter, with small amounts present naturally in many drinking water sources. There is an overwhelming weight of credible, peer-reviewed, scientific evidence that fluoridation reduces tooth decay and cavities in children and adults, even when there is availability of fluoride from other sources, such as fluoride toothpaste and mouth rinses. Since studies show that optimal fluoride levels in drinking water benefit public health, municipal community water systems adjust the level of fluoride in the water to an optimal concentration between 0.5 to 0.9 parts per million (ppm) to protect your teeth. Fluoride levels below 2.0 ppm are not expected to increase the risk of a cosmetic condition known as enamel fluorosis.

Some People Are More Vulnerable to Contaminants in Drinking Water

Some people may be more vulnerable to contaminants in drinking water than the general population. Immuno-compromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants can be particularly at risk from infections. The developing fetus and therefore pregnant women may also be more vulnerable to contaminants in drinking water. These people or their caregivers should seek advice about drinking water from their health care providers. EPA/Centers for Disease Control (CDC) guidelines on appropriate means to lessen the risk of infection by *Cryptosporidium* and other microbial contaminants are available from the Safe Drinking Water Hotline at 1-800-426-4791.

Learn More about Your Drinking Water

Drinking Water Sources

Minnesota's primary drinking water sources are groundwater and surface water. Groundwater is the water found in aquifers beneath the surface of the land. Groundwater supplies 75 percent of Minnesota's drinking water. Surface water is the water in lakes, rivers, and streams above the surface of the land. Surface water supplies 25 percent of Minnesota's drinking water.

Contaminants can get in drinking water sources from the natural environment and from people's daily activities. There are five main types of contaminants in drinking water sources.

- **Microbial contaminants**, such as viruses, bacteria, and parasites. Sources include sewage treatment plants, septic systems, agricultural livestock operations, pets, and wildlife.
- **Inorganic contaminants** include salts and metals from natural sources (e.g. rock and soil), oil and gas production, mining and farming operations, urban stormwater runoff, and wastewater discharges.
- **Pesticides and herbicides** are chemicals used to reduce or kill unwanted plants and pests. Sources include agriculture, urban stormwater runoff, and commercial and residential properties.
- **Organic chemical contaminants** include synthetic and volatile organic compounds. Sources include industrial processes and petroleum production, gas stations, urban stormwater runoff, and septic systems.
- **Radioactive contaminants** such as radium, thorium, and uranium isotopes come from natural sources (e.g. radon gas from soils and rock), mining operations, and oil and gas production.

The Minnesota Department of Health provides information about your drinking water source(s) in a source water assessment, including:

- How Shorewood is protecting your drinking water source(s);
- Nearby threats to your drinking water sources;
- How easily water and pollution can move from the surface of the land into drinking water sources, based on natural geology and the way wells are constructed.

Find your source water assessment at [Source Water Assessments](https://www.health.state.mn.us/communities/environment/water/swp/swa) (<https://www.health.state.mn.us/communities/environment/water/swp/swa>) or call 651-201-4700 between 8:00 a.m. and 4:30 p.m., Monday through Friday.

Lead in Drinking Water

You may be in contact with lead through paint, water, dust, soil, food, hobbies, or your job. Coming in contact with lead can cause serious health problems for everyone. There is no safe level of lead. Babies, children under six years, and pregnant women are at the highest risk.

Lead is rarely in a drinking water source, but it can get in your drinking water as it passes through lead service lines and your household plumbing system. Shorewood is responsible for providing high quality drinking water, but it cannot control the plumbing materials used in private buildings.

Read below to learn how you can protect yourself from lead in drinking water.

1. **Let the water run** for 30-60 seconds before using it for drinking or cooking if the water has not been turned on in over six hours. If you have a lead service line, you may need to let the water run longer. A service line is the underground pipe that brings water from the main water pipe under the street to your home.
 - You can find out if you have a lead service line by contacting your public water system, or you can check by following the steps at: <https://www.mprnews.org/story/2016/06/24/npr-find-lead-pipes-in-your-home>
 - The only way to know if lead has been reduced by letting it run is to check with a test. If letting the water run does not reduce lead, consider other options to reduce your exposure.
2. **Use cold water** for drinking, making food, and making baby formula. Hot water releases more lead from pipes than cold water.
3. **Test your water.** In most cases, letting the water run and using cold water for drinking and cooking should keep lead levels low in your drinking water. If you are still concerned about lead, arrange with a laboratory to test your tap water. Testing your water is important if young children or pregnant women drink your tap water.
 - Contact a Minnesota Department of Health accredited laboratory to get a sample container and instructions on how to submit a sample:
[Environmental Laboratory Accreditation Program](https://eldo.web.health.state.mn.us/public/accreditedlabs/labsearch.seam)
<https://eldo.web.health.state.mn.us/public/accreditedlabs/labsearch.seam>
 The Minnesota Department of Health can help you understand your test results.
4. **Treat your water** if a test shows your water has high levels of lead after you let the water run.
 - Read about water treatment units:
[Point-of-Use Water Treatment Units for Lead Reduction](https://www.health.state.mn.us/communities/environment/water/factsheet/poulead.html)
<https://www.health.state.mn.us/communities/environment/water/factsheet/poulead.html>

Learn more:

- Visit [Lead in Drinking Water](https://www.health.state.mn.us/communities/environment/water/contaminants/lead.html) (<https://www.health.state.mn.us/communities/environment/water/contaminants/lead.html>)

- Visit Basic Information about Lead in Drinking Water (<http://www.epa.gov/safewater/lead>)
- Call the EPA Safe Drinking Water Hotline at 1-800-426-4791. To learn about how to reduce your contact with lead from sources other than your drinking water, visit Common Sources (<https://www.health.state.mn.us/communities/environment/lead/fs/common.html>).

Help Protect Our Most Precious Resource – Water

The Value of Water

Drinking water is a precious resource, yet we often take it for granted.

Throughout history, civilizations have risen and fallen based on access to a plentiful, safe water supply. That's still the case today. Water is key to healthy people and healthy communities.

Water is also vital to our economy. We need water for manufacturing, agriculture, energy production, and more. One-fifth of the U.S. economy would come to a stop without a reliable and clean source of water.

Systems are in place to provide you with safe drinking water. The state of Minnesota and local water systems work to protect drinking water sources. For example, we might work to seal an unused well to prevent contamination of the groundwater. We treat water to remove harmful contaminants. And we do extensive testing to ensure the safety of drinking water.

If we detect a problem, we take corrective action and notify the public. Water from a public water system like yours is tested more thoroughly and regulated more closely than water from any other source, including bottled water.

Conservation

Conservation is essential, even in the land of 10,000 lakes. For example, in parts of the metropolitan area, groundwater is being used faster than it can be replaced. Some agricultural regions in Minnesota are vulnerable to drought, which can affect crop yields and municipal water supplies.

We must use our water wisely. Below are some tips to help you and your family conserve – and save money in the process.

- Fix running toilets—they can waste hundreds of gallons of water.
- Turn off the tap while shaving or brushing your teeth.
- Shower instead of bathe. Bathing uses more water than showering, on average.
- Only run full loads of laundry, and set the washing machine to the correct water level.
- Only run the dishwasher when it's full.
- Use water-efficient appliances (look for the WaterSense label).
- Use water-friendly landscaping, such as native plants.
- When you do water your yard, water slowly, deeply, and less frequently. Water early in the morning and close to the ground.
- Learn more
 - [Minnesota Pollution Control Agency's Conserving Water webpage \(https://www.pca.state.mn.us/living-green/conserving-water\)](https://www.pca.state.mn.us/living-green/conserving-water)
 - [U.S. Environmental Protection Agency's WaterSense webpage \(https://www.epa.gov/watersense\)](https://www.epa.gov/watersense)



Topic

5. Hybrid Council Meetings

Prepared By: Marc Nevinski, City Administrator

Background

During the pandemic, public meetings shifted entirely to virtual formats using software such as Webex, Zoom, and Teams to safely perform official business. Following the pandemic and the lifting of the State of Emergency, most agencies were statutorily required to return to in-person meetings, although many chose to retain the virtual component and hold hybrid meetings.

Benefits of hybrid meetings include convenience for participation by the public, staff and consultants. Challenges include the availability and reliance of technology, and statutory requirements for virtual participation by Council members.

Hybrid meetings rely on technology and can therefore create frustration by the Council, staff and the public when the technology does not work properly. Shorewood has experienced technical challenges with its hybrid meetings, but updates to equipment appear to have increased reliability. Should Council choose to continue hybrid meetings, ensuring reliability and smooth operation of the platform is critical for users, and this may require more resources. An additional challenge experienced by staff is the difficulty in operating and monitoring the hybrid meeting, as well as participating as a staff member. This too may require more resources to address.

Question for Council

Should the City continue to provide the option of hybrid City Council meetings? If so, what rules or guidelines might the Council want to establish for hybrid meetings? What resources might be dedicated to hybrid meetings to ensure reliability? Should the use of hybrid meetings be reviewed at a specific time or continue indefinitely?

Attachments

- Minnesota Statutes 13D.02
- Minn. Stat. § 13D.021
- League of Minnesota Cities – Case Studies

13D.02 OTHER ENTITY MEETINGS BY INTERACTIVE TECHNOLOGY.

Subdivision 1. **Conditions.** (a) A meeting governed by section 13D.01, subdivisions 1, 2, 4, and 5, and this section may be conducted by interactive technology so long as:

(1) all members of the body participating in the meeting, wherever their physical location, can hear and see one another and can hear and see all discussion and testimony presented at any location at which at least one member is present;

(2) members of the public present at the regular meeting location of the body can hear and see all discussion and testimony and all votes of members of the body;

(3) at least one member of the body is physically present at the regular meeting location;

(4) all votes are conducted by roll call so each member's vote on each issue can be identified and recorded; and

(5) each location at which a member of the body is present is open and accessible to the public.

(b) A meeting satisfies the requirements of paragraph (a), although a member of the public body participates from a location that is not open or accessible to the public, if the member has not participated more than three times in a calendar year from a location that is not open or accessible to the public, and:

(1) the member is serving in the military and is at a required drill, deployed, or on active duty; or

(2) the member has been advised by a health care professional against being in a public place for personal or family medical reasons. This clause only applies when a state of emergency has been declared under section 12.31, and expires 60 days after the removal of the state of emergency.

Subd. 1a. **Meeting exception.** This section applies to meetings of entities described in section 13D.01, subdivision 1, except meetings of:

(1) a state agency, board, commission, or department, and a statewide public pension plan defined in section 356A.01, subdivision 24; and

(2) a committee, subcommittee, board, department, or commission of an entity listed in clause (1).

Subd. 2. **Members are present for quorum; participation.** Each member of a body participating in a meeting by interactive technology is considered present at the meeting for purposes of determining a quorum and participating in all proceedings.

Subd. 3. **Monitoring from remote site.** If interactive technology is used to conduct a meeting, to the extent practical, a public body shall allow a person to monitor the meeting electronically from a remote location.

Subd. 4. **Notice of regular and all member locations.** If interactive technology is used to conduct a regular, special, or emergency meeting, the public body shall provide notice of the regular meeting location and notice of any location where a member of the public body will be participating in the meeting by interactive technology, except for the locations of members participating pursuant to subdivision 1, paragraph (b). The timing and method of providing notice must be as described in section 13D.04.

Subd. 5. MS 2020 [Repealed by amendment, 2021 c 14 s 5]

Subd. 6. **Record.** The minutes for a meeting conducted under this section must reflect the names of any members appearing by interactive technology and state the reason or reasons for the appearance by interactive technology.

History: 1957 c 773 s 1; 1967 c 462 s 1; 1973 c 123 art 5 s 7; 1973 c 654 s 15; 1973 c 680 s 1,3; 1975 c 271 s 6; 1981 c 174 s 1; 1983 c 137 s 1; 1983 c 274 s 18; 1984 c 462 s 27; 1987 c 313 s 1; 1990 c 550 s 2,3; 1991 c 292 art 8 s 12; 1991 c 319 s 22; 1994 c 618 art 1 s 39; 1997 c 154 s 2; 1Sp2011 c 11 art 2 s 1; 2019 c 33 s 1-3; 2020 c 74 art 1 s 1; 2021 c 14 s 5

13D.021 MEETINGS DURING PANDEMIC OR CHAPTER 12 EMERGENCY.

Subdivision 1. **Conditions.** A meeting governed by this section and section 13D.01, subdivisions 1, 2, 4, and 5, may be conducted by telephone or interactive technology so long as the following conditions are met:

(1) the presiding officer, chief legal counsel, or chief administrative officer for the affected governing body determines that an in-person meeting or a meeting conducted under section 13D.015 or 13D.02 is not practical or prudent because of a health pandemic or an emergency declared under chapter 12;

(2) all members of the body participating in the meeting, wherever their physical location, can hear one another and can hear all discussion and testimony;

(3) members of the public present at the regular meeting location of the body can hear all discussion and testimony and all votes of the members of the body, unless attendance at the regular meeting location is not feasible due to the health pandemic or emergency declaration;

(4) at least one member of the body, chief legal counsel, or chief administrative officer is physically present at the regular meeting location, unless unfeasible due to the health pandemic or emergency declaration; and

(5) all votes are conducted by roll call, so each member's vote on each issue can be identified and recorded.

Subd. 2. **Members are present for quorum; participation.** Each member of the body participating in a meeting by telephone or interactive technology is considered present at the meeting for purposes of determining a quorum and participating in all proceedings.

Subd. 3. **Monitoring from remote site.** If telephone or interactive technology is used to conduct a meeting, to the extent practical, the body shall allow a person to monitor the meeting electronically from a remote location.

Subd. 4. **Notice of regular and all member sites.** If telephone or interactive technology is used to conduct a regular, special, or emergency meeting, the public body shall provide notice of the regular meeting location, of the fact that some members may participate by telephone or interactive technology, and of the provisions of subdivision 3. The timing and method of providing notice is governed by section 13D.04.

Subd. 5. **Public comment period during health pandemic or emergency.** If attendance at the regular meeting location is not feasible due to the health pandemic or emergency declaration and the public body's practice is to offer a public comment period at in-person meetings, members of the public shall be permitted to comment from a remote location during the public comment period of the meeting, to the extent practical.

History: 2007 c 110 s 1; 2021 c 14 s 6

Two-Way Street

How Has Your City Adapted to Virtual Meetings?



BECKY LAMMI
CITY ADMINISTRATOR
AURORA (POPULATION 1,670)

In the City of Aurora, we quickly moved our City Council meetings to an online format when the pandemic hit Minnesota in March. With training (and a little grace), all members of staff and council are now familiar with Zoom. The city purchased some iPads, which are available for council members and staff to use. Council meeting materials are provided in both printed and electronic format.

Hybrid model

As the pandemic has continued, we have moved to a hybrid model — staff and elected officials are welcome to attend the meeting in the council chambers or via Zoom. This allows everyone to function as they feel comfortable. We typically have two to four of our five council members attend in person. We do not allow members of the public to attend the meetings in person. We have a fairly small council chambers, which limits social distancing, and want to provide all members of the public with a consistent experience. So, residents can watch the meeting via Facebook Live, and they can interact via video or telephone.

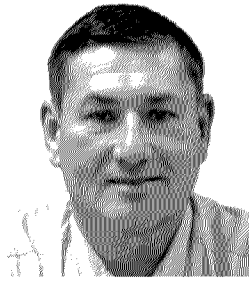
Challenges and benefits

As with a fully virtual meeting, the hybrid model is not without its challenges, including lag time in video or audio. One additional challenge of the hybrid model is that those attending the meeting in person tend to have a more robust conversation than those attending via electronic means. The biggest benefit to this type of meeting is the flexibility. Those who attend the meeting can be anywhere and still feel like an active, engaged part of the city. It also allows members who prefer to meet in person to still see others face-to-face. Another benefit is that livestreaming the meetings via Facebook has increased attendance compared to our traditional in-person meetings. However, public comment has remained consistent.

Long-term advantages

The changes we've made to accommodate virtual meetings will continue to benefit the city even after the pandemic is over. We purchased a big-screen TV, which allows visual aids to be presented to the City Council. The TV will also allow some people to attend meetings

electronically, as needed, in the future. Overall, the City of Aurora has pivoted to meet the need for a more electronic format, while also providing a stable, conversation-focused approach.



BLAINE HILL
CITY MANAGER
MORRIS (POPULATION 5,452)

The City of Morris has been conducting virtual meetings since the start of the COVID- 19 crisis. We do this for the safety of the City Council, staff, and the public.

We hold our meetings via Zoom, and switching to that format was made easier because we had already gone paperless with our meeting materials over a year ago. At that time, we issued iPads to the council members.

Residents join in council chambers

Cities across Minnesota are conducting meetings in many different ways, and we chose a combination approach. While the council members attend meetings remotely, I am in the council chambers to facilitate both the virtual meeting and any residents who show up to the chambers.

We've kept meetings open to the public by allowing residents to attend in the council chambers, while following the proper protocols of wearing masks and social distancing. We have a big-screen TV to show what is happening on Zoom.

When the time comes for a member of the public to talk to the council, I simply move away and allow them to sit at the computer. This has worked well since we haven't had many members of the public attend meetings.

Challenge of larger meetings

In Morris, we rarely get visitors to our meetings, even for our annual budget review. But we usually do get more activity for public hearings. This year we chose to put off a special assessment project until 2021. We did this partly to avoid the public hearing issue and partly because residents are feeling the economic impact of the pandemic.

Our Planning Commission recently had a new solar ordinance to review and, for the first time, we let the general public participate in a meeting via Zoom. Things went OK, but as a small city, we don't have the IT personnel to facilitate some of the new technology. There is a learning curve.

Continue virtual option?

Many residents have asked us to keep the virtual option after the pandemic is under control. We have not discussed it yet, but my assumption is that we will go back to live, in-person meetings as soon as it is safe.

However, I do see some advantages to continuing a virtual option. For example, travel sometimes makes it difficult to attend meetings in person. So, this is something we may consider down the road.

Your LMC Resource

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For editorial questions:

Contact Laura Zenz

Digital & Publications Manager

(651) 215-4033 or (800) 925-1122

lzenz@lmc.org



Topic

6. Review Upcoming Public Improvement Projects

Prepared By: Andrew Budde, City Engineer
Matt Morriem, Public Works Director

Background

Several significant public improvement projects are underway, and planning for additional projects will also begin soon. Additionally, the City will complete a number of notable maintenance projects, such as mill and overlays of several street segments. Staff will provide Council an update of those projects.

Question for Council

None. This item is an update for Council.

Attachments

- None