

**CITY OF SHOREWOOD
CITY COUNCIL REGULAR MEETING
MONDAY, APRIL 25, 2022**

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

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

AGENDA

1. CONVENE CITY COUNCIL MEETING

A. Pledge of Allegiance

B. Roll Call

Mayor Labadie____
Siakel____
Johnson____
Callies____
Gorham____

C. Review and Adopt Agenda

Attachments

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

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

- | | |
|--|---|
| A. City Council Work Session Minutes of April 11, 2022 | Minutes |
| B. City Council Regular Meeting Minutes of April 11, 2022 | Minutes |
| C. Approval of the Verified Claims List | Claims List |
| D. Approval of Retail Liquor Licenses | Deputy City Clerk Memo
Resolution 22-040 |
| E. Approving 2022 Deer Management Dates | City Administrator Memo |
| F. Approve SLMPD Agreement with Excelsior for Dock Patrol | City Administrator Memo |
| G. Accept Shop Technician Resignation and Authorize Advertising for the Position | Director of Public Works Memo |
| H. Accept Public Works Supervisor Resignation | Director of Public Works Memo |

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

4. PUBLIC HEARING

5. REPORTS AND PRESENTATIONS

- | | |
|--|-----------------------|
| A. Presentation of 2021 Audit | Finance Director Memo |
| B. Watercraft Operator License Legislation | Joe Shneider |

6. PARKS

- | | |
|---|--|
| A. Report by Commissioner Schmid on April 12, 2022
Park Commission Meeting | Draft Minutes |
| B. Award Quote for Freeman Park Fence Improvements
Project | Director of Public Works Memo
Resolution 22-041 |

7. PLANNING

- | | |
|---|---|
| A. Report by Commissioner Eggenberger on April 5, 2022
Planning Commission Meeting | Minutes |
| B. Site Plan Amendment Review
Location: 24275 Smithtown Lane
Applicant: Mikan Homes | Planning Director Memo
Resolution 22-042 |

8. ENGINEERING/PUBLIC WORKS

- | | |
|--|---|
| A. Approve Plans and Specifications for 2022 Mill and Overlay,
City Project 21-11 | City Engineer Memo
Resolution 22-043 |
|--|---|

9. GENERAL/NEW BUSINESS

10. STAFF AND COUNCIL REPORTS

- | | |
|---|---|
| A. Staff | |
| 1. Advanced Construction Notification Signs | Director of Public Works Memo |
| 2. Green Steps update | Communications and Recycling Coordinator Memo |
| B. Mayor and City Council | |

11. ADJOURN

CITY OF SHOREWOOD
CITY COUNCIL WORK SESSION MEETING
MONDAY, APRIL 11, 2022

5755 COUNTRY CLUB ROAD
COUNCIL CHAMBERS
6:30 P.M.

MINUTES

1. CONVENE CITY COUNCIL WORK SESSION MEETING

Mayor Labadie called the meeting to order at 6:31 P.M.

A. Roll Call

Present. Mayor Labadie; Councilmembers Johnson (arrived at 6:41 p.m.), Labadie, Siakel, Gorham, and Callies; City Attorney Shepherd; City Administrator Lerud; Planning Director Darling; and Public Works Director Brown.

Absent: None

B. Review Agenda

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

2. PROCESS TO FILL CITY ADMINISTRATOR VACANCY

City Administrator Lerud stated that the Council should discuss how they would like to proceed with an interim appointment of a City Administrator and also how they would like to proceed with filling the position with a regular appointment. He suggested that the Council spend the majority of the time discussing the interim appointment since that is more time sensitive and stated that there is time at the work session on April 25, 2022 if the Council wanted to bring in candidates for interviews. He noted that he had presented information at the dais from the League of Minnesota Cities that included a list of candidates who have offered themselves as interim City Administrators.

There was consensus by the Council regarding the importance of an interim City Administrator that would be able to step right in following City Administrator Lerud's departure.

City Administrator Lerud noted that staff has discussed this and there is nobody on staff who would have the time to assume those interim responsibilities.

Councilmember Callies stated that even if the City appoints an interim City Administrator she does not want to put filling the regular appointment on hold because the last time that happened the interim City Administrator was at the City for about four years, which she feels is too long.

Councilmember Siakel stated that interim City Administrator did a really good job and noted that there was a lot going on in the City at the time. She stated that because of his experience, he was able to work with the public and calm the situation and reiterated that even though it was a long 'interim' appointment, he did a great job and she felt it was a beneficial thing for the City. She stated that she wants to make sure that the City has enough time to make sure they hire the right person.

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The Council discussed some of the names on the list from the League of Minnesota Cities. They discussed the need to eliminate candidates that live far away, individuals who do have city administrator experience within the metropolitan area, as well the best process for moving this forward.

Councilmember Siakel suggested that Mayor Labadie screen some of the potential candidates that have been mentioned with the idea that interviews could be held during the work session on April 25, 2022. She stated that if there more than a few viable candidates she suggested that a portion of the Council could also do a pre-interview process through Zoom so they can narrow the field down before the full Council interviews.

Mayor Labadie suggested that by the work session on April 25, 2022 that there be no more than three candidates that interview for the interim city administrator position. She stated that for the regular position her question is whether the Council wants to tackle it themselves or bring in an outside firm to assist in the vetting and hiring process.

City Administrator Lerud noted that many cities the size of Shorewood and larger go with an outside firm in this situation. Mayor Labadie asked for an estimate of what an outside firm would cost to provide this service. City Administrator Lerud stated that he expects it would be about \$20,000 to \$25,000. Councilmember Callies noted that seems high to her because she did not think it would be a national search.

Councilmember Siakel suggested that that the City put out a Request for Proposal because there are several firms around that do this type of work. City Administrator Lerud stated that would be the next step and noted that staff could have that back for Council consideration by the April 25, 2022 Council meeting. He stated that then the Council could see what they get back and decide if they want to proceed with a consultant or handle it internally based on what they get back through the RFP process.

Councilmember Callies asked if there would be a way to get the RFP distributed sooner than that.

City Administrator Lerud stated that he is not planning to reinvent the wheel so if the Council gave him some direction, he and the city attorney could get the RFP sent out and try to have them back for discussion at the May 9, 2022 meeting which would cut a few weeks out of the process timeline.

There was consensus of the Council get the RFP sent out so the ball starts rolling on the process to fill the City Administrator position.

3. ADJOURN

Johnson moved, Gorham seconded, Adjourning the City Council Work Session Meeting of April 11, 2022, at 6:58 P.M. Motion passed 5/0.

ATTEST:

Jennifer Labadie, Mayor

Sandie Thone, City Clerk

CITY OF SHOREWOOD
CITY COUNCIL REGULAR MEETING
MONDAY, APRIL 11, 2022

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

MINUTES

1. CONVENE CITY COUNCIL REGULAR MEETING

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

The Council recited the Pledge of Allegiance.

A. Roll Call

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

Absent: None

B. Review Agenda

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

2. CONSENT AGENDA

Mayor Labadie reviewed the items on the Consent Agenda.

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

- A. City Council Work Session Minutes Meeting Minutes of March 14, 2022
- B. City Council Regular Meeting Minutes of March 14, 2022
- C. City Council Special Meeting Minutes of March 23, 2022
- D. Approval of the Verified Claims List
- E. Authorize Professional Service Agreement with MNSPECT, Adopting RESOLUTION NO. 22-030, "A Resolution Authorizing Execution of a Professional Service Agreement with MNSPECT."
- F. Approve Hire of LEO, Public Works
- G. Notification of the 2022 Open Book Meeting
- H. Accept City Administrator Resignation

- I. **Accept Proposal for Safety Consultation Services from SafeAssure, Adopting RESOLUTION NO. 22-031, "A Resolution Accepting the Proposal for Safety Consultation Services by SafeAssure Consultants, Inc."**

All in favor, motion passed.

3. **MATTERS FROM THE FLOOR**

Alan Yelsey, 26335 Peach Circle expressed his various concerns with the Smithtown Ponds project, access to meetings via Zoom, and the proposed amendments to the sign ordinance.

Councilmember Callies noted that she would like to respond to a few things stated by Mr. Yelsey. Mayor Labadie suggested that the response be very limited since this is Matters from the Floor.

Councilmember Callies stated that one of things she would like to comment on is in relation to Zoom and Mr. Yelsey's comment that he was 'denied' access. She stated that similar to tonight when there were initially technical difficulties, that situation would apply to everyone and not just Mr. Yelsey. She stated that she also finds it interesting that Mr. Yelsey is concerned about Zoom for City meetings when they were both in attendance at a very large convention this week where there was not Zoom capabilities and he did not seem to have any problem attending that meeting in close proximity with about two-hundred fifty other people. She noted that at tonight's City Council meeting, there are only two other individuals in the audience besides City staff members and yet Mr. Yelsey appears to be suggesting that the City is violating his rights to attend meetings. She stated that she feels it is audacious of Mr. Yelsey to be bringing that type of claim against the City when he has no qualms about attending other types of meetings.

Greg Larson, 25535 Orchard Circle, expressed concern about the lack of analysis, data, cost, engineering firms profiting from the project, and the necessity of the Smithtown Ponds project. He urged the Council to pause this project until an independent body can do a cost-benefit analysis of the project.

Councilmember Siakel stated that she would like to comment briefly on this issue. She stated that Bolton and Menk came on board long after this project had begun. She stated that implying that they have a direct benefit or will prosper from this project is false. She noted that the City has had four engineering firms involved in this project in addition to the watershed district and the Army Corps of Engineers.

Mr. Larson stated that the watershed district did not look at this project from a cost-benefit analysis point of view, but only from a technical standard that it would not cause water issue problems downstream.

Councilmember Siakel explained that she was replying to Mr. Larson's specific point that implied that Bolton and Menk had a financial interest in this project. She stated that she had corrected Mr. Larson on that point and explained that there have been four engineering firms involved and Bolton and Menk was not the engineering firm of record when this project was started. She stated that Mr. Larson's statement that they have a vested interest is not accurate.

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Mr. Larson clarified that he is looking for a cost-benefit statement about the project. Mayor Labadie asked that Mr. Larson feel free to contact City Engineer Budde if he has any specific questions about the project.

Chris Rotunno, 5525 Howards Point Road, expressed his frustration with the repeated attempts by certain residents to come and counter anything the City is doing. He noted that he appreciated that Councilmembers Callies and Siakel were able to correct some of the incorrect statements that were made tonight by the two individuals who spoke this evening. He stated that allowing these individuals to say the same thing week after week is wasting everyone's time and requested that they not be continued to allow time on the floor to speak.

Mayor Labadie stated that this City Council meeting is a regular business meeting and demonstrations such as holding signs up, clapping, and cheering are inappropriate behavior in this setting because they disrupt the meeting and are an attempt at intimidation. She explained that she would like to respectfully request that people refrain from that type of behavior.

Guy Sanschagrin, 27725 Island View Road, shared his agreement with the statements made by Mr. Yelsey and Mr. Larson regarding the Smithtown Ponds project and the wisdom of getting a second opinion on such a large expenditure. He expressed disappointment regarding how the recent appellate court case findings had been communicated and asked that the City work with them to explain what happened in a factual way and everyone can learn from their mistakes. He expressed his willingness to serve on a resident task force in order to review the code and identify areas that lack clarity.

4. PUBLIC HEARING

5. REPORTS AND PRESENTATIONS

6. PARKS

A. Approve Food Trucks for Tonka Football Events

Planning Director Darling explained the request from Tonka Youth Football for a special event permit to have a food truck at Badger Park on Saturdays from August 27, 2022 through October 31, 2022 from 9:30 a.m. to 9:00 p.m. She noted that the food truck would take up about two parking spaces and clean up of the site will be the responsibility of the food trucks and Tonka Youth Football. Staff recommend approval subject to the conditions listed in the staff report.

Mayor Labadie noted that the application for this special event permit indicated that they are planning to serve non-alcoholic drinks during the games.

Councilmember Callies noted that the resolution language indicates that the applicant is responsible for certain things and asked if the anticipation was that there would be a subsequent agreement that indicates the things noted about indemnity and their agreement to pick up the site. Planning Director Darling stated that they had not been planning to have a separate agreement, but could put one together if that would be the Council's preference.

City Attorney Shepherd stated that the resolution is one sided with just the City adopting it and would recommend the Council add an additional condition that staff will draw up this agreement, as suggested by Councilmember Callies.

Callies moved, Siakel seconded, Adopting **RESOLUTION NO. 22-032**, “A Resolution Approving a Food Truck for Minnetonka Youth Football Events, as amended adding a condition regarding drafting an agreement.” All in favor, motion passed.

B. Approve Estimate for Christmas Lake Boat Landing Improvements

City Engineer Budde explained that the City had been working with the Christmas Lake Homeowners Association on making improvements to the landing area and noted that earlier this year, the City approved relocating the invasive species boat cleaning equipment to create an additional parking stall. He explained that during the project design there was an additional request to add riprap at the bottom of the boat ramp as erosion and soil displacement has occurred in that area. The City received three quotes with the low quote being from Valley Paving out of Shakopee and noted that the goal is to have this work completed by May 6, 2022 just prior to the fishing season opener, but in order to do this the City would have to waive the weight restrictions on a few local roadways. The project was originally funded from the Park Improvements Fund for \$20,000, however the riprap improvements were not included in the estimate so the additional scope of riprap now has the project estimated at \$66,000. Staff is proposing to reallocate funds from the Freeman Park trail resurfacing project and award the project to Valley Paving as the low bidder.

Gorham moved, Johnson seconded, Adopting **RESOLUTION NO. 22-033**, “A Resolution to Award the Christmas Lake Boat Landing Improvements to the Low Quote, City Project 22-05.” All in favor, motion passed.

C. Accept Bids and Award Contract for Silverwood Park Improvements, City Project 21-05

City Engineer Budde explained that as the City has completed improvements to the Silverwood Park playground, there are additional site improvements that need to occur prior to final installation of the remaining equipment. He stated that the City has received three quotes with the lowest from Blackstone Contractors out of Loretto and noted that it was about \$4,000 above the estimate which are due to inflationary and supply chain pressures. He noted that the City had originally budgeted for this project at \$265,000 and the overall project cost is currently estimated at \$300,200 and explained that the City had received a grant which brings the City cost down to \$275,200. Staff recommends awarding the contract to the low quote from Blackstone Contractors.

Councilmember Callies asked for details of the grant the City had received. Planning Director Darling stated that the grant was through Hennepin County for youth sports. Councilmember Gorham commended staff for going down every avenue in a way to reconfigure this project and keep costs down.

Johnson moved, Callies seconded, Adopting **RESOLUTION NO. 22-034**, “A Resolution to Award Contract to Low Quote for Silverwood Park Improvements, City Project 21-05.” All in favor, motion passed.

7. PLANNING

A. Urban Farm Animals Ordinance Amendments

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Planning Director Darling stated that last September, the Council adopted standards for urban farm animals but had asked staff to research additional standards that may reduce the negative impacts on neighborhoods. The Planning Commission held a public hearing on the proposed amendments and recommended approval subject to minor grammatical changes and to the setbacks for urban farm bird shelters or enclosures. She gave a brief overview of the proposed amendments recommended for approval by staff and the Planning Commission.

Siakel moved, Johnson seconded, Approving Ordinance 587 and Adopting RESOLUTION NO. 22-035, "A Resolution Approving the Publication of Ordinance 587 Regarding City Code Ordinance Amendments Related to Urban Farm Animals." All in favor, motion passed.

8. ENGINEERING/PUBLIC WORKS

A. Stream Restoration Project

Location: 26245 Smithtown Road and Freeman Park

City Engineer Budde explained that during the design and permitting of the Smithtown Pond project, the Army Corps of Engineers claimed jurisdiction of the adjacent stream channel. He noted that while this claim delayed the permitting process, it may have also created an opportunity for the City. He stated that the Army Corps of Engineers have recently started enforcing a federal law under the Clean Water Act that looks at streams the way they have been looking at wetlands and gave a brief explanation of how wetland bank credits has worked and how streambank credits could work. He stated that staff thinks it may be possible that this project could produce streambank credits but they won't know until they begin the conversation with the Army Corps of Engineers to see if it may be a good fit. He stated that this would be a long term project for construction and permitting, but staff feels that there is a potential for profit if this goes through. He explained that the City had budgeted \$500,000 to begin scoping the project and staff is requesting authorization to progress with steps one and two of the process.

Councilmember Gorham stated that he has heard of wetland bank credits but not for streams. He stated that his general understanding is that the credit program is supposed to motivate cities to upgrade their stream bank. He asked if the entities that would want to buy credits from the City would have to be local. City Engineer Budde stated that was the correct understanding of the program and noted that typically they like to stay as close as possible in proximity with the banking credits, but some of those details are yet to be figured out.

Councilmember Siakel asked for a brief explanation of the benefits to the community and why they should proceed. City Engineer Budde stated that it would take a stream that is a low quality stream and make it a high quality stream that addresses the ecological aspects, creates a lot of habitat for many different species, and provides an amenity to the City long-term. He stated that there could also be an educational component and have placards along the stream to help teach about stream restoration. He explained that the Army Corps of Engineers would require a conservation easement over the stream channel.

Councilmember Callies asked questions about the potential revenue this may create and noted that it was also possible that there would not be a market for this banking.

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City Engineer Budde explained details of the potential revenue and noted that staff is not pushing this idea, but did see it as an opportunity because they want the City to make a good economical decision in this situation.

Gorham moved, Johnson seconded, Adopting RESOLUTION NO. 22-036, “A Resolution to Begin Scoping a Stream Restoration Project in Smithtown Ponds and Freeman Park Parcels.” All in favor, motion passed.

B. MOU on Stream Restoration Project Location: 26115 Smithtown Lane

City Engineer Budde explained that this item is directly related to the previous item regarding scoping a stream restoration project. He explained the location of the stream in reference to the abutting property and their existing garage. He noted that in order to provide maximum flexibility for the City they would potentially need to encroach onto this property in order to pull the stream channel fully onto City property which in addition to preventing the stream from causing any problems to his garage, the City could then protect the stream with a conservation easement. He stated that he had reached out to the property owner who is looking to do some site improvements. He explained that he saw this as an opportunity for the City to ask for a five year temporary construction easement in exchange for completing the Storm Water Management Plan, some of which has already been completed as part of the Smithtown Pond design. Staff recommends approval of the MOU.

Johnson moved, Callies seconded, Adopting RESOLUTION NO. 22-037, “A Resolution for a Memo of Understanding with Property Owner of 26115 Smithtown Lane.”

Mayor Labadie noted one additional grammatical change necessary in the first ‘whereas’ statement.

Johnson amended his motion to include the change, Callies seconded, Adopting RESOLUTION NO. 22-037, “A Resolution for a Memo of Understanding with Property Owner of 26115 Smithtown Lane, as amended.” All in favor, motion passed.

C. Lift Station Rehabilitation Bid Award

City Engineer Budde stated that at the February 28, 2022 Council meeting, staff presented the final specifications and plans for the Lift Stations #7, #9 and #10 rehabilitation project. He noted that bids were opened on April 5, 2022 with the low bid submitted by R&R Excavating from Hutchinson. He explained that there will need to be some cultural resource monitoring at Lift Station #7 because of the proximity of some culturally sensitive items, including an Indian burial mound. He noted that there is about a \$300,000 short fall in what was budgeted for this project and the actual costs.

Public Works Director Brown noted that there are adequate funds available in the Sanitary Sewer Fund to make up the difference.

Councilmember Gorham asked what the first bids had come in at. Public Works Director Brown stated that they were roughly about 35% over what was estimated. He gave an overview of the bid climate at the moment with the uncertainty of supplies and noted that some vendors are stating that they will only hold prices for one day. He stated that it is a gamble and noted that there are

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some projects that will not be done because they just cannot get the materials needed. He stated that this type of increase is not unreasonable in this type of bidding climate. Councilmember Gorham stated that to only come in 4% over the estimate, in this climate, is great news.

Siakel moved, Labadie seconded, Adopting RESOLUTION NO. 22-038, "A Resolution to Award Contract for the Lift Stations 7, 9, and 10 Rehabilitation Project, City Projects 20-12 and 21-08." All in favor, motion passed.

D. Public Works Mutual Aid and Equipment Sharing Agreements

Public Works Director Brown gave an overview of the proposed mutual aid and equipment sharing agreements between Public Works agencies. He noted that it is similar to the mutual aid agreements that exist with fire departments across the State and reviewed the advantages and disadvantages of having mutual aid agreements. Staff is recommending approval.

Emergency Management Coordinator, Chief Tholen gave an overview of the security fencing situation that arose with the civil unrest in the past when law enforcement agencies were being targeted. He stressed the importance of having the mutual aid agreement in place so they can get the necessary fencing in place within twenty-four hours. He stated that there is a different environment these days where there is the need to work across borders in both law enforcement and public works, so he is in full support of entering into these agreements.

Johnson moved, Callies seconded, Adopting RESOLUTION NO. 22-039, "A Resolution Approving the Public Works Mutual Aid Agreement and Equipment Loan Form of Agreement." All in favor, motion passed.

9. GENERAL/NEW BUSINESS

10. STAFF AND COUNCIL REPORTS

A. Administrator and Staff

1. Shorewood Licensed Refuse Haulers

City Clerk/HR Director Thone noted that there has been a lot going on with the City's refuse haulers and explained that the City had been receiving a lot of calls, so staff thought it would be a good time to provide an update on the City's licensed refuse haulers. She reviewed the five current licensed haulers: Waste Management; Republic Services; Randy's Sanitation, A Republic Services Company; Republic Services (former Blackowiak); and Curbside Waste. She noted that all the pertinent information regarding haulers is located on the City's website if residents have any questions.

Other

Public Works Director Brown stated they have not forgotten about signage for up and coming roadway projects and will be bringing that to the Council at the next meeting.

City Engineer Budde stated that they held the Birch Bluff neighborhood open house meeting last week which was well attended.

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City Administrator Lerud noted that the audit has been completed and will be presented at the next Council meeting.

B. Mayor and City Council

Councilmember Gorham stated that he felt City Engineer Budde did a great job at the Birch Bluff neighborhood meeting.

Councilmember Siakel noted that she will be unable to attend both Council meetings in May because of conflicts with her work.

Mayor Labadie stated that she met with Congressman Dean Phillips who meets quarterly with the mayors in his district. She encouraged residents to sign up for My Water Pledge which is a program that helps encourage residents to save water.

11. ADJOURN

Gorham moved, Johnson seconded, Adjourning the City Council Regular Meeting of April 11, 2022, at 8:37 P.M. All in favor, motion passed.

ATTEST:

Jennifer Labadie, Mayor

Sandie Thone, City Clerk



#2 C

MEETING TYPE
Regular Meeting

City of Shorewood Council Meeting Item

Title / Subject: Verified Claims

Meeting Date: April 25, 2022

Prepared by: Michelle Nguyen, Senior Accountant
Greg Lerud, City Administrator
Joe Rigdon, Finance Director

Attachments: Claims lists

Policy Consideration:

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

Background:

Claims for council authorization.

67337 - 67354 & ACH	308,695.15
Total Claims	\$308,695.15

We have also included a payroll summary for the payroll period ending **April 10, 2022**

Financial or Budget Considerations:

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

Options:

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

Recommendation / Action Requested:

Staff recommends approval of the claims list as presented.

Next Steps and Timelines:

Checks will be distributed following approval.

Payroll

G/L Distribution Report

User: mnguyen
Batch: 00001.04.2022 - PR-04-11-2022
CITY OF SHOREWOOD



Account Number	Debit Amount	Credit Amount	Description
FUND 101	General Fund		
101-00-1010-0000	0.00	84,470.27	CASH AND INVESTMENTS
101-13-4101-0000	13,763.90	0.00	FULL-TIME REGULAR
101-13-4103-0000	698.80	0.00	PART-TIME
101-13-4121-0000	1,084.67	0.00	PERA CONTRIB - CITY SHARE
101-13-4122-0000	1,020.41	0.00	FICA CONTRIB - CITY SHARE
101-13-4131-0000	2,174.54	0.00	EMPLOYEE INSURANCE - CITY
101-13-4151-0000	86.60	0.00	WORKERS COMPENSATION
101-15-4101-0000	5,617.92	0.00	FULL-TIME REGULAR
101-15-4121-0000	421.33	0.00	PERA CONTRIB - CITY SHARE
101-15-4122-0000	427.24	0.00	FICA CONTRIB - CITY SHARE
101-15-4131-0000	641.58	0.00	EMPLOYEE INSURANCE - CITY
101-15-4151-0000	32.69	0.00	WORKERS COMPENSATION
101-18-4101-0000	8,436.10	0.00	FULL-TIME REGULAR
101-18-4103-0000	417.75	0.00	PART-TIME
101-18-4121-0000	664.05	0.00	PERA CONTRIB - CITY SHARE
101-18-4122-0000	594.67	0.00	FICA CONTRIB - CITY SHARE
101-18-4131-0000	1,496.57	0.00	EMPLOYEE INSURANCE - CITY
101-18-4151-0000	66.04	0.00	WORKERS COMPENSATION
101-24-4101-0000	3,559.20	0.00	FULL-TIME REGULAR
101-24-4121-0000	266.94	0.00	PERA CONTRIB - CITY SHARE
101-24-4122-0000	267.39	0.00	FICA CONTRIB - CITY SHARE
101-24-4131-0000	668.24	0.00	EMPLOYEE INSURANCE - CITY
101-24-4151-0000	19.40	0.00	WORKERS COMPENSATION
101-32-4101-0000	28,062.80	0.00	FULL-TIME REGULAR
101-32-4121-0000	1,234.73	0.00	PERA CONTRIB - CITY SHARE
101-32-4122-0000	2,070.58	0.00	FICA CONTRIB - CITY SHARE
101-32-4131-0000	2,633.04	0.00	EMPLOYEE INSURANCE - CITY
101-32-4151-0000	1,019.95	0.00	WORKERS COMPENSATION
101-33-4101-0000	669.10	0.00	FULL-TIME REGULAR
101-33-4121-0000	50.21	0.00	PERA CONTRIB - CITY SHARE
101-33-4122-0000	57.25	0.00	FICA CONTRIB - CITY SHARE
101-33-4131-0000	261.80	0.00	EMPLOYEE INSURANCE - CITY
101-33-4151-0000	43.43	0.00	WORKERS COMPENSATION
101-52-4101-0000	2,733.39	0.00	FULL-TIME REGULAR

Account Number	Debit Amount	Credit Amount	Description
101-52-4121-0000	205.00	0.00	PERA CONTRIB - CITY SHARE
101-52-4122-0000	217.29	0.00	FICA CONTRIB - CITY SHARE
101-52-4131-0000	798.42	0.00	EMPLOYEE INSURANCE - CITY
101-52-4151-0000	150.09	0.00	WORKERS COMPENSATION
101-53-4101-0000	1,527.66	0.00	FULL-TIME REGULAR
101-53-4121-0000	114.57	0.00	PERA CONTRIB - CITY SHARE
101-53-4122-0000	114.97	0.00	FICA CONTRIB - CITY SHARE
101-53-4131-0000	17.50	0.00	EMPLOYEE INSURANCE - CITY
101-53-4151-0000	62.46	0.00	WORKERS COMPENSATION
FUND Total:	84,470.27	84,470.27	
FUND 201	Shorewood Comm. & Event Center		
201-00-1010-0000	0.00	2,468.12	CASH AND INVESTMENTS
201-00-4101-0000	1,598.49	0.00	FULL-TIME REGULAR
201-00-4103-0000	474.59	0.00	PART-TIME
201-00-4121-0000	132.99	0.00	PERA CONTRIB - CITY SHARE
201-00-4122-0000	157.13	0.00	FICA CONTRIB - CITY SHARE
201-00-4131-0000	26.24	0.00	EMPLOYEE INSURANCE - CITY
201-00-4151-0000	78.68	0.00	WORKERS COMPENSATION
FUND Total:	2,468.12	2,468.12	
FUND 601	Water Utility		
601-00-1010-0000	0.00	12,659.72	CASH AND INVESTMENTS
601-00-4101-0000	9,756.39	0.00	FULL-TIME REGULAR
601-00-4102-0000	105.33	0.00	OVERTIME
601-00-4121-0000	623.65	0.00	PERA CONTRIB - CITY SHARE
601-00-4122-0000	708.73	0.00	FICA CONTRIB - CITY SHARE
601-00-4131-0000	1,220.93	0.00	EMPLOYEE INSURANCE - CITY
601-00-4151-0000	244.69	0.00	WORKERS COMPENSATION
FUND Total:	12,659.72	12,659.72	
FUND 611	Sanitary Sewer Utility		
611-00-1010-0000	0.00	10,620.22	CASH AND INVESTMENTS
611-00-4101-0000	8,287.42	0.00	FULL-TIME REGULAR
611-00-4121-0000	505.55	0.00	PERA CONTRIB - CITY SHARE
611-00-4122-0000	602.57	0.00	FICA CONTRIB - CITY SHARE
611-00-4131-0000	1,026.11	0.00	EMPLOYEE INSURANCE - CITY
611-00-4151-0000	198.57	0.00	WORKERS COMPENSATION
FUND Total:	10,620.22	10,620.22	
FUND 621	Recycling Utility		

Account Number	Debit Amount	Credit Amount	Description
621-00-1010-0000	0.00	551.30	CASH AND INVESTMENTS
621-00-4101-0000	409.60	0.00	FULL-TIME REGULAR
621-00-4121-0000	30.72	0.00	PERA CONTRIB - CITY SHARE
621-00-4122-0000	22.96	0.00	FICA CONTRIB - CITY SHARE
621-00-4131-0000	85.12	0.00	EMPLOYEE INSURANCE - CITY
621-00-4151-0000	2.90	0.00	WORKERS COMPENSATION
FUND Total:	551.30	551.30	
FUND 631	Storm Water Utility		
631-00-1010-0000	0.00	2,914.78	CASH AND INVESTMENTS
631-00-4101-0000	2,293.83	0.00	FULL-TIME REGULAR
631-00-4121-0000	114.06	0.00	PERA CONTRIB - CITY SHARE
631-00-4122-0000	175.72	0.00	FICA CONTRIB - CITY SHARE
631-00-4131-0000	283.61	0.00	EMPLOYEE INSURANCE - CITY
631-00-4151-0000	47.56	0.00	WORKERS COMPENSATION
FUND Total:	2,914.78	2,914.78	
FUND 700	Payroll Clearing Fund		
700-00-1010-0000	113,684.41	0.00	CASH AND INVESTMENTS
700-00-2170-0000	0.00	51,492.23	GROSS PAYROLL CLEARING
700-00-2171-0000	0.00	10,750.00	HEALTH INSURANCE PAYABLE
700-00-2172-0000	0.00	10,536.05	FEDERAL WITHHOLDING PAYABLE
700-00-2173-0000	0.00	4,312.01	STATE WITHHOLDING PAYABLE
700-00-2174-0000	0.00	12,873.82	FICA/MEDICARE TAX PAYABLE
700-00-2175-0000	0.00	10,170.46	PERA WITHHOLDING PAYABLE
700-00-2176-0000	0.00	6,163.29	DEFERRED COMPENSATION
700-00-2177-0000	0.00	2,053.06	WORKERS COMPENSATION
700-00-2180-0000	0.00	1,000.55	LIFE INSURANCE
700-00-2181-0000	0.00	1,525.59	DISABILITY INSURANCE
700-00-2182-0000	0.00	367.99	UNION DUES
700-00-2183-0000	0.00	2,289.09	HEALTH SAVINGS ACCOUNT
700-00-2186-0000	0.00	150.27	VOLUNTARY VISION
FUND Total:	113,684.41	113,684.41	
Report Total:	227,368.82	227,368.82	

Accounts Payable

Computer Check Proof List by Vendor

User: mnguyen
Printed: 04/12/2022 - 11:10AM
Batch: 00003.04.2022 - PR-04-11-2022



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 12	AFSCME MN COUNCIL 5 - UNION DUES			Check Sequence: 1	ACH Enabled: True
April-2022	PR Batch 00001.04.2022 Union Dues	367.99	04/11/2022	700-00-2182-0000	PR Batch 00001.04.2022 Union Dues
	Check Total:	367.99			
Vendor: 1084	BANK VISTA			Check Sequence: 2	ACH Enabled: True
PR-04-11-2022	PR Batch 00001.04.2022 HSA-BANK VISTA	281.09	04/11/2022	700-00-2183-0000	PR Batch 00001.04.2022 HSA-BANK VIS
	Check Total:	281.09			
Vendor: 5	EFTPS - FEDERAL W/H			Check Sequence: 3	ACH Enabled: True
PR-04-11-2022	PR Batch 00001.04.2022 Federal Income Tax	10,536.05	04/11/2022	700-00-2172-0000	PR Batch 00001.04.2022 Federal Income T
PR-04-11-2022	PR Batch 00001.04.2022 FICA Employee Portio	5,216.86	04/11/2022	700-00-2174-0000	PR Batch 00001.04.2022 FICA Employee I
PR-04-11-2022	PR Batch 00001.04.2022 FICA Employer Portio	5,216.86	04/11/2022	700-00-2174-0000	PR Batch 00001.04.2022 FICA Employer I
PR-04-11-2022	PR Batch 00001.04.2022 Medicare Employee Pc	1,220.05	04/11/2022	700-00-2174-0000	PR Batch 00001.04.2022 Medicare Emplo
PR-04-11-2022	PR Batch 00001.04.2022 Medicare Employer Po	1,220.05	04/11/2022	700-00-2174-0000	PR Batch 00001.04.2022 Medicare Emplo
	Check Total:	23,409.87			
Vendor: 1165	FIDELITY SECURITY LIFE INSURANCE CO			Check Sequence: 4	ACH Enabled: False
April-2022	Included - Jason Carlson-April Dues \$7.02	150.27	04/11/2022	700-00-2186-0000	PR Batch 00001.04.2022 Vision-Avesis
	Check Total:	150.27			
Vendor: 2	ICMA RETIREMENT TRUST-302131-457			Check Sequence: 5	ACH Enabled: True
PR-04-11-2022	PR Batch 00001.04.2022 Deferred Comp-ICMA	3,205.13	04/11/2022	700-00-2176-0000	PR Batch 00001.04.2022 Deferred Comp-I
PR-04-11-2022	PR Batch 00001.04.2022 Deferred Comp-ICMA	83.16	04/11/2022	700-00-2176-0000	PR Batch 00001.04.2022 Deferred Comp-I
	Check Total:	3,288.29			
Vendor: 686	KANSAS CITY LIFE INSURANCE COMPAN			Check Sequence: 6	ACH Enabled: True
April-2022	Included Jason Carlson \$29.43-LTD	722.69	04/11/2022	700-00-2181-0000	PR Batch 00001.04.2022 Long Term Disab
April-2022	Included Jason Carlson \$35.78-STD	802.90	04/11/2022	700-00-2181-0000	PR Batch 00001.04.2022 Short Term Disab

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	1,525.59			
Vendor: 11	MINNESOTA DEPARTMENT OF REVENUE			Check Sequence: 7	ACH Enabled: True
PR-04-11-2022	PR Batch 00001.04.2022 State Income Tax	4,312.01	04/11/2022	700-00-2173-0000	PR Batch 00001.04.2022 State Income Tax
	Check Total:	4,312.01			
Vendor: 7	MINNESOTA LIFE INSURANCE COMPANY			Check Sequence: 8	ACH Enabled: True
April-2022	Included Jason Carlson \$16.30	888.55	04/11/2022	700-00-2180-0000	PR Batch 00001.04.2022 Life Insurance
	Check Total:	888.55			
Vendor: 1091	MSRS-MN DEFERRED COMP PLAN 457			Check Sequence: 9	ACH Enabled: True
PR-04-11-2022	PR Batch 00001.04.2022 Deferred Comp-MSRS	2,675.00	04/11/2022	700-00-2176-0000	PR Batch 00001.04.2022 Deferred Comp-MSRS
PR-04-11-2022	PR Batch 00001.04.2022 Deferred Comp-MSRS	200.00	04/11/2022	700-00-2176-0000	PR Batch 00001.04.2022 Deferred Comp-MSRS
	Check Total:	2,875.00			
Vendor: 10	NCPERS GROUP LIFE INSURANCE			Check Sequence: 10	ACH Enabled: True
April-2022	Included Jason Carlson \$16.00 for April	112.00	04/11/2022	700-00-2180-0000	PR Batch 00001.04.2022 PERA Life
	Check Total:	112.00			
Vendor: 665	OPTUM BANK			Check Sequence: 11	ACH Enabled: True
PR-04-11-2022	PR Batch 00001.04.2022 HSA-OPTUM BANK	2,008.00	04/11/2022	700-00-2183-0000	PR Batch 00001.04.2022 HSA-OPTUM BANK
	Check Total:	2,008.00			
Vendor: 9	PERA			Check Sequence: 12	ACH Enabled: True
PR-04-11-2022	PR Batch 00001.04.2022 MN-PERA Deduction	4,721.99	04/11/2022	700-00-2175-0000	PR Batch 00001.04.2022 MN-PERA Deduction
PR-04-11-2022	PR Batch 00001.04.2022 MN PERA Benefit Em	5,448.47	04/11/2022	700-00-2175-0000	PR Batch 00001.04.2022 MN PERA Benefit Em
	Check Total:	10,170.46			
	Total for Check Run:	49,389.12			
	Total of Number of Checks:	12			

Accounts Payable
Computer Check Proof List by Vendor

User: mnguyen
Printed: 04/20/2022 - 12:12PM
Batch: 00004.04.2022 - AP-04-25-2022-Wetland



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 1235	WETLAND BANK ADMINISTRATION			Check Sequence: 1	ACH Enabled: False
SmithtownPond-2	Wetland Purchase-Smithtown Pond - CP20-07-A	134.66	04/25/2022	412-00-4680-0000	
	Check Total:	134.66			
	Total for Check Run:	134.66			
	Total of Number of Checks:	1			

Accounts Payable

Computer Check Proof List by Vendor

User: mnguyen
Printed: 04/20/2022 - 12:16PM
Batch: 00005.04.2022 - AP-04-25-2022



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 102	ABDO			Check Sequence: 1	ACH Enabled: False
456593	Audit Service	8,000.00	04/25/2022	101-16-4301-0000	
	Check Total:	8,000.00			
Vendor: 458	BRETT BAUMANN			Check Sequence: 2	ACH Enabled: True
2022-Cells	3 months Cell Phone	90.00	04/25/2022	101-32-4321-0000	
	Check Total:	90.00			
Vendor: 1033	CARVER COUNTY PARKS			Check Sequence: 3	ACH Enabled: False
205192	Shorewood Arctic Fever-Snowshoe & Geocache	232.00	04/25/2022	101-53-4441-0000	
205194	Tonka Bay Arctic Fever-Snowshoe Event	120.00	04/25/2022	101-53-4441-0000	
	Check Total:	352.00			
Vendor: 149	CITY OF TONKA BAY			Check Sequence: 4	ACH Enabled: False
1st Qtr-2022	Quarterly Water Service	1,469.81	04/25/2022	601-00-4260-0000	
1st Qtr-2022	Quarterly Sewer Service	2,566.00	04/25/2022	611-00-4400-0000	
	Check Total:	4,035.81			
Vendor: 1096	DAVEY RESOURCE GROUP, INC.			Check Sequence: 5	ACH Enabled: True
134256	Tree Services	131.25	04/25/2022	101-32-4400-0000	
	Check Total:	131.25			
Vendor: 199	GMH ASPHALT COPORATION			Check Sequence: 6	ACH Enabled: False
PV#5-Mill&Over	PV#5- 2021 Mill & Overlay	57,197.52	04/25/2022	413-00-4680-0000	
	Check Total:	57,197.52			
Vendor: 215	HENNEPIN COUNTY INFORMATION TECH			Check Sequence: 7	ACH Enabled: True
1000184320	Monthly Radio Fleet & MESB	205.92	04/25/2022	101-32-4321-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	205.92			
Vendor: 436	MARK HODGES			Check Sequence: 8	ACH Enabled: True
2022-001	Work Session - Council	70.00	04/25/2022	101-11-4400-0000	
	Check Total:	70.00			
Vendor: 1097	THOMAS KOEHNEN			Check Sequence: 9	ACH Enabled: False
Badger-Final	Badger Park Bathroom-Final Payment	18,000.00	04/25/2022	402-00-4620-0000	
	Check Total:	18,000.00			
Vendor: 247	DREW KRIESEL			Check Sequence: 10	ACH Enabled: False
March-2022	Building Maint. Services	300.00	04/25/2022	201-00-4400-0000	
March-2022	Building General Supplies Exp	21.99	04/25/2022	201-00-4245-0000	
March-2022	Events Program/Class Services	539.00	04/25/2022	201-00-4248-0000	
	Check Total:	860.99			
Vendor: 531	LEAGUE OF MINNESOTA CITIES			Check Sequence: 11	ACH Enabled: False
362837	Registration for Jason Carlson	20.00	04/25/2022	101-18-4331-0000	
	Check Total:	20.00			
Vendor: 1236	MADER FARM, LLC			Check Sequence: 12	ACH Enabled: False
SmtwnPnd-Mader	Wetland for Smithtown Pond-CP20-07	23,692.28	04/25/2022	412-00-4680-0000	
	Check Total:	23,692.28			
Vendor: 283	METRO SALES, INC.			Check Sequence: 13	ACH Enabled: True
INV2022153	Ricoh/MP-2000 Copier	442.00	04/25/2022	101-32-4221-0000	Ricoh/MP-2000 Copier
	Check Total:	442.00			
Vendor: 1039	MID-COUNTY COOP			Check Sequence: 14	ACH Enabled: False
54181	Fuel	1,881.69	04/25/2022	101-32-4212-0000	
54182	Fuel	696.19	04/25/2022	101-32-4212-0000	
54183	Fuel	562.25	04/25/2022	101-32-4212-0000	
	Check Total:	3,140.13			
Vendor: 286	MIDWEST MAILING SYSTEMS INC			Check Sequence: 15	ACH Enabled: True
May-2022	Newsletter Postages	544.72	04/25/2022	101-13-4208-0000	
May-2022	Newsletter Svc	457.08	04/25/2022	101-13-4400-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	1,001.80			
Vendor: 1243	MNSPECT Continuing Education, Inc.			Check Sequence: 16	ACH Enabled: False
907	MN Plumbing/Mechanical -Code Book	235.00	04/25/2022	101-24-4433-0000	
	Check Total:	235.00			
Vendor: 1244	MPJWR.LLC			Check Sequence: 17	ACH Enabled: False
SmtwnPnd-MPJWR	Wetland-Smithtown Pond-CP20-07-MPJWR.LL	6,648.13	04/25/2022	412-00-4680-0000	
	Check Total:	6,648.13			
Vendor: 325	ON SITE SANITATION -TWIN CITIES			Check Sequence: 18	ACH Enabled: True
1313472	Catheart Park-26655 W- 62nd St	75.41	04/25/2022	101-52-4410-0000	
1313473	Freeman Park-6000 Eureka Rd	411.30	04/25/2022	101-52-4410-0000	
1313474	Silverwood Pk-5755 Covington R	75.41	04/25/2022	101-52-4410-0000	
1313475	South Shore-5355 St Albaus Bay	75.41	04/25/2022	101-52-4410-0000	
1313476	Christmas Lk Rd-5625 Merry Ln	262.78	04/25/2022	101-52-4410-0000	
	Check Total:	900.31			
Vendor: 903	PERRILL			Check Sequence: 19	ACH Enabled: True
257138	ROWay Web App-Monthly	75.00	04/25/2022	611-00-4400-0000	
257138	ROWay Web App-Monthly	75.00	04/25/2022	601-00-4400-0000	
	Check Total:	150.00			
Vendor: 842	SORENSEN CONSULTING			Check Sequence: 20	ACH Enabled: False
COS.3.22	Assesemnt-Matt VanLith	450.00	04/25/2022	101-32-4400-0000	
	Check Total:	450.00			
Vendor: 360	SOUTH LAKE MINNETONKA POLICE DEPA			Check Sequence: 21	ACH Enabled: False
1st Qtr-2022-CO	Quarterly-Court Overtime	955.89	04/25/2022	101-21-4440-0000	
May-2022-OB	Monthly-Operating Budget Exp	117,010.25	04/25/2022	101-21-4400-0000	
	Check Total:	117,966.14			
Vendor: 1101	SPRINGBROOK HOLDING COMPANY LLC			Check Sequence: 22	ACH Enabled: True
INV-008932	Springbrook-CivicPay Fees	7.25	04/25/2022	621-00-4450-0000	
INV-008932	Springbrook-CivicPay Fees	7.25	04/25/2022	631-00-4450-0000	
INV-008932	Springbrook-CivicPay Fees	7.25	04/25/2022	611-00-4450-0000	
INV-008932	Springbrook-CivicPay Fees	7.25	04/25/2022	601-00-4450-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	29.00			
Vendor: 657	SUMMIT FIRE PROTECTION			Check Sequence: 23	ACH Enabled: True
130044383	Sprinkler System-3 Year Full Test - 1 Dry Syster	1,320.00	04/25/2022	201-00-4400-0000	
	Check Total:	1,320.00			
Vendor: 391	US BANK - CORPORATE TRUST SERVICES			Check Sequence: 24	ACH Enabled: True
6493081	Acct#274190000 - Series 2016C-Arbitrage Reba	2,300.00	04/25/2022	309-00-4720-0000	Public Safety East-2016C
	Check Total:	2,300.00			
Vendor: 392	VALLEY-RICH CO. INC.			Check Sequence: 25	ACH Enabled: False
30601	Watermain Break	5,448.40	04/25/2022	601-00-4400-0000	
	Check Total:	5,448.40			
Vendor: 421	VERIZON WIRELESS			Check Sequence: 26	ACH Enabled: False
9903158062	Sewer & Water - Acct842017386	80.97	04/25/2022	601-00-4321-0000	Acct #842017386-00001
9903158062	Sewer & Water - Acct842017386	80.98	04/25/2022	611-00-4321-0000	Acct #842017386-00001
9903158062	Sewer & Water - Acct842017386	80.97	04/25/2022	631-00-4321-0000	Acct #842017386-00001
	Check Total:	242.92			
Vendor: 415	WARNER CONNECT			Check Sequence: 27	ACH Enabled: True
29940718	Network Maint Services	4,845.95	04/25/2022	101-19-4321-0000	
	Check Total:	4,845.95			
Vendor: 1235	WETLAND BANK ADMINISTRATION			Check Sequence: 28	ACH Enabled: False
SmithtownPond-1	Wetland Purchase-Smithtown Pond - CP20-07-H	415.90	04/25/2022	412-00-4680-0000	
	Check Total:	415.90			
Vendor: 408	WM MUELLER & SONS INC			Check Sequence: 29	ACH Enabled: True
274984	Watermain Break	237.41	04/25/2022	601-00-4400-0000	
275014	Watermain Break	691.45	04/25/2022	601-00-4400-0000	
	Check Total:	928.86			
Vendor: 411	XCEL ENERGY, INC.			Check Sequence: 30	ACH Enabled: True
775326815	5655 Merry Lane	30.13	04/25/2022	101-52-4380-0000	5655 Merry Lane
775464763	5500 Old Market Rd	20.93	04/25/2022	601-00-4398-0000	5500 Old Market Rd

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	51.06			
	Total for Check Run:	259,171.37			
	Total of Number of Checks:	30			



City of Shorewood Council Meeting Item

Title/Subject: 2022 Retail Liquor License Renewals
Meeting Date: Monday, April 25, 2022
Prepared by: Brenda Pricco, Deputy City Clerk
Reviewed by: Sandie Thone, City Clerk/Human Resources Director
Attachments: Resolution 22-040 Approving 2022 Liquor License Renewals

Policy Consideration: Approval of 2022 Retail Liquor License Renewals: Shorewood City Code Chapter 401, Liquor Regulations provides for consideration of licensing establishments to sell on and off-sale liquor in the city limits.

Background: The following establishments are requesting council consideration in renewing their existing liquor licenses which expire on May 31, 2022:

1) Shorewood 2001 L.L.C, dba Cub Foods	23800 State Highway 7 Shorewood, MN 55331	Off-Sale/3.2%
2) American Legion 259 dba Clarence Clofer Post	24450 Smithtown Road Shorewood, MN 55331	Club On-Sale Sunday
3) Wine & Spirits by JD Inc dba MGM Wine & Spirits	5660 County Rd 19 Shorewood, MN 55331	Off-Sale
4) Shorewood Liquor Inc. dba Shorewood Liquor	23670 State Hwy 7 Shorewood, MN 55331	Off-Sale
5) NGBS Inc. dba Jim's Liquor	19905 State Hwy 7 Shorewood, MN 55331	Off-Sale

The licensees have submitted all the required documentation, met the insurance liability requirements, submitted the required licensing fees, and met the State of Minnesota, Department of Public Safety, Alcohol and Gambling Enforcement requirements as well. The licenses are subject to the completion of a successful background investigation.

Financial or Budget Considerations: Licensing fees as set forth in the City's fee schedule for liquor licenses have been collected.

Recommendation/Action Requested: Staff respectfully recommends the city council approve liquor license renewals effective June 1, 2022 through May 31, 2023 for the above delineated establishments in the city limits. Motion, second, and simple majority vote required.

Connection to Vision /Mission: Consistency in providing the community with quality public services and a variety of attractive amenities.

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

RESOLUTION 22-040

A RESOLUTION APPROVING 2022 RETAIL LIQUOR LICENSE RENEWALS

WHEREAS, Shorewood City Code, Chapter 401 provides that no person may directly or indirectly, on any pretense or by any device, sell, barter, keep for sale, charge for possession, or otherwise dispose of alcoholic beverages as part of a commercial transaction without having obtained the required license or permit; and

WHEREAS, in addition to the requirements set forth by the Minnesota Department of Public Safety, Alcohol and Gambling Enforcement Division, Shorewood City Code provides that the applicant shall complete an application for a liquor license, pay the required licensing fee, fulfill insurance coverage requirements and complete a successful background investigation; and

WHEREAS, the following applicants successfully completed the application process, satisfying the requirements as delineated above for the issuance of liquor licenses issued for the period of one year, or that portion thereof, from June 1, 2022 to May 31, 2023, consistent with the requirements and provisions of Chapter 401 of the Shorewood City Code.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Shorewood, the following licenses issued to the applicants as follows are approved:

<u>Applicant</u>	<u>Address</u>	<u>License</u>
Shorewood 2001 L.L.C, dba Cub Foods	23800 State Highway 7 Shorewood, MN 55331	Off-Sale/3.2% Malt Liquor
American Legion 259 dba Clarence Clofer Post	24450 Smithtown Road Shorewood, MN 55331	Club On-Sale Sunday Sales
Wine & Spirits by JD Inc dba MGM Wine & Spirits	5660 County Rd 19 Shorewood, MN 55331	Off-Sale
Shorewood Liquor Inc. dba Shorewood Liquor	23670 State Hwy 7 Shorewood, MN 55331	Off-Sale
NGBS Inc. dba Jim's Liquor	19905 State Hwy 7 Shorewood, MN 55331	Off-Sale

ADOPTED BY THE CITY COUNCIL of the City of Shorewood this 25th day of April 2022.

Jennifer Labadie, Mayor

Sandie Thone, City Clerk



City of Shorewood Council Meeting Item

Title/Subject: 2022 Deer Management Program

Meeting Date: April 25, 2022

Prepared by: Greg Lerud, City Administrator

Attachments: 2022 Aerial Deer Survey Results from Three Rivers
Park District

2E

MEETING
TYPE
REGULAR

Policy Question: Should the City continue its Deer Management program for 2022 and set dates for hunt weekends?

Background: At the December City Council meeting, the council received a summary of the 2021 hunt, during which 19 deer were harvested, which was two less than the previous year. Three River's Park District conducted an aerial survey earlier this year and the results are in the attachment. The last time the survey was done was 2019, and the count was 94 deer. Staff has discussed this year's program with representatives of the MBRB and possible dates for this year's removal efforts. MBRB proposes to continue the number of weekend hunts at three, with no rain dates. MBRB said this is the third year in a row with a similar harvest, and it may be an indication that the program is having the desired effect to reduce the number of deer in the city. The three weekend hunts (Fridays thru Sundays – Friday hunts begin at 1:00 p.m.) are:

Oct. 13 – Mandatory hunter orientation

Oct. 14 – 16

Oct. 28 – 30

Nov. 11 – 13

No alternative dates for weather are proposed for 2022.

Financial or Budget Considerations: The MBRB provides its services free of charge. Staff time and related mailing expenses are minimal.

Options: Approve the dates, change the dates, or cancel the removal effort.

Recommendation / Action Requested: Based on property owner requests for the management service there remains strong interest in maintaining the program. Staff recommends a motion to approve the 2022 deer management program. Simple majority is required for approval.

Next Steps and Timeline: Representatives from MBRB and city staff will work with interested property owners to select the sites best viewed to produce deer, with access agreements sent in August to participating property owners.

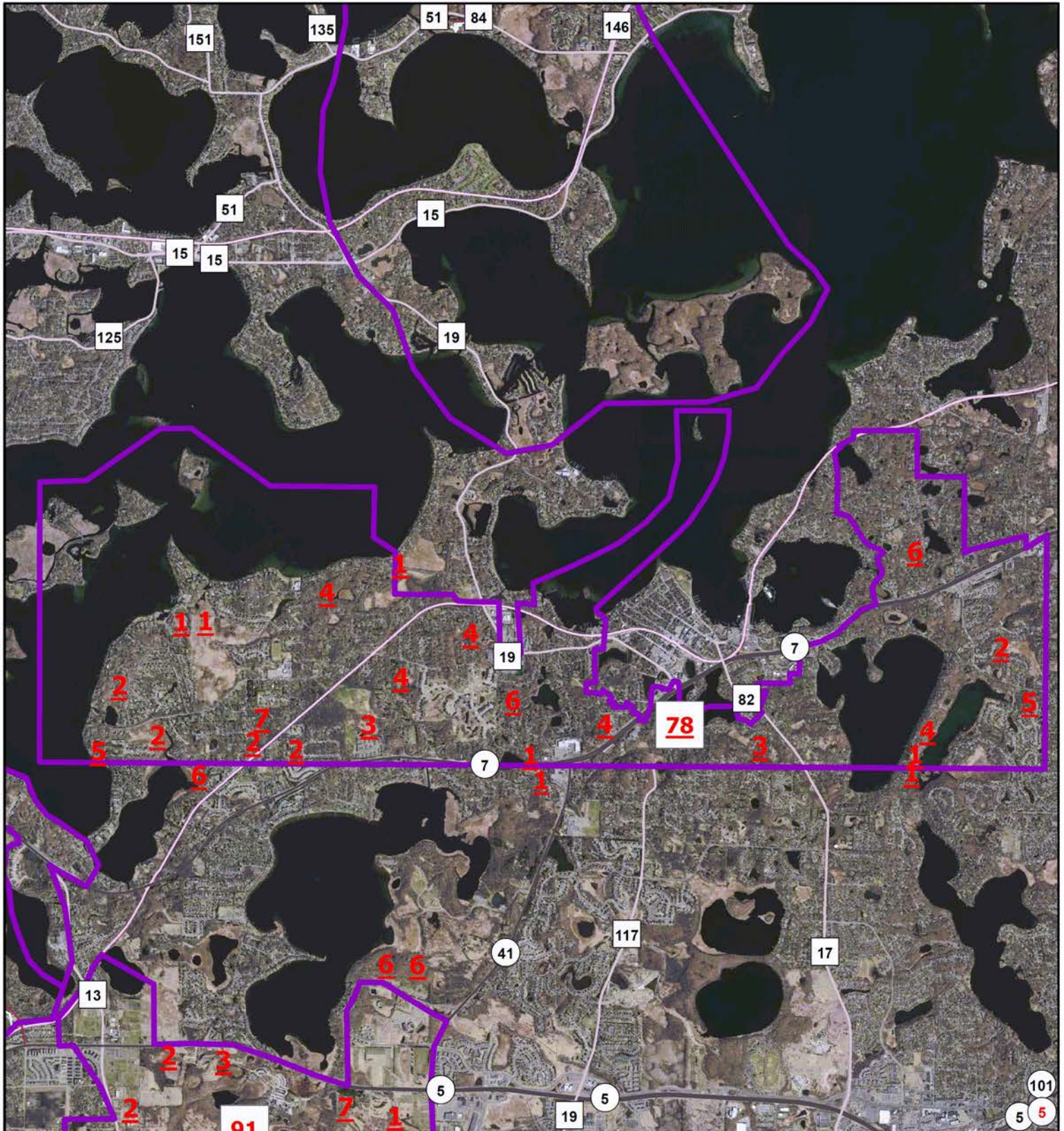
Mission Statement: *The City of Shorewood is committed to providing residents quality public services, a healthy environment, a variety of attractive amenities, a sustainable tax base, and sound financial management through effective, efficient, and visionary leadership.*

Page 1

City of Shorewood

1/27/2022 - Aerial Deer Survey

Total Deer Counted - 78



1

 Miles



City of Shorewood Council Meeting Item

Title/Subject: Approve Agreement between SLMPD and City of Excelsior
for Summer Dock and Park Patrol Services

2F

Meeting Date: April 25, 2022

Prepared By: Greg Lerud, City Administrator

MEETING
TYPE
REGULAR

Attachments: Memo from Chief Tholen and 2022 Excelsior Park and Dock
Patrol Proposal

Background: Each year, the City of Excelsior enters into an agreement with the SLMPD for dock and park patrol services. The Joint Powers Agreement allows a member community to contract with the SLMPD for additional services provided these services do not use existing SLMPD staff. All costs are the responsibility of the contracting city and the other member cities must approve the agreement.

Financial or Budget Considerations: There are no financial considerations.

Options: Approve the agreement between Excelsior and the SLMPD; deny approval; or request additional information.

Recommendation / Action Requested: Staff recommends the council approve a motion to approve the agreement between Excelsior and the SLMPD for the 2022 summer dock and park patrol services. A simple majority is required for approval.

Next Steps and Timeline: Staff will notify the SLMPD and the City of Excelsior of the approval.



South Lake Minnetonka Police Department

TO: City of Excelsior
City of Greenwood
City of Shorewood
City of Tonka Bay

FROM: Chief Brian Tholen

DATE: April 11th, 2022

RE: 2022 Excelsior Park, Dock Patrol, and proposed Code Enforcement

Since the early 1980's, the City of Excelsior has contracted with the South Lake Minnetonka Police Department (SLMPD) for park and dock patrol services. The Joint Powers Agreement allows member cities to contract with the SLMPD for additional services, as long as the proposed services do not use existing SLMPD staffing hours. All costs are the responsibility of the contracting city, and the other member cities must approve the agreement.

In the past couple of years, we expanded the park & dock program to include parking enforcement for some special events in Excelsior: The Homecoming Parade, The Halloween Parade, Chriskindlsmarkt, Luck O' the Lake, and other events as needed.

In 2022, we are requesting the ability to further expand the services by adding 150 staffing hours for a Code Enforcement position for the year.

Please submit the proposed Park, Dock, and Code Enforcement agreement between the City of Excelsior and the SLMPD on the agenda for approval at your next city council meeting.

Attached is a breakdown of the proposed 2022 Park, Dock Patrol, and Code Enforcement budget.

Please contact me if you have any questions or concerns.



SOUTH LAKE MINNETONKA POLICE DEPARTMENT

Excelsior Park and Dock Patrol Services

2022 Summer Season

SLMPD Proposal - Projected Budget

Part-Time Seasonal Positions	Projected Hours 2022	Hourly Rate* Total	Total Amount
Park Service Officer - Commons Park <i>Civilian Position - Patrol Commons Park and Adjacent Residential/Business Areas</i>	725	\$20.55	\$14,899
Park Service Officer - Municipal Docks <i>Civilian Position - Patrol Port of Excelsior and Municipal Docks</i>	200	\$20.55	\$4,110
Total	925		\$19,009

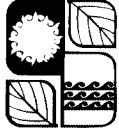
Part-Time Seasonal Positions	Projected Hours 2022	Hourly Rate* Total	Total Amount
Park Service Officer – Code Enforcement	150	\$24.80	\$3,720

Projected Budget - 2022 season**	925		\$22,729
Actual Total Cost - 2021 Season***	604		\$13,609

*Average Park Service Officer for 2022 is at one year of service wage rate

**May be expanded for increased service requirements

***Included Uniforms, Gear & Training. **2020 season exempted due to pandemic**



City of Shorewood Council Meeting Item

Title/Subject: Accept Resignation of Mr. Brad Mason, Public Works Department, and Authorize Advertisement for Filling Vacancy.
Meeting Date: Monday, April 25, 2022
Prepared by: Larry Brown, Director of Public Works
Reviewed by: Greg Lerud, City Administrator
Attachments: Job Description for Shop Technician

Background: Mr. Brad Mason, Shop Technician for the Department of Public Works, has submitted his letter of resignation. Mr. Mason has chosen to retire, after serving in this position for 24 years. Mr. Mason's last day of employment will be May 31st, 2022.

As the Director of Public Works, I cannot begin to express my appreciation and gratitude for Mr. Mason as he has demonstrated, time after time, talents, abilities, and a dedication to the job well more than what the position demands. Mr. Mason always tackled the jobs given to him with creativity for solving problems and a positive attitude! He will be dearly missed by all of staff at the city. We wish him all the best, as he enters retirement.

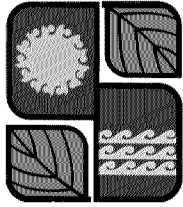
Due to this new vacancy, staff is requesting from the City Council acceptance of Mr. Mason's resignation and authorization to advertise for a Shop Technician to fill this position. Attachment 1 to this memorandum is the current job description for the Shop Technician position.

Financial Impact: This position is filling the vacant position created by the resignation of Brad Mason as Shop Technician. Therefore, this is a position that is already programed into the department budget.

Options:

1. Accept the recommendation, as presented.
2. Reject staff's recommendation and provide staff with alternative direction.

Recommendation: Staff recommends that the City Council accept the resignation of Mr. Brad Mason and authorize advertisement for filling the vacant position of Shop Technician.



CITY OF
SHOREWOOD

POSITION TITLE: Light Equipment Operator - Shop Technician
DEPARTMENT: Public Works
ACCOUNTABLE TO: Director of Public Works

OBJECTIVE AND SCOPE

Responsible for maintenance and repair of all City Vehicles, Light and Heavy Equipment; and performs skilled, semi-skilled and manual labor in the maintenance of City Streets, Parks, Wastewater, Storm Water Collection systems and related operations.

ESSENTIAL FUNCTIONS OF THE POSITION

- A. Operates and maintains vehicles and equipment
1. Must be able to work cooperatively with others, even during emergencies and challenging situations, maintain a positive work attitude, and not negatively impact the morale of others.
 2. Must maintain an attitude of respect and professionalism at all times.
 3. Operates and maintains all vehicles, light and heavy equipment and off-road equipment.
 4. Schedules and tracks routine maintenance on all equipment including routine oil changes and lubrication, tire checks and rotations.
 5. Ability to diagnose and resolve equipment failures and issues utilizing computer scan equipment and solid state diagnostic tools.
 6. Performs cutting and welding on all equipment for repair, maintenance and modification of equipment including wire feed and oxy-acetylene welding and cutting and brazing torches and equipment.
 7. Performs DOT inspections and recertification of commercial vehicles.

8. Performs equipment changes for seasonal work including installation and operation of snow removal equipment including wing plows and snow plows and changing mowing equipment and accessories to snow removal equipment.
 9. Maintains inventory, tracks and orders shop supplies, tools and equipment.
 10. Maintains mechanics bay, oil and fuels storage and equipment storage.
 11. Diagnoses electrical systems issues.
- B. Performs all duties of Light Equipment Operator.
 - C. Attends safety meetings as required and follows necessary safety precautions.
 - D. Attends meetings and training as required.
 - E. Responds for on-call duty and emergency call-outs as required for snow removal and ice control operations, severe rainstorms and other emergency conditions.
 - F. Must be available for on-call duties on a rotating basis and for work on Saturdays, Sundays and holidays.
 - G. Provides work direction to seasonal, part-time and other employees as necessary.
 - H. Performs other duties as apparent or assigned.

EDUCATION and/or EXPERIENCE

High School Diploma or general education degree (GED); and a minimum of five (5) years related experience; or equivalent combination of education and experience.

OTHER KNOWLEDGE, SKILLS AND ABILITIES

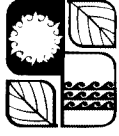
- Ability to read and interpret documents such as safety rules, equipment repair, operating and maintenance instructions, electrical design schematics, as-built utility record drawings, maps, and procedure manuals.
- Ability to prepare routine reports and correspondence.
- Ability to maintain records, complete daily logs, forms, and prepare reports.
- Ability to follow written and oral instructions.
- Ability to communicate effectively with City staff, elected officials, contractors and the general public.
- Must be proficient in reading, writing and speaking English.
- Ability to make arithmetic computations using whole numbers, fractions and decimals.
- Knowledge of weights and measures and the ability to convert between various units.
- Ability to operate computerized and solid state diagnostic tools and computers/

- Ability to understand automotive electrical designs, schematics, and drawings.
- Knowledge of vehicle statutes, motor carriers, and federal requirements to safely operate and maintain City equipment.
- Ability to operate light and heavy Department equipment.
- Knowledge of proper use of tools, equipment used in streets and parks maintenance and repair.
- Knowledge of streets and park maintenance and repair.
- General knowledge of computer operations and software programs.
- Considerable knowledge of standard materials, equipment and safe work practices related to public works operations.
- Considerable knowledge of traffic laws, ordinances, and regulations involved in equipment operations.
- Working knowledge of public works maintenance and/or construction activities.
- Basic knowledge of carpentry, plumbing and wiring.
- Knowledge of OSHA rules and regulations.
- Knowledge of the “Right to Know – Safety Material Data Information”.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Minnesota Class A Commercial Drivers License with Tanker Endorsement, or become licensed within 8 months of employment with the City.
- MNDOT Commercial Vehicle Inspection Certification

In compliance with the American With Disabilities Act the following represents the Physical and Environmental Demands: The position requires an equal amount of time spent standing, walking, and sitting. Lifting, pushing/pulling, or carrying objects weighing up to twenty five (25) pounds is regularly required, fifty (50) pounds is frequently required, and moving over one hundred (100) pounds occasionally required. Climbing, stooping, kneeling, crouching, crawling, twisting, and bending are sometimes required. Repetitive movements of the hands are sometimes required. Audio, visual, and verbal functions are essential functions to performing this position. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. While performing the duties of this job, the employee frequently works near moving mechanical parts and in outside weather conditions, including inclement weather conditions. The employee is frequently required to work in wet, humid conditions. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration.



City of Shorewood Council Meeting Item

Title/Subject: Accept Resignation of Brett Baumann, Lead Supervisor for the Public Works Department
Meeting Date: Monday, April 25, 2022
Prepared by: Larry Brown, Director of Public Works
Reviewed by: Greg Lerud, City Administrator
Attachments: None

Background: Mr. Brett Baumann, Lead Supervisor for the Department of Public Works, has submitted his letter of resignation. Mr. Baumann has accepted a position with another municipality. Mr. Baumann's last day of employment was April 20th, 2022. Mr. Baumann has been with the city just over 8.5 years.

Staff is recommending holding off in advertising for this vacancy, as the job description is under review for this position. Staff will return at a later date to seek authorization to advertise for filling of this position.

Financial Impact: None

Options:

1. Accept Mr. Baumann's resignation.
2. Provide staff with alternative direction.

Recommendation: Staff recommends that the City Council accept the resignation of Mr. Brett Baumann for the Lead Supervisor Position.



City of Shorewood Council Meeting Item

#5A

MEETING TYPE
REGULAR

Title / Subject: 2021 Audit
Meeting Date: April 25, 2022
Prepared by: Joe Rigdon, Finance Director
Reviewed by: Greg Lerud, City Administrator

Policy Consideration: Acceptance of the 2021 Annual Comprehensive Financial Report

Background:

The 2021 financial statements audit was completed by Abdo, and Justin Nilson from the firm will be available to present information from the Annual Comprehensive Financial Report. A link to the financial statements follows.

<http://www.ci.shorewood.mn.us/audit2021>

Options: The City Council can either accept the 2021 Annual Comprehensive Financial Report, or give staff other direction.

Recommendation / Action Requested: Staff recommends that the City Council accept the 2021 Annual Comprehensive Financial Report.

MINNESOTA Boater Education: The Time Is Now

Key advocates in the boating and lakes and rivers communities have come together to seek implementation of a mandatory boater education program for motorized boat operators in Minnesota. **In the Land of 10,000 Lakes, we have more than 825,000 registered watercraft, and it is vital to keep users safe on the water and be good stewards of the water.**

Our waterways are Minnesota's most cherished natural resource. With record levels of recreation participation on those lakes and rivers and streams, it is more important than ever that we protect and maintain the safety, cleanliness and health of our aquatic ecosystems. Through a more formal boater education approach throughout Minnesota, we seek to unite the many stakeholder groups and create a strong civic partnership that will provide for recreational enjoyment, public safety, a strong lake-based economy and the long-term health of our waterways.

Who does it impact?

Minnesota Boat Operators: Expands from current youth operator requirement to eventually include all boaters through a phased-in approach based on a born-on date.

Out-of-State Boat Operators: Boaters operating a privately owned watercraft.

Rental Boat Operators: Individuals without boater education completed from their home state.

How do I become compliant?

Minnesota Boat Operators: Take and pass the online boater education safety course through the MN DNR platform, just like hunting safety or other recreational vehicles. In-person courses may become available for those interested.

Out-of-State Boaters: Meet the boater education requirements in your home state if operating in Minnesota waters less than 60 days. If over 60 days, follow Minnesota boater requirements.

Rental Boat Operators: Review summary of boater statutes and regulations provided by rental company. Take short, state approved, exam administered by rental company and initial the appropriate safety checklist.

What will the education course look like?

Coursework accessible online for users, just as youth operator course is now.

Stakeholders will work with MN DNR to use the best available science and most recent safety guidelines to write and prioritize curriculum through a public engagement process.

Relevant Minnesota boating specific information will be available.

Nationally recognized course so Minnesota boaters can have reciprocity when boating in other states.

Why now?

Minnesota is one of a handful of states that does not require boater education for boaters.

According to U.S. Coast Guard data, boater education courses dramatically improve a boater's chance for a safe and fun time on the water.

An opportunity to deliver key messages tailored for boaters using Minnesota's many lakes and rivers.

Creates further awareness on the threat of aquatic invasive species and puts additional responsibility on boaters to prevent the spread.



CITY OF SHOREWOOD
PARK COMMISSION MEETING
TUESDAY, APRIL 12, 2022

5755 COUNTRY CLUB RD
SHOREWOOD CITY HALL
7:00 P.M.

MINUTES

1. CONVENE PARK COMMISSION MEETING

Chair Hirner convened the meeting at 7:00 p.m.

A. Roll Call

Present: Chair Hirner, Commissioners Schmid, and Heinz; Parks and Recreation Director Grout; Planning Director Darling

Absent: Commissioners Gallivan and Tauer; Councilmember Callies

B. Review Agenda

Heinz moved to approve the agenda as written. Schmid seconded the motion. Motion carried 3-0.

2. APPROVAL OF MINUTES

A. Park Commission Meeting Minutes of March 8, 2022

Heinz moved to approve the minutes of the March 8, 2022 meeting as written. Schmid seconded the motion. Motion carried 3-0.

3. MATTERS FROM THE FLOOR

There were none.

4. NEW BUSINESS

A. Liaisons for Council Meetings

April – Commissioner Schmid
May – Commissioner Heinz
June – Chair Hirner
July – To be determined
September – Chair Hirner

B. Park Commissioner Heinz Park Presentation

Commissioner Heinz noted that he has lived in the City for 32 years and gave a brief overview of his professional experience. He shared a brief presentation sharing his views on the City's Parks and possible future opportunities. He reviewed what he feels the City is and is not, and the demographics of the residents. He reviewed what he considers opportunities and challenges for the City including entry signage; parking; playground equipment; other amenities; picnic shelters; ice rinks; vandalism; ground water/drainage; policies, rules and insurance coverage. He stated that he had suggested the Park and Recreation Director Grout that the Park Commission hold a

work session to brainstorm and prioritize what they feel is most important and make recommendations to the staff and Council. He stated that as part of his research he spoke with various members of City staff including Public Works and noted that they were all very courteous and had great customer service. He asked that this report be shared with anyone the Commission felt would be appropriate.

The Park Commission discussed what should be included and put on the list the next time they take a look at the CIP, grants received for various projects including fence repairs, and seasonal employees.

Planning Director Darling noted that Commissioner Heinz had brought up vandalism and explained that the City had been experiencing increasing levels of vandalism in Badger Park and noted that the restrooms are getting hit over and over with things like setting fires in the sinks, and toilet paper pasted to the walls.

Commissioner Heinz asked if the City had cameras in place.

Planning Director Darling explained that they are looking into the purchase of security cameras

Chair Hirner suggested that the City or Park Commission get input from the police chief on the vandalism issue. He asked if he could be invited to a future meeting in order to give the City some suggestions on how to tackle this issue successfully.

Planning Director Darling stated that she felt this was a good idea and suggested that it be done in July or August.

5. OLD BUSINESS

6. STAFF AND LIAISON REPORTS / UPDATES

A. City Council

Planning Director Darling gave an overview of recent Council activities.

B. Staff

Park and Recreation Director Grout noted that the park tours will begin in May with the meetings beginning at 6:00 p.m. rather than 7:00 p.m. She explained that a notice had been sent out to the sports organizations asking that they not use the fields for two weeks due to the frost and the wet ground conditions. She stated that the Freeman Park Community Garden is full and there are currently just two openings at the South Shore Community Garden. She noted that as soon as weather permits, the fencing will be completed.

Chair Hirner asked if Public Works could check on the spigots at Manor Park to ensure that they are functional.

7. ADJOURN

Schmid moved to adjourn the Park Commission Meeting of April 12, 2022 at 7:52 p.m. Heinz seconded the motion. Motion carried 3-0.



City of Shorewood Council Meeting Item

Title/Subject: Award Low Quote for Freeman Park Fence Improvements:
Meeting Date: Monday, April 25, 2022
Prepared by: Matt Bauman, Assistant City Engineer
Reviewed by: Larry Brown, Director of Public Works
Attachments: Quote, Resolution 22-041

Background: The City has observed fence post heaving of the outfield fence for Freeman Park Field 3, as shown in Figure 1. Heaving is due to high groundwater in the area and freezing conditions pushing up the concrete footings of the outfield fence.



Figure 1 – Freeman Fence Heaving

Staff solicited quotes from three contractors for the site work to be completed in the spring/early summer of 2022 to repair approximately 385 feet of fence. One quote was received. The low quote was submitted by Fenc-Co, Inc. from Golden Valley, MN, in the amount of \$32,450.00. Staff spoke with the contractor that provided the quote and others that did not submit. Costs are a bit higher than anticipated due to labor and supply cost increases. The quote is summarized below:

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

Quote Provided by:
Fenc-Co

Total Quote Amount:
\$32,450.00

Staff requested guidance from several contractors for a long-term fix. With high groundwater conditions, the only likely options are to replace the footings with deeper foundations, or utilize a “post and sleeve” method. The latter method involves driving sleeves into the ground to insert the support posts for the fence materials. This permits the fence support posts to vary in elevation within the sleeves for small vertical heaves. It is possible that if sleeves heave dramatically in elevation, that sleeves could be re-driven into the ground with less effort, as compared to concrete foundations that have to be removed and recast to adjust the elevation.

The low bidder proposes to salvage and reuse as much of the existing fence as possible, such as using the 10-foot fence posts as the part of the 6-foot fence replacement and reusing all existing chain link and brackets, with minor additions.

Additionally, there are two gaps in the outfield fence of 4 feet in width that serve as access to the outfield area. The Minnetonka baseball association requested these be “closed” with an overlapped - angled exit. This is a common installation to allow access to the outfield areas while still stopping an errant ball. This work has been included in the quote received.

Staff has reviewed the quote and conditions stipulated. The quote received is accurate to the work request and indicates that the quoting process was competitive. Completion is requested by the leagues to be able to conduct a tournament on the field on June 3rd, 2022.

Financial or Budget Considerations: The city has budgeted \$25,000 in the Park Fund for the site related improvements. The total improvements are estimated at \$37,450 with an additional allowance of \$5,000 for turf restoration, and construction administration. The city did receive a grant from the Minnesota Twins for \$10,000 and donations from the Minnesota Baseball and Softball Associations for \$2,000. With the grants, the total projected costs are estimated at \$25,450.

Recommendation/Action Requested: Staff recommends award, in the amount of \$32,450.00 to the low quote, Fenc-Co, Inc.



FENC-CO, INC.

Chain Link and Wood Fence Contractors

Main Office:
1126 Florida Ave. No.
Golden Valley, MN 55427
763-582-0447 *phone*
763-582-0479 *fax*

Yard & Branch Office:
11993 – 205th St. W.
Lakeville, MN 55044
952-469-3580 *phone*

April 18, 2022

Matt Bauman
Bolton & Menk, Inc.
5755 Country Club Road
Shorewood, MN 55331

RE: Freeman Park Ballfield Fence Work

Matt,
My proposal for the fence rehabilitation work as we discussed for Freeman Park is below.

Scope of work:

- Remove and salvage 235 feet of 6' high fence at center field.
- Remove old concrete footings and posts from site. Fill voids and compact.
- Install 12' x 2 1/2" OD 40 wt posts (salvaged from 12' fence) with 3' of 2" OD welded on bottom. Drive posts 9 ft. deep at smaller spacing to miss old holes. Supplement with new posts for additional footage (85')
- Re-install rails and wire - add rail as needed.
- Extend/overlap fence in outfield to eliminate gaps
- Remove and salvage 150 feet of 12' high fence at left field
- Remove old concrete footings from site (2 1/2" posts will be used to reconstruct the 6' high fence at center field). Fill voids and compact.
- Furnish and install sleeve- 3 1/2" OD x 12' schedule 40 posts - driven to depth of solid ground - not greater than 12' deep. Install 3" OD x 15' 40 wt post into the sleeve 3 feet. Field weld at top of sleeve.
- Supply new 3" fittings with salvaged rail
- Re-install rails and wire - add rail as needed (top, middle, and bottom rails)

TOTAL PRICE

\$32,450.00

By: Dan Grossman

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

RESOLUTION 22-041

**A RESOLUTION TO AWARD CONTRACT TO LOW QUOTE FOR
FREEMAN PARK FENCE IMPROVEMENTS**

WHEREAS, pursuant to the request for quotes for the Freeman Park Fence Improvements, quotes were received on April 19, 2022, with the following quote received:

Contractor	Total Quote
FENC-CO	\$32,450.00

WHEREAS, Fenc-Co, Inc. is the lowest responsible bidder; and

WHEREAS, Fenc-Co, Inc. is a responsible and responsive contractor, that has completed projects of similar size and scope successfully; and

NOW THEREFORE, IT RESOLVED: by the City Council of the City of Shorewood hereby authorized and directed to enter into a contract with Fenc-Co, Inc. based on the lowest quote amount for the Freeman Park Fence Improvements project according to the plans and specifications on file in the office of the City Clerk.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF SHOREWOOD this 25th day of April, 2022.

Jennifer Labadie, Mayor

Attest:

Sandie Thone, City Clerk

CITY OF SHOREWOOD
PLANNING COMMISSION MEETING
TUESDAY, APRIL 5, 2022

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

DRAFT MINUTES

CALL TO ORDER

Chair Maddy called the meeting to order at 7:01 P.M.

ROLL CALL

Present: Chair Maddy; Commissioners Eggenberger, Riedel, Huskins and Holker; Planning Director Darling; Planning Technician Jason Carlson; and Council Liaison Siakel

Absent: None

1. APPROVAL OF AGENDA

Commissioner Eggenberger suggested that agenda items 4 and 5 be reversed because the public hearing item may get lengthy.

Eggenberger moved, Riedel seconded, approving the agenda for April 5, 2022, as amended by reversing items 4 and 5. Motion passed 5/0.

2. APPROVAL OF MINUTES

- **March 1, 2022**

Chair Maddy noted that the minutes denoted that the meeting was held in Council Chambers; however the meeting was held virtually.

Riedel moved, Holker seconded, approving the Planning Commission Meeting Minutes of March 1, 2022, as amended. Motion passed 5/0.

3. MATTERS FROM THE FLOOR - NONE

4. NEW BUSINESS

A. Site Plan Amendment Review for Commercial Building Modification

Applicant: Mikan Homes

Location: 24275 Smithtown Road

Planning Director Darling stated that the applicant proposed to remodel the building and site to accommodate their office and storage needs. She noted that the City does not do many of this type of review and gave a brief explanation of what is involved in a Site Plan Review. She explained that the applicant is proposing to re-side and re-roof the building. They will convert the car repair area on the south side of the building to a storage area and interior parking and the north side will become the office and conference room areas. She noted that they have plans to remove much of the bituminous in the front of the building but leave enough for two parking spaces. The applicant has proposed to remove much of the gravel storage area in the back but reserve enough space for 5 additional parking spaces plus maneuvering area so they can still get

CITY OF SHOREWOOD PLANNING COMMISSION MEETING

APRIL 5, 2022

Page 2 of 6

the trailers and vehicles inside the building in the back. She stated that they are proposing 5 parking spaces in the back, 2 in the front and 2 inside the building which is more than what code requires. She stated that staff recommends approval with a few conditions as noted in the staff report. She explained that Site Plan Reviews do not require notification for the adjacent property owners or a public hearing, but the Commission could take public testimony.

Commissioner Eggenberger asked if they will need a sign permit in order to place their sign on the building.

Planning Director Darling stated that this was correct.

Chair Maddy stated that it appears that the curb cut driveway onto County Road 19 is split between the two buildings and asked if there was an easement where they both have access to the full width.

Planning Director Darling stated that she will defer that answer to the applicant.

Commissioner Riedel stated that the existing building was legally non-conforming and asked if this proposal would reduce the non-conformity.

Planning Director Darling stated that the building position would stay the same. She explained that the non-conformity is just a small amount of the northwest corner of the building plus the entire east side of the building because it is set too close to the east property line.

Chair Maddy noted that they are improving the impervious surface because they are substantially reducing it.

Commissioner Holker asked where the access would be to the two indoor parking spaces.

Planning Director Darling explained that would be around the back and noted that is where the old repair shop space was located.

Commissioner Huskins confirmed that the Commission was not here to make any comments related to ADA requirements.

Planning Director Darling explained that is not really a land use decision as the ADA regulations are required by the building code and they have to conform to them as part of their building permit review. She stated that the applicant has done considerable research on the topic and the Commission can ask questions about them if they like.

Ryan Jones, 6105 Seamans Drive, applicant, stated that related to the easement on the side of the property for the parking, their property line goes up to the side of the computer store. He explained that there is an existing gate that attaches to the back side of their property which is ample width for their trucks to pull down that side. He stated that there was an engineer recommendation on the labeled gravel portion on the front side of the building because right now, the parking spots protrude past where the curb cut is located. He stated that the plan is just to tilt the entrance into the front and pull those parking spots all the way so they are protected by the curb that is there. He stated that there are 4 tall bays on the back side of the building and they will be getting rid of two of them to allow for some pallet racks so they can store building materials. He noted that they will be reducing the impervious surface amount from about 88% to 60% and explained that their goal is to decrease the runoff outside of their property and increase the aesthetic from the front side of the building. He stated that related to ADA comments, the parking

CITY OF SHOREWOOD PLANNING COMMISSION MEETING

APRIL 5, 2022

Page 3 of 6

spot closest to the back side of the building is the ADA parking. He noted that they have standard swing doors and they are proposing to have a wheelchair lift in the back that would bring any client that may need it up to the office level.

Commissioner Huskins stated that he was just curious as to why it was in the rear of the building rather than the front.

Mr. Jones explained that it is because of the way the building is situated because when you walk in the front, there are about three steps down to the landing.

Commissioner Holker asked if there would be any vehicles in the building overnight.

Mr. Jones stated that they were not planning to. He noted that the vehicles are their personal vehicles which are driven around regularly. He stated that there will be steadily 3 people at the office, but they are usually not in the office all at the same time and expects there will only be 1 or 2 people at the office at one time.

Commissioner Riedel asked about the gravel area because that will be reduced quite a bit and asked if the usage would be changing.

Mr. Jones stated that it will probably will not change outside if they don't plan to store trailers and boats back there. He noted that he thinks there was some concern about run off of the impervious surfaces that were coming down into the park and into the City's property. He stated that they thought there was kind of a middle ground where they could remove some of the material, but still get 4 parking spots and the trailer back up area.

Commissioner Riedel asked if they would ever be pulling an excavator in that space.

Mr. Jones stated that outside of getting the work done, they do not own one so he would not see the need to bring one in there. He stated that the material that they would maybe bring in would be things like doors and windows that they would load into the storage area until they were needed for a specific job.

Chair Maddy asked about the curb cut off of 19 and asked if Mr. Jones would have access to the full curb cut.

Mr. Jones stated that something happened when the survey was done and it looks like the curb cut is further towards the north. He explained the actual location of the curb cut and stated that there was plenty of space to pull in and out on 19.

Chair Maddy stated that in one of the renderings there was an American flag flying but there is no pin spot in their electrical lighting plan for the flag and asked if they intended to fly a flag and if they would be putting in a spotlight.

Mr. Jones stated that was a drawing that their architect had done and believes that he was trying to 'pretty things up' for them.

Commissioner Huskins asked about timing for this project if it is approved.

Mr. Jones stated that their biggest hurdle to overcome is getting the windows ordered and would guess that it will be about 5 or 6 months if they can get their materials. He noted that he expects that they will be able to get the interior portion of the remodel started right away.

Chair Maddy opened this item for public comment at 7:22 p.m., being there were no comments, he closed the public comment portion of the meeting.

Eggenberger moved, Huskins seconded, recommending approval of the Site Plan Amendment Review at 24275 Smithtown Road, with the staff recommendations. Motion passed 5/0.

Planning Director Darling noted that this will go before the City Council on April 25, 2022.

5. PUBLIC HEARINGS

Chair Maddy explained the Planning Commission is comprised of residents of the City of Shorewood who are serving as volunteers on the Commission. The Commissioners are appointed by the City Council. The Commission's role is to help the City Council in determining zoning and planning issues. One of the Commission's responsibilities is to hold public hearings and to help develop the factual record for an application and to make a non-binding recommendation to the City Council. The recommendation is advisory only.

A. PUBLIC HEARING – City Code Amendments for Campaign and Non-Commercial Speech Sign Amendment Discussion

Applicant: City of Shorewood

Location: City-Wide

Chair Maddy confirmed that the City had only received one item of correspondence for this matter.

Planning Director Darling stated that she had only received one. She explained that this is a proposed code amendment to amend regulations pertaining to campaign and non-commercial speech signs. She stated that the amendments are proposed to make the language clearer and more enforceable, consistent with State statute, move the City closer to content neutral language, and protect City against challenges based on content specific signage language. She gave an overview of some of the proposed ordinance amendments. She stated that the City received one letter from Mr. Alan Yelsey, 26335 Peach Circle that had been distributed to the Commission prior to the meeting and will be included as part of the public record for the meeting.

Chair Maddy suggested that the Commission go over the two concerns that had been raised in the correspondence. He stated that one of the concerns regarding being allowed to post anything they want during non-election season which he believes is covered in another section.

Planning Director Darling explained that currently, the zoning ordinance does not allow you to post signage in any number, anywhere you may want. She stated that you are allowed to post some signs on your property and noted that the language right now in the code is content specific so they are proposing to add a substitution clause so for any allowed sign, you may substitute a non-commercial speech on that sign and have it in the same locations that would otherwise be allowed. She noted that most signs have a 5-foot setback from front property lines and a 5 foot setback from side property lines.

Commissioner Riedel confirmed that the substitution clause only applies to signs on your own property and not within easements. He stated that he believes the intent is for these amendments to serve as a bridge and the intent is to revisit this ordinance following the election season.

CITY OF SHOREWOOD PLANNING COMMISSION MEETING

APRIL 5, 2022

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Planning Director Darling stated that they could not look at revisions for the entire sign code in time for the election campaign season, so they are proposing targeted amendments specifically for campaign and election signage.

The Commission discussed details of the substitution clause, right-of-way, setbacks, what portions of the Code are intended to be revisited and suggested some additional language changes to make things clearer.

Commissioner Eggenberger noted under General Provisions #11 it appears to exempt flags but sometimes what is on a sign is also what is seen on a flag. He asked what 'political unit' meant.

Planning Director Darling stated that she would take that to mean a County, City, or a district.

Commissioner Eggenberger asked what is meant by the term 'integral signs'.

Planning Director Darling explained that she was not sure what that term meant when this was written and noted that this is a paragraph that will take some amendment when the code is rewritten.

Commissioner Eggenberger stated that he was just trying to make sure they understood because he feels people will try to get around it.

Chair Maddy noted that he had just checked the dictionary and it stated, 'necessary to make a whole, complete, essentially, or fundamental'.

Commissioner Riedel stated that he would read it as a sign that is in one piece and not presented in several pieces.

Planning Director Darling noted that she found a definition for it within the zoning regulations which is, 'a sign carrying the name of a building, its date of erection, monumental citations, commemorative tablets, and the like when carved into stone, concrete or similar material, or made of bronze, aluminum or other permanent type of construction and made an integral part of the structure.'

Commissioner Holker clarified that this is a portion of the Code that they are planning to revisit post-election period.

Huskins moved, Holker seconded, recommending approval of the Draft Text Amendments for Campaign Signs and Non-Commercial Speech Signs with the amendment under General Provisions C, #6 to explicitly state the exceptions. Motion passed 5/0.

6. OLD BUSINESS – NONE

7. REPORTS

- **Council Meeting Report**

Council Liaison Siakel noted that due to spring break, the Council did not meet last week and gave an update on the discussions and actions taken at the March 14, 2022 City Council meeting.

- **Draft Next Meeting Agenda**

CITY OF SHOREWOOD PLANNING COMMISSION MEETING

APRIL 5, 2022

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Chair Maddy noted that he will not be in attendance at next month's Planning Commission meeting.

Planning Director Darling stated that there is an application for a rezoning, PUD and preliminary plat for 9 units on the east side of Lake Como, just north of Radisson Road, but noted that she wasn't sure if that would be ready in time for the May meeting. She stated that she will keep the Commission informed because they may end up cancelling the next meeting.

- **Liaison to Council for June, July, and August**

June – Commissioner Riedel

July – Commissioner Holker

August – Chair Maddy

8. ADJOURNMENT

Riedel moved, Huskins seconded, adjourning the Planning Commission Meeting of April 5, 2022, at 7:56 P.M. Motion passed 5/0.



City of Shorewood Council Meeting Item

#7B

MEETING TYPE
Regular Meeting

Title / Subject: Site Plan Amendment

Location: 24275 Smithtown Road
Applicant: Mikan Custom Homes

Meeting Date: April 25, 2022
Prepared by: Marie Darling, Planning Director

Review Deadline: June 17, 2022

Attachments: Revised plans
Planning Memorandum from the April 5, 2022 Meeting
Engineer's Memo
Resolution

Background: See attached planning memorandum for detailed background on this request. At the April 5, 2022 meeting, the Planning Commission voted unanimously to recommend approval of application, subject to the conditions listed in the staff report. The applicants were present at the meeting and spoke in favor of the application. No one from the public requested to speak.

The Planning Commission's recommended conditions have been incorporated into the attached resolution.

Financial or Budget Considerations: The application fees are adequate to cover the cost of processing the request.

Recommendation / Action Requested: Staff and the Planning Commission recommend approval of the site plan review.

Proposed motion: Move to adopt the attached resolution approving a site plan amendment to remodel the building at 24275 Smithtown Road for Mikan Custom Homes Properties, LLC, based on the findings and conditions in the attached resolution.

Any action on this request would require a simple majority.

Next Steps and Timelines: If the item is approved, the applicants could submit a building permit application for the improvements.

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



CITY OF
SHOREWOOD

5755 COUNTRY CLUB ROAD, SHOREWOOD, MINNESOTA 55331-8927 • 952.960.7900
www.ci.shorewood.mn.us • cityhall@ci.shorewood.mn.us

MEMORANDUM

TO: Planning Commission, Mayor and City Council

FROM: Marie Darling, Planning Director

MEETING DATE: April 5, 2022

REQUEST: Site Plan Amendment Review

APPLICANT: Mikan Custom Homes Properties, LLC.

LOCATION: 24275 Smithtown Road

REVIEW DEADLINE: June 17, 2022

LAND USE CLASSIFICATION: Commercial

ZONING: C-1 (General Commercial)

FILE NUMBER: 21.34

REQUEST:

The applicant recently purchased the subject property and proposes to remodel the building and site to accommodate their office and storage needs. The applicant proposes a more residential look to the exterior of the building in keeping with their residential home construction business. The proposed changes include:

- Adding a three-foot by 10.5-foot front entry.
- Redesigning the front parking lot so that the required spaces are clearly identified
- Converting the rear storage area to parking and landscaping
- Reducing the amount of hardsurface on the site
- Reside/reroof the exterior of the building
- Renovate the interior of the building so that the majority would be offices to meet with clients, the remainder would be storage for materials used on construction site and interior trailer storage

The applicant's narrative is attached.



BACKGROUND

The property is approximately 17,200 square feet (.4 acres). The properties to the east and west are also commercial buildings (carwash and car sales/computer services). The properties to the south are the City Hall/Badger Park/Community and Event Center campus. The properties to the north include Truffle Hill (Tonka Bay) and a single-family home.

The building was constructed in 1979 as a transmission repair shop with separate approvals in 1982 for a lighted sign near Smithtown Road. The existing building is legally nonconforming to the side (east) setback and the northwest corner of the building is nonconforming to the front setback.

Section 1201.03 Subd. 17 of City Code requires a site plan review or amendment for all building and site plans for all but minor alterations for multiple-family housing or commercial construction subject to the review by the Planning Commission and approval by the City Council. No notice of the site plan review application is required. The purpose of the review is to enforce design and construction standards as required elsewhere in city code.

ANALYSIS

The applicant is proposing changes to the site and building consistent with their proposed use as offices for their residential home building business. The northerly ½ of the building would be used for their office staff, with occasional client meetings. The southerly ½ of the building would be used for storage and indoor parking. The changes the applicant proposes to the building and site are discussed below.

Building Alterations: The applicant proposes to re-side the building with hardi-panel and lap siding, with a faux-slate shingle roof. Although hardi-panels are not listed as allowed materials in section 1201.03 Subd 7. c. (1) of city code, they are similar in appearance to other wood siding, which is listed. Section 1201.03 Subd. 7. c. (1) (i) specifically allows the City Council the flexibility to approve other materials. Staff recommends approval of the material for this request.

Entry Addition: The applicant has proposed a covered entry addition to the north side of the building that would be consistent with the required setback (30 feet).

Impervious Surface coverage: The site is currently about 88 percent impervious surface, including the compacted gravel storage area behind the building as required by city code. A maximum of 66 percent coverage is allowed and the site is currently legally non-conforming. The reductions in the amount of the compacted gravel storage area and the front bituminous would both improve the appearance of the site and bring the impervious surface coverage to a conforming amount. After the improvements are in place, staff estimates the total impervious surface coverage on the site to be under 60 percent impervious.

Parking Lot Design: With the new uses in the building, the applicant needs to redesign the parking on the site to accommodate nine spaces, including one handicapped space. The applicant is currently proposing two spaces inside the building and seven outside, with the extra two outside spaces used primarily as maneuvering room for trailers. This conforms to ordinance requirements.

In the front, the applicant proposes to convert about a third the existing bituminous to landscaping and create two defined parking spaces and an entry walk. The property has had legally, nonconforming angled parking spaces in this area for many years and would be reducing the nonconformity with the proposed layout. The two spaces extend into the drive-aisle and staff recommends shifting the spaces

further into the site so they are fully protected. All the front parking area needs to be protected with barrier curb, like the B6-12 variety. The applicant's proposal isn't clear what type of curb is proposed.

Behind the building, the applicant proposes to convert what was previously fenced storage area for vehicles being repaired and access drives to the rear service area into five parking spaces including one handicapped spot. The remainder of the gravel lot would be converted to greenspace. The parking is required to be protected by curb as well, but the city engineer recommends that an area with a ribbon curb or surmountable curbs be added toward the south side of the parking area to allow storm water run-off to pass over the newly landscaped area to allow for infiltration and for snow storage.

Staff recommends an amendment to the plans to clarify where the curbs are proposed and what type they will be using in various areas of the site. Staff also note that disturbance of 5,000 square feet or more would require an erosion control permit through the Minnehaha Creek Watershed District.

Lighting: The applicant is proposing new lighting for the building and site. Four uplights are proposed at the front of the building to provide architectural interest on the building and two sconces near the front door. At the rear of the building, the applicant proposes a full-cut-off flood light, which conforms.

Section 1201.03 Subd. 2 i. (glare) allows a maximum of 2,000 lumens per façade and the applicant's proposed uplighting, including both with the front floodlights and the uplight portion of the sconces are about 1,560 lumens.

Section 1201.03 Subd. 2. v. (lighting) allows a maximum of 3 lumens per square foot of impervious surface coverage. The applicant calculated the total amount of lumens based on the existing building and paved areas (without the compacted gravel areas) which allows 20,907 lumens. They propose 7,000 lumens, which conforms to zoning requirements.

The applicant submitted information showing that the backlight and glare for the sconce fixture conform to ordinance requirements. The other lights are narrow focused flood-lights and are conforming.

Sign: The sign by the street is legally non-conforming but hasn't been maintained or had advertising material on it for some time and fits the definition of an abandoned sign. The applicant has stated they have no interest in keeping the sign and won't be using it for their business. Staff recommend a condition of approval to remove the sign.

Staff have preliminarily reviewed the sign proposed on the building and notes that it conforms to the sign regulations in regard to location and size. A separate sign permit is required prior to installation.

Fencing: A previous property owner enclosed the rear of the property with a chain-link fence and this fence was installed over the property line onto the properties owned by the city and the adjacent property owner. The portion of the fence over the property line has been removed. In the future, the applicant would like to add fencing to the rear of the site that is more secure and private than a standard chain link fence but has not yet proposed a specific fence type. Section 1201.03 Subd. 2 f. (Fences) would allow a boundary fence in the rear yard subject to the same requirements as residential properties. In the future, their fence proposal could be reviewed administratively.

Trash Storage: Section 1201.03 Subd. 2 n. requires all trash receptacles to be screened from all adjacent properties and the public right-of-way. The applicant has indicated that they will store their trash inside except on pick-up days as allowed by City Code.

FINDINGS/RECOMMENDATION

Staff recommends approval of the application. Should the Planning Commission also recommend approval of the site plan amendment, staff recommends that the applicant be required to:

- Acquire all necessary permits prior to construction;
- The plans submitted shall be a formal agreement between the applicant and the city and no modification shall be made to any plan detail without prior approval;
- The existing freestanding sign shall be removed prior to certificate of occupancy on the existing building.
- The new parking spaces shall be identified with white or yellow paint lines.
- The plans shall be revised as follows or the following information submitted, consistent with city code and the engineer's memo dated 3/16/2022:
 - The applicant shall submit a copy of a permit from MCWD if the disturbed area exceeds 5,000 square feet.
 - The applicant shall submit a revised plan identifying where each curb type is proposed.

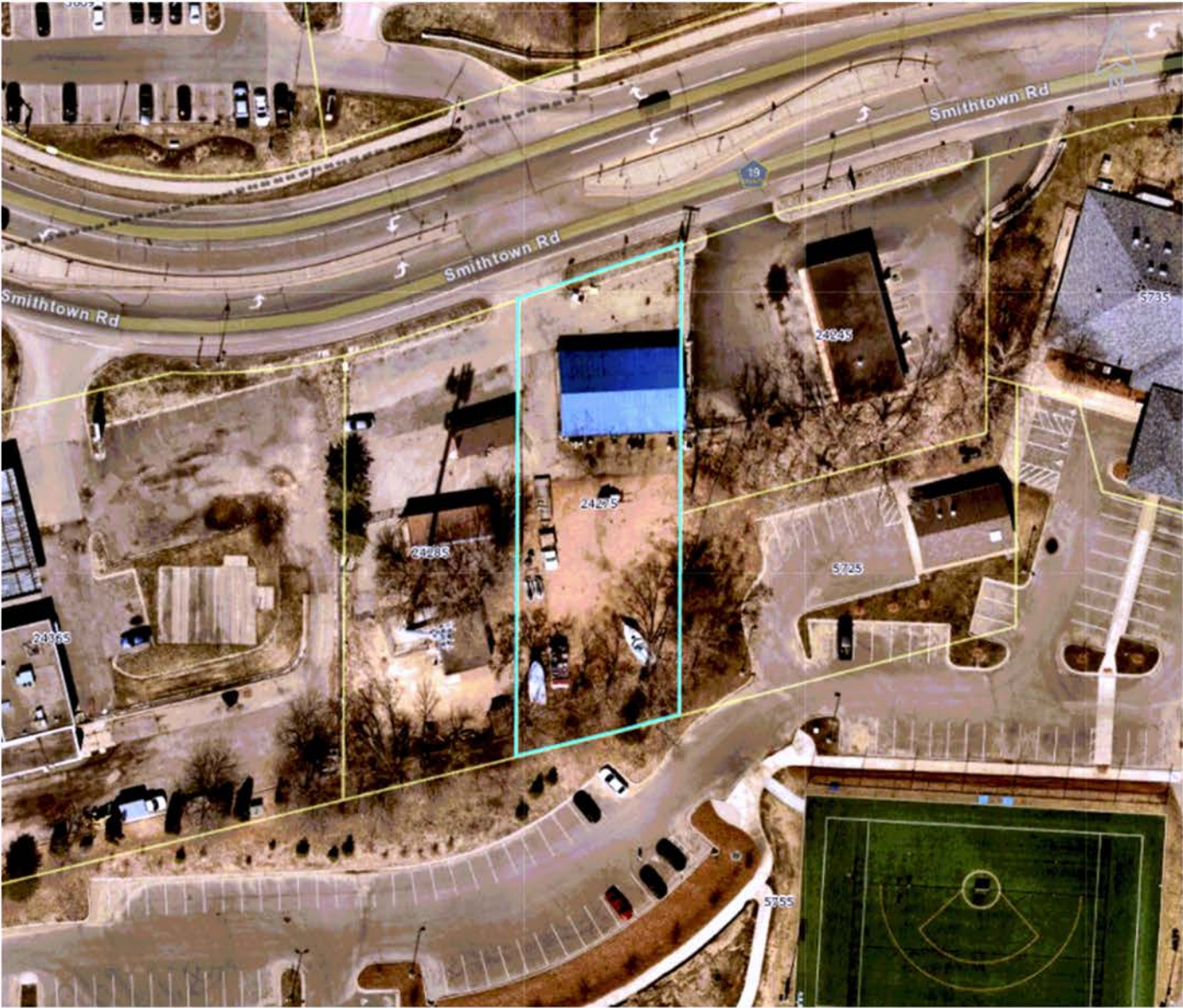
ATTACHMENTS

Location Map

Engineer's Memo

Applicant's Plans

24275 Smithtown Road Location Map





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2638 Shadow Lane
Suite 200
Chaska, MN 55318-1172

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Fax: (952) 448-8805
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MEMORANDUM

Date: 3/16/2022
To: Marie Darling, Planning Director
From: Matt Bauman, PE
Subject: 24275 Smithtown Road
City of Shorewood
Project No.: 0C1.123603

The following documents were submitted for review of compliance with the City of Shorewood's City Code and Engineering Standards:

- Plan Set dated 2/17/2022

This review only included the documents listed above, primarily dealing with grading, and code requirements.

1. Add a legend to the proposed site plan to clearly define what is being installed. Some grade elevations should be included as well.
2. The front two parking spots stick into the drive aisle. Shift/straighten the front sidewalk so the parking can be fully protected by the island area from the highway.
3. The entire drive/parking area shall be bordered by curb and gutter. Define the curb and gutter style.
 - a. As noted before, the curb will need to have a dump point to the south. We suggest this be at the corner of the "backup trailers" parking area located at the "D" of Subdivision.
 - b. A surmountable curb for the remaining area may be best for snow removal.

Mikan Custom Homes is a custom home builder and remodeling company currently located in Excelsior, MN. Our mission is to deliver quality custom craftsmanship with an emphasis on details. We strive to build personal relationships with our clients while creating spaces that are intimate, functional, and timeless.

The main use for the property located at 24275 Smithtown Road will be an office and meeting space. The goal is to host all sales meetings, strategy meetings, client introductions etc. on site in the new office. The storage area in the building will be used strictly as overflow storage for site material that will be installed in projects at a further date. There will be no fabrication of materials/products whatsoever on site.

A general overview of proposed renovations would include:

- Refacing (roofing and siding) the building to better reflect the local area and also the craftsmanship of Mikan Custom Homes
- Build out office spaces and storage per the attached floorplan
- Establish set parking spaces in accordance with the city bylaws

SCOPE OF WORK

Mikan Custom Homes
24275 Smithtown Rd.
Excelsior, MN 55331
January 10th, 2022

Exterior

- Demo all siding, roof, doors & windows, save 2 overhead doors.
- Remove sign and chain-link fence
- New Hardi panel and lap siding
- New Davinci faux slate roof
- New ½ round gutters, guards and drainage system
- New Marvin Ultimate clad windows and doors per plan
- New parking areas per plan (5 cars total including an ADA location) w/ poured curb and gutter
- New landscaping per plan
- Electrical to code, exterior sconces (2), full cut-off flood lights w/ full shade lens (2), up lights (4) ring cameras (2)
- Note – no garbage or recycling will be stored outside
- Note – no hazardous waste will be stored on site

Storage Mechanical and Garage

- Demo 2 overhead garage doors and fill in with wall
- Ex'g concrete floor to remain – patch as needed
- New floor, wall and stair framing per plan
- Walls & ceiling to be sheet-rocked, smooth and painted
- HVAC to code
- Electrical to code, provide 11 overhead light fixtures
- New elevator per plan & specs
- Plumbing
 - ♦ New mop sink
- Stairs to be wood treads and painted risers Include a code required handrail at all stair run locations
- All walls & ceiling to be painted
- New slat wall system & 2x4 shelving

Main Level Office Space:

- Demo entire space
- New floor, wall and stair framing per plan
- Walls & ceiling to be sheet-rocked, smooth and painted
- New oak hardwood floors per plan
- New 5-1/4" flat stock base, 3-1/4" flat stock casing & single flat panel interior doors (enameled)
- HVAC to code
- Electrical to code and plan, provide recessed can and pendants lights at reception (2)
- Appliances
 - Microwave drawer & beverage center
- Plumbing to code, include ADA requirements and grab bars
 - Bath 1 include toilet, sink, faucet & bath accessories
 - Bath 2 include toilet, sink, faucet & bath accessories
- New Stairs are to be stained treads and painted risers. Include a code required handrail at all stair run locations
- Tile
 - New tile floor & base at bathroom 1 & 2
 - New tile backsplash at break room
- New stained & painted cabinetry per plan
- New wood & stone countertops per plan
- New door and cabinet hardware
- New rod & shelf at closet
- New frameless glass enclosure at conference room & mirrors at Bath 1 & 2



MIKAN OFFICE BUILDING
24275 SMITHTOWN RD.
EXCELSIOR, MN 55331

ISSUE/REVISIONS

ISSUE:	DATE:
SCHEMATIC	10.22.2021
DESIGN	2.14.2022
CITY PLAN	2.17.2022

TITLE PAGE

T1



MIKAN OFFICE BUILDING
24275 SMITHTOWN RD.
EXCELSIOR, MN 55331

ISSUE/REVISIONS

ISSUE:	DATE:
SCHEMATIC	10.22.2021
DESIGN	2.14.2022
CITY PLAN	2.17.2022

TITLE PAGE

T2

FIXTURE 'A' SMSBULLET2X12YA QTY 2

LUMEN OUTPUT: 2502

CRI: 84

COLOR TEMPERATURE: 3000K

MOUNTING HEIGHT: 12'-6"

FULL CUT-OFF; FULL SHADE LENS

SMSBULLET2X12YA

RAB



Two adjustable 12W LED floodlights. Equivalent to 2x75W BR30 halogen/wide floods. Comes with sensor with 180° detection pattern at up to 30 ft.

Color: Bronze

Weight: 5.2 lbs

Project: Type:

Prepared By: Date:

Driver Info

Type: Constant Current
Watts: 24W
208V: N/A
240V: N/A
277V: N/A
Input Watts: 27.2W

LED Info

Watts: 24W
Color Temp: 3000K (Warm)
Color Accuracy: 84 CRI
L70 Lifespan: 100,000 Hours
Lumens: 2,502
Efficacy: 92 lm/W

Technical Specifications

Compliance

UL Listed:

Suitable for wet locations, wall mount only

IESNA LM-79 & LM-80 Testing:

RAB LED luminaires and LED components have been tested by an independent laboratory in accordance with IESNA LM-79 and LM-80.

LED Characteristics

LEDs:

Multi-chip, high output, long life LEDs

Color Stability:

LED color temperature is warranted to shift no more than 200K in color temperature over a 5-year period

Color Uniformity:

RAB's range of Correlated Color Temperature follows the guidelines of the American National Standard for Specifications for the Chromaticity of Solid State Lighting (SSL) Products, ANSI C78.377-2017.

Performance

Lifespan:

100,000-Hour LED lifespan based on IES LM-80 results and TM-21 calculations

Construction

Thermal Management:

Superior heat sinking with external Air Flow fins

Housing:

Die-cast aluminum housing, lens frame and mounting plate

Reflector:

Semi-specular, vacuum-metallized polycarbonate

Lens:

Microprismatic diffusion lens for smooth and even light distribution

Mounting:

Heavy-duty mounting arm with "O" ring seal and stainless steel screws

Gaskets:

High-temperature silicone gaskets

Finish:

Our environmentally friendly polyester powder coatings are formulated for high durability and long-lasting color

Green Technology:

Mercury and UV free, RoHS-compliant components

FIXTURE 'B' UNIQUE NUCLEUS - QTY 4

LUMEN OUTPUT: 270

CRI: 90

COLOR TEMPERATURE: 2700K

LANDSCAPE UP LIGHT

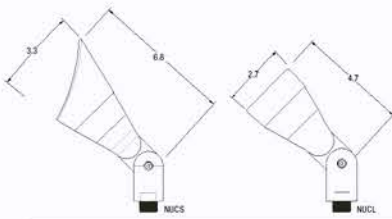
UNIQUE LIGHTING SYSTEMS®

Nucleus® Up Light Elements™ Series



PRODUCT SPECIFICATIONS

PROJECT:
MODEL #:
LAMP(S):
NOTES:



Specifications:

- Marine grade A360 alloy construction
- High temperature silicone o-rings
- 1' FLEX™ Auxiliary wire lead
- 15' direct burial cable
- AMC - Anti-Moisture Connections
- Available in shrouded and non-shrouded version
- 8W max. LED lamp / 35W max. halogen
- Bronze finish
- E-Shield™ coating process
- Composite stake with brass threaded insert
- Limited 10 year warranty

Light Distribution Cones:



Unique Lighting Systems® reserves the right to modify the design and/or construction of the fixture shown without further notification.
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www.uniquelighting.com

FIXTURE 'C' WS-W54620 - BL - QTY 2

LUMEN OUTPUT: 478

CRI: 90

COLOR TEMPERATURE: 3000K

UP & DOWN LIGHT

MOUNTING HEIGHT: 5'-6"

ICON - LED Outdoor Sconce
WS-W54614, WS-W54620

dweLED
by WAC Lighting

Fixture Type:
Catalog Number:
Project:
Location:

PRODUCT DESCRIPTION

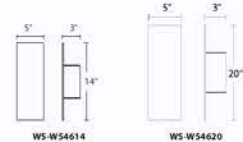
Like a simple reference to something greater, the up and down lights accentuate linear architectural forms.

FEATURES

- Simple shape, simple ideas, infinite applications
- Shielded light source for great low-glare illumination
- Driver located inside the fixture
- Up & down light
- Universal driver (120V-220V-277V)
- Color Temperature: 3000K
- CRI: 90
- Rated Life: 54,000 hours

SPECIFICATIONS

Construction: Aluminum body with acrylic diffuser
Input: 120V-277V
Dimming: 100% - 10% ELV
Light Source: High output LED
Finish: Brushed Aluminum (AL), Bronze (BZ), Black (BK)
Standards: ETL/cETL, Wet location listed, IP65 Rated, ADA Compliant



ORDER NUMBER

Model	Size	Watt	LED Lumens	Delivered Lumens	Finish
WS-W54614	1 1/2"	11W	6,627	4,330	AL (Brushed Aluminum)
WS-W54620	2 1/2"	11W	6,627	4,330	BZ (Bronze)
					BK (Black)

Example: WS-W54614-AL

dweLED.com Phone: (800) 526-2588 Fax: (800) 526-2585
Headquarters/Eastern Distribution Center 44 Harbor Park Drive Port Washington, NY 11050
Central Distribution Center 1600 Distribution Ct Lithia Springs, GA 30122
Western Distribution Center 1750 Archibald Avenue Ontario, CA 91760

dweLED retains the right to modify the design of our products at any time as part of the company's continuous improvement program. FEB 2019

Light Specs

Fixture #	Lumens
1	270
2	270
3	270
4	270
5	478
6	478
7	2502
8	2502
TOTAL	7040

Lighting specs

- Total Lumens for entire property = 7,040 at 3000k

Total allowed lumens per code = 6,969 (impervious surface) x 3 = 20,907

- 2 x up / down sconces located on the front pillars (see elevation and attached specs)
- 4 x landscape uplighting fixtures (see survey and attached specs)
- 2 x motion security floodlights on the back of the building (see elevation and attached specs). Specs provided are for ring product. Similar and comparable product may be used as security product.

* There are no proposed changes to the current city utility connections

* There are no proposals for freestanding lighting or signage

MIKAN
CUSTOM HOMES

MIKAN OFFICE BUILDING
24275 SMITHTOWN RD.
EXCELSIOR, MN 55331

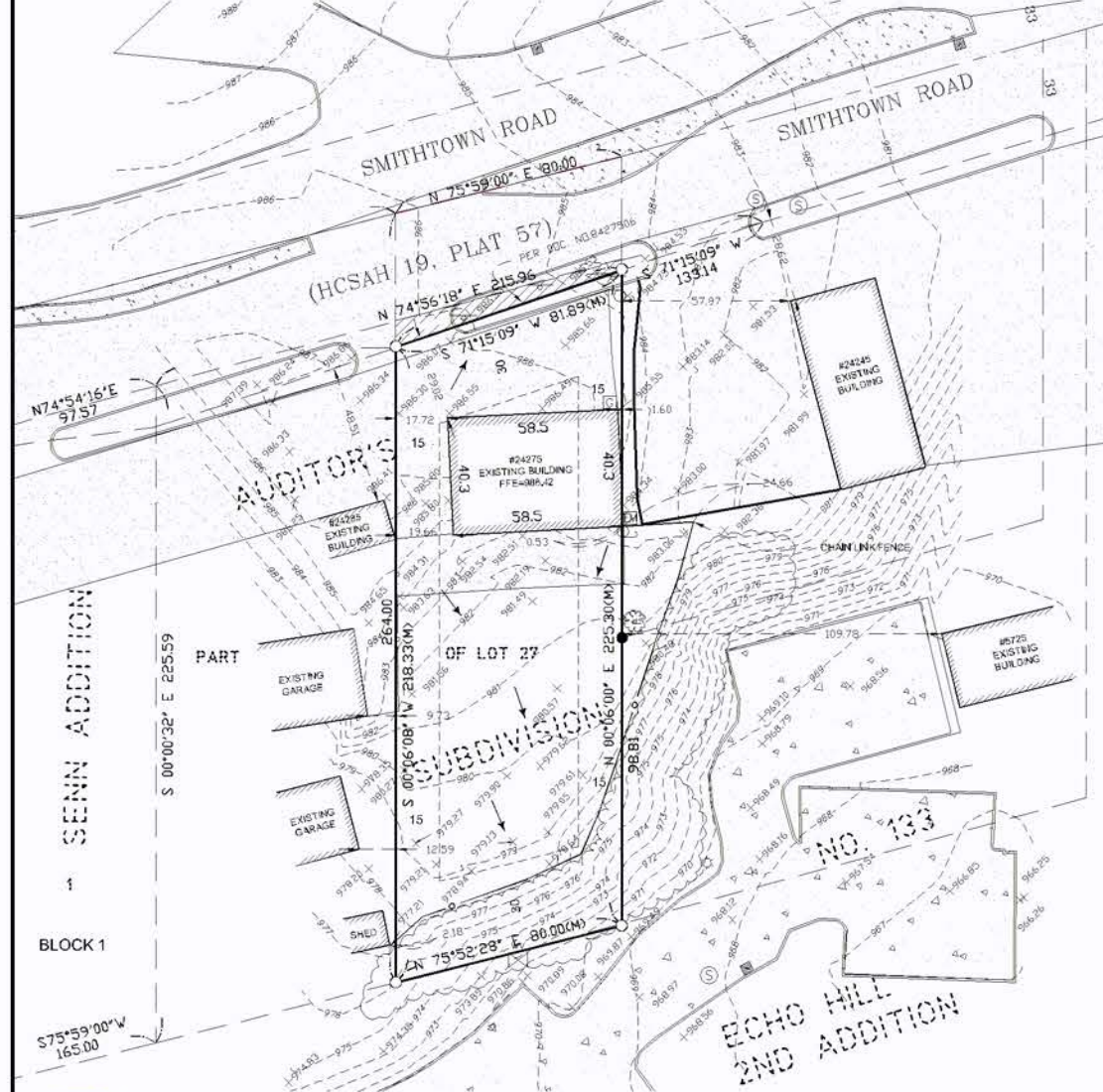
ISSUE/REVISIONS

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SCHEMATIC DESIGN	10.22.2021
CITY PLAN	2.14.2022
	2.17.2022

TITLE PAGE

T3

CERTIFICATE OF SURVEY -for- MIKE YOUNGS



BUILDING SETBACKS

ZONING: C1 - GENERAL COMMERCIAL DISTRICT
HOUSE: FRONT = 30 FT
SIDE = 15 FT
REAR = 30 FT

EXISTING HARDCOVER

EXISTING BUILDING 2,358 SQ. FT.
EXISTING BITUMINOUS SURFACE 4,611 SQ. FT.
EXISTING IMPERVIOUS AREA 6,969 SQ. FT.
TOTAL LOT AREA 17,208 SQ. FT.
EXISTING HARDCOVER 40.5 %

REFERENCE BENCHMARK

ELEVATION = 937.60 (NGVD 29) MNDOT DISK "MOUND".

LEGAL DESCRIPTION

That part of Lot 27, AUDITOR'S SUBDIVISION NO. 133, describes as follows:

Commencing at a point in centerline of Smithtown Road 415.00 feet easterly from the northerly extension of the westerly line of Lot 27; thence easterly along said centerline 80.00 feet; thence southerly parallel with westerly line of Lot 27 distance 264.00 feet; thence westerly parallel with said centerline 80.00 feet; thence northerly to the point of beginning excluding Road, Hennepin County, Minnesota, according to the recorded plat thereof, (HENNEPIN COUNTY TAX DESCRIPTION)

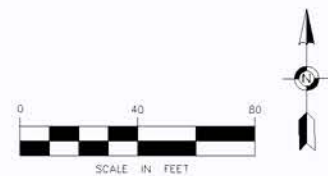
NOTES

1. THE BASIS OF THE BEARING SYSTEM IS ASSUMED.
2. NO SPECIFIC SOIL INVESTIGATION HAS BEEN COMPLETED.
3. CONTRACTOR SHALL VERIFY PROPOSED ELEVATIONS.
4. NO TITLE INFORMATION WAS PROVIDED FOR THIS SURVEY. THIS SURVEY DOES NOT PURPORT TO SHOW ALL EASEMENTS OF RECORD.
5. EXISTING UTILITIES AND SERVICES SHOWN HEREON OWNER LOCATED EITHER PHYSICALLY ON THE GROUND DURING THE SURVEY OR FROM EXISTING RECORDS MADE AVAILABLE TO US OR BY RESIDENT TESTIMONY. OTHER UTILITIES AND SERVICES MAY BE PRESENT. VERIFICATION AND LOCATION OF UTILITIES AND SERVICES SHOULD BE OBTAIN FROM THE OWNERS OF RESPECTIVE UTILITIES BY CONTACTING GOPHER STATE ONE CALL AT (651) 454-0002 PRIOR TO ANY DESIGN PLANNING OR EXCAVATION.

LEGEND

- DENOTES FOUND PROPERTY IRON
- DENOTES SET 1/2" X 18" REBAR WITH PLASTIC CAP "PLS 25105"
- DENOTES BOUNDARY LINE
- - - DENOTES LOT LINE
- - - DENOTES SETBACK LINE
- x999.99 DENOTES EXISTING SPOT ELEVATION
- DENOTES CONCRETE SURFACE
- - - DENOTES EXISTING CONTOUR LINE
- FFE DENOTES FINISH FLOOR ELEVATION
- DENOTES BITUMINOUS SURFACE
- DENOTES TREE LINE
- DENOTES DECIDUOUS TREE
- DENOTES WATER VALVE
- DENOTES CHAINLINK FENCE
- DENOTES SIGN/POST
- DENOTES ELECTRIC POWER POLE
- DENOTES LIGHT POLE
- (M) DENOTES MEASURED DISTANCE
- DENOTES SANITARY MANHOLE
- DENOTES ELECTRIC METER
- DENOTES GAS METER
- DENOTES STORM CATCH BASIN (SQUARE)
- DENOTES DRAINAGE FLOW

Call 48 Hours before digging
GOPHER STATE ONE CALL
Twin Cities Area 651-454-0002
MN. Toll Free 1-800-252-1166



EDS ENGINEERING DESIGN & SURVEYING
6480 Wayzata Blvd, Minneapolis, MN 55426
OFFICE: (763) 545-2800 FAX: (763) 545-2801
EMAIL: info@edsmin.com WEBSITE: http://edsmin.com

I HEREBY CERTIFY THAT THIS SURVEY WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION, AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.
Rad Surver DATED: 12/06/21
VLADIMIR SURVER L.S. NO. 25105

JOB NAME: MIKE YOUNGS	FIELD WORK DATE: 11/03/21	DRAWN BY: IS	PROJECT NO.: 21-252
LOCATION: 24275 SMITHTOWN ROAD SILVERWOOD, MN 55331	FIELD BOOK NO.: EDS-13	CHECKED BY: VS	SHEET NO. 1 OF 1



MIKAN OFFICE BUILDING
24275 SMITHTOWN RD.
EXCELSIOR, MN 55331

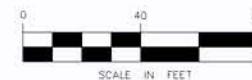
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SITE
PLAN

S1

CERTIFICATE OF SURVEY ~~for~~ MIKE YOUNGS



BUILDING SETBACKS

EXISTING HARDCOVER

REFERENCE BENCHMARK

LEGAL DESCRIPTION

Commencing at a point in centerline of Smithtown Road 415.00 feet easterly from the northerly extension of the westerly line of Lot 27; thence easterly along said centerline 80.00 feet; thence southerly parallel with westerly line of Lot 27 distance 264.00 feet; thence westerly parallel with said centerline 80.00 feet; thence northerly to the point of beginning excluding Road, Hennepin County, Minnesota, according to the recorded plat thereof. (HENNEPIN COUNTY TAX DESCRIPTION)

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

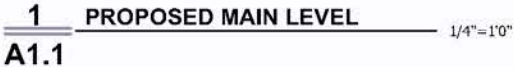
Vladimir Sviriver DATED: 12/08/21
VLADIMIR SVIRIVER L.S. NO. 25105

SHEET NO. 1 OF 1

MIKAN OFFICE BUILDING
24275 SMITHTOWN RD.
EXCELSIOR, MN 55331

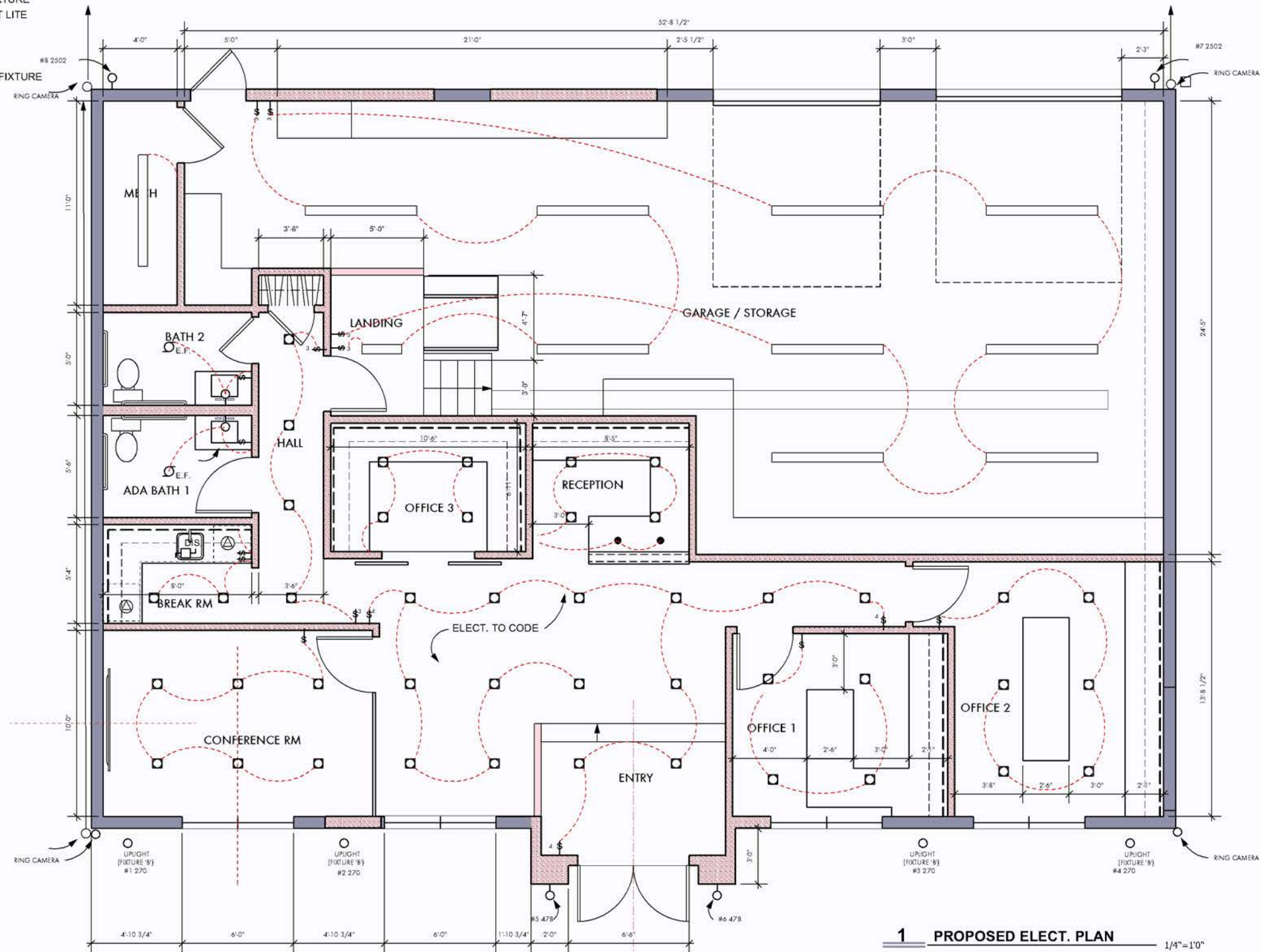
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S2



ELECTRICAL SYMBOLS KEY

- SWITCH, D - DENOTES DIMMER, 3 - DENOTES 3-WAY SWITCH
- DUPLEX RECEPTACLE
- MICROWAVE OR DISHWASHER CONNECTION
- VENT HOOD ABOVE COOK TOP OR OVEN CONNECTION
- SURFACE MOUNTED CEILING LIGHT FIXTURE
- SURFACE MOUNTED PENDANT
- RECESS CAN FIXTURE
- DIRECTIONAL RECESS CAN FIXTURE
- SURFACE MOUNTED WALL LIGHT FIXTURE
- UNDERCABINET LIGHTING OR SOFFIT LITE
- GARBAGE DISPOSAL
- EXHAUST FAN
- SURFACE MOUNTED CEILING LIGHT FIXTURE W/ LARGER HEAD
- CEILING FAN
- CEILING GARAGE LIGHT



1 PROPOSED ELECT. PLAN
E1.1

1/4"=1'-0"



MIKAN OFFICE BUILDING
24275 SMITHTOWN RD.
EXCELSIOR, MN 55331

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ELECT. PLAN

E1.1



Calculation Summary									
Label	Ground Planar	CalcType	Units	Avg	Max	Min	Avg/Min	Max/Min	
		Illuminanc	Fc	0.05	2.1	0.0	N.A.	N.A.	
Luminaire Schedule									
Symbol	Qty	Label	Arrangement	LLF	Description	Lum. Watts			
⊙	2	A	SINGLE	0.910	SMSLES2X13Y	13.3			
⊙	4	B	SINGLE	0.910	LES13YVG	13.3			
⊙	2	C	SINGLE	0.910	WS-W54620	10.792			

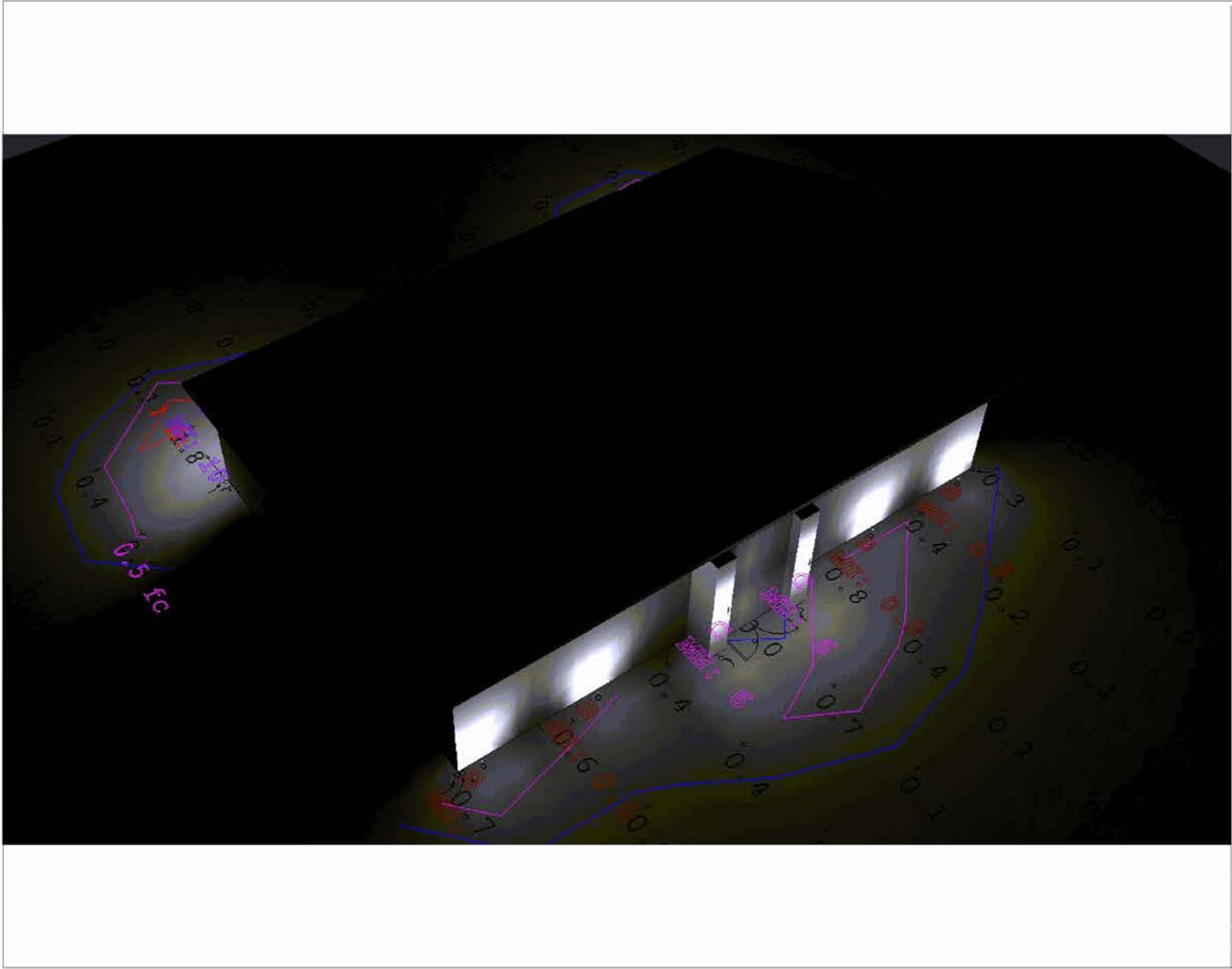
Mikan Office		Drawn By: Daniel Butke	
Exterior		Checked By:	
		Date: 2/17/2022	
		Scale:	
		Revisions	
		# Date Comments	






MIKAN OFFICE BUILDING
24275 SMITHTOWN RD,
EXCELSIOR, MN 55331



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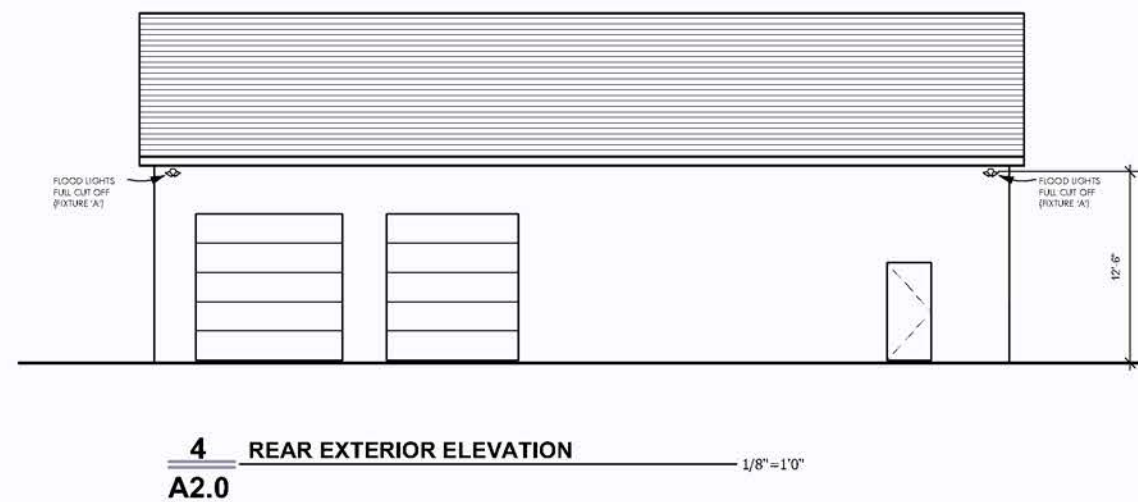
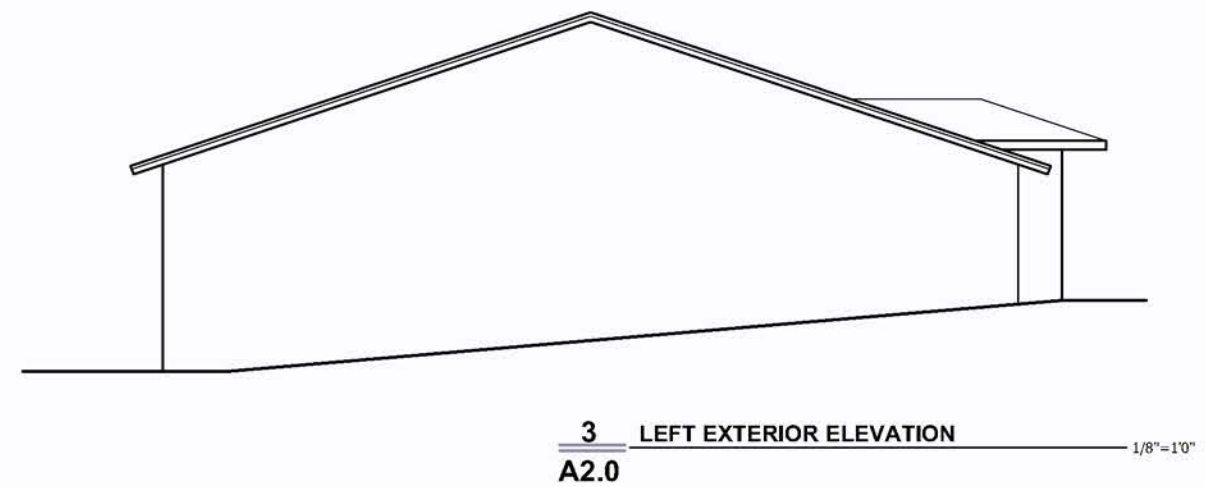
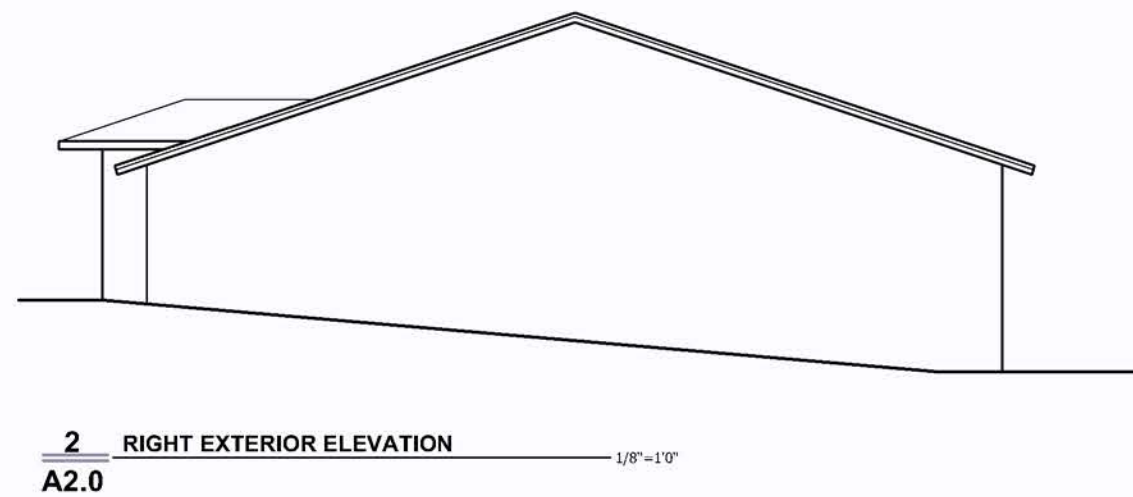
Calculation Summary									
Label		CalcType	Units	Avg	Max	Min	Avg/Min	Max/Min	
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Mikan Office		Drawn By: Daniel Budke		#		Date		Comments	
Exterior		Checked By:		Revisions					
		Date: 2/17/2022							
		Scale:							
Page M of 1									



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MIKAN OFFICE BUILDING
24275 SMITHTOWN RD,
EXCELSIOR, MN 55331





MIKAN OFFICE BUILDING
24275 SMITHTOWN RD.
EXCELSIOR, MN 55331

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EXTERIOR
ELEVATIONS

A2.0

RESOLUTION 2022-042

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

**A RESOLUTION APPROVING A SITE PLAN AMENDMENT FOR PROPERTY
LOCATED AT 24275 SMITHTOWN ROAD**

WHEREAS, Mikan Custom Homes, (the “Applicant”) proposes to alter the building to accommodate their offices and a storage area for their business, on property legally described as:

That part of Lot 27, Auditor’s Subdivision No. 133, described as follows: Commencing at the center line of Smithtown Road 415.00 feet easterly from the northerly extension of the westerly line of Lot 27; thence easterly along said centerline 80.00 feet; thence southerly parallel with westerly line of Lot 27 distance 264.00 feet; thence westerly parallel with said centerline 80.00 feet; thence northerly to the point of beginning excluding Road, Hennepin County, Minnesota according to the recorded plat thereof.

WHEREAS, the Applicant has applied for a site plan amendment for various improvements as shown on the plans submitted November 10 and 11, 2021, December 9, 2021; and February 17, 2022; and

WHEREAS, the Applicant’s request was reviewed by the planning staff, whose recommendation is included in a memorandum for the April 5, 2022 Planning Commission meeting, a copy of which is on file at City Hall; and

WHEREAS, the Planning Commission held a public meeting on April 5, 2022 to review the application, the minutes of the meeting are on file at City Hall; and

WHEREAS, the City Council considered the application at its regular meeting on April 25, 2022, at which time the planning staff memorandum and the Planning Commission’s recommendations were reviewed and comments were heard by the City Council from the Applicant, staff and public.

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

FINDINGS OF FACT

1. The subject property is located in the C-1 zoning district, which allows offices as a permitted use.
2. The subject property is subject to Chapter 1201.03 Subd. 17 of the zoning regulations, which requires review of site alterations to be reviewed by the Planning Commission and approved by the City Council.

3. The subject property is subject to Chapter 1201.03 Subd. 5 of the zoning regulations, which requires 7 parking spaces for the use..

4. The Applicant's proposal is identified on the application materials and plans submitted on submitted November 10 and 11, 2021, December 9, 2021; and February 17, 2022.

CONCLUSIONS

A. The City Council specifically finds that the Applicant's request for a site plan amendment to alter the site, including revising the parking areas and reducing impervious surface coverage is consistent with the standards listed in the zoning regulations, subject to the conditions listed herein.

B. The plans approved for building permits shall be a formal agreement between the City and the applicant and no modifications shall be made to any plan detail without prior approval.

C. Prior to beginning any construction at the property, the applicant shall acquire all necessary permits in conformance with city code and the Engineer's memo dated March 16, 2022. Prior to issuance of a building permit, the applicant shall submit the following information:

1. A copy of a permit from the MCWD if the disturbed area exceeds 5,000 square feet.
2. A revised site plan identifying where each curb type is proposed.

D. The new parking spaces shall be identified with white or yellow paint lines.

E. The existing freestanding sign shall be removed prior to certificate of occupancy for the building.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF SHOREWOOD, MINNESOTA
this 25th day of April, 2022.

Jennifer Labadie, Mayor

Attest:

Sandie Thone, City Clerk



City of Shorewood Council Meeting Item

Title/Subject: 2022 Mill & Overlay-Approve Plans & Authorize Bidding
City Project 21-11
Meeting Date: Monday, April 25, 2022
Prepared by: Andrew Budde, City Engineer
Reviewed by: Larry Brown, Director of Public Works
Attachments: Overview Map; Final Plans; Resolution

Background: The City of Shorewood has identified a 2022 Mill & Overlay project in the Capital Improvement Plan (CIP) to aid in maintaining and extending the longevity of the existing roadway infrastructure throughout the city. The project includes streets that generally have the poorest pavement ratings and can still benefit from a mill & overlay. On November 11, 2021, council authorized preparation of the final plans & specifications.

The following roadways are included: Silver Lake Trail, Sierra Circle, Christmas Lake Road, Christmas Lake Lane (East & West), Murray Street, Murray Court, Galpin Lane, and the remaining block of Covington Road. The remaining block of Covington Road was evaluated to include the addition of curb & gutter and trail improvements. However, the additional curb and trail improvements would add an additional \$200,000 in construction costs and does not fit within the current CIP budget.

Financial Considerations: This project has been budgeted for in the Capital Improvement Plan (CIP) in year 2022 and includes three items from the CIP:

2022 Mill & Overlay (LR-99-100)	\$732,500
2022 Culvert Replacement Murray Ct/Cardinal Dr (CR-22-01)	\$11,000
2022 Infiltration and Inflow Reduction (SS-99-05)	\$70,000
Total Budget	\$813,500

The Engineers Estimates for the overall project cost including engineering/administration and all segments of roadway is currently \$928,000. To allow the project to stay within the CIP budget amount it is recommended to bid the project with two alternates that will better allow the city to make an informed decision once bids are received. If a segment or roadway needs to be eliminated from the scope it is recommended to be Murray St/Murray Ct based on pavement conditions and is estimated to be \$207,000. These segments could be added to a 2023 street project or postponed until the 2024 mill & overlay project. Also, the city is pursuing state bonding

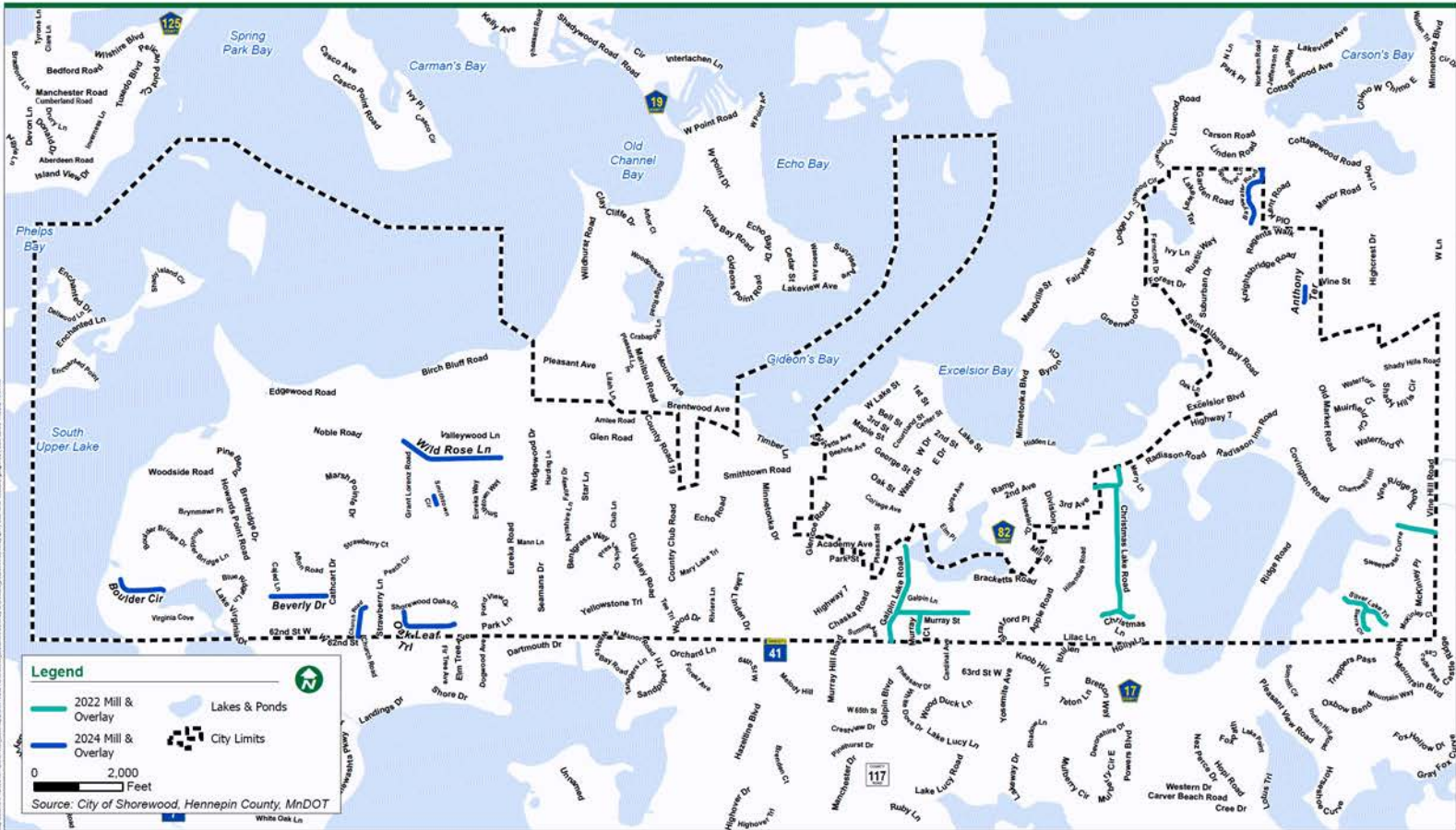
Mission Statement: The City of Shorewood is committed to providing residents quality public services, a healthy environment, a variety of attractive amenities, a sustainable tax base, and sound financial management through effective, efficient, and visionary leadership.

funds for Galpin Lane sidewalk improvements. If successful, the city would know details near the end of May and could choose to eliminate Galpin Lane from the mill & overlay project knowing more robust improvements are to occur in the near future. Galpin Lane mill & overlay is estimated to be \$124,000

Recommendation/Action Requested: Staff recommends the City Council approve the Resolution that accepts plans and authorizes bidding the 2022 Mill & Overlay project with Galpin Lane as Alternate A and Murray St/Murray Ct as Alternate B.

Next Steps and Timelines:

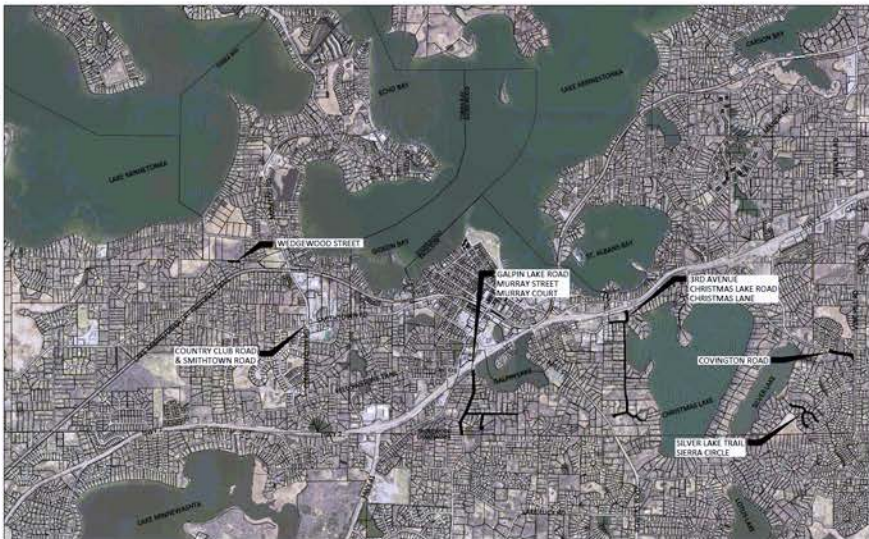
Approve Plans and Specifications/Authorize Ad for Bid	April 25, 2022
Open Bids	Mid May 2022
Award Construction Contract	May 23 or June 13, 2022
Begin Construction	July 2022
Final Completion.....	September 2022



CITY OF SHOREWOOD
CONSTRUCTION PLANS FOR
2022 MILL & OVERLAY
APRIL, 2022

NOTE: EXISTING UTILITY INFORMATION SHOWN ON THIS PLAN HAS BEEN PROVIDED BY THE UTILITY OWNER. THE CONTRACTOR SHALL FIELD VERIFY EXACT LOCATIONS PRIOR TO COMMENCING CONSTRUCTION AS REQUIRED BY STATE LAW. NOTIFY (SDHSR STATE ONE CALL, 1-800-352-1366 OR 651-454-0002).

THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D UNLESS OTHERWISE NOTED. THIS UTILITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CHANCE 2B-02, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA."



SHEET INDEX

SHEET NUMBER **SHEET TITLE**

GENERAL	TITLE SHEET
G0.01	LEGEND
G0.02	CONSTRUCTION NOTES
G0.03 - G0.04	
CONSTRUCTION PLANS	
C1.01	TYPICAL SECTIONS
C1.02 - C1.03	CONSTRUCTION DETAILS
C2.01 - C2.13	CONSTRUCTION PLAN

MAP OF THE
CITY OF SHOREWOOD
HENNEPIN COUNTY, MN



DESIGNED BY: PHILIP J. SCHULF
DATE: 04/20/2022



2638 SHADOW LANE, SUITE 200
CHRYSLER, MINNESOTA 55418
Phone: (952) 448-8838
Email: Chaska@bolton-menk.com
www.bolton-menk.com

NO.	REV.	DATE	DESCRIPTION
1	0.1	04/20/2022	ISSUED FOR PERMIT
2	0.2	04/20/2022	ISSUED FOR CONSTRUCTION

CITY OF SHOREWOOD
2022 MILL & OVERLAY
TITLE SHEET

SHEET
G0.01

ACCESS GRATE	REGULATION STATION GAS
AIR CONDITION UNIT	SATELLITE DISH
ANTENNA	SIGN NON TRAFFIC
AUTO SPRINKLER CONNECTION	SIGN TRAFFIC
BARRICADE PERMANENT	SIGNAL CONTROL CABINET
BASKETBALL POST	SOIL BORING
BENCH	SIREN
BIRD FEEDER	TELEPHONE BOOTH
BOLLARD	TILE INLET
BUSH	TILE OUTLET
CATCH BASIN RECTANGULAR CASTING	TIRE RIDGE
CATCH BASIN CIRCULAR CASTING	TRANSFORMER-ELECTRIC
CLUBB STOP	TREE-CONIFEROUS
CLEAN OUT	TREE-DEAD
CULVERT END	TREE-DECIDUOUS
DRINKING FOUNTAIN	TREE STUMP
DOWN SPOUT	TRAFFIC ARM BARRIER
FILL PIPE	TRAFFIC SIGNAL
FIRE HYDRANT	TRASH CAN
FLAG POLE	UTILITY MARKER
FLARED END / APRON	VALVE
FUEL PUMP	VALVE POST INDICATOR
GRILL	VALVE VAULT
GUY WIRE ANCHOR	VAULT
HANDHOLE	VENT PIPE
HANDICAP SPACE	WATER SPOUT
IRRIGATION SPRINKLER HEAD	WELL
IRRIGATION VALVE BOX	WETLAND DELINEATED MARKER
LIFT STATION CONTROL PANEL	WETLAND
LIFT STATION	WET WELL
LIGHT ON POLE	YARD HYDRANT

- CLEANOUT
- MANHOLE
- LIFT STATION
- STORM SEWER CIRCULAR CASTING
- ▣ STORM SEWER RECTANGULAR CASTING
- ▤ STORM SEWER FLARED END / APRON
- ▥ STORM SEWER OUTLET STRUCTURE
- ⊙ STORM SEWER OVERFLOW STRUCTURE
- CURB BOX
- ⊕ FIRE HYDRANT
- ⊖ WATER VALVE
- ⊗ WATER REDUCER
- ⋈ WATER BEND
- ⋊ WATER TEE
- ⋉ WATER CROSS
- ⊞ WATER SLEEVE
- ⊕ WATER CAP / PLUG
- ⊙ ROP JAP
- ⊞ DRAINAGE FLOW
- ⊞ TRAFFIC SIGNS

- ⊕ BENCHMARK LOCATION
- ⊙ CONTROL POINT
- ✱ MONUMENT FOUND
- ✱ CAST IRON MONUMENT
- ✱ STONE MONUMENT

Diagram illustrating the components of a landscape cross-section:

- RETAINING WALL
- FENCE
- FENCE-DECORATIVE
- GUARD RAIL
- TREE LINE
- BUSH LINE

	CONTROLLED ACCESS
	BOUNDARY
	CENTERLINE
	EXISTING EASEMENT LINE
	PROPOSED EASEMENT LINE
	EXISTING LOT LINE
	PROPOSED LOT LINE
	EXISTING RIGHT-OF-WAY
	PROPOSED RIGHT-OF-WAY
	SETRACK LINE
	SECTION LINE
	QUARTER LINE
	SIXTEENTH LINE
	TEMPORARY EASEMENT

Figure 1 shows a typical cross-section of a trench. The trench has a depth of 1.5m and a width of 0.5m. The trench is filled with a 100mm layer of sand, topped with a 100mm layer of gravel. The trench is lined with a 100mm layer of concrete. The trench is surrounded by a 100mm layer of sand. The trench is located in a 1.5m wide area. The trench is located in a 1.5m wide area. The trench is located in a 1.5m wide area.

[Symbol]	FORCEMAIN
[Symbol]	SANITARY SEWER
[Symbol]	SANITARY SERVICE
[Symbol]	STORM SEWER
[Symbol]	STORM SEWER DRAIN TILE
[Symbol]	WATERMAIN
[Symbol]	WATER SERVICE
[Symbol]	PIPE CASING

EXISTING CONTOUR MINOR
 EXISTING CONTOUR MAJOR
 PROPOSED CONTOUR MINOR
 PROPOSED CONTOUR MAJOR
 PROPOSED GRADING LIMITS / SLOPE LIMITS
 PROPOSED SPOT ELEVATION
 RISE:RUN (SLOPE)

x 953.53 x STA. 5+67.18
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 951.7
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BITUMINOUS

CONCRETE

GRAVEL

NOTE:
EXISTING UTILITY INFORMATION SHOWN ON THIS PLAN HAS BEEN PROVIDED BY THE UTILITY OWNER. THE CONTRACTOR SHALL FIELD VERIFY EXACT LOCATIONS PRIOR TO COMMENCING CONSTRUCTION AS REQUIRED BY STATE LAW. NOTIFY Gopher State One Call, 1-800-252-1166 or 651-454-0002.

THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D UNLESS OTHERWISE NOTED. THIS UTILITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF G/ASCE 38-02, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA".

EXISTING SUBSURFACE UTILITY DATA*

_____	UNDERGROUND FIBER OPTIC
_____	UNDERGROUND ELECTRIC
_____	UNDERGROUND GAS
_____	UNDERGROUND COMMUNICATION
_____	OVERHEAD ELECTRIC
_____	OVERHEAD COMMUNICATION
_____	OVERHEAD UTILITY

LINE TYPES FOLLOW THE FORMAT: UTILITY TYPE - QUALITY LEVEL
EXAMPLE: UNDERGROUND GAS - QUALITY LEVEL A
UTILITY QUALITY LEVEL (A,B,C,D) DEFINITIONS CAN BE FOUND IN C/ASCE 38-02.

QUALITY LEVEL D: PROVIDES THE MOST BASIC LEVEL OF INFORMATION. IT INVOLVES COLLECTING DATA FROM EXISTING UTILITY RECORDS. RECORDS MAY INCLUDE AS-BUILT DRAWINGS, DISTRIBUTION AND SERVICES MAPS, EXISTING GEOGRAPHIC INFORMATION SYSTEM DATABASES, CONSTRUCTION PLANS, ETC.

QUALITY LEVEL C: INVOLVES SURVEYING VISIBLE SUBSURFACE UTILITY STRUCTURES SUCH AS MANHOLES, HAND-HOLES, UTILITY VALVES AND METERS, FIRE HYDRANTS, PEDESTALS AND UTILITY MARKERS, AND THEN CORRELATING THE INFORMATION WITH EXISTING UTILITY RECORDS TO CREATE COMPOSITE DRAWINGS. INCLUDES QUALITY LEVEL D ACTIVITIES.

QUALITY LEVEL B: INVOLVES DESIGNATING THE HORIZONTAL POSITION OF SUBSURFACE UTILITIES THROUGH SURFACE DETECTION METHODS AND COLLECTING THE INFORMATION THROUGH A SURVEY METHOD, INCLUDES QUALITY LEVEL C AND D TASKS.

QUALITY LEVEL A: PROVIDES THE HIGHEST LEVEL OF ACCURACY. IT INVOLVES LOCATING OR POTHOLING UTILITIES AS WELL AS ACTIVITIES IN QUALITY LEVELS B, C, AND D. THE LOCATED FACILITY INFORMATION IS SURVEYED AND MAPPED AND THE DATA PROVIDES PRECISE PLAN AND PROFILE INFORMATION.

A	ALGEBRAIC DIFFERENCE	GRAV	GRAVEL	RSC	RIGID STEEL CONDUIT
ADJ	ADJUST	GU	GUTTER	RT	RIGHT
ALT	ALTERNATE	GV	GATE VALVE	SAN	SANITARY SEWER
B-B	BACK TO BACK	HDPE	HIGH DENSITY POLYETHYLENE	SCH	SCHEDULE
BIF	BIFUNCTIONAL	HWL	HANDHOLE	SERV	SERVICE
BLDG	BUILDING	HP	HIGH POINT	SHLD	SHOULDER
BMP	BEST MANAGEMENT PRACTICE	HWL	HIGH WATER LEVEL	STA	STATION
BR	BEGIN RADIUS	HYD	HYDRANT	STD	STANDARD
BV	BUTTERFLY VALVE	I	INVERT	STM	STORM SEWER
CB	CATCH BASIN	K	CURVE COEFFICIENT	TC	TOP OF CURB
C&G	CURB AND GUTTER	L	LENGTH	TE	TEMPORARY EASEMENT
CF	CAST IRON PIPE	LO	LOWEST OPENING	TEMP	TEMPORARY
CRF	CONCRETE R/C PIPE	LP	LOW POINT	TH	TOP OF HYDRANT
CL	CLASS	LT	LEFT	TP	TOP OF PIPE
CL	CLASS	MAX	MAXIMUM	TPP	TYPICAL
CLVT	CULVERT	MH	MANHOLE	VCP	VITRIFIED CLAY PIPE
CMP	CORRUGATED METAL PIPE	MIN	MINIMUM	VERT	VERTICAL
C.O.	CHANGE ORDER	MID	MID RADIUS	VPC	VERTICAL POINT OF CURVE
COMM	COMMUNICATE	NIC	NOT IN CONTRACT	VPI	VERTICAL POINT OF INTERSECTION
CON	CONCRETE	NMC	NOT METALLIC CONDUIT	VPT	VERTICAL POINT OF TANGENCY
CONC	CONCRETE	NF	NOT FULFILL	WSP	WATER SERVICE PIPE
CONC	CONCRETE	NF	NOT FULFILL	WSP	WATER SERVICE PIPE

PHILIP J. SCHLIPP
54308 04/26/2022



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PROJECT:	CITY OF SHOREWOOD	SHEET
ISSUED:	2022 MILL & OVERLAY	G0.02
DESIGNED BY:	LEGEND	

CONSTRUCTION NOTES:

1. THE ENGINEER WILL MARK ALL REMOVAL LIMITS IN THE FIELD PRIOR TO CONSTRUCTION. NO WORK SHALL COMMENCE UNTIL ALL REMOVAL LIMITS ARE CLEARLY MARKED AND REVIEWED BY THE ENGINEER AND THE CONTRACTOR.
2. THE CONTRACTOR SHALL PROTECT ALL CONCRETE VALLEY GUTTERS, UNDERGROUND FENCING AND IRRIGATION/SPRINKLER SYSTEMS. REPAIR OF DAMAGED ITEMS SHALL BE AT THE CONTRACTOR'S EXPENSE.
3. ALL REMOVAL ITEMS SHALL BE DISPOSED OF OFF-SITE IN PROPER ACCORDANCE WITH ALL FEDERAL, STATE AND LOCAL REGULATIONS.
4. MANHOLES AND GATE VALVES BOXES SHALL BE LOCATED IN THE FIELD BY THE CONTRACTOR. STRUCTURES SHOWN ON THE PLAN ARE SHOWN IN AN APPROXIMATE WAY ONLY AND IT IS NOT GUARANTEED THAT ALL MANHOLES AND GATE VALVES BOXES ARE SHOWN.
5. THE CONTRACTOR SHALL SUPPLY UNEVEN PAVEMENT AND BUMP SIGNS IF REQUIRED BY THE MN MUTCD OR ENGINEER.
6. THE CONTRACTOR SHALL HAVE ONE QUALIFIED FLAG PERSON ON EACH END OF THE PAVING OPERATION AND AT OTHER LOCATIONS (SIDE STREETS, PARKING LOT ENTRANCES, ETC.) AS REQUIRED OR DIRECTED BY THE ENGINEER. (INCIDENTAL TO TRAFFIC CONTROL.)
7. PROVISIONS SHALL BE MADE AND MAINTAINED BY THE CONTRACTOR DURING CONSTRUCTION TO PROVIDE ACCESS TO ALL BUSINESSES AND RESIDENTS AT ALL TIMES. TEMPORARY ACCESS AND/OR ADDITIONAL TRAFFIC CONTROL DEVICES MAY BE NECESSARY TO ROUTE TRAFFIC. ALL DISTURBANCE OF ANY ACCESS SHALL BE APPROVED BY THE ENGINEER PRIOR TO ANY DISTURBANCE OF THE DRIVEWAY. ALL TEMPORARY ACCESS WORK SHALL BE INCIDENTAL TO CONSTRUCTION.
8. THE CONTRACTOR SHALL BE RESPONSIBLE FOR SUPPLYING, INSTALLING, ERECTING, MAINTAINING, AND THE COORDINATION OF ALL NO PARKING SIGNS TO TEMPORARILY PROHIBIT VEHICLES PARKING WITHIN THE PROJECT LIMITS DURING CONSTRUCTION IN ACCORDANCE WITH AN APPROVED PLAN. THE SIGN SIZE, COLOR, MESSAGE, ETC. SHALL BE APPROVED BY THE ENGINEER. NO SIGNS SHALL BE ERECTED WITHOUT PROPER NOTIFICATION TO THE POLICE AND ENGINEER.
9. STREETS USED AS HAUL ROUTES SHALL BE SWEEP/CLEANED DAILY IN ORDER TO PREVENT A BUILDUP FROM DROPPED MILLINGS, BITUMINOUS, AC, ETC. THIS WORK SHALL BE CONSIDERED INCIDENTAL TO THE PAVING.
10. ALL TRAFFIC CONTROL DEVICES SHALL BE IN COMPLIANCE WITH THE MN MUTCD MANUAL GUIDELINES. ALL LAYOUTS SHALL CONFORM WITH THE LATEST MN MUTCD FIELD MANUAL FOR TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS.
11. FIELD CONDITIONS MAY REQUIRE MODIFICATIONS OF LAYOUTS AS DEEMED NECESSARY BY THE ENGINEER.
12. THE CONTRACTOR IS RESPONSIBLE FOR ANY SIGNAGE NEEDED TO FACILITATE TRAFFIC SWITCHES OR FOR TRANSITIONING TRAFFIC FROM ONE STAGE TO ANOTHER.
13. CONTRACTOR SHALL REMOVE AND REPLACE CONCRETE CURB AND GUTTER AS DIRECTED BY THE ENGINEER.
14. PROTECT ALL LANDSCAPING ADJACENT TO THE ROAD.
15. WHERE CURB IS TO BE PLACED, THE CONTRACTOR SHALL SAW CUT AND PATCH THE STREET ADJACENT TO THE CURB. THE PATCH SHALL BE 24-INCHES WIDE AND SHALL CONSIST OF 3-INCHES OF SPW#2308 BITUMINOUS BASE COURSE AND 2-INCHES OF SPW#2408 WEAR COURSE. THE 2-INCHES OF SPW#2408 IS INCLUDED IN THE MILL & OVERLAY PORTION OF THE JOB. THIS WORK IS PAID AS THE BID ITEM REMOVE AND REPLACE BITUMINOUS PAVEMENT. SAW CUTTING SHALL BE CONSIDERED INCIDENTAL.
16. PRIOR TO PLACEMENT OF NEW CONCRETE CURB & GUTTER, ALL EXISTING EDGES SHALL BE STRAIGHT AND EXPANSION JOINT MATERIAL SHALL BE PLACED AGAINST THE ABUTTING EDGE, AS DIRECTED. SAW CUTTING WILL BE REQUIRED AND IS INCIDENTAL TO THE REMOVAL OF EXISTING CURB.
17. THE CONTRACTOR WILL BE REQUIRED TO STAGE CONSTRUCTION IN ORDER TO ELIMINATE ALL LONGITUDINAL COLD JOINTS.
18. PAVING OPERATIONS SHALL CONSIST OF ONLY ONE CONSTRUCTION JOINT AT THE CENTER OF THE ROADWAY. PAVING SHALL BE PERFORMED BY PLACING THE BITUMINOUS MATERIAL ON ONE HALF OF THE ROADWAY SURFACE WITH ONE LARGE PAVER OR TWO PAVERS IN TANDEM.
19. PROVIDE A SAWCUT WHERE PLACING NEW PAVEMENT ADJACENT TO REPLACE PAVEMENT TO ENSURE A UNIFORM JOINT. LOCATE ALL SAWCUTS PARALLEL TO LANE LINES OR PERPENDICULAR TO LANE LINES. ALL SAWING SHALL BE WET SAWN AND ALL DUST/SLUSSY SHALL BE COLLECTED TO THE EXTENT PRACTICABLE BY SWEEPING OR VACUUM AND DISPOSED OF ACCORDING TO THE SPECIFICATIONS. THIS WORK IS INCIDENTAL. SAWCUTTING PAVEMENT IS INCIDENTAL TO THE CONTRACT.
20. CONTRACTOR SHALL PROTECT ALL MAIL BOXES. PROTECTION OF MAILBOXES, INCLUDING SALVAGING & REINSTALLING OF MAILBOXES NECESSARY TO COMPLETE THE WORK IS INCIDENTAL TO THE PROJECT.
21. THE CONTRACTOR SHALL SUBMIT A CONSTRUCTION STAGING PLAN TO THE ENGINEER FOR APPROVAL PRIOR TO CONSTRUCTION.
22. THE CONTRACTOR SHALL PROVIDE FOR INLET PROTECTION AT ALL CATCH BASIN LOCATIONS WHERE MILL & OVERLAY WORK IS OCCURRING.
23. AFTER MILLING THE PAVEMENT TO THE REQUIRED DEPTH AND PRIOR TO OVERLAYING, AIR BLAST ANY DETEIORATED CRACKS AND JOINTS TO REMOVE LOOSE OR DETEIORATED BITUMINOUS SURFACING. THE AIR BLASTING SHALL BE DONE WITH HIGH-PRESSURE (1500 PSI) EQUIPMENT. THIS WORK IS CONSIDERED INCIDENTAL.
24. CRACKS OR DEPRESSIONS RESULTING AFTER SURFACE REPAIR, AIR-BLASTING, SWEEPING OR MILLING OPERATIONS, WHICH ARE GREATER THAN 1/4" IN DEPTH AND WIDTH, SHALL BE FILLED WITH BITUMINOUS MIXTURE PRIOR TO THE PLACEMENT OF THE OVERLAY USING THE SAME BITUMINOUS MIXTURE USED IN THE OVERLAY. PATCHING OF THESE AREAS SHALL BE DONE AHEAD OF THE PAVING OPERATION AND COMPACTED WITH A SMALL VIBRATORY OR PNEUMATIC ROLLER. DEPRESSIONS OF LESSER DIMENSIONS SHALL BE FILLED WITH THE BITUMINOUS COURSE MIXTURE, IN FRONT OF THE PAVER, AS DIRECTED BY THE ENGINEER.
25. STRIPPED TOPSOIL SHALL BE USED AS NEEDED THROUGHOUT THE ENTIRE PROJECT.
26. TOPSOIL MUST MEET THE ARPCWD TOPSOIL STANDARD. STOCKPILED MATERIAL MAY NEED TO BE AMENDED OR IMPORTED TO MEET THE STANDARD.
27. WHERE THE SEDIMENT DEPOSITS IN WATERS OF THE STATE, THE MATERIAL MUST BE REMOVED IN 7 DAYS.
28. SEE SPECIFICATIONS FOR APPLICATION RATES OF SEED AND FERTILIZER.
29. REMOVAL OF BITUMINOUS CURB & BITUMINOUS BERMS IS INCLUDED IN THE AREA FOR MILLING AND NO ADDITIONAL COMPENSATION WILL BE MADE FOR MILLING BITUMINOUS CURB & BITUMINOUS BERMS.
30. CONTRACTOR SHALL WORK WITH THE ENGINEER IN THE FIELD ON DETERMINING LEVELING COURSE LIMITS. NO ADDITIONAL COMPENSATION WILL BE MADE.
31. THE CONTRACTOR IS HEREBY REMINDED OF HIS/HER RESPONSIBILITY UNDER STATE LAW TO CONTACT ALL UTILITIES THAT MAY HAVE FACILITIES IN THE AREA. CONTACT MUST BE MADE THROUGH Gopher State One-Call.
32. ALL TURF AREAS STEEPER THAN 4:1 SHALL BE RESTORED WITH ROLLED EROSION CONTROL PREVENTION, UNLESS ADJACENT TO MAINTAINED LAWNS. CONTRACTOR SHALL COORDINATE WITH THE ENGINEER IN THE FIELD FOR ALL LOCATIONS THAT ARE TO BE HYDROSEED.



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PROJECT	R-18
DATE	05/05/2022
BY	CS/M/E
CHECKED	J/S
DATE	05/10/2022
BY	CS

CITY OF SHOREWOOD
2022 MILL & OVERLAY
CONSTRUCTION NOTES

SHEET

G0.03

PAVEMENT MARKING NOTES & GUIDELINES

GENERAL INFORMATION:

THE ENGINEER'S INVOLVEMENT IN THE APPLICATION OF THE MATERIAL SHALL BE LIMITED TO FIELD CONSULTATION AND INSPECTION. THE CONTRACTOR SHALL PLACE NECESSARY "SPOTTING" AT APPROPRIATE POINTS TO PROVIDE HORIZONTAL CONTROL FOR STRIPING AND TO DETERMINE NECESSARY STARTING AND CUTOFF POINTS. LONGITUDINAL JOINTS, PAVEMENT EDGES AND EXISTING MARKINGS MAY BE USED AS HORIZONTAL CONTROL WHEN SO DIRECTED.

EDGE LINES AND LANE LINES ARE TO BE BROKEN ONLY AT INTERSECTIONS WITH PUBLIC ROADS AND AT PRIVATE ENTRANCES IF THEY ARE CONTROLLED BY A YIELD SIGN, STOP SIGN OR TRAFFIC SIGNAL. THE BREAK POINT IS TO BE AT THE START OF THE RADIUS FOR THE INTERSECTION OR AT MARKED STOP LINES OR CROSSWALKS.

A TOLERANCE OF 1/8 INCH UNDER OR 1/8 INCH OVER THE SPECIFIED WIDTH WILL BE ALLOWED FOR STRIPING, PROVIDED THE VARIATION IS GRADUAL AND DOES NOT DETRACT FROM THE GENERAL APPEARANCE. BROKEN LINE SEGMENTS MAY VARY UP TO ONE-HALF FOOT FROM THE SPECIFIED LENGTHS, PROVIDED OVER AND UNDER VARIATIONS ARE REASONABLY COMPENSATORY. ALIGNMENT DEVIATIONS FROM THE CONTROL GUIDES SHALL NOT EXCEED 1 INCH. MATERIAL SHALL NOT BE APPLIED OVER LONGITUDINAL JOINTS. ESTABLISHMENT OF APPLICATION TOLERANCES SHALL NOT RELIEVE THE CONTRACTOR OF THEIR RESPONSIBILITY TO COMPLY AS CLOSELY AS PRACTICABLE WITH THE PLANNED DIMENSIONS.

MULTI-COMPONENT:

THE ROAD SURFACE SHALL BE CLEANED AT THE DIRECTION OF THE ENGINEER JUST PRIOR TO THE APPLICATION. PAVEMENT CLEANING SHALL CONSIST OF AT LEAST BRUSHING WITH A ROTARY BROOM (NON-METALLIC) OR AS RECOMMENDED BY THE MATERIAL MANUFACTURER AND ACCEPTABLE TO THE ENGINEER. NEW PORTLAND CEMENT CONCRETE SURFACES SHALL BE SANDBLAST CLEANED TO REMOVE ANY SURFACE TREATMENTS AND/OR LAITANCE. ON LOW SPEED (SPEED LIMIT 25 OR LESS) URBAN PORTLAND CEMENT CONCRETE ROADWAYS, SANDBLAST CLEANING SHALL BE USED FOR ALL MULTI-COMPONENT PAVEMENT MARKINGS.

THE MULTI-COMPONENT MARKING APPLICATION SHALL IMMEDIATELY FOLLOW THE PAVEMENT CLEANING. GLASS BEADS SHALL BE APPLIED IMMEDIATELY AFTER APPLICATION OF THE MULTI-COMPONENT RESIN LINE TO PROVIDE AN IMMEDIATE NO-TRACK SYSTEM.

A MULTI-COMPONENT RESIN LINE 4" WIDE AND 15 MILL THICKNESS (WET) REQUIRES AN APPLICATION RATE OF ONE (1) GALLON OF COMPONENTS FOR 320 FEET OF LINE. GLASS BEADS SHALL BE APPLIED AT A POUND PER GALLON RATE SUFFICIENT TO ACHIEVE AN ACCEPTABLE NO-TRACK SYSTEM.

OPERATIONS SHALL BE CONDUCTED ONLY WHEN THE ROAD PAVEMENT SURFACE TEMPERATURES ARE 50 DEGREES F OR GREATER.

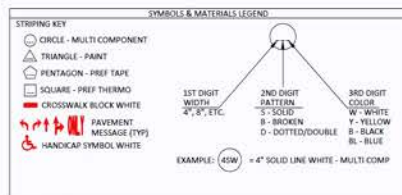
PERMANENT PAVEMENT MARKINGS SHALL NOT BE PLACED OVER TEMPORARY TAPE MARKINGS.

SIGNING NOTES:

1. CONTRACTOR SHALL MAINTAIN STOP SIGNS, SPEED LIMIT SIGNS AND STREET NAME SIGNS AT ALL TIMES DURING CONSTRUCTION.
2. SEE MINOT STANDARD SIGNS MANUAL FOR PUNCHING CODE AND DETAILED DRAWINGS OF TYPE "C" SIGN PANELS.

STREET NAME SIGN NOTES:

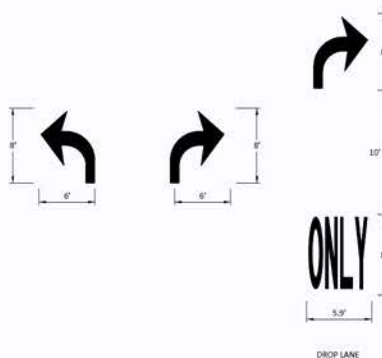
1. STREET NAME SIGNS SHALL BE ON 9" BLADES. MAXIMUM LENGTH SHALL BE 48".
2. SIGNS SHALL HAVE A VIB GRADE MATERIAL SHEETING.
3. TEXT SHALL BE 6" UPPER CASE AND 4.5" LOWER CASE. TEXT FONT SHALL BE C SERIES LETTERING. STANDARD SPACING IS 50% OF C SERIES SPACING. DECREASE SPACING APPROPRIATELY TO ACCOMMODATE LONGER STREET NAMES TEXT.
4. USE WHITE LETTERING ON GREEN BACKGROUND. NOTHING MARGINS NOR BORDER IS ESSENTIAL.
5. STREET NAME SIGNS MUST REMAIN DURING THE LIFETIME OF THE PROJECT FOR EMERGENCY VEHICLE USE.



GENERAL NOTE:

1. CONTRACTOR SHALL FOLLOW THE LATEST MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES.

Typical Pavement Message Dimensions
NOT TO SCALE

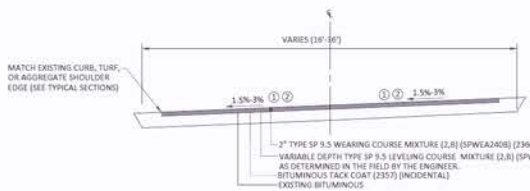


Pavement Marking Character Areas Areas are in square feet. Pavement letters are 96" tall.			
Character	Installed Area	Removal Area	
A	8.22	10.27	
B	7.25	10.27	
C	4.79	10.27	
D	6.26	10.27	
E	6.26	10.27	
F	4.61	10.27	
G	5.89	10.27	
H	6.84	10.27	
I	2.56	2.67	
J	3.58	10.27	
K	5.95	10.27	
L	3.79	10.27	
M	7.12	10.27	
N	6.95	10.27	
O	6.04	10.27	
P	5.24	10.27	
Q	6.30	10.27	
R	6.11	10.27	
S	5.89	10.27	
T	3.79	10.27	
U	5.75	10.27	
V	4.69	10.27	
W	6.95	10.27	
X	4.69	10.27	
Y	3.84	10.27	
Z	6.02	10.27	
1	2.56	2.67	
2	6.68	10.27	
3	5.59	10.27	
4	5.10	10.27	
5	6.18	10.27	
6	6.35	10.27	
7	3.79	10.27	
8	6.76	10.27	
9	6.35	10.27	
0	6.04	10.27	
Message	Installed Area	Removal Area	
100	28.90	82.00	
101	22.03	38.60	
102	22.23	49.07	
103	20.63	49.07	
104	17.76	36.13	
105	32.49	74.93	
106	30.31	64.67	
107	20.90	49.07	
108	20.10	36.80	
109	22.71	51.73	
110	15.45	49.00	
111	12.20	33.25	
112	30.09	61.83	
113	26.87	88.00	
114	37.10	139.33	
115	22.29	53.33	
116	41.88	104.50	
117	9.75	30.00	
118	9.75	1.00	
119	3.60	6.00	
120	2.88	8.00	
121	5.96	18.00	
122	10.63	32.00	
123	8.51	31.11	
124	4.43	10.45	
125	61.88	148.00	

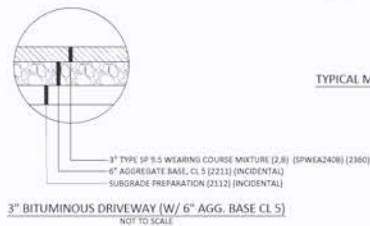
NOTES:
ALL REMOVAL AREAS ARE COMPUTED AS RECTANGLES AS REQUIRED BY SPEC 2020.
IF THE ROUNDABOUT DOT IS INSTALLED, ADD 14.3 SQ FT TO THE INSTALLED AREA.
IF THE ROUNDABOUT DOT IS PRESENT, ADD 3.50 SQ FT TO THE TOTAL REMOVAL AREA.
IF THE ROUNDABOUT DOT IS PRESENT, ADD 14.3 SQ FT TO THE TOTAL REMOVAL AREA.
IF THE ROUNDABOUT DOT IS PRESENT, ADD 14.3 SQ FT TO THE TOTAL REMOVAL AREA.

REMOVAL OF BARS FOR RAILROAD CROSSING PAVEMENT MESSAGE PAID FOR AS A LONGITUDINAL LINE AS REQUIRED BY SPEC 2020.
BARS FOR RAILROAD CROSSING PAVEMENT MESSAGE PAID FOR AS 24" SOLID LINE.

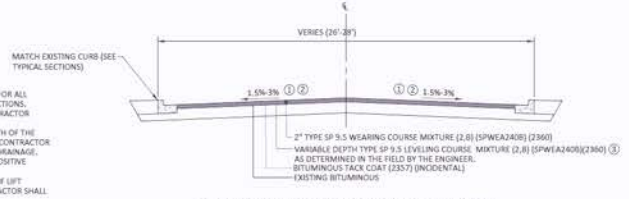
PUBLISHED BY DTS 13 APR 2018 WSP/STB



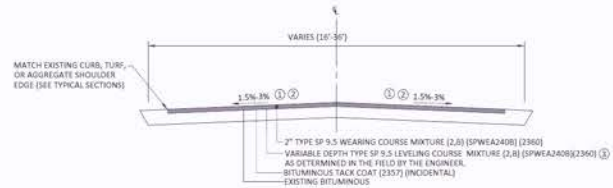
TYPICAL MILL & OVERLAY (RURAL - SHEET FLOW)
 NOT TO SCALE



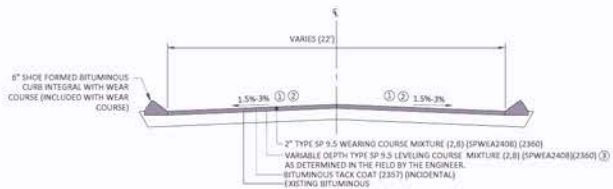
- NOTES:
- 2.5% CROSS SLOPE IS DESIRED AS THE TYPICAL SECTION FOR ALL AREAS OTHERWISE NOT DELINEATED IN THE TYPICAL SECTIONS. CROSS SLOPES WILL VARY AT INTERSECTIONS. THE CONTRACTOR SHALL MAINTAIN CROSS DRAINAGE AT INTERSECTIONS.
 - NOT ALL STREETS ARE CROWNED FOR THE ENTIRE LENGTH OF THE ROADWAY. IN AREAS WITH EXISTING CROSS SLOPE, THE CONTRACTOR SHALL MAINTAIN CROSS SLOPE TO MAINTAIN POSITIVE DRAINAGE. THE CONTRACTOR IS RESPONSIBLE FOR MAINTAINING POSITIVE DRAINAGE ON ALL STREETS.
 - NO LIFT THICKNESS GREATER THAN 3" SHALL BE PAVED. IF LIFT THICKNESS GREATER THAN 3" IS REQUIRED, THE CONTRACTOR SHALL PAVE TWO LIFTS.



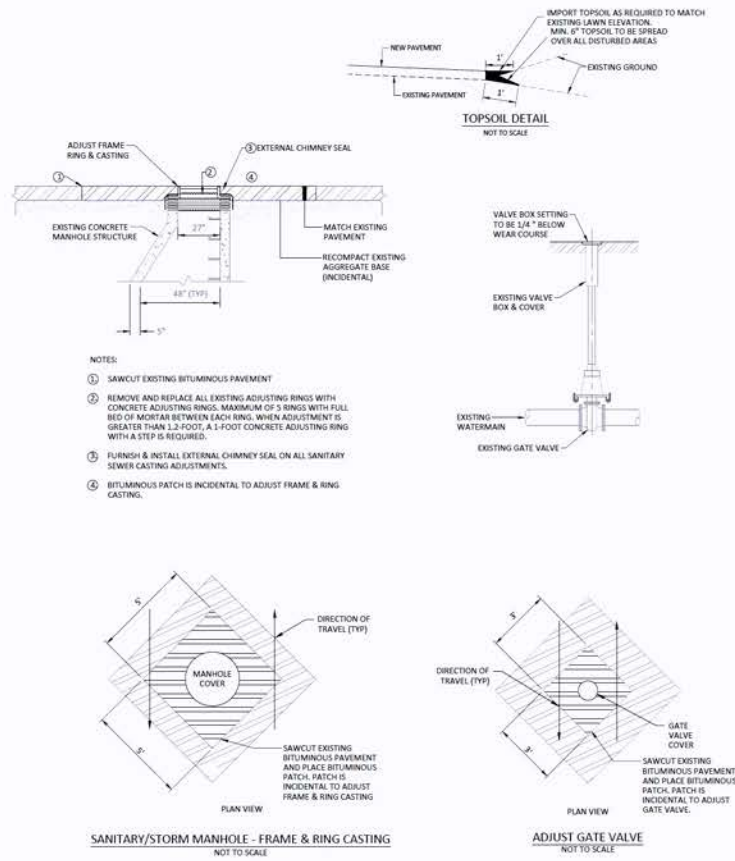
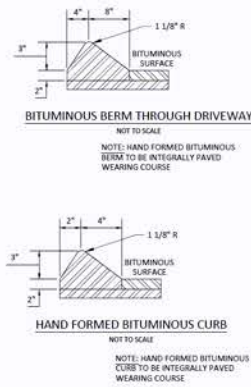
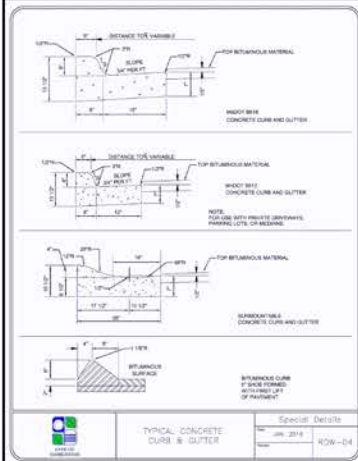
TYPICAL MILL & OVERLAY (URBAN - NORMAL CROWN)
 NOT TO SCALE



TYPICAL MILL & OVERLAY (RURAL - NORMAL CROWN)
 NOT TO SCALE



TYPICAL MILL & OVERLAY (RURAL - NORMAL CROWN) - (MURRAY COURT)
 NOT TO SCALE



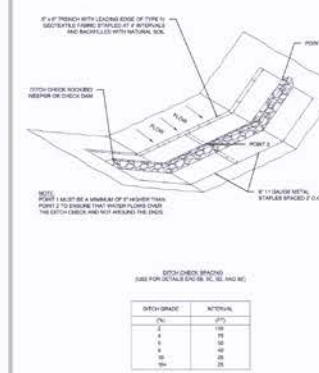
DESIGNED BY: J. SCHULTZ
 DATE: 04/20/2023
 SCALE: AS SHOWN



2638 SHADOW LANE, SUITE 200
 CHaska, MINNESOTA 55318
 Phone: (952) 448-8838
 Email: Chaska@bolton-menk.com
 www.bolton-menk.com

NO.	REVISION	DATE
1	REVISED	04/20/2023
2	REVISED	04/20/2023
3	REVISED	04/20/2023
4	REVISED	04/20/2023
5	REVISED	04/20/2023

CITY OF SHOREWOOD
 2022 MILL & OVERLAY
 CONSTRUCTION DETAILS

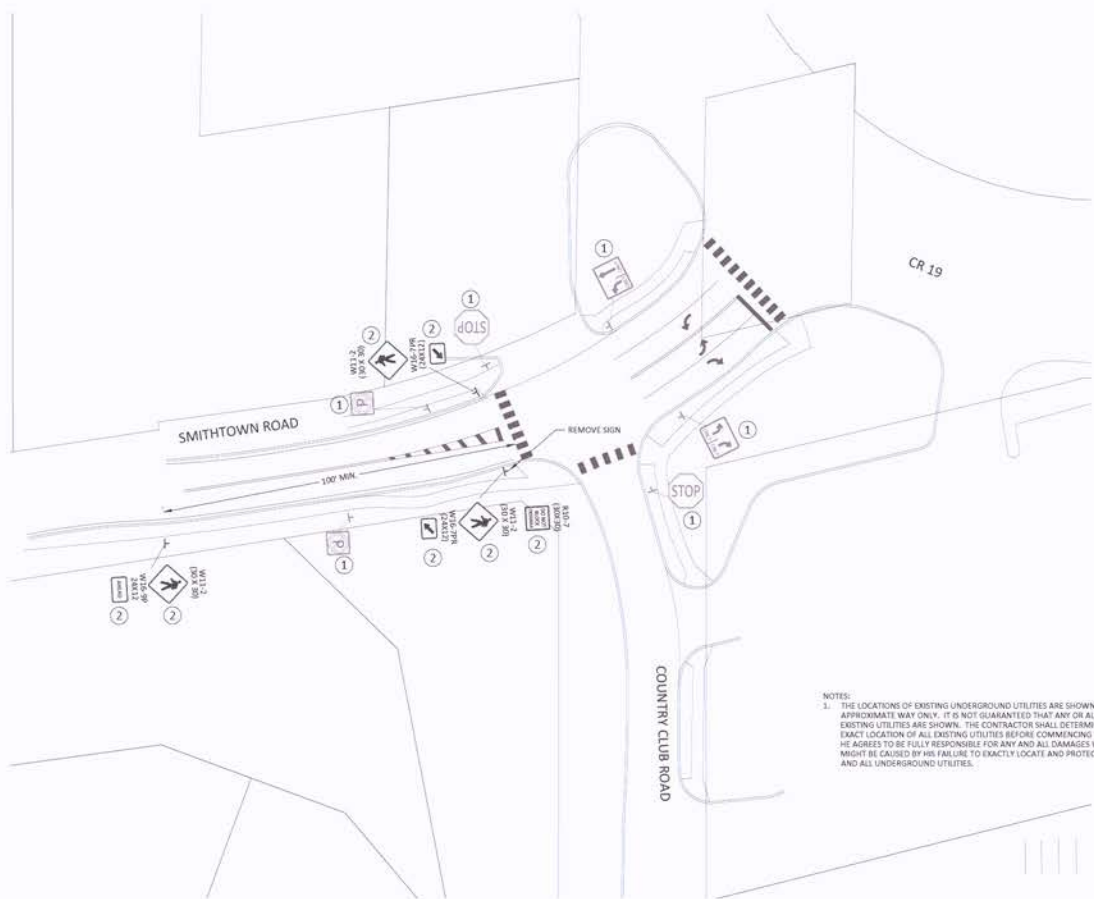


DITCH CHECK SPACING FOR ROCK/BIQ DAM	Special Details	
	Rev. JAN. 2018	ERG-13



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20220510 11:11:20 AM C:\PROJECTS\2022\20220510\20220510 11:11:20 AM

CONSTRUCTION LEGEND	
①	SIGN TO REMAIN IN PLACE
②	SIGN PANEL TYPE C



NOTES:
1. THE LOCATIONS OF EXISTING UNDERGROUND UTILITIES ARE SHOWN IN AN APPROXIMATE WAY ONLY. IT IS NOT GUARANTEED THAT ANY OR ALL EXISTING UTILITIES ARE SHOWN. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK. HE AGREES TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT BE CAUSED BY HIS FAILURE TO EXACTLY LOCATE AND PROTECT ANY AND ALL UNDERGROUND UTILITIES.



UNLESS SHOWN OTHERWISE, ALL DIMENSIONS ARE IN FEET AND INCHES TO THE NEAREST 1/4".
PHILIP J. SCHULTZ
5/1/2022

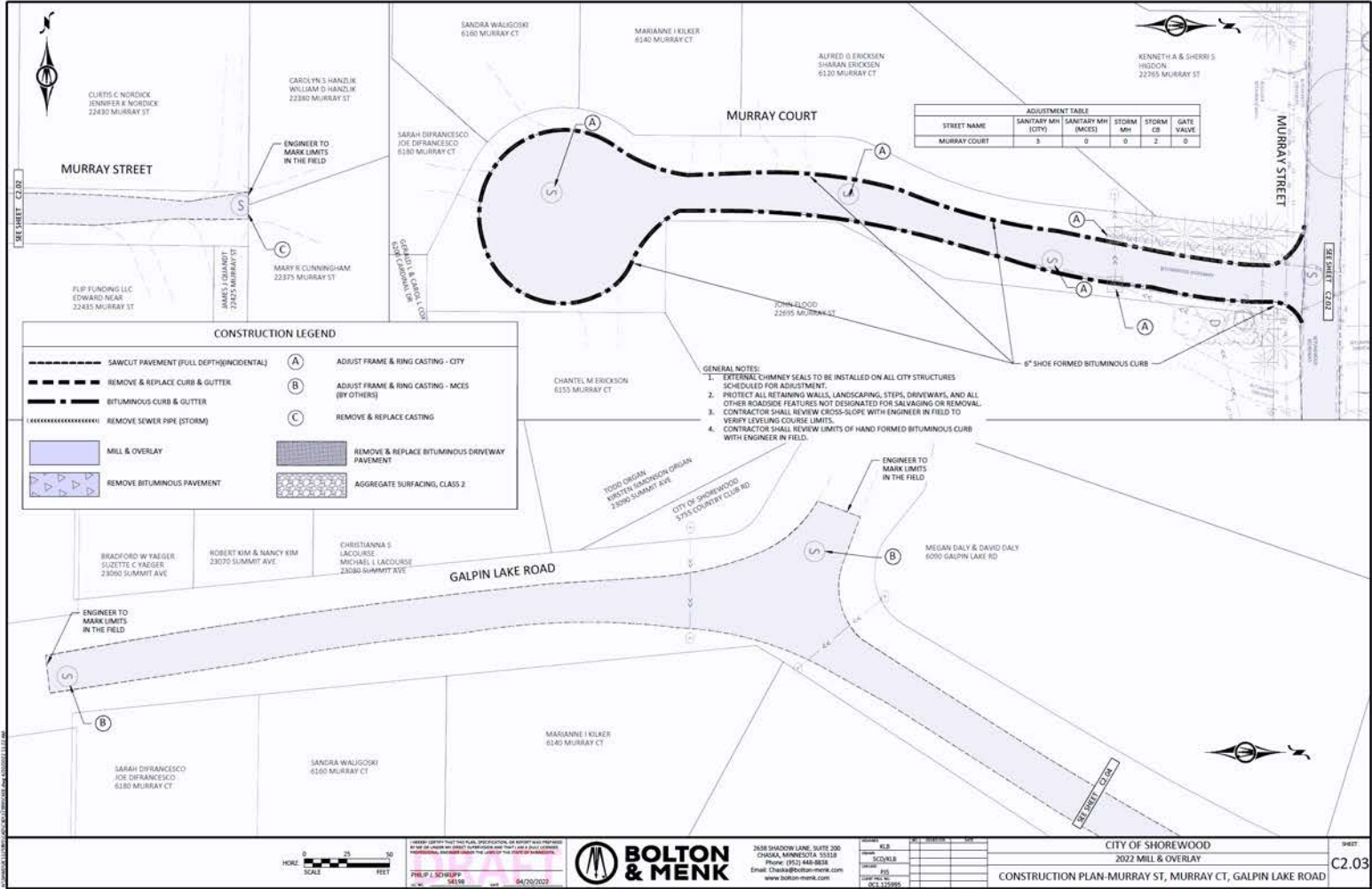


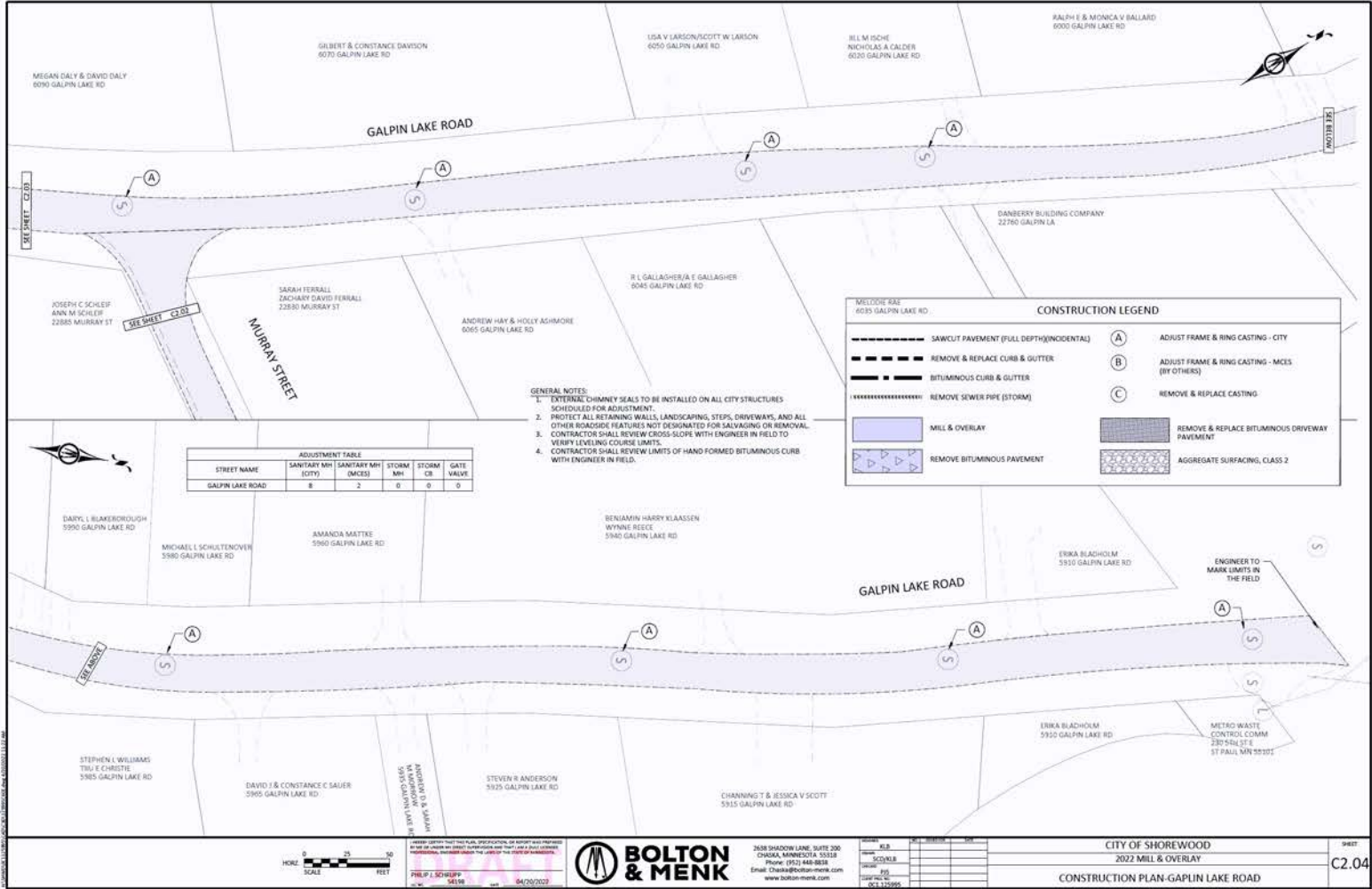
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CHESA, MINNESOTA 55518
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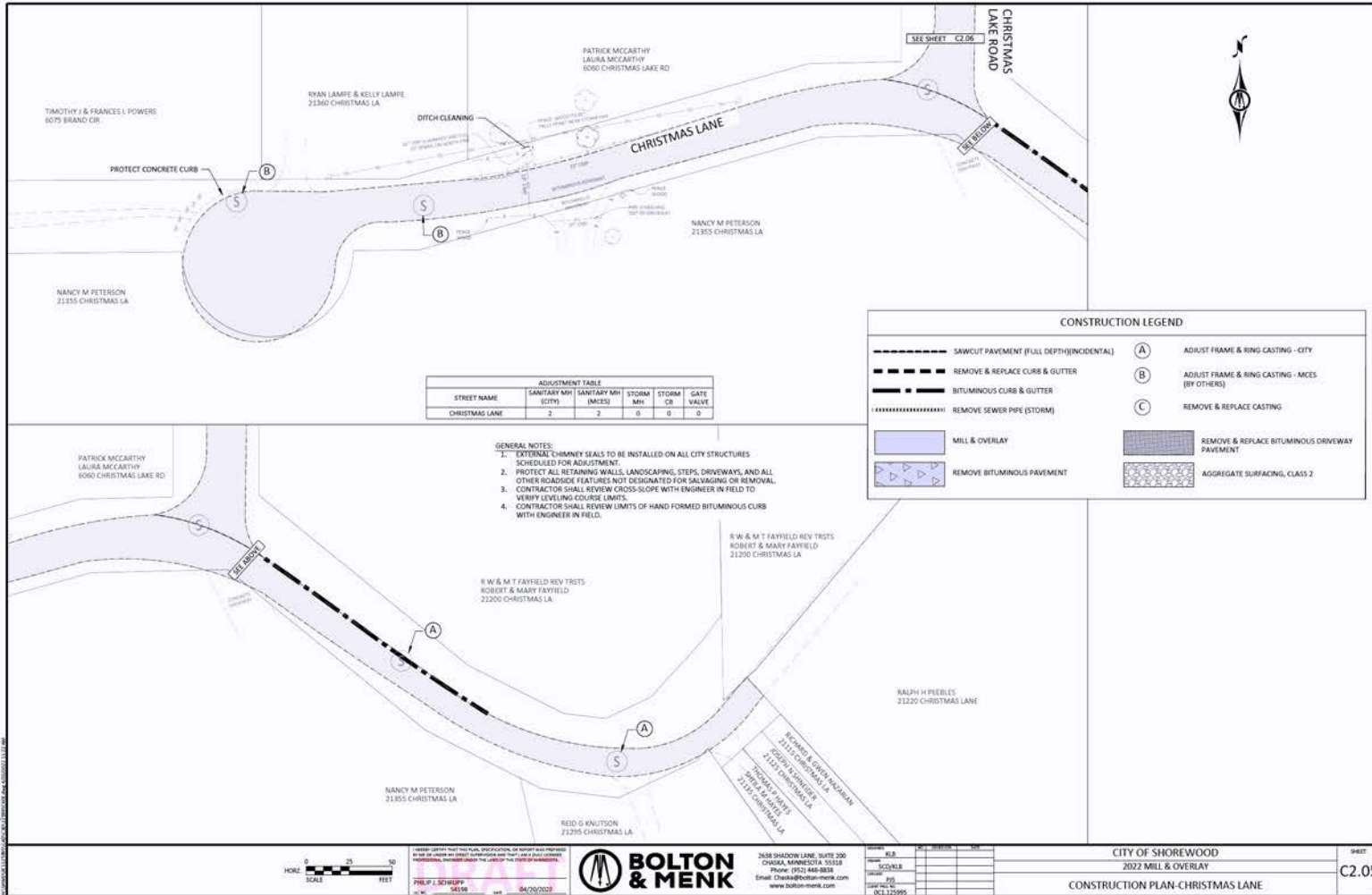
NO.	DESCRIPTION	DATE
1	DESIGN	5/1/2022
2	CONSTRUCTION	
3	AS-BUILT	

CITY OF SHOREWOOD	
2022 MILL & OVERLAY	
CONSTRUCTION PLAN-COUNTRY CLUB ROAD & SMITHTOWN ROAD	

SHEET
C2.01







STREET NAME	ADJUSTMENT TABLE				
	SANITARY MH (CY/IN)	SANITARY MH (IN/IN)	STORM MH (IN/IN)	STORM CB (IN/IN)	GATE VALVE
CHRISTMAS LANE	2	2	0	0	0

- GENERAL NOTES:
1. EXTERNAL CHIMNEY SEALS TO BE INSTALLED ON ALL CITY STRUCTURES SCHEDULED FOR ADJUSTMENT.
 2. PROTECT ALL RETAINING WALLS, LANDSCAPING, STEPS, DRIVEWAYS, AND ALL OTHER ROADSIDE FEATURES NOT DESIGNATED FOR SALVAGING OR REMOVAL.
 3. CONTRACTOR SHALL REVIEW CROSS-SLOPE WITH ENGINEER IN FIELD TO VERIFY LEVELING COURSE LIMITS.
 4. CONTRACTOR SHALL REVIEW LIMITS OF HAND FORMED BITUMINOUS CURB WITH ENGINEER IN FIELD.

CONSTRUCTION LEGEND	
--- SAWCUT PAVEMENT (FULL DEPTH)(INCIDENTAL)	(A) ADJUST FRAME & RING CASTING - CITY
--- REMOVE & REPLACE CURB & GUTTER	(B) ADJUST FRAME & RING CASTING - M/CES (BY OTHERS)
--- BITUMINOUS CURB & GUTTER	(C) REMOVE & REPLACE CASTING
----- REMOVE SEWER PIPE (STORM)	
MILL & OVERLAY	REMOVE & REPLACE BITUMINOUS DRIVEWAY PAVEMENT
REMOVE BITUMINOUS PAVEMENT	AGGREGATE SURFACING, CLASS 2



PHILIP J. SCHULY
04/20/2023



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NO.	REV.	DESCRIPTION	DATE
1	1	ISSUED	04/20/2023

CITY OF SHOREWOOD
2022 MILL & OVERLAY
CONSTRUCTION PLAN-CHRISTMAS LANE

SHEET
C2.05
2

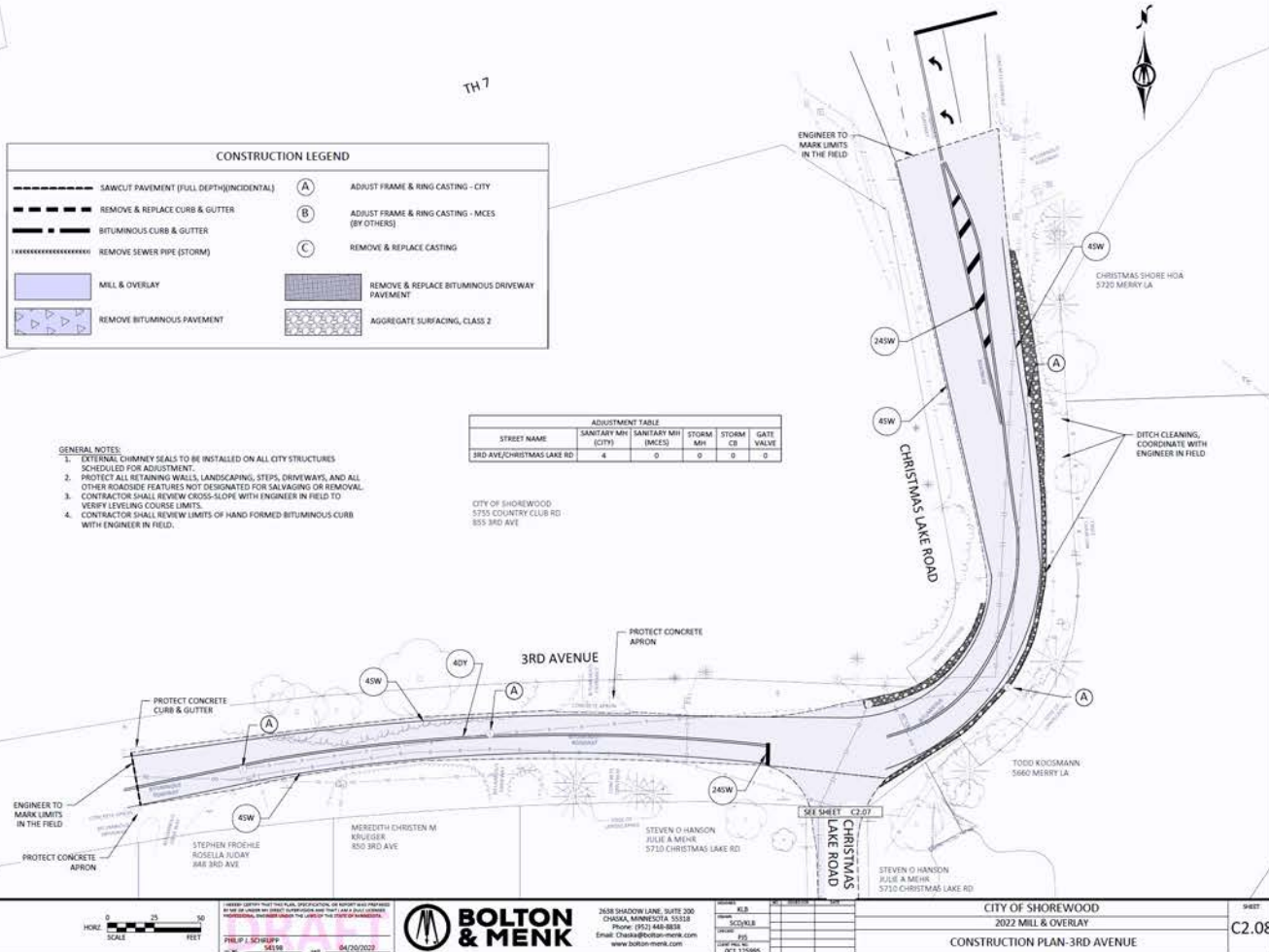
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CONSTRUCTION LEGEND			
-----	SAW CUT PAVEMENT (FULL DEPTH/INCIDENTAL)	(A)	ADJUST FRAME & RING CASTING - CITY
----	REMOVE & REPLACE CURB & GUTTER	(B)	ADJUST FRAME & RING CASTING - MCEs (BY OTHERS)
----	BITUMINOUS CURB & GUTTER	(C)	REMOVE & REPLACE CASTING
-----	REMOVE SEWER PIPE (STORM)		
	MILL & OVERLAY		REMOVE & REPLACE BITUMINOUS DRIVEWAY PAVEMENT
	REMOVE BITUMINOUS PAVEMENT		AGGREGATE SURFACING, CLASS 2

- GENERAL NOTES:
- EXTERNAL CHIMNEY SEALS TO BE INSTALLED ON ALL CITY STRUCTURES SCHEDULED FOR ADJUSTMENT.
 - PROTECT ALL RETAINING WALLS, LANDSCAPING, STEPS, DRIVEWAYS, AND ALL OTHER ROADSIDE FEATURES NOT DESIGNATED FOR SALVAGING OR REMOVAL. CONTRACTOR SHALL REVIEW CROSS-SLOPE WITH ENGINEER IN FIELD TO VERIFY LEVELING COURSE LIMITS.
 - CONTRACTOR SHALL REVIEW LIMITS OF HAND FORMED BITUMINOUS CURB WITH ENGINEER IN FIELD.

ADJUSTMENT TABLE					
STREET NAME	SANITARY MH (CITY)	SANITARY MH (MCEs)	STORM MH	STORM CB	GATE VALVE
3RD AVE/CHRISTMAS LAKE RD	4	0	0	0	0

CITY OF SHOREWOOD
5735 COUNTRY CLUB RD
855 3RD AVE



PHILIP J. SCHULZ
04/20/2023

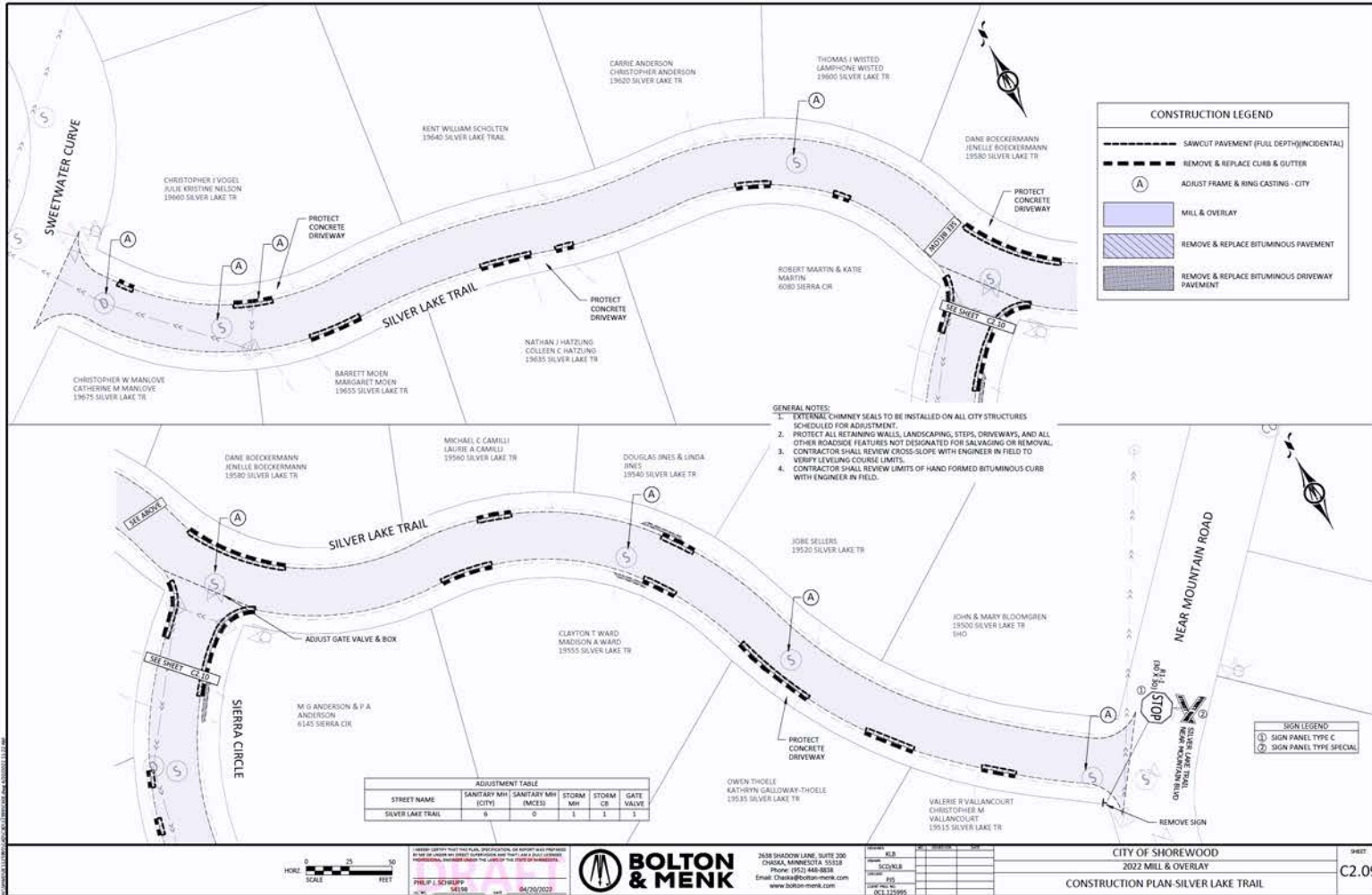
BOLTON & MENK

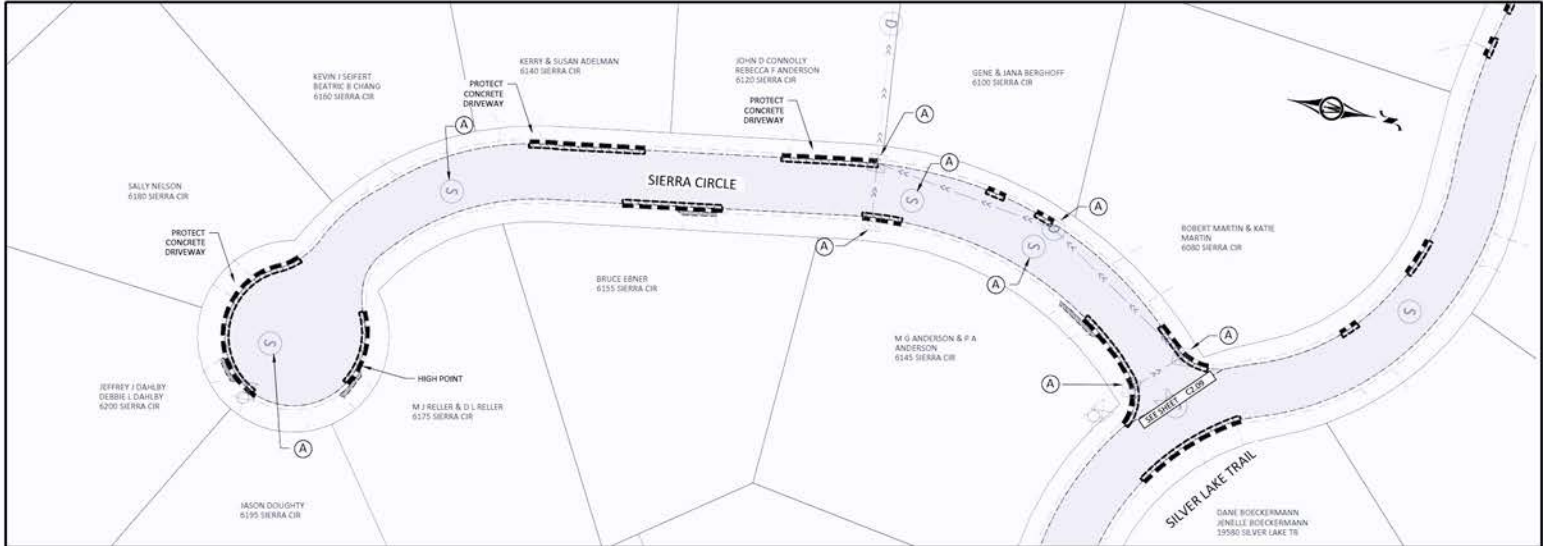
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www.bolton-menk.com

PROJECT	R/LB
DATE	04/20/23
BY	PHJ
CHECKED BY	CTJ

CITY OF SHOREWOOD
2022 MILL & OVERLAY
CONSTRUCTION PLAN-3RD AVENUE

SHEET
C2.08





ADJUSTMENT TABLE					
STREET NAME	SANITARY MH (CITY)	SANITARY MH (NICES)	STORM MH	STORM CB	GATE VALVE
SIERRA CIRCLE	4	0	1	4	0

CONSTRUCTION LEGEND	
	SAWCUT PAVEMENT (FULL DEPTH)(INCIDENTAL)
	REMOVE & REPLACE CURB & GUTTER
	ADJUST FRAME & RING CASTING - CITY
	MILL & OVERLAY
	REMOVE & REPLACE BITUMINOUS PAVEMENT
	REMOVE & REPLACE BITUMINOUS DRIVEWAY PAVEMENT

- GENERAL NOTES:
- EXTERNAL CHIMNEY SEALS TO BE INSTALLED ON ALL CITY STRUCTURES SCHEDULED FOR ADJUSTMENT.
 - PROTECT ALL RETAINING WALLS, LANDSCAPING, STEPS, DRIVEWAYS, AND ALL OTHER ROADSIDE FEATURES NOT DESIGNATED FOR SALVAGING OR REMOVAL. CONTRACTOR SHALL REVIEW CROSS-SLOPE WITH ENGINEER IN FIELD TO VERIFY LEVELING COURSE LIMITS.
 - CONTRACTOR SHALL REVIEW LIMITS OF HAND FORMED BITUMINOUS CURB WITH ENGINEER IN FIELD.

C:\Users\jmenzies\OneDrive\Documents\2022 Mill & Overlay\2022 Mill & Overlay.dwg



PHILIP J. SCHULF
SEAL
04/20/2023

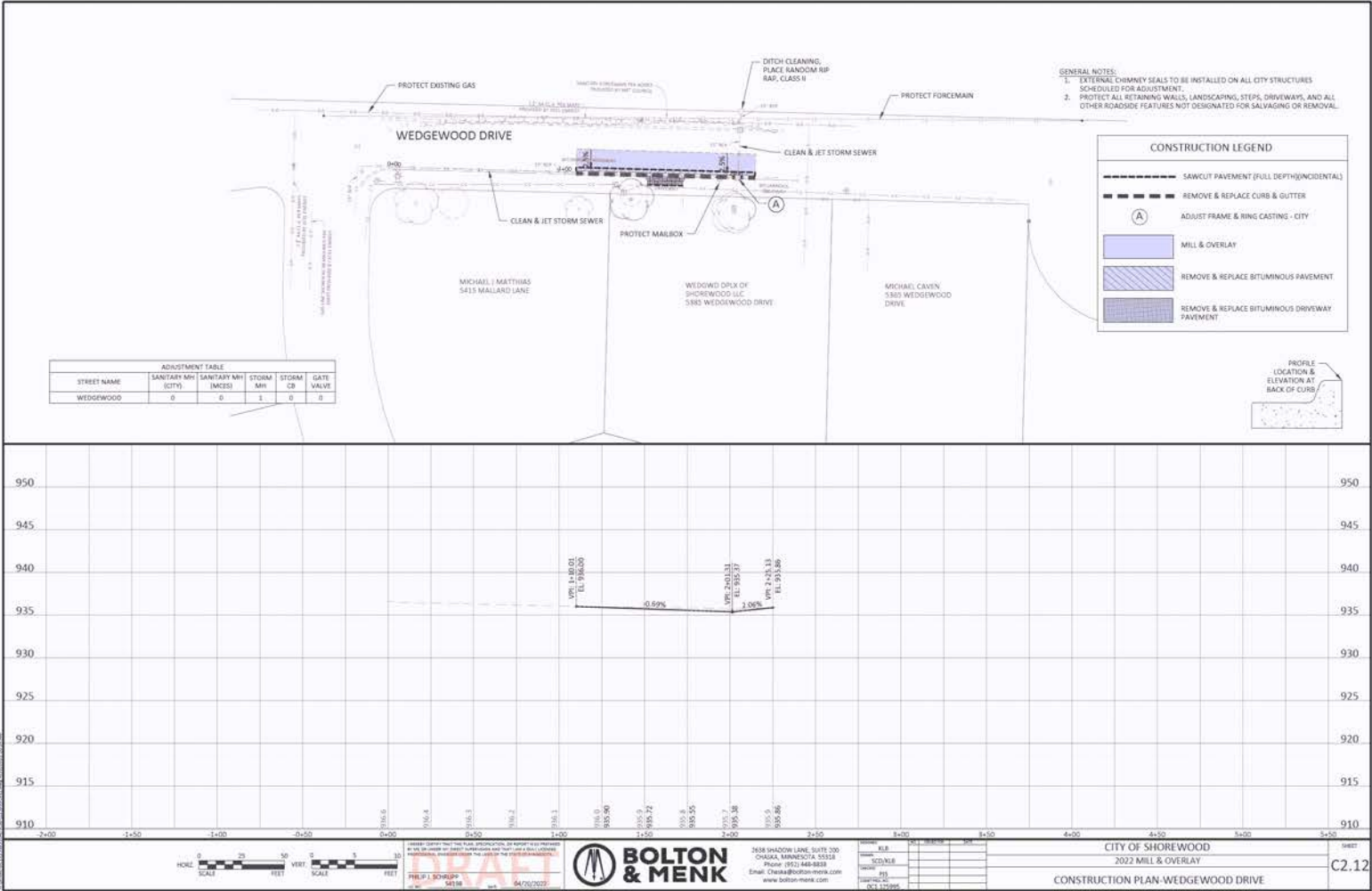


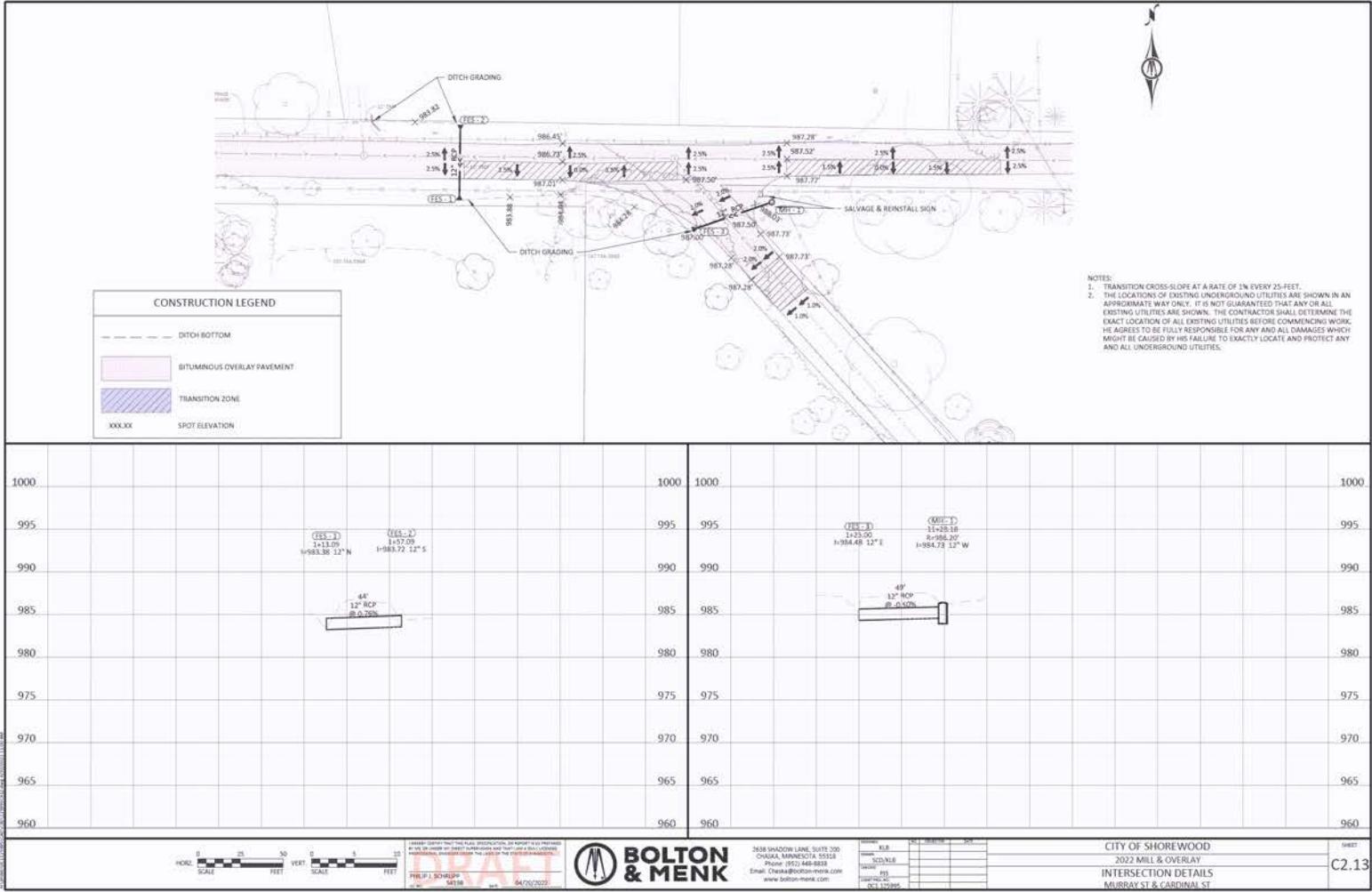
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NO.	REV.	DATE	DESCRIPTION
1	01	04/20/2023	ISSUED FOR PERMIT

CITY OF SHOREWOOD
2022 MILL & OVERLAY
CONSTRUCTION PLAN-SIERRA CIRCLE

SHEET
C2.10





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

RESOLUTION 22-043

**A RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND AUTHORIZE
BIDDING FOR THE 2022 MILL & OVERLAY PROJECT
CITY PROJECT 21-11**

WHEREAS, the City of Shorewood approved the 2022 Capital Improvement Plan which includes the 2022 Mill & Overlay project, City Project 21-11; and

WHEREAS, the proposed improvements will help to maintain and extend the longevity of the roadway infrastructure; and

WHEREAS, the project will be funded through a combination of Street Bonds, Water Funds, Sanitary Funds, and the Stormwater Fund;

NOW THEREFORE, IT RESOLVED: that the City Council of the City of Shorewood hereby approves the Final Plans & Specifications and authorizes bidding for the 2022 Mill & Overlay project.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF SHOREWOOD this 25th day of April 2022.

Jennifer Labadie, Mayor

Attest:

Sandie Thone, City Clerk



City of Shorewood Council Meeting Item

Title/Subject: Staff Report Future Roadway Construction Signage
Meeting Date: Monday, April 25, 2022
Prepared by: Larry Brown, Director of Public Works
Attachments: Proposed Roadway Signage

Background: The City Council and staff have been working on various methods of how we communicate future roadway projects that have been planned in the Capital Improvement Program (CIP), as several residents have voiced concern that they did not have any idea that a project was planned for their roadway, despite the projects being planned at least two years out.

Staff had proposed the installation of signage on each end of the main roadways roadway(s) planned for construction within the next two years. The cycle would continue as the CIP is updated annually.

Currently, staff is planning on proceeding with installations at the termini points for Birch Bluff Road and Strawberry Lane.

Staff will present this item at Monday's City Council meeting to receive any comments or address any questions.

**CONSTRUCTION IS PLANNED FOR
THIS ROADWAY.**

PLEASE REFER TO

WWW.CI.SHOREWOOD.MN.US

**OR CALL CITY HALL FOR
INFORMATION AND UPDATES.**



City of Shorewood Council Meeting Item

Title / Subject: GreenStep Cities

Meeting Date: Monday, April 25, 2022

Prepared by: Julie Moore, Communications and Recycling Coordinator

Reviewed by: Sandie Thone, City Clerk/Human Resources Director

10A.2

MEETING TYPE
Regular

Minnesota GreenStep Cities is a voluntary challenge and recognition program to help cities achieve their sustainability and quality-of-life goals. This continuous improvement program is based upon a menu of 29 optional best practices. These voluntary actions are tailored to all Minnesota cities and focus on cost savings and energy use reduction.

The challenge is now a five-step challenge, moving up from the three steps when Shorewood originally started achieving steps. Currently, Shorewood has achieved two steps on the GreenStep challenge.

The city has achieved some tasks toward the achievement of Step #3. Many of the remaining tasks consist of policy changes within the city, such as requiring green purchasing policies and having one of our current commissions have a sustainability function. Other remaining tasks will likely be achieved as we update our building codes.

Council direction is requested on whether staff should continue toward achieving step #3. The attached document has requirements that the city would be required to achieve to move to Step #3. Shorewood is a Category B city. Requirements are in yellow.

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

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

>> to receive recognition from the GreenStep Cities program, you will need to report
 Apr-22 actions by logging into your GreenStep website account <<

determine your category; delete 2 extraneous columns before printing

actions by logging into your GreenStep website account <<

Best Practice Actions	Initial inventory column: select which actions are completed , in-process , planned , not relevant .	Category C	Category B	Category A	>>What category is my city in? See your city page for GreenStep City Category. >> For each best practice, see the hyperlink listed to view detailed guidance, implementation tools and which cities are completing the actions.
		Step 2 Recognition Minimums by Category			
		Complete any 4 Best Practices	Complete any 6 Best Practices	Complete any 8 Best Practices	
		Step 3 Recognition Minimums by Category			
Buildings & Lighting Best Practices Category: BPs 1 - 5		Any ONE of the 5 Building BPs needed for Step 3 recognition	BP #1 plus ONE other Building BP needed for Step 3 recognition	BP #1 plus ONE other Building BP needed for Step 3 recognition	
Best Practice #1: Efficient Existing Public Buildings		Optional BP	needed BP	needed BP	
1. Enter/update building information into the MN B3 Benchmarking database, and routinely enter monthly usage data for all city-owned buildings/infrastructure that consume energy/water.		If implementing this BP, complete at least any ONE action.	COMPLETE	needed action	
2. Make no/low cost indoor lighting and operational changes in city-owned/school buildings to reduce energy costs.			COMPLETE	needed action	
3. Invest in larger energy efficiency projects through performance contracting or other funding or through smaller retro-commissioning/retrofit projects in city-owned/school buildings.				needed: choose one additional BP action from actions (3) - (7)	
4. Implement information technology efforts and city employee engagement to reduce plug loads, building energy use and workflow efficiency.					
5. Document that the new construction or major remodeling of a public building has met the SB 2030 energy standard or has met or qualified under a green building or energy framework.					
6. Improve the operations & maintenance of city-owned/school buildings and leased buildings by using a customized online energy efficiency tool, asset management tool, green building framework or green lease .					
7. Install for one or more city-owned/school buildings one of the following efficiency measures : a. A ground-source, closed loop geothermal system. b. A district energy/microgrid system. c. A rainwater harvesting system for building water use.					
Land Use Category: BPs 6 - 10		BP #6 needed	BP #6 plus ONE other Land Use BP needed	BP #6 plus ONE other Land Use BP needed	
6. Comprehensive Plans		needed BP	needed BP	needed BP	
1. Adopt a comprehensive plan or (for Category B & C cities) adopt a future land use plan that was adopted by the county or a regional entity.		needed action	COMPLETE	needed action	
2. Demonstrate that regulatory ordinances comply with the comprehensive plan including but not limited to having the zoning ordinance explicitly reference the comprehensive plan as the foundational document for decision making.			COMPLETE	needed action	
3. Include requirements in comprehensive and/or other plans for intergovernmental coordination addressing regional land use and watershed/wellhead impacts, infrastructure, transportation, economic development and city/regional services.					
4. Include ecological provisions in the comprehensive plan that explicitly aim to minimize open space fragmentation and/or establish a growth area with expansion criteria.					
5. Adopt climate mitigation and/or energy independence goals and objectives in the comprehensive plan or in a separate policy document, and include transportation recommendations such as becoming an EV-ready city.					
Environmental Management Category: BPs 15 - 23		BP # 15 needed	BP #15 and BP #16 and ONE other BP needed	BP #15, BP #16, BP #17 and ONE other BP needed	
15. Sustainable Purchasing		needed BP	needed BP	needed BP	
1. Adopt a sustainable purchasing policy or administrative guidelines/practices directing that the city purchase at least: a. EnergyStar and EPEAT certified equipment and appliances. b. Paper containing post-consumer recycled content.		needed action	Complete action (1), and ...	Complete action (1), and ...	
2. Purchase energy used by city government - via the municipal utility, green tags, community solar garden, 3rd party - with a higher renewable percentage than required by Minnesota law.					

3. Establish purchasing preferences that support local, Minority, Disability, and Women-Owned businesses and, working with a local business association, develop a list of locally-produced products and suppliers for common purchases.			... complete at least ONE additional action.	... complete at least ONE additional action.
4. Require purchase of U.S. EPA WaterSense -certified products.				
5. Set minimum sustainability standards to reduce the impact of your concrete use, asphalt, roadbed aggregate, or other construction materials .				
6. Require printing services to be purchased from companies participating in Printing Industry Midwest's Great Green Printer initiative, or certified by the Sustainable Green Printing Partnership..				
7. Lower the environmental footprint of meetings and events in the city.				
8. Use national green standards/guidelines for purchasing/investments such as cleaning products, furniture, flooring/coatings.				
16. Community Forests and Soils		Optional BP	needed BP	needed BP
1. Certify as a Tree City USA .		If implementing this BP, complete at least ONE action.	Complete at least ONE action.	Complete at least TWO actions.
2. Adopt best practices for urban tree planting/quality ; require them in private developments and/or use them in at least one development project.				
3. Budget for and achieve resilient urban canopy/tree planting goals .				
4. Maximize tree planting along your main downtown street or throughout the city.				
5. Adopt a tree preservation or native landscaping ordinance.				
6. Build community capacity to protect existing trees by one or more of: a. Having trained tree specialists. b. Supporting volunteer forestry efforts. c. Adopting an EAB management plan/climate adaptation plan for the urban forest				
7. Conduct a tree inventory or canopy study for public and private trees.				
Economic & Community Development Category: BPs 24 - 29		BP #24 and BP #29 needed	BP #24, BP #25, and BP# 29 needed	BP #24, BP #25, and BP# 29 needed
24. Benchmarks & Community Engagement		needed BP	needed BP	needed BP
1. Inclusive and Coordinated Decision-Making: Use a city commission or committee to lead, coordinate, report to and engage community members on the identification and equitable implementation of sustainability best practices.		needed action	Complete action (1), and ...	needed action
2. Communicating Progress on Goals: Organize goals/outcome measures from all city plans (social, environmental, economic) and report to community members data that show progress toward meeting these goals.			... complete at least ONE additional action.	needed action
3. Measuring Outcomes: Engage community members and partners in identifying, measuring, and reporting progress on key sustainability and social indicators/ including energy use/greenhouse gas emissions, social vitality/social inclusion outcome measures. Engage community members and partners in identifying, measuring, and reporting progress on key sustainability and social indicators/ including energy use/greenhouse gas emissions, social vitality/social inclusion outcome measures.				
4. Public Education for Action: Conduct or support a broad sustainability education and action campaign, building on existing city & community relationships, networks & events involving: a. The entire community, community leaders b. Homeowners, manufactured home communities, landlords and tenants c. Community-based organizations, block clubs, neighborhood associations, front yards/sidewalks d. Congregations. e. Schools, colleges.				
5. Planning with a Purpose: Conduct a community visioning and planning initiative that engages a diverse set of community members & stakeholders and uses a sustainability, resilience, or environmental justice framework such as: a. Strong Towns, Resiliency, Transition, Appreciative Inquiry. b. Eco-municipalities, Smart Cities, Healthy Communities. c. Environmental Justice, Race Equity, Equitable Development.				
6. Engaging the Next Generation: Engage wide representation of community youth and college students by creating opportunities to participate in city government (including commissions).				
7. Expanding Community Engagement: Engage Black, Indigenous, People of Color (BIPOC), renters, low-income, new Americans, differently abled and other traditionally under-represented community members by encouragement, and support to participate in current and new opportunities in city government.				
25. Green Business Development		Optional BP	needed BP	needed BP

1. Grow new/emerging green businesses and green jobs through targeted assistance and new workforce development.		If implementing this BP, complete at least ONE action.	Complete at least TWO actions.	Complete at least TWO actions.
2. Create or participate in a marketing/outreach program to connect businesses with assistance providers , including utilities, who provide personalized energy, waste or sustainability audits and assistance.				
3. Promote sustainable tourism in your city, and green tourism resources to tourism and hospitality businesses in/around the city.				
4. Strengthen value-added businesses utilizing local "waste" material .				
5. Lower the environmental footprint of a brownfield remediation/redevelopment project beyond regulatory requirements; report brownfield projects.				
6. Promote green businesses that are recognized under a local, regional or national program.				
7. Conduct or participate in a buy local campaign for community members and local businesses.				
29. Climate Adaptation and Community Resilience		needed BP	needed BP	needed BP
1. Prepare to maintain public health and safety during extreme weather and climate-change-related events, while also taking a preventive approach to reduce risk for community members.		needed action	needed action at a 2- or 3-star rating	needed action at a 2- or 3-star rating
2. Integrate climate resilience into city or tribal planning, policy, operations, and budgeting processes.				
3. Increase social connectedness through engagement, capacity building, public investment, and opportunities for economically vulnerable residents to improve their economic prosperity and resilience to climate change.				
4. Encourage private sector action and incentivize investment in preventive approaches that reduce risk and minimize impacts of extreme weather and the changing climate for human health and the built environment.				
5. Protect public buildings and natural/constructed infrastructure to reduce physical damage and sustain their function during extreme weather events.				
6. Reduce the urban heat impacts of public buildings, sites, and infrastructure and provide resiliency co-benefits.				
7. Protect water supply and wastewater treatment facilities to reduce physical damage and sustain their function during extreme weather events.				
8. Improve local energy resilience by minimizing fuel poverty, installing distributed renewable energy systems, and developing microgrids that can improve energy system resiliency.				