

**CITY OF SHOREWOOD
CITY COUNCIL REGULAR MEETING
MONDAY, MAY 23, 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 May 9, 2022 | Minutes |
| B. City Council Regular Meeting Minutes of May 9, 2022 | Minutes |
| C. Approval of the Verified Claims List | Claims List |
| D. Approval of Proposed Engagement Letter with Baker Tilly – City Administrator Search | Interim City Administrator Memo
Resolution 22-051 |
| E. Approve 2022 Data Practices Policies and Updates | City Clerk/HR Director Memo
Resolution 22-052 |
| F. Approve Quote for 2022 Pavement Marking, City Project 22-03 | City Engineer Memo
Resolution 22-053 |
| G. Accept Quote for Shorewood Community and Event Center Painting | Parks and Rec Director |

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. Executive Director Tiffany King, Excelsior-Lake Minnetonka Chamber of Commerce

6. PARKS

A. Report by Commissioner Heinz on May 10, 2022 Park Commission Meeting Minutes

7. PLANNING

A. Report by Commissioner Huskins on May 3, 2022 Planning Commission Meeting Minutes

8. ENGINEERING/PUBLIC WORKS

A. Accept Bids and Award Contract for 2022 Mill & Overlay Project, City Project 21-11 City Engineer Memo Resolution 22-054

9. GENERAL/NEW BUSINESS

10. STAFF AND COUNCIL REPORTS

A. Staff

B. Mayor and City Council

11. ADJOURN

CITY OF SHOREWOOD
CITY COUNCIL WORK SESSION MEETING
MONDAY, MAY 9, 2022

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

MINUTES

1. CONVENE CITY COUNCIL WORK SESSION MEETING

Mayor Labadie called the meeting to order at 6:00 P.M.

A. Roll Call

Present. Mayor Labadie; Councilmembers Johnson, Labadie, Gorham, and Callies, City Attorney Shepherd.
Absent: Councilmember Siakel

B. Review Agenda

Councilmember Johnson stated that he wanted to make it known that he works for a competitor of Baker Tilly. He stated that they do not provide the same services, so he did not see that there would be a conflict of interest, but wanted to make it known.

City Attorney Shepherd confirmed that there would not be a conflict of interest in this situation and stated that Councilmember Johnson would be free to vote on the issue.

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

2. EXECUTIVE SEARCH FIRM INTERVIEWS

Baker Tilly: Sharon Klumpp and Patty Heminover

Ms. Heminover and Ms. Klumpp introduced themselves and shared their background and experience. They gave a Power Point presentation about Baker Tilly their relevant experience, the executive recruitment team, recruitment tasks and timelines, their various vetting tools, and the interview process.

The Council asked questions about timelines, experience, the length of process, the current labor market, and what will make for a successful search to fill this position.

Mayor Labadie thanked them for their time and noted that someone from the City would be getting back to them at the conclusion of the interviews for the executive search firm.

David Drown: Patrick Melvin and Gary Weiers

Mr. Weiers introduced himself and explained that Mr. Melvin was unable to attend tonight's meeting, because he was in attendance at a current client's council meeting. He stated that if selected, Mr. Melvin would be the one working with the City. He gave an overview of things that he felt separated their firm and their process from other firms, and shared information and details about their experience with this type of search.

CITY OF SHOREWOOD WORK SESSION COUNCIL MEETING MINUTES

MAY 9, 2022

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The Council asked questions about their approach to personalities, examples of where the process had failed in the past, the current market conditions, brochure details, and details about Patrick Melvin and his past experience.

Mayor Labadie thanked Mr. Weiers for attending tonight's meeting and explained that someone from the City would be getting back to him at the conclusion of the Council's discussion and decision regarding executive search firms.

The Council had a discussion of their impressions of both firms; Baker Tilly and David Drown.

Mayor Labadie suggested that, due to time constraints, the Council resume their discussion on this topic at the regular City Council meeting.

3. ADJOURN

Johnson moved, Callies seconded, Adjourning the City Council Work Session Meeting of May 9, 2022, at 6:59 P.M. Motion passed 4/0.

ATTEST:

Jennifer Labadie, Mayor

Sandie Thone, City Clerk

CITY OF SHOREWOOD
CITY COUNCIL REGULAR MEETING
MONDAY, MAY 9, 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 7:13 P.M.

PLEDGE OF ALLEGIANCE:

A. Roll Call

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

Absent: Councilmember Siakel

B. Review Agenda

Mayor Labadie asked that item 2.D. be removed and item 2.G. moved to New Business.

Johnson moved, Gorham seconded, approving the agenda, as revised. All in favor, motion passed.

2. CONSENT AGENDA

Mayor Labadie reviewed the items on the Consent Agenda.

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

- A. City Council Work Session Meeting Minutes of April 25, 2022
- B. City Council Regular Meeting Minutes of April 25, 2022
- C. Approval of the Verified Claims List
- D. ~~Authorize Equipment Purchase, One Pickup Truck - REMOVED~~
- E. Approval of Amendment to Excelsior Woods Development Agreement
Location: 20325 Excelsior Boulevard, Applicant: Red Grant Construction.
Adopting RESOLUTION NO. 22-044, "A Resolution Approving an Amendment to the Development Agreement for Excelsior Woods Located at 20325 Excelsior Boulevard."

- F. Approval of Extension of Approvals for Car Wash Rehab – Location: 24245 Smithtown Road, Applicant: Reprise Design, Adopting RESOLUTION NO. 22-045, “A Resolution Approving an Extension for a Conditional Use Permit Variance and Site Plan Amendment Approval for Property at 24245 Smithtown Road.”
- G. ~~Approve Contract with Interim City Administrator~~ – Moved to New Business
- H. Approval Advertise for Public Works Lead Supervisor
- I. Approve Revised Right of Entry Agreement for May Lake Outlet, City Project 19-09, Approving RESOLUTION NO. 22-046, “A Resolution Approving a Revised Agreement for the Mary Lake Outlet Project, City Project 19-09.”

All in favor, motion passed.

3. MATTERS FROM THE FLOOR

Joe Lugowski, 24710 Glen Road, asked why the streets have not yet been swept because there is a lot of sand on the roadways. He expressed his concerns about the condition on various roadways, including Galpin Lake Road, with sand, debris, and pot holes.

Public Works Director Brown stated that as he had reported to the Council at the last meeting, that Public Works had begun sweeping, but the sweeper had a massive mechanical failure. He stated that the City immediately had it shipped to McQueen Equipment who is working to get parts and get it put it back together. He stated that the City tried renting a sweeper while it awaits the return of this one, but they have not been able to find one so as soon as they get it back, they will be out finishing up the streets.

City Engineer Budde noted that Galpin Lake Road is one of the poorest rated roadways in the City. He explained that it is slated for a mill and overlay tentatively in 2022 but noted that the City is going for State bond funding to try to get additional funds in order to be able to add a sidewalk. He stated that if this is successful, the road will then become reconstructed and will be a more robust project which will delay the project. He stated that even if the City does not get State funding it is possible this project will be delayed and not get completed this year.

Public Works Director Brown stated that there are a number of roadways, including Galpin Lake Road, that they were planning on patching on a temporary basis this week, however the rains have delayed those plans a bit. He stated that the official hot patch season has not started yet, but they do have a temporary cold mix that they have been working with.

Alan Yelsey, 26335 Peach Circle, expressed his concerns regarding the Council choosing to move forward without accurate information and communication on the agenda item related to the campaign and non-commercial speech signs. He cited items that he felt were errors or flaws that had been included in the packet related to this item and explained that he felt moving forward with this item would be unconstitutional.

4. PUBLIC HEARING

5. REPORTS AND PRESENTATIONS

A. Photo Contest

City Clerk/HR Director Thone gave an overview of the Ninth Bi-Annual Photo Contest winners. She reviewed the winning photos from: Fall Delights – Fishing on Christmas Lake submitted by Bob Wallace; Winter Wonder – Sunset, submitted by Catherine Turner; People, Pets, and Food – Ice Cream, submitted by Louise Tvedt; and Wildlife – Natural Camouflage, submitted by Al Whitaker. Thone thanked all participants for submitting the beautiful photos that will adorn walls at City Hall, the Community Center, and be used in the newsletter and on the website.

6. PARKS

7. PLANNING

A. Zoning Text Amendment - Campaign and Non-Commercial Speech Signs

Planning Director Darling explained the proposal, initiated by the City, for a small, targeted amendment to clarify one type of signage allowed under the current ordinance. She stated that the Planning Commission held a public hearing at their May 3, 2022 meeting where one person spoke. She noted that staff also received a number of letters prior to the meeting that have been included in the meeting packet. She explained that one letter was resent today with a new paragraph added that has been distributed to the Council. She explained that one of the primary concerns expressed in the letters which are that people will still have the right to put a sign in their yard with their non-commercial message. She stated that staff feels that this right will be more clearly permitted with these amendments than without them. She reviewed the two courses of action available to staff after they have investigated and found a violation. She explained that if these amendments are approved, the City will send out information to each candidate that files for election and will include an article in The Shore Report so residents will also have this information. The Planning Commission voted unanimously to recommend approval of the proposed amendments. She stated that staff feels it is clear that a full review of the sign regulations will need to be completed sooner than they had originally identified in their priority list.

Mayor Labadie asked City Attorney Shepherd to address some of the issues that have been raised including the recent court cases surrounding this issue.

City Attorney Shepherd noted that these are discrete ordinance amendments related to the campaign season and to make sure that the ordinance is consistent with State statute. He stated that the City is planning to take a significant look at the rest of the code to ensure that it is all in line with case law in Minnesota, as well as federal law. He noted that there had been a mention from a resident about a recent Minnesota Court of Appeals case with the City of Buffalo. He stated that case was about the City of Buffalo enforcing their sign code and applying it to a Trump flag that was flying from a commercial vehicle. He stated that they will take a look at that case before enforcing the code and reiterated that they are planning to look at the code holistically to ensure that when it is looked at, as a whole, that it works. He highlighted the proposed addition of the substitution clause and its intended design to make sure that anywhere that commercial speech is allowed, non-commercial speech can be substituted.

Councilmember Gorham stated that he believes there is some confusion that the substitution clause is somehow limited to election season and asked if it was limited to that narrow timeframe..

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City Attorney Shepherd stated that the substitution clause applies to the ordinance, as a whole and does not just apply to election signs.

Mayor Labadie stated that she also thinks there is some confusion regarding setback from the street. She noted that the proposed language would actually allow signs to be closer than the current language allows.

Planning Director Darling stated that this was correct and gave an overview of the current sign code setback requirements. She noted that this applies to non-commercial speech signs that are installed during the election period.

City Attorney Shepherd stated that he believed these proposed changes will allow the City to be 'good to go' for campaign season, but reiterated that there is some additional work to be done on other sections of the code following recent decisions, some of which have been cited by residents. He stated that the substitution clause is there to serve as a stop gap measure to ensure that non-commercial speech of all types can be substituted for other types of commercial and non-commercial speech.

Councilmember Callies stated that she thinks it is important to address the temporary non-commercial speech signs because the election season is coming up so she feels it is appropriate that the Council is handling this portion now and then will continue on the road to perfection with the remainder of the sign ordinance.

Callies moved, Gorham seconded, Adopting ORDINANCE 588 "An Ordinance Approving an Amendment to Shorewood City Code Chapter 1201 (Zoning Regulations) Related to Signs." All in favor, motion passed.

Callies moved, Johnson seconded, Adopting RESOLUTION NO. 22-047, "A Resolution Approving the Publication of Ordinance 588 Regarding City Code Ordinance Amendments Related to Campaign and Non-Commercial Speech Signs." All in favor, motion passed.

8. ENGINEERING/PUBLIC WORKS

A. Accept Bids and Award Contract for the Smithtown Pond/Shorewood Oaks Drainage Project, City Projects 20-07, 20-04

City Engineer Budde stated that at the March 14, 2022 Council meeting, staff had presented plans and specifications for the Smithtown Pond and Shorewood Oaks project and Council had authorized to advertise and opens bids. He noted that seven bids were opened on April 26, 2022 with the low bid from Meyer Contracting out of Maple Grove. He explained that with this bid, the Shorewood Oaks portion of the project would be completed by September 1, 2022, the larger ponding work would be completed March 1, 2023, and the trail connection by July 1, 2023. Staff recommends awarding the contract to Meyer Contracting.

Councilmember Gorham commended City Engineer Budde for his work on this project.

Johnson moved, Gorham seconded, Adopting RESOLUTION NO. 22-048, "A Resolution Accepting Bids and Awarding Contract for the Smithtown Pond/Shorewood Oaks Drainage Project. City Projects 20-07 and 20-04." All in favor, motion passed.

B. Strawberry Lane Final Design Direction, City Project 19-05

City Engineer Budde explained that in February of 2022, the Council and staff had a number of discussions about the Strawberry Lane project because staff was seeking final design direction. He stated that Council had directed staff to attempt to negotiate with property owners regarding necessary easements in order to shift the roadway. He stated that he has a signed Memo of Understanding with one of the property owners for an easement. He stated that he has attempted to contact the other property owner in various ways but has not been able to make contact with the property owner. He noted that this property would require an easement regardless of which scenario the Council approves. He explained that staff is recommending that they continue to pursue the western alignment which pushes the roadway closer to the west and was also the preferred alignment by many of the residents and continue to attempt negotiations with the property owner at 26420 West 62nd Street. He gave an overview of the alternate alignment and what easements were necessary with both scenarios.

Councilmember Johnson noted the property that he has able to obtain an MOU on was listed as 6170 in the packet and 6270 within the resolution.

Johnson moved, Gorham seconded, Adopting RESOLUTION NO. 22-049, "A Resolution Providing the Final Design Direction for Strawberry Lane to Include the Western Alignment with the correction to the address listed to 6170 Strawberry Lane." All in favor, motion passed.

9. GENERAL/NEW BUSINESS

A. Approve City Administrator Search Firm Proposal

City Clerk/HR Director Thone explained that the City had solicited Requests for Proposal for an executive search firm to assist in finding a new City Administrator following the resignation of Greg Lerud. The City received two proposals from David Drown and Associates and Baker Tilly who the Council interviewed at their Work Session prior to this meeting.

Mayor Labadie gave an overview of the discussion points from the Work Session.

Councilmember Callies stated that based on their proposals, she would be more in support of Baker Tilly.

Councilmember Gorham stated that he felt that Baker Tilly was communication focused and explained that he was leaning towards supporting their proposal.

Councilmember Johnson stated that he was also on board with Baker Tilly.

Mayor Labadie agreed that she felt that Baker Tilly stood out based on their proposal.

Johnson moved, Labadie seconded, Adopting RESOLUTION NO. 22-050, "A Resolution Authorizing Execution of an Executive Search Firm Agreement to Assist in Hiring a City Administrator for Baker Tilly" and Authorize the City Attorney to prepare a contract consistent with the terms outlined by the firm in their proposal. All in favor, motion passed.

B. Approve Contract with Interim City Administrator (formerly Item 2.G.)

Councilmember Callies stated that she wanted to reiterate that she had both a professional and personal relationship with Shirley Schulte, one of the candidates for the Interim City Administrator, so she would abstain from voting on this item.

Councilmember Johnson stated that it has come to his attention that he had an unknown connection to the Interim City Administrator. He stated that he learned on the way to tonight's meeting that Mr. Shukle's daughter is his daughter's voice teacher. He asked City Attorney Shepherd if that unknown connection presented any complications.

City Attorney Shepherd stated that she did not see that situation as creating a conflict of interest and noted that there are no financial implications that go along with this decision.

Councilmember Johnson stated that he just wanted to make sure that he had full transparency in this situation.

Gorham moved, Labadie seconded, to Approve the Contract with Interim City Administrator Shukle. Motion passed 3-0-1 (Callies abstained)

10. STAFF AND COUNCIL REPORTS

A. Administrator and Staff

1. First Quarter 2022 General Fund Budget Report

Finance Director Rigdon gave a brief overview of the first quarter general fund budget.

Councilmember Gorham asked if he was correct that the budget was a forecast and that Finance Director Rigdon was being fairly conservative with his forecasting.

Finance Director Rigdon agreed and noted that there are also some 'seasonalities' included because it can depend on what is going on during certain times of the year. He stated that the City does budget conservatively and explained that the City has generally made it under budget for the past several years.

Public Works Director Brown gave examples of 'seasonalities' in his department such as the expense of using de-icing chemicals and also when they are doing roadway patching.

Councilmember Gorham asked how staff forecasts for miscellaneous.

Finance Director Rigdon stated that the biggest component under miscellaneous is antennae rent, which is easy to predict because there are contracts in place with those entities.

Councilmember Johnson commended Finance Director Rigdon for presenting this information in an easy, digestible format.

Gorham moved, Johnson seconded, to Accept the First Quarter 2022 General Fund Budget Report. All in favor, motion passed.

2. First Quarter 2022 Investments Report

Finance Director Rigdon explained that the investments report is mandated by policy that looks at what the City is invested in, how they are tracking, and what it looks like going forward. He reviewed the general objectives and noted that safety, liquidity and yield are the most important factors. He gave a brief overview of the first quarter 2022 investment report.

Councilmember Callies asked who manages the City's investments.

Finance Director Rigdon stated that he is managing the investments because there are so few, so it has not been difficult for him.

Gorham moved, Labadie seconded, to Accept the First Quarter 2022 Investments Report. Motion passed 3-0-1 (Johnson abstained).

Other

Public Works Director Brown stated that the roadway closure on Eureka Road North for the connection of Walnut Grove utilities will need to be extended for a day because the rain has caused some delays. He stated that Public Works is planning to flush watermain on May 16, 2022 and will begin on the west side of the City. He noted that the Consumer Confidence Report issued by the Minnesota Department of Health has come out and the results will be communicated to residents via the City newsletter.

Councilmember Gorham asked if there was any new information on the Badger Park vandals.

Public Works Director Brown stated that South Lake Minnetonka Police have gotten involved and there is a camera in the area. He stated that the restrooms have been re-opened.

Mayor Labadie asked that staff inform the SLPMD, EFD, and First Student Transportation that the closure on Eureka Road North has been extended. She stated that she can personally let Tonka United Soccer know about the road closure.

City Engineer Budde noted that the Grant Street drainage project will begin in about two weeks and should be wrapped up by mid-summer.

Planning Director Darling updated the Council on an extension for compliance on a property on Hillendale. She stated that there has been significant improvement of the site and many of the largest contributions to code violations have been removed.

Interim City Administrator Shukle stated that he is very happy to be with the City and is looking forward to working with the Council in his role as Interim City Administrator.

B. Mayor and City Council

Councilmember Gorham stated that he attended Burgers and Bingo last weekend which is always a fun event. He stated that in speaking with the volunteers, it was noted that the Fourth of July is right around the corner which got him to thinking that he has not heard anything about donations or fireworks. He stated that there was discussion last year about revising how funds are committed to fireworks and asked if there had been any additional discussion on that topic.

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Mayor Labadie stated that the Excelsior Chamber of Commerce typically sponsors the fireworks and seeks donations from outside agencies, including some of the cities in the area. She noted that the Chamber is under new leadership, with Tiffany King as their Executive Director. She explained that Ms. King is planning to come to the next Council meeting to introduce herself and share details about the direction the Chamber will be going. She noted that it is likely that Ms. King will come to another meeting to seek a donation from the City for the fireworks. She stated that City Attorney Shepherd had drafted a memo relating to donations for this type of event and the Council will thoroughly review of that information prior to this request.

Councilmember Johnson gave an update on activities at the Excelsior Fire District. He stated that the Board has authorized the purchase of a new fire boat and explained that the Fire Relief Association is contributing a significant amount of money towards the purchase of the boat, but there will also be fundraising for the fire boat and encouraged residents to either contact him and the Fire Department if they were interested in making a donation.

Mayor Labadie stated that at the last Coordinating Committee meeting for the SLMPD, they voted to approve the membership in the fencing consortium. She gave an overview of what is involved and the benefits of being in the fencing consortium.

Councilmember Gorham asked about the fence material.

Public Works Director Brown stated that he has some photos that he can distribute to the Council that show the fencing but noted that it is an anti-scalable style fence that is twelve feet high. He noted that it is expected that the public works departments in the lake area would train together as a rapid response team and explained that the goal is to have the fence erected within twelve hours of any event.

Mayor Labadie noted that she had attended the Regional Council of Mayors meeting earlier today with mayors from around the metro and outlying suburbs. She stated that their topic of discussion today was stormwater management, water management within the cities, and noted that the overall consensus was that cities need to think in advance of a crisis or flooding.

11. ADJOURN

Johnson moved, Gorham seconded, Adjourning the City Council Regular Meeting of May 9, 2022, at 8:36 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: May 23, 2022

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

Attachments: Claims lists

Policy Consideration:

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

Background:

Claims for council authorization.

67374 - 67391 & ACH	583,195.10
Total Claims	\$583,195.10

We have also included a payroll summary for the payroll period ending **May 8, 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: 00001.05.2022 - PR-05-09-2022

CITY OF SHOREWOOD



Account Number	Debit Amount	Credit Amount	Description
FUND 101	General Fund		
101-00-1010-0000	0.00	106,099.34	CASH AND INVESTMENTS
101-13-4101-0000	47,142.49	0.00	FULL-TIME REGULAR
101-13-4103-0000	690.07	0.00	PART-TIME
101-13-4121-0000	1,084.03	0.00	PERA CONTRIB - CITY SHARE
101-13-4122-0000	3,571.09	0.00	FICA CONTRIB - CITY SHARE
101-13-4131-0000	2,664.21	0.00	EMPLOYEE INSURANCE - CITY
101-13-4151-0000	72.39	0.00	WORKERS COMPENSATION
101-15-4101-0000	5,617.92	0.00	FULL-TIME REGULAR
101-15-4121-0000	421.34	0.00	PERA CONTRIB - CITY SHARE
101-15-4122-0000	427.24	0.00	FICA CONTRIB - CITY SHARE
101-15-4131-0000	641.58	0.00	EMPLOYEE INSURANCE - CITY
101-15-4151-0000	33.42	0.00	WORKERS COMPENSATION
101-18-4101-0000	8,319.45	0.00	FULL-TIME REGULAR
101-18-4103-0000	465.15	0.00	PART-TIME
101-18-4121-0000	658.85	0.00	PERA CONTRIB - CITY SHARE
101-18-4122-0000	590.44	0.00	FICA CONTRIB - CITY SHARE
101-18-4131-0000	1,496.57	0.00	EMPLOYEE INSURANCE - CITY
101-18-4151-0000	49.66	0.00	WORKERS COMPENSATION
101-24-4101-0000	3,675.85	0.00	FULL-TIME REGULAR
101-24-4121-0000	275.69	0.00	PERA CONTRIB - CITY SHARE
101-24-4122-0000	275.23	0.00	FICA CONTRIB - CITY SHARE
101-24-4131-0000	668.24	0.00	EMPLOYEE INSURANCE - CITY
101-24-4151-0000	19.68	0.00	WORKERS COMPENSATION
101-32-4101-0000	14,917.74	0.00	FULL-TIME REGULAR
101-32-4121-0000	1,118.16	0.00	PERA CONTRIB - CITY SHARE
101-32-4122-0000	1,084.91	0.00	FICA CONTRIB - CITY SHARE
101-32-4131-0000	2,153.04	0.00	EMPLOYEE INSURANCE - CITY
101-32-4151-0000	841.94	0.00	WORKERS COMPENSATION
101-33-4101-0000	129.39	0.00	FULL-TIME REGULAR
101-33-4121-0000	9.72	0.00	PERA CONTRIB - CITY SHARE
101-33-4122-0000	22.14	0.00	FICA CONTRIB - CITY SHARE
101-33-4131-0000	229.80	0.00	EMPLOYEE INSURANCE - CITY
101-33-4151-0000	17.55	0.00	WORKERS COMPENSATION
101-52-4101-0000	3,371.80	0.00	FULL-TIME REGULAR

Account Number	Debit Amount	Credit Amount	Description
101-52-4121-0000	252.89	0.00	PERA CONTRIB - CITY SHARE
101-52-4122-0000	258.85	0.00	FICA CONTRIB - CITY SHARE
101-52-4131-0000	766.42	0.00	EMPLOYEE INSURANCE - CITY
101-52-4151-0000	212.27	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	114.93	0.00	FICA CONTRIB - CITY SHARE
101-53-4131-0000	17.50	0.00	EMPLOYEE INSURANCE - CITY
101-53-4151-0000	77.47	0.00	WORKERS COMPENSATION
FUND Total:	106,099.34	106,099.34	
FUND 201	Shorewood Comm. & Event Center		
201-00-1010-0000	0.00	2,295.40	CASH AND INVESTMENTS
201-00-4101-0000	1,598.49	0.00	FULL-TIME REGULAR
201-00-4103-0000	299.41	0.00	PART-TIME
201-00-4121-0000	137.84	0.00	PERA CONTRIB - CITY SHARE
201-00-4122-0000	143.77	0.00	FICA CONTRIB - CITY SHARE
201-00-4131-0000	26.24	0.00	EMPLOYEE INSURANCE - CITY
201-00-4151-0000	89.65	0.00	WORKERS COMPENSATION
FUND Total:	2,295.40	2,295.40	
FUND 601	Water Utility		
601-00-1010-0000	0.00	10,114.77	CASH AND INVESTMENTS
601-00-4101-0000	7,377.35	0.00	FULL-TIME REGULAR
601-00-4105-0000	210.66	0.00	WATER PAGER PAY
601-00-4121-0000	568.65	0.00	PERA CONTRIB - CITY SHARE
601-00-4122-0000	540.69	0.00	FICA CONTRIB - CITY SHARE
601-00-4131-0000	1,188.93	0.00	EMPLOYEE INSURANCE - CITY
601-00-4151-0000	228.49	0.00	WORKERS COMPENSATION
FUND Total:	10,114.77	10,114.77	
FUND 611	Sanitary Sewer Utility		
611-00-1010-0000	0.00	8,868.61	CASH AND INVESTMENTS
611-00-4101-0000	6,288.66	0.00	FULL-TIME REGULAR
611-00-4102-0000	210.60	0.00	OVERTIME
611-00-4105-0000	210.66	0.00	SEWER PAGER PAY
611-00-4121-0000	502.58	0.00	PERA CONTRIB - CITY SHARE
611-00-4122-0000	474.95	0.00	FICA CONTRIB - CITY SHARE
611-00-4131-0000	994.11	0.00	EMPLOYEE INSURANCE - CITY
611-00-4151-0000	187.05	0.00	WORKERS COMPENSATION

Account Number	Debit Amount	Credit Amount	Description
FUND Total:	8,868.61	8,868.61	
FUND 621	Recycling Utility		
621-00-1010-0000	0.00	550.92	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	2.52	0.00	WORKERS COMPENSATION
FUND Total:	550.92	550.92	
FUND 631	Storm Water Utility		
631-00-1010-0000	0.00	1,511.60	CASH AND INVESTMENTS
631-00-4101-0000	1,075.93	0.00	FULL-TIME REGULAR
631-00-4121-0000	80.24	0.00	PERA CONTRIB - CITY SHARE
631-00-4122-0000	88.12	0.00	FICA CONTRIB - CITY SHARE
631-00-4131-0000	251.61	0.00	EMPLOYEE INSURANCE - CITY
631-00-4151-0000	15.70	0.00	WORKERS COMPENSATION
FUND Total:	1,511.60	1,511.60	
FUND 700	Payroll Clearing Fund		
700-00-1010-0000	129,440.64	0.00	CASH AND INVESTMENTS
700-00-2170-0000	0.00	67,382.30	GROSS PAYROLL CLEARING
700-00-2171-0000	0.00	10,564.18	HEALTH INSURANCE PAYABLE
700-00-2172-0000	0.00	9,979.05	FEDERAL WITHHOLDING PAYABLE
700-00-2173-0000	0.00	4,052.29	STATE WITHHOLDING PAYABLE
700-00-2174-0000	0.00	15,230.64	FICA/MEDICARE TAX PAYABLE
700-00-2175-0000	0.00	9,809.85	PERA WITHHOLDING PAYABLE
700-00-2176-0000	0.00	5,513.29	DEFERRED COMPENSATION
700-00-2177-0000	0.00	1,847.79	WORKERS COMPENSATION
700-00-2180-0000	0.00	984.31	LIFE INSURANCE
700-00-2181-0000	0.00	1,447.32	DISABILITY INSURANCE
700-00-2182-0000	0.00	367.99	UNION DUES
700-00-2183-0000	0.00	2,008.00	HEALTH SAVINGS ACCOUNT
700-00-2184-0000	0.00	103.36	DENTAL DELTA
700-00-2186-0000	0.00	150.27	VOLUNTARY VISION
FUND Total:	129,440.64	129,440.64	
Report Total:	258,881.28	258,881.28	

Accounts Payable

Computer Check Proof List by Vendor

User: mnguyen
Printed: 05/09/2022 - 2:49PM
Batch: 00002.05.2022 - PR-05-09-2022



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 12	AFSCME MN COUNCIL 5 - UNION DUES			Check Sequence: 1	ACH Enabled: True
May-2022	PR Batch 00001.05.2022 Union Dues	367.99	05/09/2022	700-00-2182-0000	PR Batch 00001.05.2022 Union Dues
	Check Total:	367.99			
Vendor: 5	EFTPS - FEDERAL W/H			Check Sequence: 2	ACH Enabled: True
PR-05-09-2022	PR Batch 00001.05.2022 Federal Income Tax	9,979.05	05/09/2022	700-00-2172-0000	PR Batch 00001.05.2022 Federal Income T
PR-05-09-2022	PR Batch 00001.05.2022 FICA Employee Portio	6,171.91	05/09/2022	700-00-2174-0000	PR Batch 00001.05.2022 FICA Employee I
PR-05-09-2022	PR Batch 00001.05.2022 FICA Employer Portio	6,171.91	05/09/2022	700-00-2174-0000	PR Batch 00001.05.2022 FICA Employer I
PR-05-09-2022	PR Batch 00001.05.2022 Medicare Employee Pc	1,443.41	05/09/2022	700-00-2174-0000	PR Batch 00001.05.2022 Medicare Emplo
PR-05-09-2022	PR Batch 00001.05.2022 Medicare Employer Po	1,443.41	05/09/2022	700-00-2174-0000	PR Batch 00001.05.2022 Medicare Emplo
	Check Total:	25,209.69			
Vendor: 1165	FIDELITY SECURITY LIFE INSURANCE CO			Check Sequence: 3	ACH Enabled: False
May-2022	PR Batch 00001.05.2022 Vision-Avesis	150.27	05/09/2022	700-00-2186-0000	PR Batch 00001.05.2022 Vision-Avesis
	Check Total:	150.27			
Vendor: 2	ICMA RETIREMENT TRUST-302131-457			Check Sequence: 4	ACH Enabled: True
PR-05-09-2022	PR Batch 00001.05.2022 Deferred Comp-ICMA	2,955.13	05/09/2022	700-00-2176-0000	PR Batch 00001.05.2022 Deferred Comp-I
PR-05-09-2022	PR Batch 00001.05.2022 Deferred Comp-ICMA	83.16	05/09/2022	700-00-2176-0000	PR Batch 00001.05.2022 Deferred Comp-I
	Check Total:	3,038.29			
Vendor: 686	KANSAS CITY LIFE INSURANCE COMPAN			Check Sequence: 5	ACH Enabled: True
May-2022	PR Batch 00001.05.2022 Long Term Disability	687.37	05/09/2022	700-00-2181-0000	PR Batch 00001.05.2022 Long Term Disab
May-2022	PR Batch 00001.05.2022 Short Term Disability	759.95	05/09/2022	700-00-2181-0000	PR Batch 00001.05.2022 Short Term Disab
	Check Total:	1,447.32			
Vendor: 11	MINNESOTA DEPARTMENT OF REVENUE			Check Sequence: 6	ACH Enabled: True
PR-05-09-2022	PR Batch 00001.05.2022 State Income Tax	4,052.29	05/09/2022	700-00-2173-0000	PR Batch 00001.05.2022 State Income Tax

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	4,052.29			
Vendor: 7	MINNESOTA LIFE INSURANCE COMPANY			Check Sequence: 7	ACH Enabled: True
May-2022	PR Batch 00001.05.2022 Life Insurance	872.31	05/09/2022	700-00-2180-0000	PR Batch 00001.05.2022 Life Insurance
	Check Total:	872.31			
Vendor: 1091	MSRS-MN DEFERRED COMP PLAN 457			Check Sequence: 8	ACH Enabled: True
PR-05-09-2022	PR Batch 00001.05.2022 Deferred Comp-MSRS	50.00	05/09/2022	700-00-2176-0000	PR Batch 00001.05.2022 Deferred Comp-MSRS
PR-05-09-2022	PR Batch 00001.05.2022 Deferred Comp-MSRS	2,425.00	05/09/2022	700-00-2176-0000	PR Batch 00001.05.2022 Deferred Comp-MSRS
	Check Total:	2,475.00			
Vendor: 10	NCPERS GROUP LIFE INSURANCE			Check Sequence: 9	ACH Enabled: True
May-2022	PR Batch 00001.05.2022 PERA Life	112.00	05/09/2022	700-00-2180-0000	PR Batch 00001.05.2022 PERA Life
	Check Total:	112.00			
Vendor: 665	OPTUM BANK			Check Sequence: 10	ACH Enabled: True
PR-05-09-2022	PR Batch 00001.05.2022 HSA-OPTUM BANK	2,008.00	05/09/2022	700-00-2183-0000	PR Batch 00001.05.2022 HSA-OPTUM B.
	Check Total:	2,008.00			
Vendor: 9	PERA			Check Sequence: 11	ACH Enabled: True
PR-05-09-2022	PR Batch 00001.05.2022 MN-PERA Deduction	4,554.57	05/09/2022	700-00-2175-0000	PR Batch 00001.05.2022 MN-PERA Dedu
PR-05-09-2022	PR Batch 00001.05.2022 MN PERA Benefit Em	5,255.28	05/09/2022	700-00-2175-0000	PR Batch 00001.05.2022 MN PERA Bene
	Check Total:	9,809.85			
	Total for Check Run:	49,543.01			
	Total of Number of Checks:	11			

Accounts Payable

Computer Check Proof List by Vendor

User: mnguyen
 Printed: 05/11/2022 - 1:18PM
 Batch: 00007.04.2022 - Mar-22-BOM



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 868	BANK OF MONTREAL			Check Sequence: 1	ACH Enabled: True
Mar-2022-AndyE	Fuel	102.00	04/30/2022	101-32-4212-0000	
Mar-2022-BradM	Fuel	344.01	04/30/2022	101-32-4212-0000	
Mar-2022-BradM	Boyer Trucks	368.06	04/30/2022	101-32-4221-0000	
Mar-2022-BradM	Boyer Trucks	230.70	04/30/2022	101-32-4221-0000	
Mar-2022-BradM	Carquest	91.82	04/30/2022	101-32-4221-0000	
Mar-2022-BradM	Carquest	63.40	04/30/2022	101-32-4221-0000	
Mar-2022-BradM	Carquest	40.36	04/30/2022	101-32-4221-0000	
Mar-2022-BradM	Carquest	-22.00	04/30/2022	101-32-4221-0000	
Mar-2022-BradM	Carquest	85.64	04/30/2022	101-32-4221-0000	
Mar-2022-BradM	Carquest	17.48	04/30/2022	101-32-4221-0000	
Mar-2022-BradM	Carquest	2.09	04/30/2022	101-32-4221-0000	
Mar-2022-BradM	Carquest	21.32	04/30/2022	101-32-4221-0000	
Mar-2022-BradM	Carquest	22.60	04/30/2022	101-32-4221-0000	
Mar-2022-BradM	Lube-Tech	353.75	04/30/2022	101-32-4212-0000	
Mar-2022-BradM	Shorewood True	1.79	04/30/2022	101-32-4240-0000	
Mar-2022-BradM	Shorewood True	28.98	04/30/2022	101-32-4223-0000	
Mar-2022-BradM	Shorewood True	8.49	04/30/2022	101-32-4245-0000	
Mar-2022-BradM	Toll Gas & Welding	313.36	04/30/2022	101-32-4245-0000	
Mar-2022-Brenda	International Instituion-IIMC Membership Rene	115.00	04/30/2022	101-13-4433-0000	
Mar-2022-Brenda	Best Western St Cloud-Conf	122.76	04/30/2022	101-13-4331-0000	
Mar-2022-BrettB	At&T - Brett's Ipad	23.50	04/30/2022	101-32-4321-0000	
Mar-2022-BrettB	Hach	22.68	04/30/2022	601-00-4245-0000	
Mar-2022-BrettB	Hach	183.78	04/30/2022	601-00-4245-0000	
Mar-2022-BrettB	MN Pollution Control A	200.00	04/30/2022	611-00-4331-0000	
Mar-2022-BrettB	MN Pollution Control S	4.98	04/30/2022	611-00-4331-0000	
Mar-2022-BrettB	Mutt Mitt	919.89	04/30/2022	101-52-4245-0000	
Mar-2022-BrettB	Uwcc Registrations	1,695.00	04/30/2022	101-32-4331-0000	
Mar-2022-BruceS	MN Pollution Control A	200.00	04/30/2022	611-00-4331-0000	
Mar-2022-BruceS	MN Pollution Control S	4.98	04/30/2022	611-00-4331-0000	
Mar-2022-BruceS	Fuel	77.88	04/30/2022	101-32-4212-0000	
Mar-2022-ChrisH	Fuel	742.80	04/30/2022	101-32-4212-0000	
Mar-2022-ChrisP	Fuel	462.53	04/30/2022	101-32-4212-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Mar-2022-ChrisP	Boot Shack - Boots	262.95	04/30/2022	101-32-4245-0000	
Mar-2022-ChrisP	Shorewood True	7.49	04/30/2022	101-52-4245-0000	
Mar-2022-CityCard	Culligan Bottled Water - Drink	33.00	04/30/2022	101-19-4245-0000	
Mar-2022-CityCard	Republic Services	10,296.00	04/30/2022	621-00-4400-0000	
Mar-2022-CityCard	Waste Mgmt-Public Works	804.02	04/30/2022	101-32-4400-0000	
Mar-2022-CityCard	Waste Mgmt-SSCC	308.83	04/30/2022	201-00-4400-0000	
Mar-2022-CityCard	Chanhasen-18505-002 - Stormwa	91.66	04/30/2022	101-52-4380-0000	
Mar-2022-CityCard	Verizon-Lift Station	13.99	04/30/2022	611-00-4321-0000	
Mar-2022-CityCard	Organic Recycling	246.58	04/30/2022	621-00-4400-0026	
Mar-2022-CityCard	AT&T - Wade's Ipad	23.49	04/30/2022	101-24-4321-0000	
Mar-2022-CityCard	Iworq-Annual Svc Fee	6,500.00	04/30/2022	101-24-4400-0000	
Mar-2022-CityCard	See Click Fix - Website License	4,167.45	04/30/2022	101-13-4433-0000	
Mar-2022-GregL	LMC-MCMA Conf Registration	575.00	04/30/2022	101-13-4331-0000	
Mar-2022-GregL	Zoom - Annual	779.80	04/30/2022	101-19-4433-0000	
Mar-2022-GregL	Grand View Lodge - MCMA Conf Lodging	113.82	04/30/2022	101-13-4331-0000	
Mar-2022-JulieM	Amazon	11.65	04/30/2022	101-13-4200-0000	
Mar-2022-JulieM	Amazon	29.38	04/30/2022	101-52-4245-0000	
Mar-2022-JulieM	USPS-Flag-Concil	58.00	04/30/2022	101-11-4245-0000	
Mar-2022-JulieM	Canva	57.60	04/30/2022	101-52-4245-0000	
Mar-2022-Larry	Alldata	1,487.50	04/30/2022	101-32-4400-0000	
Mar-2022-Larry	Amazon	9.67	04/30/2022	601-00-4221-0000	
Mar-2022-Larry	Dkc Gigi Key	108.14	04/30/2022	601-00-4223-0000	
Mar-2022-Larry	Dkc Gigi Key-Return	-86.11	04/30/2022	601-00-4223-0000	
Mar-2022-Larry	Hilgraeve-Software Terminal Cards Well	79.99	04/30/2022	601-00-4223-0000	
Mar-2022-Larry	Hsem Tler 2 Reporting	307.47	04/30/2022	601-00-4437-0000	
Mar-2022-Larry	Pss Store	291.57	04/30/2022	601-00-4223-0000	
Mar-2022-Larry	Shorewood True	33.33	04/30/2022	101-32-4245-0000	
Mar-2022-Larry	Steel City Supply	19.00	04/30/2022	601-00-4245-0000	
Mar-2022-Larry	USA Blue Book	941.67	04/30/2022	611-00-4223-0000	
Mar-2022-Larry	In Enabling-Water System Comm	17.00	04/30/2022	601-00-4321-0000	
Mar-2022-LukeW	Fuel	304.01	04/30/2022	101-32-4212-0000	
Mar-2022-LukeW	MNAWWA	350.00	04/30/2022	601-00-4331-0000	
Mar-2022-Robert	Fuel	461.40	04/30/2022	101-32-4212-0000	
Mar-2022-Robert	MN Pollution Control A	200.00	04/30/2022	611-00-4331-0000	
Mar-2022-Robert	MN Pollution Control S	4.98	04/30/2022	611-00-4331-0000	
Mar-2022-Sandie	Amazon	81.16	04/30/2022	101-19-4245-0000	
Mar-2022-Sandie	Amazon-Books	41.76	04/30/2022	101-13-4331-0000	
Mar-2022-Sandie	Amazon	39.50	04/30/2022	101-13-4200-0000	
Mar-2022-Sandie	Jerrys Woodbury-Employee Engagement Lunch-	79.15	04/30/2022	101-19-4331-0000	
Mar-2022-Sandie	Target-Employee Engagement Lunch-St Patricks	35.24	04/30/2022	101-19-4331-0000	
Mar-2022-TimK	Fuel	644.47	04/30/2022	101-32-4212-0000	
Mar-2022-TimK	Cub Foods	23.92	04/30/2022	101-32-4245-0000	
Mar-2022-TimK	Menards	45.59	04/30/2022	601-00-4223-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Mar-2022-TimK	Menards	147.07	04/30/2022	101-32-4245-0000	
Mar-2022-TimK	Shorewood True	89.76	04/30/2022	601-00-4223-0000	
Mar-2022-TimK	Shorewood True	21.78	04/30/2022	101-32-4245-0000	
Mar-2022-TwilaG	Amazon-St Patricks	49.44	04/30/2022	101-53-4248-0000	
Mar-2022-TwilaG	Joey Nova's Gift Card for Pot of Gold Program	25.00	04/30/2022	101-53-4248-0000	
Mar-2022-TwilaG	Michaels-Frame & Clock	47.29	04/30/2022	201-00-4200-0000	
Mar-2022-TwilaG	EM Consulting-Advertised SW Metro Chamber	306.95	04/30/2022	201-00-4351-0000	
Mar-2022-TwilaG	Hobart-Oven Svc	272.81	04/30/2022	201-00-4400-0000	
Mar-2022-WadeW	Fuel	105.00	04/30/2022	101-24-4212-0000	
Mar-2022-WadeW	Rosetta Stone-Book	179.00	04/30/2022	101-24-4331-0000	
Mar-2022-WadeW	International Code Council - Code Book	37.90	04/30/2022	101-24-4331-0000	
	Check Total:	38,032.75			
Vendor: 327	WINDSTREAM			Check Sequence: 2	ACH Enabled: True
74675278	City of Shwd- Badger Well	69.81	04/30/2022	601-00-4395-0000	
74675278	Public Works	67.20	04/30/2022	101-32-4321-0000	
74675278	City Hall	138.48	04/30/2022	101-19-4321-0000	
74675278	Badger-Manor-Cathcart Parks	206.82	04/30/2022	101-52-4321-0000	
74675278	City of Shwd-West Tower	139.70	04/30/2022	601-00-4321-0000	
	Check Total:	622.01			
	Total for Check Run:	38,654.76			
	Total of Number of Checks:	2			

Accounts Payable

Computer Check Proof List by Vendor

User: mnguyen
Printed: 05/18/2022 - 3:42PM
Batch: 00003.05.2022 - AP-05-23-2022



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 105	ADVANCED IMAGING SOLUTIONS			Check Sequence: 1	ACH Enabled: True
INV276783	Konica Minolta/C658 Copier	35.00	05/23/2022	101-19-4221-0000	
	Check Total:	35.00			
Vendor: 677	BOLTON & MENK, INC.			Check Sequence: 2	ACH Enabled: True
289061	Catchbasin & Culvert	357.00	05/23/2022	631-00-4303-0000	
289062	General Engineering	7,177.89	05/23/2022	101-31-4303-0000	
289063	Mill & Overlay-2021	1,627.00	05/23/2022	413-00-4680-0000	
289064	Catchbasin & Culvert Repairs	1,134.00	05/23/2022	631-00-4303-0000	
289065	Mill & Overlay-2022	41,118.00	05/23/2022	416-00-4303-0000	
289066	Pavement Marking	2,747.00	05/23/2022	404-00-4620-0007	
289067	Beverly Drive Wetland	142.00	05/23/2022	631-00-4303-0000	
289068	Birch Bluff St-Utility Imprvmt	13,671.50	05/23/2022	414-00-4303-0000	
289069	Christmas Lake Boat Landing	1,562.00	05/23/2022	402-00-4680-0000	
289070	Covington Road Watermain	1,572.00	05/23/2022	211-00-4303-0000	
289071	Galpin Lake Road-Roadway	2,354.50	05/23/2022	415-00-4303-0000	
289072	GIS-Utilities-Stormwater	749.00	05/23/2022	631-00-4303-0000	
289072	GIS-Utilities-Water	1,245.00	05/23/2022	601-00-4303-0000	
289072	GIS-Utilities-Sewer	1,259.00	05/23/2022	611-00-4303-0000	
289073	Glen Rd-Manitou Ln-Amlee Rd St	2,597.00	05/23/2022	407-00-4303-0000	
289074	Grant Street Drainage	1,244.00	05/23/2022	631-00-4303-0000	
289075	Lift Station 10 Rehabilitation	1,648.00	05/23/2022	611-00-4303-0000	
289076	Lift Station 7 Rehabilitation	535.00	05/23/2022	611-00-4303-0000	
289077	Lift Station 9 Rehabilitation	1,437.00	05/23/2022	611-00-4303-0000	
289078	Mary Lake Outlet	1,014.00	05/23/2022	631-00-4303-0000	
289079	Mound Location & Framework	574.00	05/23/2022	404-00-4620-0000	
289080	MS4 Administration	608.00	05/23/2022	631-00-4302-0009	
289081	Shady Island Bridge Forcemain	213.00	05/23/2022	611-00-4303-0000	
289082	Shorewood Oaks Drainage	86.00	05/23/2022	631-00-4303-0000	
289083	Silverwood Park Improvements	356.00	05/23/2022	402-00-4680-0000	
289084	Smithtown Pond	7,457.00	05/23/2022	631-00-4303-0000	
289085	Walnut Grove Villas(Stoddard Companies)	942.00	05/23/2022	101-00-3414-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
289086	Strawberry Ln St Reconst & Trl	12,718.00	05/23/2022	409-00-4303-0000	
289087	Stream Restoration	250.50	05/23/2022	631-00-4303-0000	
	Check Total:	108,395.39			
Vendor: 1221	CAMPBELL KNUTSON P.A.			Check Sequence: 3	ACH Enabled: True
3526-0000G-3	General Matters/Administration	5,750.91	05/23/2022	101-16-4304-0000	
3526-0000G-4	General Matters/Administration	5,410.47	05/23/2022	101-16-4304-0000	
3526-0001G-3	Planning & Zoning	577.50	05/23/2022	101-18-4304-0000	
3526-0001G-4	Planning & Zoning	808.50	05/23/2022	101-18-4304-0000	
3526-0002G-3	PWs-Strawberry Lane	82.50	05/23/2022	409-00-4304-0000	
3526-0002G-3	PWs-Birch Bluff Road	82.50	05/23/2022	414-00-4304-0000	
3526-0002G-4	PWs-Strawberry Lane	115.50	05/23/2022	409-00-4304-0000	
3526-0002G-4	PWs-Sewer	132.00	05/23/2022	611-00-4304-0000	
3526-0004G-3	Ugerots Litigation	49.50	05/23/2022	101-16-4304-0000	
3526-0501G-1	Peter Lehman-21265 Radisson Road	60.00	05/23/2022	101-00-3414-0000	
3526-0999G-6	Prosecution	2,832.06	05/23/2022	101-16-4304-0000	
3526-0999G-7	Prosecution	2,087.70	05/23/2022	101-16-4304-0000	
	Check Total:	17,989.14			
Vendor: 1249	MARGARET COLDWELL			Check Sequence: 4	ACH Enabled: False
2022-Garden	Freeman Park-Garden Plot - Refund	45.00	05/23/2022	101-53-3476-0000	
	Check Total:	45.00			
Vendor: 456	CORE & MAIN, LP			Check Sequence: 5	ACH Enabled: False
Q759766	Watermain Fittings	37.20	05/23/2022	601-00-4245-0000	
	Check Total:	37.20			
Vendor: 1035	NELIA CRISWELL #8574			Check Sequence: 6	ACH Enabled: True
04-26-2022-Mileage	Reimbursement	17.55	05/23/2022	101-13-4331-0000	
	Check Total:	17.55			
Vendor: 167	ECM PUBLISHERS INC			Check Sequence: 7	ACH Enabled: True
889920	Ord. No. 587	38.55	05/23/2022	101-13-4351-0000	
892045	2022 Mill & Overlay BIDS	464.10	05/23/2022	416-00-4351-0000	
892260	2022 Mill & Overlay BIDS	300.69	05/23/2022	416-00-4351-0000	
	Check Total:	803.34			
Vendor: 176	EROSION PRODUCTS, LLC			Check Sequence: 8	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
10780/9-930	Wood Stakes	88.40	05/23/2022	101-52-4245-0000	
	Check Total:	88.40			
Vendor: 186	FERGUSON WATERWORKS, LLC. No.2518			Check Sequence: 9	ACH Enabled: False
493224	Water Meters Purchased	150.53	05/23/2022	601-00-4265-0000	
493563	Water Meters Purchased	3.70	05/23/2022	601-00-4265-0000	
	Check Total:	154.23			
Vendor: 1250	JAMES GALAROWICZ			Check Sequence: 10	ACH Enabled: False
2022-Garden	South Shore Comm Park-Garden Plot- Refund	30.00	05/23/2022	101-53-3476-0000	
	Check Total:	30.00			
Vendor: 211	HAWKINS, INC.			Check Sequence: 11	ACH Enabled: True
6184701	Chlorine	170.00	05/23/2022	601-00-4245-0000	
	Check Total:	170.00			
Vendor: 985	HENNEPIN COUNTY ACCOUNTS RECEIVABLE			Check Sequence: 12	ACH Enabled: False
1000185707	REC0001086-View Recorded Documents	32.50	05/23/2022	101-32-4303-0000	RecordEase Payment
	Check Total:	32.50			
Vendor: 215	HENNEPIN COUNTY INFORMATION TECHNOLOGY			Check Sequence: 13	ACH Enabled: True
1000185603	Monthly Radio Fleet & MESB	205.92	05/23/2022	101-32-4321-0000	
	Check Total:	205.92			
Vendor: 535	HERMAN'S LANDSCAPE SUPPLIES			Check Sequence: 14	ACH Enabled: False
424756	Turf Repair Parks	366.00	05/23/2022	101-52-4245-0000	
	Check Total:	366.00			
Vendor: 436	MARK HODGES			Check Sequence: 15	ACH Enabled: True
2022-003	Work Session - AV Recording	70.00	05/23/2022	101-11-4400-0000	
	Check Total:	70.00			
Vendor: 896	HUEBSCH SERVICES			Check Sequence: 16	ACH Enabled: True
20149365	City Hall - Mats	201.98	05/23/2022	101-19-4400-0000	
	Check Total:	201.98			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 482	KUTAK ROCK, LLP			Check Sequence: 17	ACH Enabled: True
3026811	Howards Point Dock Enforcement	117.00	05/23/2022	101-18-4304-0000	
	Check Total:	117.00			
Vendor: 13	LEAGUE OF MINNESOTA CITIES INSURAN			Check Sequence: 18	ACH Enabled: False
40003059-05/04/22	Workers' Compensation	1,766.00	05/23/2022	101-19-4360-0000	
	Check Total:	1,766.00			
Vendor: 279	METROPOLITAN COUNCIL (WASTEWATE			Check Sequence: 19	ACH Enabled: True
1137800	Monthly Waste Water Svc	89,237.49	05/23/2022	611-00-4385-0000	
1137800	MCES- Permit SE Well-5755 Covington Road	475.00	05/23/2022	601-00-4437-0000	
1139692	Monthly Waste Water Svc	89,237.49	05/23/2022	611-00-4385-0000	
1139692	MCES- Permit SE Well-5755 Covington Road	475.00	05/23/2022	601-00-4437-0000	
	Check Total:	179,424.98			
Vendor: 302	MINNESOTA POLLUTION CONTROL AGEN			Check Sequence: 20	ACH Enabled: False
10000144150	Hazardous Waste Fee	304.65	05/23/2022	101-32-4437-0000	
	Check Total:	304.65			
Vendor: 305	MNSPECT, LLC			Check Sequence: 21	ACH Enabled: True
8974	Inspection Services	1,295.00	05/23/2022	101-24-4400-0000	
	Check Total:	1,295.00			
Vendor: 325	ON SITE SANITATION -TWIN CITIES			Check Sequence: 22	ACH Enabled: True
1328979	Badger Pk-5745 Country Club Rd	78.05	05/23/2022	101-52-4410-0000	
1328980	Cathcart Park-26655 W- 62nd St	78.05	05/23/2022	101-52-4410-0000	
1328981	Freeman Park-6000 Eureka Rd	425.70	05/23/2022	101-52-4410-0000	
1328982	Silverwood Pk-5755 Covington R	78.05	05/23/2022	101-52-4410-0000	
1328983	South Shore-5355 St Albans Bay	78.05	05/23/2022	101-52-4410-0000	
1328984	Christmas Lk Rd-5625 Merry Ln	271.98	05/23/2022	101-52-4410-0000	
	Check Total:	1,009.88			
Vendor: 903	PERRILL			Check Sequence: 23	ACH Enabled: True
257367	ROWay Web App-Monthly	75.00	05/23/2022	611-00-4400-0000	
257367	ROWay Web App-Monthly	75.00	05/23/2022	601-00-4400-0000	
	Check Total:	150.00			
Vendor: 332	PETTY CASH			Check Sequence: 24	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
2022-Cleanup	Petty Cash-Spring Cleanup	300.00	05/23/2022	621-00-4347-0000	
	Check Total:	300.00			
Vendor: 685	BRENDA PRICCO			Check Sequence: 25	ACH Enabled: True
Apr-Oct-2022-Wellness	Wellsness Expense-April to Oct-2022	280.00	05/23/2022	101-13-4101-0000	
	Check Total:	280.00			
Vendor: 997	ANNA SANDOR			Check Sequence: 26	ACH Enabled: False
MaryLake5/15/22	Mary Lake Strom CIP Project	13,245.00	05/23/2022	631-00-4680-0000	
	Check Total:	13,245.00			
Vendor: 1248	EDWARD J. SHUKLE, Jr.			Check Sequence: 27	ACH Enabled: True
May-17-2022	Interim City Administrator Svc 05/02/2022 - 05/17/2022	3,307.50	05/23/2022	101-13-4400-0000	
	Check Total:	3,307.50			
Vendor: 360	SOUTH LAKE MINNETONKA POLICE DEPARTMENT			Check Sequence: 28	ACH Enabled: False
April-2022-HCPF	Monthly-Henn Cty Process Fee	397.08	05/23/2022	101-21-4400-0000	
June-2022-OB	Monthly-Operating Budget Exp	117,010.25	05/23/2022	101-21-4400-0000	
	Check Total:	117,407.33			
Vendor: 1101	SPRINGBROOK HOLDING COMPANY LLC			Check Sequence: 29	ACH Enabled: True
INV-008475	Springbrook-CivicPay Fees	223.25	05/23/2022	621-00-4450-0000	
INV-008475	Springbrook-CivicPay Fees	223.25	05/23/2022	631-00-4450-0000	
INV-008475	Springbrook-CivicPay Fees	223.25	05/23/2022	611-00-4450-0000	
INV-008475	Springbrook-CivicPay Fees	223.25	05/23/2022	601-00-4450-0000	
	Check Total:	893.00			
Vendor: 1170	SPS WORKS			Check Sequence: 30	ACH Enabled: False
IV00528853	Name Plate-Ed Shukle	27.25	05/23/2022	101-13-4200-0000	
	Check Total:	27.25			
Vendor: 821	SANDRA LEE THONE			Check Sequence: 31	ACH Enabled: True
Mar to May-2022-Mileage	Reimbursement - 03/17-05/10/2022 Mileage	83.66	05/23/2022	101-13-4331-0000	
	Check Total:	83.66			
Vendor: 877	TRUIST GOVERNMENTAL FINANCE			Check Sequence: 32	ACH Enabled: False
2017A-05-12-22	City Hall Impv-2017A-Interest	8,032.50	05/23/2022	310-00-4711-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	8,032.50			
Vendor: 388 66793	UNIQUE PAVING MATERIALS CORP. Cold Mix	901.80	05/23/2022	Check Sequence: 33 101-32-4250-0000	ACH Enabled: True
	Check Total:	901.80			
Vendor: 389 INV348056	UNITED LABORATORIES Drain Opener	312.67	05/23/2022	Check Sequence: 34 101-52-4245-0000	ACH Enabled: False
	Check Total:	312.67			
Vendor: 638 PV#1-Christmas	VALLEY PAVING PV#1- Christmas Lake Boat Landing	32,590.70	05/23/2022	Check Sequence: 35 402-00-4680-0000	ACH Enabled: False
	Check Total:	32,590.70			
Vendor: 421 9905487725 9905487725 9905487725	VERIZON WIRELESS Sewer & Water - Acct842017386 Sewer & Water - Acct842017386 Sewer & Water - Acct842017386	80.97 80.98 80.97	05/23/2022 05/23/2022 05/23/2022	Check Sequence: 36 601-00-4321-0000 611-00-4321-0000 631-00-4321-0000	ACH Enabled: False Acct #842017386-00001 Acct #842017386-00001 Acct #842017386-00001
	Check Total:	242.92			
Vendor: 415 29940780	WARNER CONNECT Network Maint Services	4,663.84	05/23/2022	Check Sequence: 37 101-19-4321-0000	ACH Enabled: True
	Check Total:	4,663.84			
	Total for Check Run:	494,997.33			
	Total of Number of Checks:	37			



City of Shorewood Council Meeting Item

Title/Subject: **Approval of Proposed Engagement Letter with
Baker Tilly – City Administrator Search**

Meeting Date: Monday, May 23, 2022

Prepared by: Ed Shukle, Interim City Administrator

Reviewed by: Jared Shepherd, City Attorney

Attachments: **Resolution; Proposed Engagement Letter**

2D

MEETING
TYPE
Regular
Meeting

Background: The City Council interviewed 2 executive search firms at the May 9, 2022 Work Session to conduct a professional search process to hire a permanent city administrator. Those firms were Baker Tilly US, LLP and David Drown Associates (DDA). The Council then took action at the May 9 regular meeting to select Baker Tilly US, LLP, and directed that a contract be prepared for consideration and approval at the May 23, 2022 Regular City Council meeting. Baker Tilly prepared a proposed engagement letter (see attached), which has been reviewed by the City Attorney and me. The City Attorney and I recommend approval. In order for Baker Tilly to begin the project as soon as possible, the City Attorney advised that I could sign the Engagement Letter and the City Council could ratify the document at the May 23 meeting. Please be aware that there is a clause in the Engagement Letter regarding the possible payment of travel/lodging expenses for finalist candidates who may be coming from outside of Minnesota or a long distance within the state.

Financial Considerations: Sufficient funds are included within the City's General Fund budget to cover the costs associated with the engagement of Baker Tilly for this project and related expenses.

Action Requested: Staff respectfully recommends the city council approve Motion, second approving Resolution 2022 - ?? engaging the professional services of Baker Tilly US, LLP, to conduct the search for a permanent city administrator.

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.*

Page 1

**RESOLUTION NO. 22-051
CITY OF SHOREWOOD
COUNTY OF HENNEPIN
STATE OF MINNESOTA**

**A RESOLUTION AUTHORIZING EXECUTION OF AN EXECUTIVE SEARCH
FIRM AGREEMENT TO ASSIST IN HIRING A CITY ADMINISTRATOR**

WHEREAS, the City of Shorewood sent out a Request for Proposals for an Executive Search Firm to assist in the hiring of a new city administrator and interviewed two firms at its Work Session on May 9, 2022; and

WHEREAS, the City Council has selected Baker Tilly USA, LLP, as the firm to conduct a search for a new permanent city administrator; and

WHEREAS, the City Attorney was directed to work with the approved search firm to prepare a contract that is consistent with the terms outlined by the Firm in their proposal.

NOW, THEREFORE, IT IS RESOLVED by the City Council of the City of Shorewood, Minnesota that:

1. The City Council has approved the hiring of Baker Tilly USA, LLP to assist with the hiring of a new City Administrator.
2. Authorizes the Interim City Administrator to execute the Engagement Letter and enter into the agreement, as proposed, on behalf of the City of Shorewood, and ratifies the same.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF SHOREWOOD this 23rd -day of May, 2022.

Jennifer Labadie, Mayor

ATTEST:

Sandie Thone, City Clerk

Exhibit A



30 East 7th Street, Suite 3025
St. Paul, MN 55101
United States of America

T: +1 (651) 223 3000
F: +1 (651) 223 3046
bakertilly.com

May 10, 2022

Mr. Ed Shukle
Interim City Administrator
City of Shorewood
5755 Country Club Road
Shorewood, MN 55331

Dear Mr. Shukle:

This letter documents the City of Shorewood, Minnesota ("you/r" or "Client") engagement of Baker Tilly US, LLP ("we" or "Baker Tilly") to conduct an executive search for City Administrator (the "Project"). This letter defines our and your respective obligations for the Project. Our proposal dated April 27, 2022, is incorporated by reference.

Scope, Objectives and Approach

A team approach, which uses a combination of your personnel and ours, is critical to the success of the Project. Your organization and its team members bring the knowledge of your particular needs, and we bring a deep understanding of public sector executive recruitment and selection practices.

Phase	Description of Baker Tilly's Professional Services
Phase I	<u>Task 1</u> – Develop the candidate profile and define the advertising and marketing strategy (includes one day on site by Project Team Leader). <u>Task 2</u> – Identify qualified candidates that meet the profile.
Phase II	<u>Task 3</u> – Screen and submit list of recommended semi-finalists to client (includes one day onsite by Project Team Leader). <u>Task 4</u> – Conduct reference checks, and academic verifications. A criminal and/or credit history report may also be conducted at this Phase or at the conclusion of Phase III, as specified by you.
Phase III	<u>Task 5</u> – Final process/on-site interviews with finalists (includes two days on site by Project Team Leader). <u>Task 6</u> – Assist Client in making offer, which may be made contingent upon the successful completion of a background check as specified by you.
Conclusion	Acceptance of offer by candidate.

Project Timing and Budget

The Project will commence upon your execution of this engagement letter and will remain in effect for the period necessary for successful completion of the Project.

1. Patricia Heminover will lead the engagement, and other professionals will be involved as required. The all-inclusive professional fee to complete the Project is \$24,600 (the "Fee") and includes the cost of professional services by the Project Team Leader and the project support staff, and all project-related expenses such as advertising, printing, candidate background and reference checks, and travel expenses for on-site visits by the Project Team Leader. Travel expenses incurred by candidates for on-site interviews with the Client are not the responsibility of Baker Tilly and shall be handled directly by the Client. The Client will make payments upon receipt of an invoice submitted by Baker Tilly. Payment to Baker Tilly is due upon receipt. All invoices will be forwarded to the Client for processing unless otherwise directed. For reporting purposes, Baker Tilly's tax identification number is 39-0859910.
2. The Fee will be billed in four installments; 30% of the Fee will be billed upon execution of this Letter; 30% at the implementation of Phase I; 30% at the implementation of Phase II; and the final 10% upon acceptance of offer by the candidate. The Fee is not contingent. If you terminate this engagement before completion, Baker Tilly shall invoice you for any unpaid portion of the Fee.
3. If Client requests Baker Tilly to perform additional services beyond the services described above, such as conducting an employee/community survey or making additional on-site visits, such additional services shall result in additional fees. For an employee/community survey, the additional fee shall be \$1650. For additional on-site visits (beyond the three on-site visits which include four consulting days) described above, the additional fee would be an hourly rate of \$220 plus expenses.

Baker Tilly's Guarantees

1. Baker Tilly shall remain on the Project until you find a candidate to hire. If you are unable to make a selection from the initial group of semifinalists or finalists, Baker Tilly will work to identify additional candidates for your selection.
2. We promise that if the candidate you select is terminated or resigns within 12 months from being hired, Baker Tilly will conduct an additional search for you for no additional professional fee, but only for project-related expenses. Internal candidates selected from within your organization do not qualify for this guarantee. Except as stated above, Baker Tilly cannot guarantee the success of any candidate or guarantee that he or she shall perform to your expectations, as those things are beyond Baker Tilly's control.
3. Baker Tilly will not solicit the candidate you select for any other position while the candidate is employed by your organization.
4. When Baker Tilly obtains a criminal or credit history report on the candidates, Baker Tilly shall comply with the Fair Credit Reporting Act (the "FCRA") in obtaining the reports. Baker Tilly cannot guarantee the completeness or accuracy of the information in the reports.
5. In identifying and screening candidates, Baker Tilly will not discriminate against any candidate on the basis of age, race, creed, color, religion, sex, sexual orientation, national origin, disability, marital status or any other basis that is prohibited by federal, state or local law. Proactively, we shall make a good faith effort to include a diverse pool of qualified candidates in our search assignments.

Client's Obligations

1. You agree that you are responsible for candidate selections and that you will not discriminate against any candidate on the basis of age, race, creed, color, religion, sex, sexual orientation, national origin, disability, marital status or any other basis that is prohibited by federal, state or local law.
2. If you decide to not hire a candidate as a result of a criminal or credit history report, you agree to comply with the FCRA with regard to any pre- or post-adverse action notices and requirements.
3. You agree to respond to drafts of documents and reports in a timely manner. Failure to do so on your part will protract timelines and can negatively influence the outcome of the process.

If this letter is in agreement with your understanding, please sign below and return one copy to us for our files. We look forward to working with you on this important project.

Sincerely,



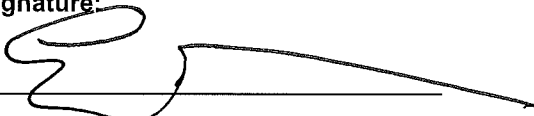
Edward Williams, Director

Client Signature:

Name: _____

Title: _____

Date: _____


Inverness City Administrator
5/16/22



City of Shorewood Council Meeting Item

Title/Subject: Annual Review and Update of City Data Practices Policies
Meeting Date: Monday, May 23, 2022
Prepared by: Sandie Thone, City Clerk/HR Director
Reviewed by: Brenda Pricco, Deputy City Clerk
Attachments: Resolution 22-052

Policy Consideration: Annual Review and Update of Data Practices Policies as required by MN State Statutes Section §13.025 and Section §13.03

Background:

Minnesota State Statutes, sections 13.025, subdivisions 2 and 3, require government entities to prepare written policies that relate to public access to government data, and rights of subjects of data and Minnesota State Statutes, section 13.03, subdivision 2 requires entities to establish procedures that data requests are complied with appropriately and promptly. Minnesota State Statute §13.025, subdivision 2, specifically requires that the Data Practices Responsible Authority shall prepare a written data access policy and update it no later than August 1 of each year, and at any other time as necessary to reflect changes in personnel, procedures, or other circumstances that impact the public's ability to access data.

The attached policies for the City of Shorewood: Data Practices Policy for Data Subjects and Data Practices Policy for Members of the Public reflect the most current and relevant information. The only change in the policy for 2022 is the replacement of SLMPD Chief Brian Tholen for previous Chief Mike Meehan as a Data Practices Designee. Approval of these policies will satisfy the government entity annual update obligations and requirements for the year 2022 pursuant to MN state law.

Financial or Budget Considerations: None

Recommendation/Action Requested: Staff respectfully recommends the city council approve the City of Shorewood Data Practices Policy for Data Subjects and Data Practices Policy for Members of the Public satisfying the government entity annual update obligations and requirements on or before August 1 for the year 2022 pursuant to MN state law. Motion, second and simple majority vote required.

Connection to Vision/Mission: Consistency in providing quality public services.

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

**RESOLUTION 22-052
2022 DATA PRACTICES POLICIES**

WHEREAS, Minnesota State Statutes, sections 13.025, subdivisions 2 and 3, require government entities to prepare written policies that relate to public access to government data, and rights of subjects of data and Minnesota State Statutes, section 13.03, subdivision 2 requires entities to establish procedures that data requests are complied with appropriately and promptly; and

WHEREAS, Minnesota State Statute §13.025, subdivision 2, specifically requires that the Data Practices Responsible Authority shall prepare a written data access policy and update it no later than August 1 of each year, and at any other time as necessary to reflect changes in personnel, procedures, or other circumstances that impact the public's ability to access data; and

WHEREAS, the City of Shorewood and the Responsible Authority have successfully created and updated the following policies: Data Practices Policy for Data Subjects and Data Practices Policy for Members of the Public which reflect the most current and relevant information and have been updated to include the most recent changes in personnel and appointments; and

WHEREAS, approval of these policies will satisfy the government entity annual update obligations and requirements for the year 2022 pursuant to MN state law.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Shorewood, the City of Shorewood Data Practices Policy for Data Subjects and Data Practices Policy for Members of the Public are approved.

ADOPTED BY THE CITY COUNCIL of the City of Shorewood this 23rd day of May 2022.

ATTEST:

Jennifer Labadie, Mayor

Sandie Thone, City Clerk

Data Practices Policy for Members of the Public

*City of Shorewood
Hennepin County, Minnesota*

Right to access public data

The Government Data Practices Act (Minnesota Statutes, Chapter 13) presumes that all government data are public unless a state or federal law says the data are not public. Government data is a term that means all recorded information a government entity has, including paper, email, flash drives, CDs, DVDs, photographs, etc.

The Government Data Practices Act also provides that this government entity must keep all government data in a way that makes it easy for you, as a member of the public, to access public data. You have the right to look at (inspect), free of charge, all public data that we keep. You also have the right to get copies of public data. The Government Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

How to make a data request

You can look at data, or request copies of data that this government entity keeps. Make your written request for data to the appropriate individual listed in the Data Practices Contacts on page 4. You may make your request via email, fax, mail, or in person using the form on page 6.

If you choose not use to use the data request form, your request should include:

- You are making a request for public data under the Government Data Practices Act (Minnesota Statutes, Chapter 13).
- Whether you would like to inspect the data, have copies of the data, or both.
- A clear description of the data you would like to inspect or have copied.

This government entity cannot require you, as a member of the public, to identify yourself or explain the reason for your data request. However, depending on how you want us to process your request (if, for example, you want us to mail you copies of data), we may need some information about you. If you choose not to give us any identifying information, we will provide you with contact information so you may check on the status of your request. In addition, please keep in mind that if we do not understand your request and have no way to contact you, we will not be able to begin processing your request.

How we respond to a data request

Upon receiving your request, we will work to process it.

- If it is not clear what data you are requesting, we will ask you for clarification.
- If we do not have the data, we will notify you in writing within 10 business days.
- If we have the data, but the data are not public, we will notify you as soon as reasonably possible and state which specific law says the data are not public.
- If we have the data, and the data are public, we will respond to your request appropriately and promptly, within a reasonable amount of time by doing one of the following:
 - Arrange a date, time, and place to inspect data, for free, if your request is to look at the data, or

- Provide you with copies of the data as soon as reasonably possible. You may choose to pick up your copies, or we will mail or fax them to you. We will provide electronic copies (such as email or CD-ROM) upon request if we keep the data in electronic format.

Information about copy charges is on page 5. We will provide notice to you about our requirement to prepay for copies.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please let us know. We will give you an explanation if you ask.

The Government Data Practices Act does not require us to create or collect new data in response to a data request if we do not already have the data, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement (for example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request). If we agree to create data in response to your request, we will work with you on the details of your request, including cost and response time.

In addition, we are not required under the Government Data Practices Act to respond to questions that are not specific requests for data.

Requests for summary data

Summary data are statistical records or reports that are prepared by removing all identifiers from private or confidential data on individuals. The preparation of summary data is not a means to gain access to private or confidential data. We will prepare summary data if you make request in writing and pre-pay for the cost of creating the data.

Upon receiving your written request – you may use the data request form on page 6 – we will respond within ten business days with the data or details of when the data will be ready and how much we will charge.

Data Practices Contacts

Responsible Authority

Name: Sandie Thone, City Clerk/Human Resources Director

Address: City of Shorewood, 5755 Country Club Road, Shorewood, MN 55331

Phone number/email address:

Phone: 952-960-7900, Email: sthone@ci.shorewood.mn.us

Data Practices Compliance Official

Name: Sandie Thone, City Clerk/Human Resources Director

Address: City of Shorewood, 5755 Country Club Road, Shorewood, MN 55331

Phone number/email address:

Phone: 952-960-7900, Email: sthone@ci.shorewood.mn.us

Data Practices Designee(s)

1) Name: Brian Tholen, Chief of Police, South Lake Minnetonka Police Department

Address: SLMPD, 24150 Smithtown Road, Shorewood, MN 55331

Phone number/email address:

Phone: 952-474-3261, Email: info@southlakepd.com

2) Name: Laura Holtan, Administrator, South Lake Minnetonka Police Department

Address: SLMPD, 24150 Smithtown Road, Shorewood, MN 55331

Phone number/email address:

Phone: 952-474-3261, Email: info@southlakepd.com

3) Name: Brenda Pricco, Deputy City Clerk, City of Shorewood

Address: City of Shorewood, 5755 Country Club Road, Shorewood, MN 55331

Phone number/email address:

Phone: 952-960-7901, Email: bpricco@ci.shorewood.mn.us

Copy Costs – Members of the Public

This government entity charges for copies of government data. These charges are authorized under Minnesota Statutes, section 13.03, subdivision 3(c).

For 100 or fewer paper copies – 25 cents per page

100 or fewer pages of black and white, letter or legal size paper copies cost 25¢ for a one-sided copy, or 50¢ for a two-sided copy.

Most other types of copies – actual cost

The charge for most other types of copies, when a charge is not set by statute or rule, is the actual cost of searching for and retrieving the data, and making the copies or electronically transmitting the data (e.g. sending the data by email).

In determining the actual cost of making copies, we factor in employee time, the cost of the materials onto which we are copying the data (paper, CD, DVD, etc.), and mailing costs (if any). If your request is for copies of data that we cannot reproduce ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies.

If, because of the subject matter of your request, we find it necessary for a higher-paid employee to search for and retrieve the data, we will calculate the search and retrieval portion of the copy charge at the higher salary/wage.

Data Request Form – Members of the Public

Request date:

I am requesting access to data in the following way:

- ☐ Inspection
- ☐ Copies
- ☐ Both inspection and copies

Note: Inspection is free

We will respond to your request as soon as reasonably possible.

Contact information

Name:

Address/phone number/email address:

Note: You do not have to provide any contact information. However, if you want us to mail/email you copies of data, we will need some type of contact information. In addition, if we do not understand your request and need to get clarification from you, without contact information we will not be able to begin processing your request until you contact us.

These are the data I am requesting:

Describe the data you are requesting as specifically as possible.

Notice of Adoption of Model Policies

Minnesota Statutes, section 13.025, subdivisions 2 and 3, require government entities to prepare written policies that relate to public access to government data, and rights of subjects of data and Minnesota Statutes, section 13.03, subdivision 2, requires entities to establish procedures so that data requests are complied with appropriately and promptly.

Minnesota Statutes, section 13.073, subd. 6, requires the Commissioner of Administration to prepare model policies and procedures to help government entities comply with those requirements. Entities that choose to adopt the Commissioner's model policies must notify the Commissioner. Please use the following statement to notify the Commissioner if you choose to adopt the model policies and procedures.*

Notice to Commissioner of Administration: Adoption of Model Policies

The City of Shorewood has adopted the Commissioner's Model Policy for the Public and Model Policy for Data Subjects. This notice to the Commissioner satisfies the City of Shorewood's obligation under Minnesota Statutes, section 13.073, subdivision 6.

Sandie Thone

City Clerk and Data Practices Responsible Authority

Adoption of Model Policy Notice to Commissioner of Administration Submitted May 8, 2017.

**Government entities may submit this notification by mail or email:*

Commissioner of Administration
c/o Information Policy Analysis Division (IPAD)
201 Administration Building
50 Sherburne Avenue
St. Paul, MN 55155
info.ipad@state.mn.us

Data Practices Policy for Data Subjects

*City of Shorewood
Hennepin County, Minnesota*

Data about you

The Government Data Practices Act (Minnesota Statutes, Chapter 13) says that data subjects have certain rights related to a government entity collecting, creating, and keeping government data about them. You are the subject of data when you can be identified from the data. Government data is a term that means all recorded information a government entity has, including paper, email, flash drives, CDs, DVDs, photographs, etc.

Classification of data about you

The Government Data Practices Act presumes that all government data are public unless a state or federal law says that the data are not public. Data about you are classified by state law as public, private, or confidential. See below for some examples.

Public data

We must give public data to anyone who asks. It does not matter who is asking for the data or why the person wants the data. The following is an example of public data about you:

*Example: John Smith, 5000 Smith Dr, Smithtown, MN 55000;
License applicant for On-Sale Liquor License for Smithtown Liquors*

Private data

We cannot give private data to the general public, but you can have access to private data when the data are about you. We can share your private data with you, with someone who has your permission, with our government entity staff who have a work assignment to see the data, and to others as permitted by law or court order. The following is an example of private data about you:

Example: John Smith's Social Security Number: 468-88-XXXX

Confidential data

Confidential data have the most protection. Neither the public nor you can get access even when the confidential data are about you. We can share confidential data about you with our government entity staff who have a work assignment to see the data, and to others as permitted by law or court order. We cannot give you access to confidential data. The following is an example of confidential data about you:

Example: John Smith as mandated reporter of complaint regarding child abuse

Your rights under the Government Data Practices Act

The City of Shorewood must keep all government data in a way that makes it easy for you to access data about you. Also, we can collect and keep only those data about you that we need for administering and managing programs that are permitted by law. As a data subject, you have the following rights.

Access to your data

You have the right to look at (inspect), free of charge, public and private data that we keep about you. You also have the right to get copies of public and private data about you. The Government Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

Also, if you ask, we will tell you whether we keep data about you and whether the data are public, private, or confidential.

As a parent, you have the right to look at and get copies of public and private data about your minor children (under the age of 18). As a legally appointed guardian, you have the right to look at and get copies of public and private data about an individual for whom you are appointed guardian.

Minors have the right to ask this government entity not to give data about them to their parent or guardian. If you are a minor, we will tell you that you have this right. We may ask you to put your request in writing and to include the reasons that we should deny your parents access to the data. We will make the final decision about your request based on your best interests. Minors do not have this right if the data in question are educational data maintained by an educational agency or institution.

When we collect data from you

When we ask you to provide data about yourself that are not public, we must give you a notice. The notice is sometimes called a Tennessean warning. The notice controls what we do with the data that we collect from you. Usually, we can use and release the data only in the ways described in the notice.

We will ask for your written permission if we need to use or release private data about you in a different way, or if you ask us to release the data to another person. This permission is called informed consent.

*If you want us to release data to another person,
you must use the consent form we provide.*

Protecting your data

The Government Data Practices Act requires us to protect your data. We have established appropriate safeguards to ensure that your data are safe.

In the unfortunate event that we determine a security breach has occurred and an unauthorized person has gained access to your data, we will notify you as required by law.

When your data are inaccurate and/or incomplete

You have the right to challenge the accuracy and/or completeness of public and private data about you. You also have the right to appeal our decision. If you are a minor, your parent or guardian has the right to challenge data about you.

How to make a request for your data

You can look at data, or request copies of data that the City of Shorewood keeps about you, your minor children, or an individual for whom you have been appointed legal guardian. Make your request for data to the appropriate individual listed in the Data Practices Contacts on page 6.

We prefer you use the data request form on Page 8 for all data requests. If you choose not to use the data request form, your request should include:

- You are making a request, under the Government Data Practices Act (Minnesota Statutes, Chapter 13), as a data subject, for data about you.
- Whether you would like to inspect the data, have copies of the data, or both.
- A clear description of the data you would like to inspect or have copied.
- Identifying information that proves you are the data subject, or data subject's parent/guardian.

The City of Shorewood requires proof of your identity before we can respond to your request for data. If you are requesting data about your minor child, you must show proof that you are the minor's parent. If you are a guardian, you must show legal documentation of your guardianship. Please see the Standards for Verifying Identity located on page 9.

How we respond to a data request

Once you make your request, we will work to process your request.

- If it is not clear what data you are requesting, we will ask you for clarification.

*If we do not have the data, we will notify you
in writing within 10 business days.*

- If we have the data, but the data are confidential or private data that are not about you, we will notify you within 10 business days and state which specific law says you cannot access the data.
- If we have the data, and the data are public or private data about you, we will respond to your request within 10 business days, by doing one of the following:
 - Arrange a date, time, and place to inspect data, for free, if your request is to look at the data, or
 - Provide you with copies of the data within 10 business days. You may choose to pick up your copies, or we will mail or fax them to you. We will provide electronic copies (such as email or CD-ROM) upon request if we keep the data in electronic format.

Information about copy charges is on page 7.

We will provide notice to you about our requirement to prepay for copies.

After we have provided you with access to data about you, we do not have to show you the data again for 6 months unless there is a dispute or we collect or create new data about you.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please let us know. We will give you an explanation if you ask.

The Government Data Practices Act does not require us to create or collect new data in response to a data request if we do not already have the data, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement (for example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request). If we agree to create data in response to your request, we will work with you on the details of your request, including cost and response time.

In addition, we are not required under the Government Data Practices Act to respond to questions that are not specific requests for data.

Data Practices Contacts

Responsible Authority

Name: Sandie Thone, City Clerk/Human Resources Director

Address: City of Shorewood, 5755 Country Club Road, Shorewood, MN 55331

Phone number/email address:

Phone: 952-960-7900, Email: sthone@ci.shorewood.mn.us

Data Practices Compliance Official

Name: Sandie Thone, City Clerk/Human Resources Director

Address: City of Shorewood, 5755 Country Club Road, Shorewood, MN 55331

Phone number/email address:

Phone: 952-960-7900, Email: sthone@ci.shorewood.mn.us

Data Practices Designee(s)

1) Name: Brian Tholen, Chief of Police, South Lake Minnetonka Police Department

Address: SLMPD, 24150 Smithtown Road, Shorewood, MN 55331

Phone number/email address:

Phone: 952-474-3261, Email: info@southlakepd.com

2) Name: Laura Holtan, Administrator, South Lake Minnetonka Police Department

Address: SLMPD, 24150 Smithtown Road, Shorewood, MN 55331

Phone number/email address:

Phone: 952-474-3261, Email: info@southlakepd.com

3) Name: Brenda Pricco, Deputy City Clerk, City of Shorewood

Address: City of Shorewood, 5755 Country Club Road, Shorewood, MN 55331

Phone number/email address:

Phone: 952-960-7901, Email: bpricco@ci.shorewood.mn.us

Copy Costs – Data Subjects

The City of Shorewood charges data subjects for copies of government data. These charges are authorized under Minnesota Statutes, section 13.04, subdivision 3.

You must pay for the copies before we will give them to you.

Actual cost of making the copies

In determining the actual cost of making copies, we factor in employee time, the cost of the materials onto which we are copying the data (paper, flash drive, CD, DVD, etc.), and mailing costs (if any).

If your request is for copies of data that we cannot reproduce ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies.

Data Request Form – Data Subjects

To request data as a data subject, you must show a valid state ID, such as a driver's license, military ID, or passport as proof of identity.

Contact information

Data subject name:

Parent/Guardian name (if applicable):

Address:

Phone number/email address:

Staff verification

Request date:

Identification provided:

I am requesting access to data in the following way:

☐ Inspection

☐ Copies

☐ Both inspection and copies

We will respond to your request within 10 business days.

Note: Inspection is free. The City of Shorewood charges to print hard copies of data.

These are the data I am requesting:

Describe the data you are requesting as specifically as possible.

Standards for Verifying Identity

The following constitute proof of identity.

- An adult individual must provide a valid photo ID, such as
 - a state driver's license
 - a military ID
 - a passport
 - a Minnesota ID
 - a Minnesota tribal ID
- A minor individual must provide a valid photo ID, such as
 - a state driver's license
 - a military ID
 - a passport
 - a Minnesota ID
 - a Minnesota Tribal ID
 - a Minnesota school ID
- The parent or guardian of a minor must provide a valid photo ID and either
 - a certified copy of the minor's birth certificate or
 - a certified copy of documents that establish the parent or guardian's relationship to the child, such as
 - a court order relating to divorce, separation, custody, foster care
 - a foster care contract
 - an affidavit of parentage
- The legal guardian for an individual must provide a valid photo ID and a certified copy of appropriate documentation of formal or informal appointment as guardian, such as
 - court order(s)
 - valid power of attorney

Note: Individuals who do not exercise their data practices rights in person must provide either notarized or certified copies of the documents that are required or an affidavit of ID.

Notice of Adoption of Model Policies

Minnesota Statutes, section 13.025, subdivisions 2 and 3, require government entities to prepare written policies that relate to public access to government data, and rights of subjects of data and Minnesota Statutes, section 13.03, subdivision 2, requires entities to establish procedures so that data requests are complied with appropriately and promptly.

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Sandie Thone

City Clerk/Human Resources Director and Data Practices Responsible Authority

Adoption of Model Policy Notice to Commissioner Submitted May 8, 2017

**Government entities may submit this notification by mail or email:*

Commissioner of Administration
c/o Information Policy Analysis Division (IPAD)
201 Administration Building
50 Sherburne Avenue
St. Paul, MN 55155
info.ipad@state.mn.us



City of Shorewood Council Meeting Item

Title/Subject: Accept Quotes for the 2022 Pavement Marking Project, City Project 22-03
Meeting Date: Monday, May 23, 2022
Prepared by: Andrew Budde, City Engineer
Reviewed by: Larry Brown, Director of Public Works
Attachments: Contract Award and Resolution

Background: The City completes an annual pavement striping project on local roadways and parking lots, to enhance worn out striping and to provide safer roadways for the traveling public. The City's current strategy is to utilize epoxy paint on higher volume and newly paved roadways and latex paint on lower volume and older roadways, in addition to parking lots. While the epoxy paint is more expensive than the latex paint, the latex paint does not hold up on higher volume roadways. There are no streets in this year's project that will be striped with epoxy paint. The striping that was completed as part of the 2020 and 2021 projects with epoxy markings have held up well and do not need to be repainted this year. Additionally, there was overlap in streets with the 2022 Mill & Overlay project that include roads that will be striped under that separate contract.

Quotes for the project were solicited from three contractors and opened on May 16, 2022. A total of one quote was received and the low quote provided by Sir Lines-A-Lot from Edina, Minnesota. The bid and Engineer's Estimate is summarized below:

<u>Bidder:</u>	<u>Total Bid Amount:</u>
Sir Lines-A-Lot	\$24,307.87
Engineer's Estimate	\$26,216.98

Staff has reviewed the bid and the bid received are accurate.

Financial or Budget Considerations: The project is to be funded from the 2022 Mill & Overlay project and based on recent bid openings and recommendations for award has adequate funds available for the pavement marking project.

Recommendation/Action Requested: Staff recommends award of the contract, in the amount of \$24,307.87, to the low bidder, Sir Lines-A-Lot.



City of Shorewood

Project Bid Tabulation

2022 Pavement Marking Plan

BMI No. 0C1.126811

Soliciting agent: Bolton & Menk, Inc.

Contact: Andrew Budde, P.E.

Bid Date: 05/17/2021 2:00 PM CDT

Firm	Amount Base Bid
SIR LINES-A-LOT	\$24,307.87

Engineer's Opinion of Cost

\$26,217

I hereby certify that this is a true and correct tabulation of the bids as received on May 17, 2021 for the Pavement Marking Plan.

Andrew Budde, P.E., City Engineer

Sandie Thone, City Clerk

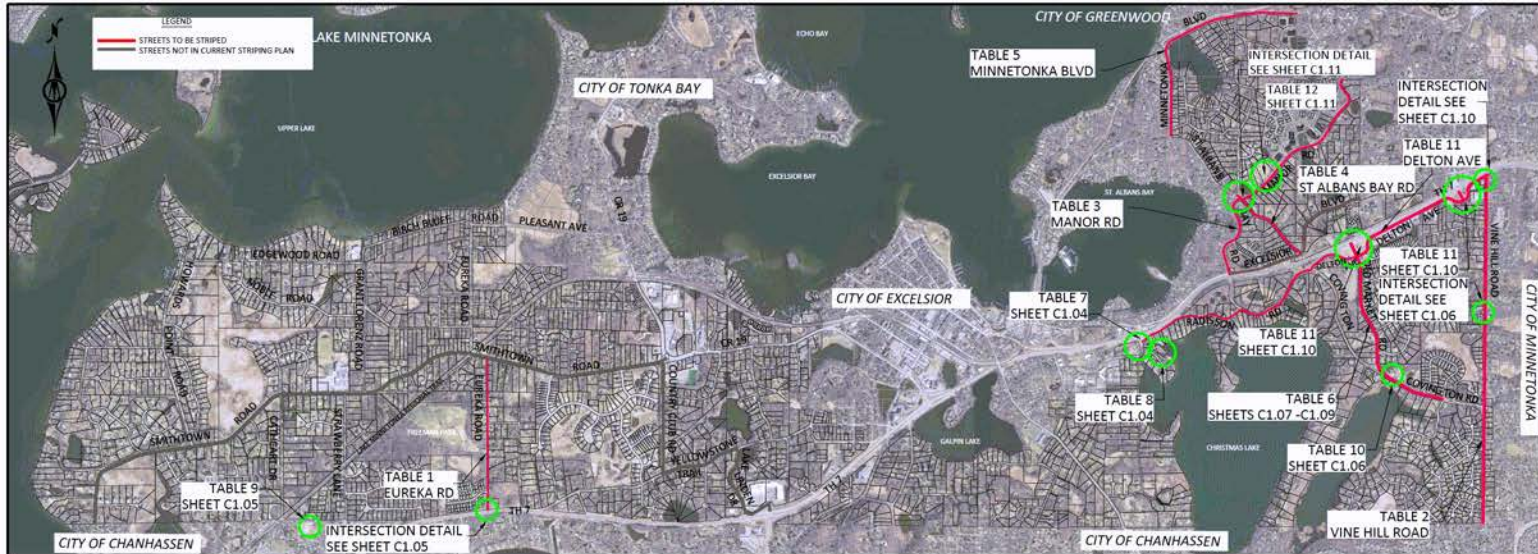


TABLE 1 EUREKA ROAD			
PAVEMENT MARKINGS			
ITEM NO.	DESCRIPTION	UNIT	QUANTITY
1	4" DOUBLE SOLID LINE YELLOW-PAINT	LIN. FT.	3,300
2	4" SOLID LINE WHITE-PAINT	LIN. FT.	6,800
3	PAVEMENT MESSAGE (LEFT ARROW) PAINT	EACH	2
4	PAVEMENT MESSAGE (RIGHT ARROW) PAINT	EACH	2

TABLE 2 VINE HILL ROAD			
PAVEMENT MARKINGS			
ITEM NO.	DESCRIPTION	UNIT	QUANTITY
1	4" DOUBLE SOLID LINE YELLOW-PAINT	LIN. FT.	7,400
2	4" SOLID LINE WHITE-PAINT	LIN. FT.	35,150
3	24" SOLID LINE WHITE-PAINT	LIN. FT.	50
4	PAVEMENT MESSAGE (RIGHT ARROW) PAINT	EACH	2
6	PAVEMENT MESSAGE (LEFT ARROW) PAINT	EACH	1
7	PAVEMENT MESSAGE (ONLY) PAINT	EACH	1
8	CROSSWALK MARKING WHITE-PAINT	SQ. FT.	345

TABLE 3 MANOR ROAD			
PAVEMENT MARKINGS			
ITEM NO.	DESCRIPTION	UNIT	QUANTITY
1	4" DOUBLE SOLID LINE YELLOW-PAINT	LIN. FT.	5,420

TABLE 4 ST. ALBANS BAY ROAD			
PAVEMENT MARKINGS			
ITEM NO.	DESCRIPTION	UNIT	QUANTITY
1	4" DOUBLE SOLID LINE YELLOW-PAINT	LIN. FT.	1,680
2	4" SOLID LINE WHITE-PAINT	LIN. FT.	75
3	24" SOLID LINE WHITE-PAINT	LIN. FT.	95

TABLE 5 MINNETONKA BOULEVARD			
PAVEMENT MARKINGS			
ITEM NO.	DESCRIPTION	UNIT	QUANTITY
1	4" DOUBLE SOLID LINE YELLOW-PAINT	LIN. FT.	4,925
2	4" SOLID LINE WHITE-PAINT	LIN. FT.	9,850

TABLE 6 OLD MARKET ROAD-COVINGTON ROAD			
PAVEMENT MARKINGS			
ITEM NO.	DESCRIPTION	UNIT	QUANTITY
1	4" DOUBLE SOLID LINE YELLOW-PAINT	LIN. FT.	5,405
2	4" SOLID LINE WHITE-PAINT	LIN. FT.	5,032
3	PAVEMENT MESSAGE (BIKE LANE SYMBOL) PAINT	EACH	19
4	PAVEMENT MESSAGE (RIGHT ARROW) PAINT	EACH	2
5	PAVEMENT MESSAGE (THRU) LEFT ARROW PAINT	EACH	2
6	CROSSWALK MARKING WHITE-PAINT	SQ. FT.	630



PHILIP J. SCHUEP
5/1/18



2638 SHADOW LANE, SUITE 200
CHESA, MINNESOTA 55815
Phone: (952) 488-8838
Email: Chaska@bolton-menk.com
www.bolton-menk.com

DATE	5/1/18
BY	PHJ
CHECKED BY	PHJ
DATE	5/1/18

CITY OF SHOREWOOD
2022 PAVEMENT MARKING PLAN
STRIPING OVERVIEW MAP

SHEET
C1.02

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 WILL 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 SERVE 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 1/4 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.

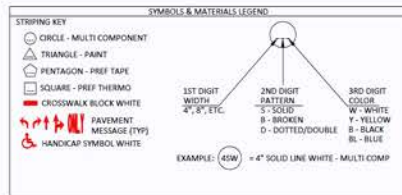
PAINT:

AT THE TIME OF APPLYING THE MARKING MATERIAL, THE APPLICATION AREA SHALL BE FREE OF CONTAMINATION. THE CONTRACTOR SHALL CLEAN THE ROADWAY SURFACE PRIOR TO THE LINE APPLICATION IN A MANNER AND TO THE EXTENT REQUIRED BY THE ENGINEER.

GLASS BEADS SHALL BE APPLIED IMMEDIATELY AFTER APPLICATION OF THE PAINT LINE.

EXCEPT WHEN USED AS TEMPORARY MARKING, PAVEMENT MARKINGS SHALL ONLY BE APPLIED IN SEASONABLE WEATHER WHEN AIR TEMPERATURE IS 50°F OR HIGHER AND SHALL NOT BE APPLIED WHEN THE WIND OR OTHER CONDITIONS CAUSE A FILM OF DUST TO BE DEPOSITED ON THE PAVEMENT SURFACE AFTER CLEANING AND BEFORE THE MARKING MATERIAL CAN BE APPLIED.

THE FILLING OF TANKS, POURING OF MATERIALS OR CLEANING OF EQUIPMENT SHALL NOT BE PERFORMED ON UNPROTECTED PAVEMENT SURFACES, UNLESS ADEQUATE PROVISIONS ARE MADE TO PREVENT SPILLAGE OF MATERIAL.



TYPICAL PAVEMENT MESSAGE DIMENSIONS
NOT TO SCALE



QUANTITIES	UNIT	QUAN
4" SOLID LINE WHITE-PAINT	LIN FT	50,347
4" SOLID LINE BLUE-PAINT	LIN FT	55
4" DOUBLE SOLID LINE YELLOW-PAINT	LIN FT	30,590
4" SOLID LINE YELLOW-PAINT	LIN FT	1,650
4" BROKEN LINE WHITE-PAINT	LIN FT	20
12" SOLID LINE WHITE-PAINT	LIN FT	350
24" SOLID LINE WHITE-PAINT	LIN FT	255
24" SOLID LINE YELLOW-PAINT	LIN FT	160
CROSSWALK MARKING WHITE-PAINT	SQ FT	1,250
PAVEMENT MESSAGE (HANDICAPPED SYMBOL) PAINT	EACH	6
PAVEMENT MESSAGE (BIKE LANE SYMBOL) PAINT	EACH	19
PAVEMENT MESSAGE (RIGHT ARROW) PAINT	EACH	15
PAVEMENT MESSAGE (LEFT ARROW) PAINT	EACH	11
PAVEMENT MESSAGE (THRU ARROW) PAINT	EACH	2
PAVEMENT MESSAGE (THRU/LEFT ARROW) PAINT	EACH	2
PAVEMENT MESSAGE (ONLY) PAINT	EACH	1

Pavement Marking Character Areas

Areas are in square foot.
Pavement letters are 66" tall.

Character	Installed Area	Removal Area	Message	Installed Area	Removal Area
A	8.22	10.27	A	20.63	49.07
B	7.25	10.27	B	17.76	36.13
C	4.79	10.27	C	32.49	74.93
D	6.26	10.27	D	30.31	64.67
E	6.26	10.27	E	20.90	49.07
F	4.61	10.27	F	20.10	36.80
G	5.89	10.27	G	22.71	51.73
H	5.84	10.27	H	15.45	48.00
I	2.56	2.67	I	12.20	33.25
J	3.58	10.27	J	30.09	61.83
K	5.99	10.27	K	36.87	88.00
L	3.79	10.27	L	37.10	139.33
M	7.12	10.27	M	22.29	53.33
N	6.85	10.27	N	41.88	104.50
O	6.04	10.27	O	9.75	30.00
P	5.24	10.27	P	9.75	30.00
Q	6.30	10.27	Q	9.75	30.00
R	6.11	10.27	R	9.75	30.00
S	5.89	10.27	S	9.75	30.00
T	3.79	10.27	T	9.75	30.00
U	5.75	10.27	U	9.75	30.00
V	4.69	10.27	V	9.75	30.00
W	6.95	10.27	W	9.75	30.00
X	4.69	10.27	X	9.75	30.00
Y	3.84	10.27	Y	9.75	30.00
Z	8.02	10.27	Z	9.75	30.00
1	2.56	2.67	1	9.75	30.00
2	5.89	10.27	2	9.75	30.00
3	5.59	10.27	3	9.75	30.00
4	5.10	10.27	4	9.75	30.00
5	6.18	10.27	5	9.75	30.00
6	6.35	10.27	6	9.75	30.00
7	3.79	10.27	7	9.75	30.00
8	6.75	10.27	8	9.75	30.00
9	6.35	10.27	9	9.75	30.00
0	6.04	10.27	0	9.75	30.00
Message	Installed Area	Removal Area	Message	Installed Area	Removal Area
ARROW	28.90	62.00	ARROW	61.88	148.00
ONLY	22.03	38.60			
LANE	22.23	49.07			

PUBLISHED BY CITY OF SHOREWOOD 12/18/2022

NOTES:
ALL REMOVAL AREAS ARE COMPLETED AS REQUIRED BY SPEC 2102.
IF THE ROUNDABOUT DOT IS INSTALLED, ADD 147 SQ FT TO THE INSTALLED AREA.
IF THE ROUNDABOUT DOT IS PRESENT, ADD 3 SQ FT TO THE TOTAL REMOVAL AREA.
IF THE ROUNDABOUT DOT IS PRESENT, ADD 4.33 SQ FT TO THE TOTAL REMOVAL AREA.
IF THE ROUNDABOUT DOT IS PRESENT, ADD 8.66 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 2102.
BARS FOR RAILROAD CROSSING PAVEMENT MESSAGE PAID FOR AS 24" SOLID LINE.

PHILIP J. SCHUBERT
54118
05/10/2022

BOLTON & MENK

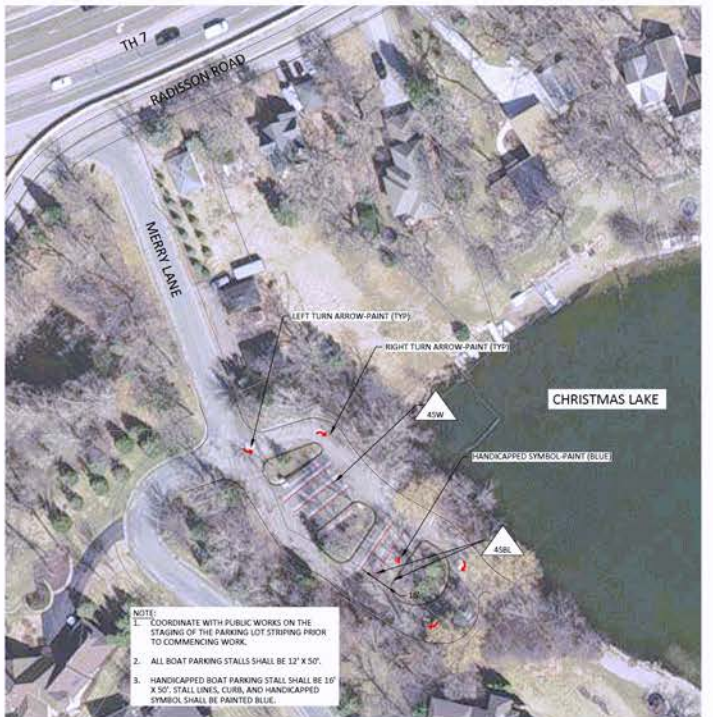
2638 SHADOW LANE, SUITE 200
CHRYSLER, MINNEAPOLIS, MN 55418
Phone: (762) 448-8818
Email: Chas@bolton-menk.com
www.bolton-menk.com

DATE: 05/10/2022
BY: [Signature]
CHECKED: [Signature]
DATE: 05/10/2022

CITY OF SHOREWOOD
2022 PAVEMENT MARKING PLAN
STRIPING NOTES & DETAILS

SHEET
C1.03

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SHOREWOOD, MINN. 55331-1001



CHRISTMAS LAKE BOAT RAMP			
PAVEMENT MARKINGS			
ITEM NO.	DESCRIPTION	UNIT	QUANTITY
1	4" SOLID LINE WHITE-PAINT	LIN.FT	260
2	4" SOLID LINE BLUE-PAINT	LIN.FT	55
3	PAVEMENT MESSAGE (LEFT ARROWS) PAINT	EACH	1
4	PAVEMENT MESSAGE (RIGHT ARROWS) PAINT	EACH	3
5	PAVEMENT MESSAGE (HANDICAPPED SYMBOL) PAINT	EACH	1



SHOREWOOD, MINN. 55331-1001
2022 PAVEMENT MARKING PLAN
STRIPING PLAN-CHRISTMAS LAKE
PHILIP J. SCHUBERT
543186
05/10/2022



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

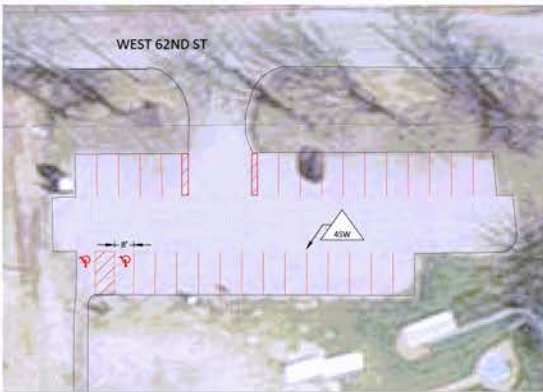
DATE	BY	REVISION
05/10/22	CS	01
05/10/22	CS	02
05/10/22	CS	03

CITY OF SHOREWOOD
2022 PAVEMENT MARKING PLAN
STRIPING PLAN-CHRISTMAS LAKE

SHEET

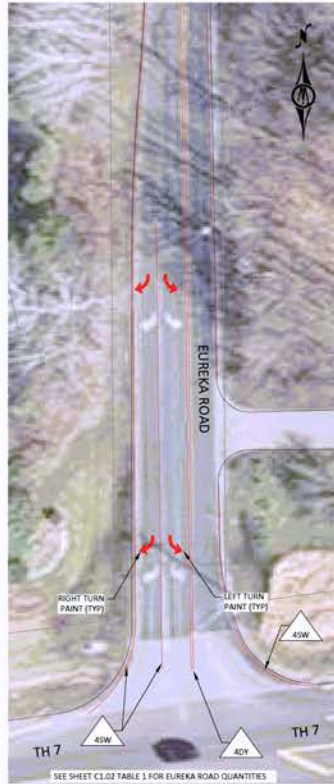
C1.04

CATHCART PARK



- NOTE:
1. COORDINATE WITH CITY STAFF ON THE STAGING OF THE PARKING LOT STRIPING PRIOR TO COMMENCING WORK.
 2. CATHCART PARKING STALLS SHALL BE 9' X 18' EXCEPT AS NOTED.
 3. ALL STRIPING SHALL BE 4" SOLID WHITE.

CATHCART PARK			
PAVEMENT MARKINGS			
ITEM NO.	DESCRIPTION	UNIT	QUANTITY
1	4" SOLID LINE WHITE-PAINT	LIN FT	700
2	PAVEMENT MESSAGE (HANDICAPPED SYMBOL) PAINT	EACH	2



SEE SHEET C1.02 TABLE 1 FOR EUREKA ROAD QUANTITIES

PHILIP J. SCHLUFF
54186
05/10/2022



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CHRYSLER, MINNESOTA 55118
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www.bolton-menk.com

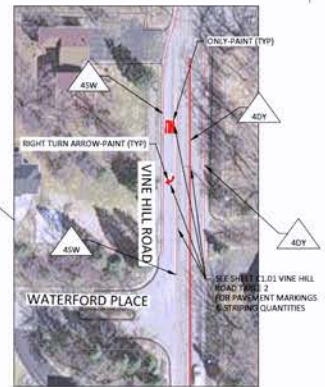
NO.	DESCRIPTION	QUANTITY
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CITY OF SHOREWOOD
2022 PAVEMENT MARKING PLAN
STRIPING PLAN-EUREKA ROAD- CATHCART PARK

SHEET
C1.05



SILVERWOOD PARK PAVEMENT MARKINGS			
ITEM NO.	DESCRIPTION	UNIT	QUANTITY
1	4" SOLID LINE WHITE-PAINT	LIN FT	250
2	PAVEMENT MESSAGE (HANDICAPPED SYMBOL) PAINT	EACH	3



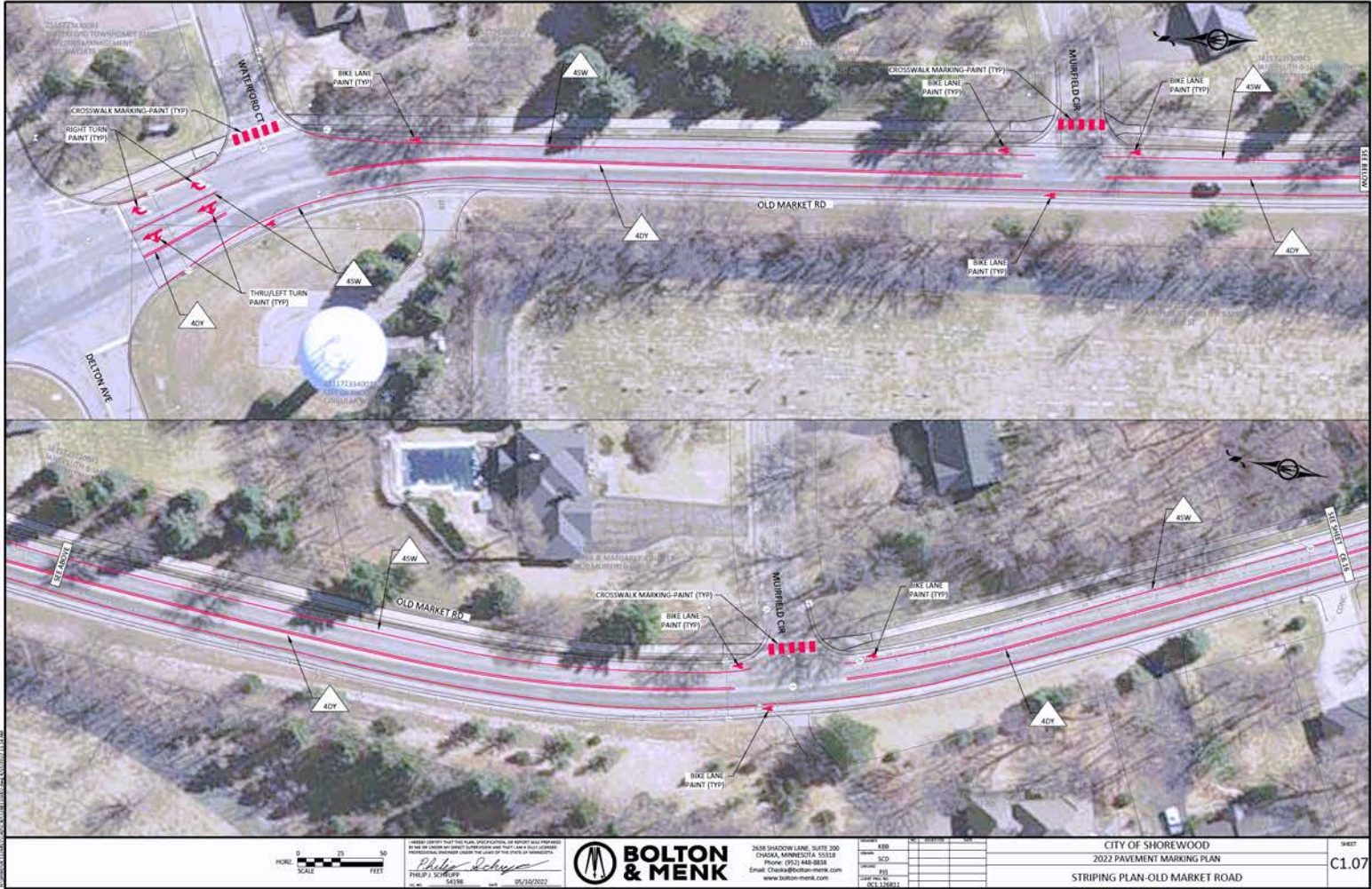
PHILIP J. SCHLUFF
54186
05/10/2022



2638 SHADOW LANE, SUITE 200
CHISA, MINNESOTA 55128
Phone: (952) 448-8838
Email: Chisa@bolton-menk.com
www.bolton-menk.com

DESIGN	088
DRAWN	023
CHECKED	011
DATE	07/13/2021

CITY OF SHOREWOOD	SHEET
2022 PAVEMENT MARKING PLAN	C1.06
STRIPING PLAN-SILVERWOOD PARK, COVINGTON RD, VINE HILL RD	



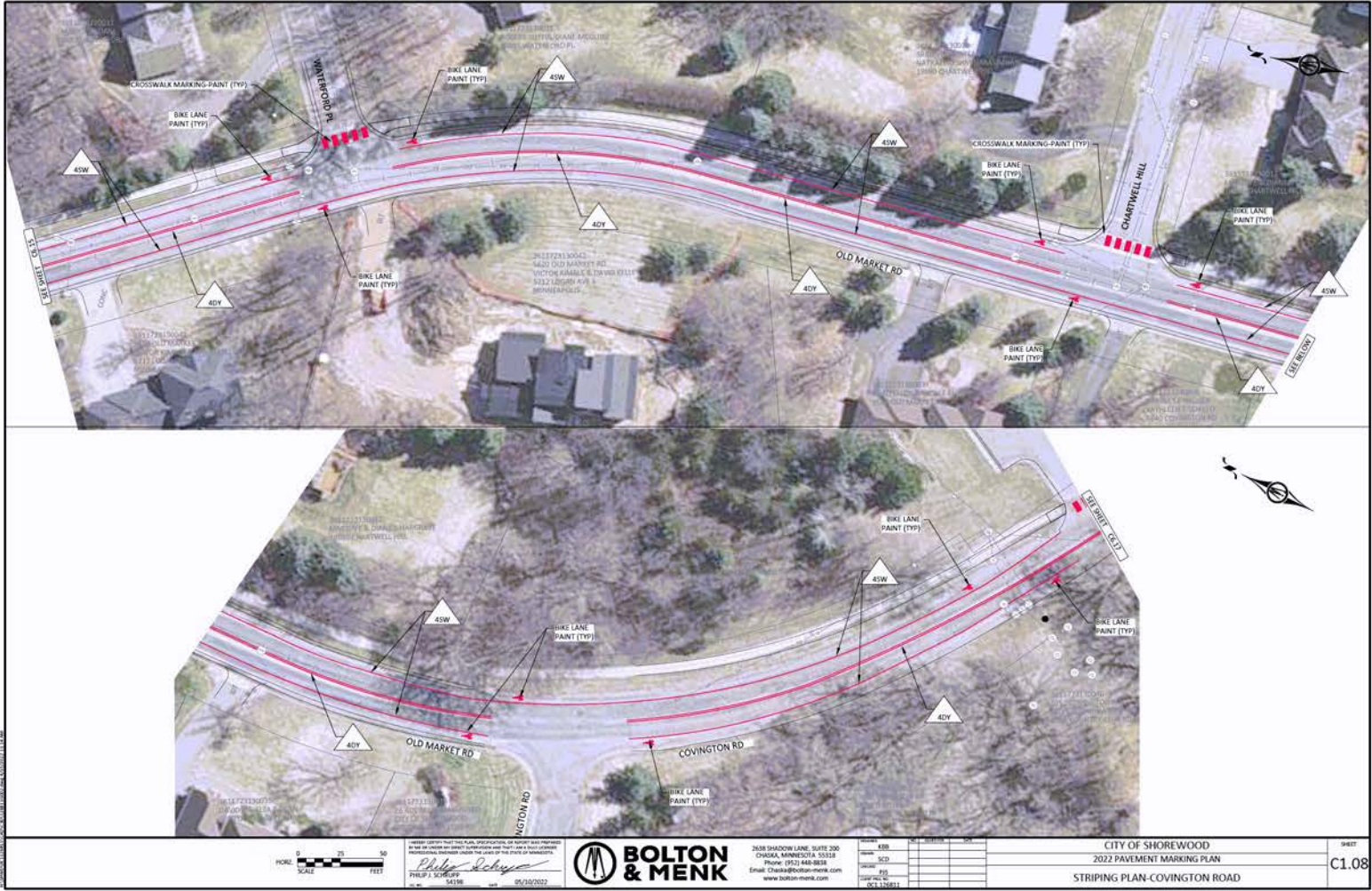
PHILIP J. SCHULTE
PHILIP J. SCHULTE
5/1/16



2638 SHADOW LANE, SUITE 200
CHESA, MINNESOTA 55518
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Email: Chesa@bolton-menk.com
www.bolton-menk.com

PROJECT	088
DATE	8/2
DESIGNER	011
DATE	8/2
PROJECT NO.	07-120011

CITY OF SHOREWOOD	SHEET
2022 PAVEMENT MARKING PLAN	C1.07
STRIPING PLAN-OLD MARKET ROAD	



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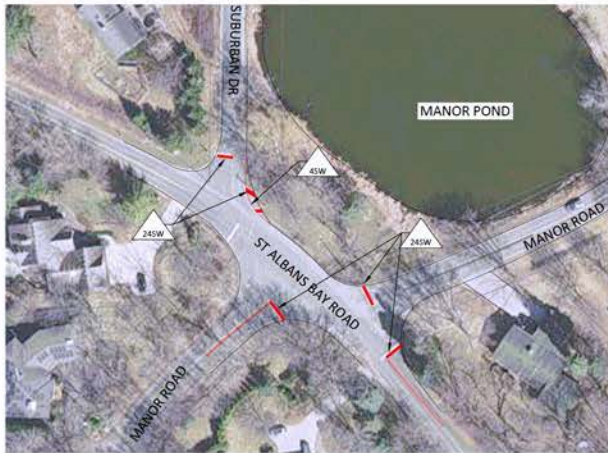
PHILIP J. SCHUEFF
54186
05/10/2022



2638 SHADOW LANE, SUITE 200
CHESA, MINNESOTA 55818
Phone: (952) 448-8838
Email: Chesa@bolton-menk.com
www.bolton-menk.com

NO.	DATE	DESCRIPTION
001	05/10/2022	ISSUED FOR PERMIT
002	05/10/2022	ISSUED FOR PERMIT
003	05/10/2022	ISSUED FOR PERMIT
004	05/10/2022	ISSUED FOR PERMIT
005	05/10/2022	ISSUED FOR PERMIT
006	05/10/2022	ISSUED FOR PERMIT
007	05/10/2022	ISSUED FOR PERMIT
008	05/10/2022	ISSUED FOR PERMIT
009	05/10/2022	ISSUED FOR PERMIT
010	05/10/2022	ISSUED FOR PERMIT

CITY OF SHOREWOOD	SHEET
2022 PAVEMENT MARKING PLAN	C1.08
STRIPING PLAN-COVINGTON ROAD	



SEE SHEET C1.02 TABLE 4 FOR ST. ALBANS BAY ROAD FOR PAVEMENT MARKINGS AND STRIPING QUANTITIES AND TABLE 3 FOR MANOR ROAD PAVEMENT MARKINGS AND STRIPING QUANTITIES.

MANOR PARK			
PAVEMENT MARKINGS			
ITEM NO.	DESCRIPTION	UNIT	QUANTITY
1	4" SOLID LINE WHITE PAINT	LIN FT	830
2	PAVEMENT MESSAGE (HANDICAPPED SYMBOL) PAINT	EACH	2

- NOTE:
- COORDINATE WITH PUBLIC WORKS ON THE STAGING OF THE PARKING LOT STRIPING PRIOR TO COMMENCING WORK.
 - ALL PARKING STALLS SHALL BE 9' X 20'.



PHILIP J. SCHLUFF
54318
05/10/2022



2638 SHADOW LANE, SUITE 200
CHESA, MINNESOTA 55818
Phone: (763) 448-8838
Email: Chesa@bolton-menk.com
www.bolton-menk.com

NO.	DATE	DESCRIPTION
001	05/10/2022	ISSUED FOR PERMIT
002	05/10/2022	REVISED
003	05/10/2022	REVISED
004	05/10/2022	REVISED
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CITY OF SHOREWOOD
2022 PAVEMENT MARKING PLAN
STRIPING PLAN-MANOR ROAD

SHEET
C1.11

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

RESOLUTION 22-053

**A RESOLUTION TO AWARD CONTRACT
CITY PROJECT 22-03**

WHEREAS, pursuant to the request for quotes for the 2022 Pavement Marking Plan, a quote was received on May 16, 2022, opened and tabulated according to law, with the following quotes received:

Contractor	Total Quote
SIR LINES-A-LOT	\$24,307.87

WHEREAS, Sir Lines-A-Lot is the lowest responsible bidder; and

WHEREAS, Sir Lines-A-Lot 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 Sir Lines-A-Lot based on the lowest bid amount in the name of the City of Shorewood for the 2022 Pavement Marking Plan 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 23rd day of May, 2022.

Jennifer Labadie, Mayor

Attest:

Sandie Thone, City Clerk



City of Shorewood Council Meeting Item

Title/Subject: **Accept Quote for Shorewood Community & Event Center Painting**

2G

Meeting Date: May 23, 2022
Prepared by: Twila Grout – Park & Rec Director

MEETING
TYPE
Regular
Meeting

Reviewed by: Sandie Thone – City Clerk/HR Director

Attachments: **Quote from Superior Painting**
 Quote from JMJ Painters

Background: In 2018 a Proposed Capital Improvement Plan (CIP) for the Shorewood Community & Event Center was developed. One of the updates is to paint the exterior of the building. The painting of the exterior building is scheduled in the 2022 CIP.

Attached are two quotes from Superior Painting and JMJ Painters. Both contractors have done work for the city. On the Superior Painting quote they included the well building which is excluded in the community center quote.

Financial Considerations: Funding for the painting of the exterior building will come out of the CIP.

Action Requested: Staff recommends the city council approve the lowest quote from Superior Painting Contractors of \$6,160.00.

Approving the request requires a simple majority of Council members.

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.



Superior

Painting Contractors

Proposal

751 Chippewa Circle
Chanhassen, MN 55317
Cell: 612.990.8423
daddy03339@gmail.com
www.superior-painting.com

Date: 5/12/22
Customer: City of Shorewood
Street: 5755 Country Club Rd. Phone: 952-474-0128
City: Shorewood State: MN Zip: 55331

We hereby submit specifications for:

City of Shorewood community center exterior bids:

The well building:

Power wash, scrape, sand, prime and paint two coats.

6 doors + jams, and 1/2 round brown cement blocks all four sides.

Total price include labor and materials = \$1,980.00

Community and event center:

Power wash all fascia, soffit and siding. Scrape, sand, prime and paint two coats finish.

Front: Front entryway four post and columns, door + trims, wood trim and siding.

Left: Doors + trims, wood trim and siding.

Right: Doors + trims, wood trim and siding.

Back: Wood trim and siding.

Total price = \$6,160.00

We hereby propose to furnish Labor in complete accordance with above specifications

For the sum of See above costs Dollars (\$ n/a)

No Material costs are included unless specified

Payment to be made as follows 1/2 down payment, balance on completion.

All labor is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner of work site to carry fire, tornado and other necessary insurance.

Authorized Signature Robert T. Edmondson

Note: this proposal may be withdrawn if not accepted within 30 days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted.
Payment will be made as outlined above.

Signature _____

Date of Acceptance _____

Signature _____



Contract Date
August 2, 2021

Owner: Adam Weinzetl
Phone: 612-990-5813
Email: Adam@JMJpainters.com
Website: www.JMJpainters.com

Client: Twila Grout
Project 5735 Country Club Road
Address Shorewood, MN 55331
Phone: 952-960-7902
E-mail: tgrout@ci.shorewood.mn.us

**Full Workers Compensation Coverage and \$1,000,000+ "Double" General Liability Insurance*

GENERAL SUMMARY

Repainting the Community & Event Center Pavillion (and Building)

SCOPE OF WORK

- Painting the Wood Pillars the "Beam" Color

- Priming with a Metal Rust-Inhibitor Primer and Painting the Metal Areas of the Beams and Pillars "Beam" and/or "Accent" Color

Alternates

Painting the Siding, Trim and Exterior Doors of the Building

Exclusions

Pavillion Ceiling, Lettering and Stencils, Brick/Stone, Soffit, Downspouts and All Areas not included in the Scope of Work

PREP WORK

Washing: Ensuring that the wall is free from debris and dust so paint will adhere with maximum "grab".
Priming: Prime on all Bare Wood. There is also primer in the paint for an extra sturdy application.
Scraping: Removing paint, then sanding and using an appropriate primer to seal the surface well.

MATERIAL DETAILS

Area	Paint Manufacturer / Sheen / Material	Color	Coats
Beam Color	Sherwin Williams / Satin / Super Paint (or Duration)	TBD	Two
Accent Color	Sherwin Williams / Satin / Super Paint (or Duration)	TBD	One-Two
Rust Primer Color	Sherwin Williams / Flat / Kem Kromik	TBD	One
Metal Topcoat Color	Sherwin Williams / Satin / Direct to Metal	TBD	One
Siding Color	Sherwin Williams / Flat / Super Paint (or Duration)	TBD	One-Two
Trim Color	Sherwin Williams / Flat / Super Paint (or Duration)	TBD	One-Two

CLEANING PROCEDURES

Completed each day and upon project completion. Ladders down and stacked; tools, equipment and paint stored properly in a location determined to be acceptable by client and Supervisor. During our final walk-through we will ensure the property is cleaned according to industry standards and client expectations.

PROJECT TERMS

Our goal is to glorify God by providing an honest, quality painting project for you - please let us know if we are *ever* not fulfilling that goal. We warranty our painting work for 5 years against paint failure and are backed by the manufacturers warranty as well. This agreement signifies authorization to proceed with the painting work as outlined in the Scope of Work. The balance after deposit will be invoiced on the day of substantial completion. Our quoted project price already includes a discount of 3% for cash/check payments. While we do accept credit cards, this 3% discount is waived if credit card is the chosen payment option. We do have the ability to accept credit cards without the 3% increase - please ask for more details.

Payment terms are not to exceed 14 days after receipt of invoice unless otherwise agreed upon in writing. We strive to provide the most accurate quote. The price quoted includes labor and materials unless otherwise indicated. These are exact prices and only changeable via change order. Unless otherwise agreed to, a 20% Deposit is required for scheduling the project.

YOUR PROJECT OPTIONS

A: 2 Coats Material Upgrade
- Duration Paint

Option A Price

\$ 4,899.00

B: 2 Coats Standard Material
- Super Paint

Option B Price

\$ 4,188.00

Alt 1: One Coat Building

Alternate Price \$ 4,752.00

Alt 2: Two Coat Building

Alternate Price \$ 6,557.00

OUR COMMITMENT TO YOU

JMJ Painters proposes to do the painting work as per the above Scope of Work and guarantees all work will be done in a professional manner according to the industry standards outlined by the Painting Contractor's Association.

Recommendation **Option B** + *Alternate 2*

Project Cost **\$10,745.00**

20% Deposit \$2,149.00



JMJ Painters Representative Signature

Adam Weinzetl

Print

8/2/2021

Date

ACCEPTANCE

Signature below signifies acceptance of the contract amount and authorizes services to proceed as outlined in the Scope of Work. The customer signature also signifies guaranteed payment of the contract amount as outlined above.

Client Signature

Print

Date

WORK STANDARDS AND NOTICES

Please Note: JMJ Painters is not responsible for latent damage or damage caused by others after surfaces are properly painted. All added work from damage to be billed separately.

In the unlikely event of damages caused by JMJ Painters representatives or employees, we will we will either directly correct the damages, compensate the client, or pay for services or repairs needed.

JMJ Painters commits that all work will be completed according to standard practices, as per working standards of PCA/PDCA (Painting and Decorating Contractors of America) P1-92, P2-92, P3-93, P4-94, P5-94, P7-98, and P6-99. The Painting contractor will produce a "properly painted surface". A "properly painted surface" is one that is uniform in color and sheen. It is one that is free of foreign material, lumps, skins, sags, holidays, misses, strike through, or insufficient coverage. It is a surface that is free of drips, spatters, spills, or over-spray, which the contractors' workforce causes. Compliance to meeting the criteria of a "properly painted surface" shall be determined when viewed without magnification at a distance of five feet or more, under normal lighting conditions, and from a normal viewing position.

Change Orders: This is only a proposal, and your acceptance is subject to our approval in order to make this contract binding. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. Workers are instructed not to undertake additional work without authorization. It is essential that the work area be available to us, free from other trades. As a result of trade interference JMJ Painters may leave the job, and additional charges may be incurred.

We understand the customer will be responsible for removing and replacing all wall hangings.

Any and all change in colors or sheen will be considered an extra. Extras will be billed "Time & Material".

JMJ Painters is closed Sundays, no exceptions. We will not work nor communicate and our workers are instructed as such.

We will bag and tie all trash neatly and without spills. Paint waste is not hazardous and we will use onsite disposal systems unless instructed otherwise.

Insurance: Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by worker's compensation and liability insurance. Please contact our office for copy of Certificate of Insurance.

Warranty: JMJ Painters warrants labor and materials for a period of at least five years from time of final payment. If paint failure appears, due to application or quality of materials, we will supply labor and materials to correct the condition without cost. We will not however, assume any costs resulting from work by other contractors. This warranty is in lieu of all other warranties expressed or implied. Our responsibility is limited to correcting the condition as indicated above. Warranty does not cover color fading due to sunlight. This warranty excludes, and in no way will JMJ Painters be responsible for consequential or incidental damages caused by accident or abuse, temperature changes, settlement, or moisture; cracks caused by expansion and/or contraction. Cracks will be properly prepared as indicated at time of job, but will not be covered under this warranty.

If you have any questions or require adjustments to be made to the Scope of Work, please contact our office.

**CITY OF SHOREWOOD
PARK COMMISSION MEETING
TUESDAY, MAY 10, 2022**

**BADGER PARK
5745 COUNTRY CLUB RD
CATHCART PARK
26655 WEST 62ND STREET
FREEMAN PARK EDDY STATION
6000 EUREKA ROAD
6:00 P.M.**

DRAFT MINUTES

1. CONVENE PARK COMMISSION MEETING

Chair Hirner convened the park tour meeting at 6:14 p.m.

A. Roll Call

Present: Chair Hirner, Commissioners Schmid, Cohen; City Planning Director Darling; Public Works Director Brown; Park and Rec Director Grout; Councilmember Callies

Absent: Commissioner Gallivan and Heinz

Determine Liaison for City Council Meeting on July 25 – Park Commissioner Schmid volunteered to report on the July 12 Park Commission meeting.

2. PARK TOURS

Badger Park:

Items that were discussed during the tour:

- Supplying a bin for people to dispose of the charcoal when they are done using the grill
- Planning Director explained that the city will be doing a soil correction and try seeding again
- Public Works Director mentioned that they are looking into purchasing a hydro seeder. He also talked about the vandalism that has taken place at the park and that they are securing quotes for a security camera.
- Put new signage at the three entrances at the tennis courts regarding no cleats, no lacrosse balls inside of the courts due to the damage to the fences. Staff will also reach out to other communities to see how they handle these types of situations.
- Public Works Director mentioned that he will be exploring substituting LED lights in the park.

Cathcart Park:

Items that were discussed during the tour:

- A gaga ball pit was discussed again. Resident Guy Sanschagrín mentioned reaching out to Boy Scout Troop 424 as a Eagle Scout project.
- Adding additional chips in the swing set area
- Update the postings in the memo boards

Freeman Park:

Items that were discussed during the tour:

- Planning Director updated the trailhead update would take place in 2024. That the north playground is on the CIP for 2030.
- Public Works Director Brown mentioned that there is 10 miles of trails and that they are looking at rating them to determine replacement/repairing of the trails.
- Look at the website to see if the correct acreage is listed for Freeman Park.
- Public Works Director Brown explained that they are working with IPM group on organic solutions for weeds in the parks.
- Parking lot by field 3 the potholes need to be repaired
- Center car here signs are fading and should be replaced
- Paint the posts on the volleyball court
- Discussed whether parking supply was adequate

3. ADJOURN AT 7:45

CITY OF SHOREWOOD
PLANNING COMMISSION MEETING
TUESDAY, MAY 3, 2022

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

DRAFT MINUTES

CALL TO ORDER

Vice-Chair Riedel called the meeting to order at 7:00 P.M.

ROLL CALL

Present: Vice-Chair Riedel; Commissioners Eggenberger, Huskins and Holker; and Planning Director Darling;

Absent: Chair Maddy, Councilmember Siakel

1. APPROVAL OF AGENDA

Eggenberger moved, Huskins seconded, approving the agenda for May 3, 2022, as presented. Motion passed 4/0.

2. APPROVAL OF MINUTES

- April 5, 2022

Huskins moved, Holker seconded, approving the Planning Commission Meeting Minutes of April 5, 2022, as presented. Motion passed 4/0.

3. MATTERS FROM THE FLOOR - NONE

4. PUBLIC HEARINGS

Vice-Chair Riedel 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 SIGNS

Applicant: City of Shorewood

Location: City-wide

Planning Director Darling explained that this is a proposal from the City for small, targeted amendments to clarify one type of signage that is allowed under the current ordinance. She reviewed the purposes these amendments are hoped to achieve but noted that staff has determined that a full review of the City's sign regulations will need to be conducted sooner than anticipated. She stated that staff has received letters on this topic from: Alan Yelsey, 26335 Peach Circle; Craig Parson, 26540 West 62nd Street; Ashley Benites, 25000 Yellowstone Lane; Carl Wilhelm, 26755 Noble Road; and John and Patricia Arnst, 5480 Teal Circle, which are now part of the public record. She noted that the primary concerns raised in the letters were that

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people should have the right to put a sign in their yard with non-commercial messages. She stated that staff feels this right will be more clearly permitted with the proposed amendments. She explained that another concern was how this ordinance would be enforced and noted that with each election season sign complaints are common and staff subsequently investigates the complaint and explained the two courses of action available to staff. She noted that if these amendments are approved, the City will send out information to each candidate that files for election so they are clear about the sign rules in the City and stated that there would also be an article in the Shore Report.

Vice-Chair Riedel expressed his appreciation to the residents who took the time to submit their concerns to the City and noted that the Planning Commission had read all of the letters.

Vice-Chair Riedel opened the Public Hearing at 7:08 P.M. noting the procedures used in a Public Hearing.

Pat Arnst, 5480 Teal Circle, asked if there is a distinction between how signs are treated on a City street versus a County or State roadway and asked if that would be accommodated in the ordinance.

Planning Director Darling stated that in general, it would not be accommodated and explained that the right-of-way is just listed as the right-of-way. She stated that the City has relations with both MnDOT and the County, so when there are rule infractions, they usually talk to those jurisdictions about gaining compliance. She stated that this is handled on a case by case basis and explained that there are two different kinds of properties that the City has jurisdiction over; City rights-of-way and public properties, and noted that they are different.

Ms. Arnst, referenced the red-lined Section II. under Integral Signs and explained that there was language that states that non-commercial speech signs shall not be located in violation of 1201.03, Subd. 2H, or closer than five feet from the street. She stated that she finds this language confusing because it could be one or the other. She asked if the Commission understood what the traffic visibility is and what that means.

Planning Director Darling stated that those are separate regulations in the Zoning Ordinance for traffic violations.

Ms. Arnst asked for clarification on the traffic visibility and expressed concern about the signs that pop up at stop signs where it can already be difficult to see.

Vice-Chair Riedel stated that regarding her concern about the 'or' in the clause, his understanding is that the language is meant to say that they are not allowed to violate either condition and impair traffic visibility or be located five feet or closer to the street.

Ms. Arnst stated that makes more sense to her and explained that her last question is under General Provisions, Section C. She stated that this section says that no signs other than public signs and non-commercial speech signs shall be erected or temporarily placed within any street right-of-way or on public lands or easements. She stated that she sees signs such as 'Drive Like You Live Here' or the plastic outlines of the little boys out in the street. She noted that she felt this language would refer to those types of signs and asked for clarification on this point.

Planning Director Darling explained that the reason that the term 'governmental signs' is coming out is because it is not defined in the ordinance. She noted that 'public signs' is the defined term so she was just cleaning up that reference.

Ms. Arnst asked if a sign like 'Black Lives Matter' would fall into the political type of signage.

Planning Director Darling stated that those signs would be included in the definition of non-commercial speech signs.

Ms. Arnst asked if a campaign sign would be designated as someone who has formally applied for office.

Planning Director Darling confirmed that would be considered a campaign sign and explained that was why they were proposing to remove that from the ordinance because the State statute does not so limit those signs and calls them non-commercial speech signs.

Commissioner Huskins asked if he was understanding correctly that a sign like 'Black Lives Matter' during an election period would fall under the ability to be posted no closer than five feet from the right-of-way and then following the election, the sign would still be permitted to be displayed, but would then need to be moved back onto private property.

Planning Director Darling confirmed that this was the correct understanding.

Vice-Chair Riedel noted that there are still restrictions for signs on private property and those would still apply and gave a brief overview of the substitution clause.

There being no additional public comment, Vice-Chair Riedel closed the Public Hearing at 7:17 P.M.

Commissioner Huskins stated that the two issues that came to him based on the letters from the residents had to do with the five feet and an acknowledgement that there are homeowners who have properties that do not permit them to be able to display a sign closer than five feet because of hedges or trees. He asked if there was any remedy for those concerns for a resident who has a home with that configuration that would preclude them from displaying a sign. He stated that in his opinion, if they wanted to display a sign, they could make a choice to remove the obstacles but understands that may not be popular. He asked if there was any other solution that had occurred to staff in this situation.

Planning Director Darling stated that she thinks residents who would not be able to display an election sign are a pretty small minority of the residents. She explained that most would have a driveway entrance where the sign could be displayed and reiterated that there are very few instances where they would have absolutely no space to display a sign. She stated that these residents may have made a choice to maximize their privacy on their property which would take away some of their options for displaying signs.

Vice-Chair Riedel noted that the proposed changes are actually more lenient and not more strict.

Commissioner Huskins stated that the other theme that came through the letters was with regard to enforcement. He stated that his understanding is that enforcement happens via response to a resident complaint.

Planning Director Darling explained that Shorewood is a complaint based City which means they do not have permanent, dedicated staff that can go throughout the community looking for Code violations. She stated that the cost to change to this sort of permanent position is fairly steep and noted that if there is a health and safety issue, staff is able to do something about the situation if

they see something, but in general, it is complaint based. She noted that since the City has moved towards communicating directly with the candidates, staff have noticed fewer violations.

Eggenberger moved, Holker seconded, recommending approval of the Proposed Text Amendments for Campaign Signs and Non-Commercial, as discussed at the April 5, 2022 Planning Commission meeting and the three changes since the last meeting as outlined in the staff report. Motion passed 4/0.

Planning Director Darling noted that this item will come before the City Council on May 9, 2022.

5. NEW BUSINESS

A. Pre-Application Sketch Review Applicant: Lifestyle Communities Location: 24250 Smithtown Road

Planning Director Darling explained that this item is for informal comments on a pre-application sketch review of a 56-unit senior cooperative project on two parcels that straddle the City boundary between Tonka Bay and Shorewood. She noted that the applicant has provided some information on the housing concepts as well as some sketch level plans for Commission review. She summarized a few of the discretionary issues staff has noted as well as things that may need more in depth discussion including things like; whether this meets a community need and if the location is a good fit; the need for a Comprehensive Plan amendment; and the likely need for a Planned Unit Development.

Vice-Chair Riedel asked how this would fit in with the discussion had in the last year regarding Met Council's goals for density in the City.

Planning Director Darling stated that this is a development that would be providing substantially more than the five units per acre the Met Council is asking for and also asked for a portion of the new units to be provided in a density of eight units or greater which would also be provided because they are looking at about twenty units to the acre, so it would satisfy some of the things the Met Council has asked.

Commissioner Holker stated that she had not seen anything regarding cost and asked if there was a ballpark figure on how much it would cost for someone to live in these units.

Commissioner Eggenberger asked if both cities would have to approve this plan for it to be able to move forward.

Planning Director Darling stated that she believes that if one city turned it down it would negate the project because it would dramatically shrink the size of the developing parcel. She explained that the two cities would need to work together on how this moves forward.

Ben Landhauser, Lifestyle Communities, gave a brief presentation about the proposed project and explained that this would be owner occupied housing that has shareholders in a cooperative corporation. He stated that it may be easiest to think of it as an age qualified condominium building that has more amenities so the emphasis ends up as more on the community as a whole. He gave an overview of the various projects that Lifestyle Communities has worked on within the metro area. He noted that this location is attractive to them because they want to be in a somewhat walkable location as well as the availability of some of the things that are located nearby.

Vice-Chair Riedel asked how taxation would work since this is a corporation.

Mr. Landhauser explained that there are statute guidelines for how taxation works and noted that it feels like a hybrid between commercial and a rental model.

Commissioner Holker asked if Lifestyle Communities had already spoken with the two property owners for these parcels.

Mr. Landhauser stated that both properties are under a purchase agreement with them and gave a little history of the parcels and how they came to be on the market. He stated that if both communities feel that this would be a reasonable consideration, they would plan to do a PUD with a zero lot line at the shared boundary with Tonka Bay. He stated that from a building code perspective, they would essentially be building two structures independent to one another at the property line which means there would be details such as fire walls, which will also make it easier from a taxation standpoint to delineate which units were in which city.

Vice-Chair Riedel noted that appears commendable but asked if it would necessary if the cities cooperated on building codes and on taxation.

Planning Director Darling stated that she would recommend that the two cities could work together and then decide which city it would be in and come to agreements on revenues and cost sharing but clarified that she could not speak for either City Council.

Commissioner Huskins stated that he would try to figure out a way to secure both properties and go through the action of figuring out which City those properties will be in and then move forward with the project as opposed to doing the project and having the layers of complications that Mr. Landhauser had described between the two cities.

Mr. Landhauser stated that internally they have had these same kinds of discussions and explained that they have had the properties under contract for about five months. He stated that they have met with staff members from both cities and decided that their best foot forward would be to at least align at concept, but agreed that it would be much more simple for them if they didn't have to deal with property lines and could treat it as one building. He stated that even if they end up moving forward with the plans he had described with two buildings and zero lot lines, he suspects that most people would not even realize that they would be two separate buildings.

Commissioner Huskins asked if there was a contingency agreement with both parcels that the purchase will go forward only if this project moves forward.

Mr. Landhauser stated that was correct and noted that he felt that they have put together the best option for these parcels, but noted that even if it is not approved, he would anticipate that some other multi-family developer would come along with a proposal. He stated that he feels that is very likely but reiterated that he felt that their product was the best one for the City because it is age qualified and owner occupied and noted that he believed that use would not create traffic concerns.

Vice-Chair Riedel noted that he appreciated that it was an age qualified project and that this may mean less traffic concerns, however they are proposing 56 units. He noted that staff had recommended a traffic study and asked if Mr. Landhauser could talk about traffic directly and asked for his thoughts on visibility and the access points.

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Mr. Landhauser stated that when they talk about daily trips, he asked the Commission to keep in mind that this counts both leaving and coming back. He stated that their product is 182 trips which is just over 3 trips per day/unit as the average. He noted that as a comparison, villa or townhomes would be an average 4-8 trips per day/unit and for a single family household would be somewhere around 8-12 trips per day/unit. He explained that their proposal is to move the owners access point to the shared driveway that goes to the public safety complex because it is further away from the intersection and has better visibility.

Vice-Chair Riedel stated that there is currently no stop sign at that intersection for Smithtown Road. He stated that for people making 182 trips a day that are waiting to make a left turn, could cause traffic concerns. He explained that traffic is a perennial concern for residents and is an issue on the arterial roads, which upsets people.

Mr. Landhauser noted that this has been clear with the joint meetings they have held with staff from both cities and is clear that a full traffic study would vet out more of the anticipated turning movements and where the trips would really come and go.

Commissioner Huskins shared examples from the past clean-up events in the City where that intersection had gotten backed up.

Commissioner Holker stated that she foresees another possible traffic point being down at Cub Foods.

Mr. Landhauser explained that when they had their traffic study completed they have also given the corollary for anticipating current traffic patterns and include what it would be at the current guidance for medium density.

Commissioner Holker stated that she would also want to make sure that they are looking at how things will look when the apartment building is full and not right now when there is only 25-30% occupancy.

Mr. Landhauser stated that because they are working with the two cities, they will be able to get some of the anticipated traffic data because he knows that was a huge project before the apartment building moved forward with construction.

Vice-Chair Riedel noted that another thing to consider if this goes through is that it will be a major construction project that will take months and perhaps years to complete, so residents may be concerned about the staging of the construction and the impact it will have on traffic.

Mr. Landhauser stated that what they have done in the past for tight sites such as this one, they usually work with an existing property owner on where construction traffic ends up going that is in general proximity to the site. He stated that they are expecting a 13-14 month build for this project and explained that they will have it pretty well figured out as to how and where they will get materials on the site.

Commissioner Holker reiterated her question about the approximate pricing for the units.

Mr. Landhauser noted that in this concept they have everything from about 1,200 square feet, which is a 1 bedroom/den unit up to the equivalent of a 3 bedroom that they market as a 2 bedroom/den unit that is around 1,600 square feet. He stated that the minimum share payment will be around \$150,000 up to about \$300,000 in equity payment. He stated that they are a limited equity co-op so there are different tiers so people can participate at the minimum which is right

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around 35% all the way up to 95%. He stated that there is one mortgage for the entire property which is why it is different than a condominium, so the shareholders have a proportionate share of the one mortgage. He stated that the homes will be anywhere from the mid \$300,000 range to \$600,000 based on size. He gave examples of how this works with their Golden Valley property.

Commissioner Huskins asked why they were planning 4 stories with one portion at 3 stories.

Mr. Landhauser answered that they had thought about how they could best approach this which was to try to find a reasonable critical mass and because it is one master mortgage, it is a different model than dealing with other types of traditional real estate. He stated that they are also balancing things like overhead and ongoing costs to the owner to pay for the elevator, building manager, and the part time maintenance person. He noted that they are proposing a stepped back fourth floor so it felt more in context than just a true four story building. He stated if they had just done 3 stories that would have meant the removal of more trees. He stated that they would welcome any comments the Commission may have on their proposed scale and mass.

Vice-Chair Riedel stated that neighbors in single family homes do generally feel threatened by a big building going up, however, in this case, there are nice buffers around and asked about the closet single family neighborhood.

Mr. Landhauser noted that the closest single family homes are at the old golf course location.

Vice-Chair Riedel asked about the height of the building.

Mr. Landhauser stated that they have 12 foot floors so they will be looking at right around 45 feet for the 4-story portion and 35 feet high for the 3-story portion of the building.

Vice-Chair Riedel noted that it looks like a very attractive building, but there is a lot of asphalt in front and not much landscaping.

Mr. Landhauser stated that the renderings may show more than the reality will end up being in terms of how visible that is and explained that the objective is to retain as much as possible of the existing buffer with the retaining wall. He stated that the parking lot will end up kind of sitting into the hillside and the stormwater management will take place underneath the parking structure with an island in the middle asphalt, so it should not feel like a sea of asphalt shoved to the forefront and should instead be more the idea of embedding this building into a wooded lot. He stated that the intent will be to make it feel private and secluded for the owners, but still very attractive when the trees they plant have not yet reached full maturity.

Commissioner Holker asked about the total elevation as compared to the apartment building so she can get a visual idea of what they expect it to look like.

Mr. Landhauser stated that they had actually ran a drone through the area and can include greater detail if this moves further along in the process. He stated that they will try to work in the drone data as to how this building would relate and explained that the heights of the tallest point of the apartment building are very comparable to the top floor of this building.

Commissioner Holker asked about the view from County Road 19 as compared to how far away the apartment building is from the roadway. She explained that she was trying to get a sense for how far back on the lot the mass of the building will sit.

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Mr. Landhauser stated that they are about 28 feet from the closest edge to the right-of-way at Smithtown. He noted that they are trying to retain some of the very mature trees at the top of the retaining wall to help create the buffer so there is not a hard edge with units being close to the roadway. He stated that being close to the roadway is useful in a rental market, but with owners, they like the convenience of being off of Smithtown Road, but are probably not as keen on staring out their living room window at the roadway.

Vice-Chair Riedel asked about whether there were any green or environmental targets that they had in mind for this project.

Mr. Landhauser stated that although they do not go through lead certification, they do go with principals that align with that lead certification standard as a baseline. He stated that means they are sourcing things within 500 feet of the site and use as many locally sourced materials and general subcontractors from the area as they can. He explained that they also do electrical vehicle charging and explained that they do a flex stall so even if you don't move in having an electric vehicle or a hybrid, you will have access if you end up changing vehicles in the future. He stated that they are working through the details if someone wants it right off of their individual parking stall. He stated that they also typically make the building 'solar ready' and shared the example of what has happened at their St. Anthony building. He stated that related to the finishing products, they go through and try to have environmentally sensitive products.

Commissioner Holker asked about the Met Council goals for affordable housing and noted that this development will obviously not meet those goals.

Planning Director Darling stated that it will not but noted that the City is not required to actually provide affordable housing, but they want the City to at least allow densities that would help.

Commissioner Holker asked if there had been a discussion about trying to figure out, more actively, how the City can meet that goal, or if it had pinpointed particular areas where that might make sense.

Planning Director Darling stated that the City recently went back through and found a number of sites that had high density established with the new Comprehensive Plan. She reviewed the four primary areas where they have looked more closely for higher density housing.

Commissioner Huskins asked if Public Works or Public Safety had weighed in on these proposed plans.

Planning Director Darling stated that it is a bit early to bring the Fire Department into this conversation. She stated that she has not released it to Public Safety, but has released it to Public Works but has not gotten any specific comments at this point, other than concern about the shared use of the drive

Commissioner Holker asked if Mr. Landhauser had already had preliminary conversations with Tonka Bay.

Mr. Landhauser stated that they have not yet and explained that they are on the Tonka Bay City Council agenda for next week.

Tim Nichols, CEO, Lifestyle Communities, stated that one thing he wanted to touch on was how impactful cooperative housing is to both the people who move in but also to the people who sell homes in the communities that do not want to leave the area. He stated that virtually 100% of the

people that come into their buildings are people that didn't want to leave the area and this product gives them the opportunity to stay and to downsize. He stated that they think they offer a valuable piece of the pie for housing choices available in the City.

Vice-Chair Riedel opened this item up for public testimony at 8:18 P.M. There being no public testimony, Vice-Chair Riedel closed that portion of the meeting. He asked the Commission to give their thoughts and opinions on this proposed project.

Commissioner Eggenberger stated that at this point he did not see anything that would keep the Commission from recommending it to move forward. He stated that he feels his type of housing is needed and is a great location for it.

Commissioner Holker stated that as Planning Director Darling laid out there is a need for this type of housing and noted that she agreed with Commissioner Eggenberger that the location feels like a good idea, but she is sensitive to the potential traffic issue that it may bring. She stated that her one concern is for the large commercial building feel, but otherwise cannot think of any real objectives, subject to the details that still needs to come forward.

Commissioner Huskins stated that he is also not seeing anything that would make him want to immediately say that he would not support it. He stated that he does have concern about Public Safety and Public Works and the roadway as well as the potential traffic at this intersection. He stated that he does keep coming back to there being shared cities as part of the project because it will require a lot of work.

Vice-Chair Riedel stated that he feels that staff is so professional in both of the cities and so proactive, which means it may be less of an issue than it appears, if both cities agree, in principle. He stated that this will put a large building in place where there was not one before. He explained that he is not necessarily opposed to that, but it is a choice that the City will get to make just once. He stated that he keeps looking for red flags that there have been with other proposals, but he is not seeing any that say this will be hugely problematic other than the possible issue with traffic. He encouraged the developer to put the traffic study front and center and get it out because having answers to those questions, including access will expedite the process with the Commission, the Council, and the residents.

Planning Director Darling reminded the Commission that they can give informal feedback or craft a motion with more specific recommendations for the Council.

Vice-Chair Riedel stated that he would also like to comment on the appearance that this large, imposing building will make.

Commissioner Huskins noted that the comments and questions will be noted in the minutes and made available to the City Council. He stated that he questioned whether, at this stage, that would be sufficient feedback for the Council.

Planning Commissioner Darling stated that would satisfy the expectation of the Council to review the proposal and start flushing out any issues. She stated that this item is planned to be on the agenda for the May 23, 2022 City Council meeting.

The Commission identified a list of the potential issues that have been identified which would include: traffic; size or scale of the building in view of the neighborhood; shared drive access on the Public Works/Fire Station road; and the two city aspect of the project. They also noted that if approved, it will require a Comprehensive Plan amendment; a possible boundary adjustment

between the two cities; rezoning to a PUD to allow multiple family dwelling; PUD application with potential flexibility for lot areas, height, materials; and a surface water plan.

Mr. Nichols stated that he was very grateful that the Commission was being so deliberate about their feedback, because it can be a difficult process. He stated that this approach gives them a lot of good feedback from the City and noted that a motion with this information would be well received by their organization.

Eggenberger moved, Holker seconded, to recommend to the City Council that the City continue discussion of the Lifestyle Communities proposal at 24250 Smithtown Road in Shorewood and 24320 Smithtown Road in Tonka Bay with the exploration of: traffic; size or scale of the building in view of the neighborhood; shared drive access on the Public Works/Fire Station road; and the two city aspect of the project, as well as the future steps outlined in the staff report.

Eggenberger amended the motion, second amended by Holker, to recommend to the City Council that the City continue discussion of the Lifestyle Communities proposal at 24250 Smithtown Road in Shorewood and 24320 Smithtown Road in Tonka Bay and make note that the Commission eagerly awaits further exploration of various aspects of the project, including: traffic; size or scale of the building in view of the neighborhood; shared drive access on the Public Works/Fire Station road; and the two city aspect of the project, as well as the future steps outlined in the staff report. Motion carried 4/0.

6. OLD BUSINESS – NONE

7. REPORTS

A. Council Meeting Report

Planning Director Darling gave a brief overview of the discussion and actions taken at the last City Council meeting.

B. Draft Next Meeting Agenda

Planning Director Darling stated that there may be a variance application on the next agenda.

C. ADJOURNMENT

Huskins moved, Holker seconded, adjourning the Planning Commission Meeting of May 3, 2022, at 8:40 P.M. Motion passed 4/0.



City of Shorewood Council Meeting Item

Title/Subject: Accept Bids and Award Contract for the 2022
Mill & Overlay, City Project 21-11
Meeting Date: Monday, May 23, 2022
Prepared by: Andrew Budde, City Engineer
Reviewed by: Larry Brown, Director of Public Works
Attachments: Overview Map, Bid Tabulation & Abstract, Resolution

Background: At the April 25th Council Meeting, staff had presented the final plans and specification for the 2022 Mill & Overlay Project. The project includes Silver Lake Trail, Sierra Circle, Christmas Lake Road, Christmas Lake Lane (East & West), and the remaining portion of Covington, between Vine Ridge Road and Vinehill Road. These roadways were grouped together as one project and included two alternates: one for Galpin Lake Road and the other for Murray Court and Murray Street. The City Council authorized advertisement for bids and set the bid opening date.

Bids for the project were opened on May 17, 2022. A total of six bids were received and the low bid was submitted by Valley Paving, Inc., from Shakopee, Minnesota. The bids are summarized below:

<u>Bidder</u>	<u>Base Bid</u>	<u>Alternate A (Galpin Lk Rd)</u>	<u>Alternate B (Murray St/Ct)</u>	<u>Total Bid</u>
Valley Paving, Inc	\$485,554.40	\$110,012.00	\$171,176.78	\$766,743.18
Asphalt Surface Tech.	\$486,060.73	\$104,013.10	\$174,376.46	\$764,450.29
WM Muellers & Sons	\$490,183.87	\$112,062.00	\$196,245.80	\$798,491.67
Bituminous Roadways	\$491,142.65	\$113,763.00	\$179,890.40	\$784,796.05
GMH Asphalt	\$499,506.34	\$107,895.10	\$171,783.22	\$779,184.66
S.M. Hentges & Sons	\$520,940.15	\$117,125.00	\$193,657.90	\$831,723.05

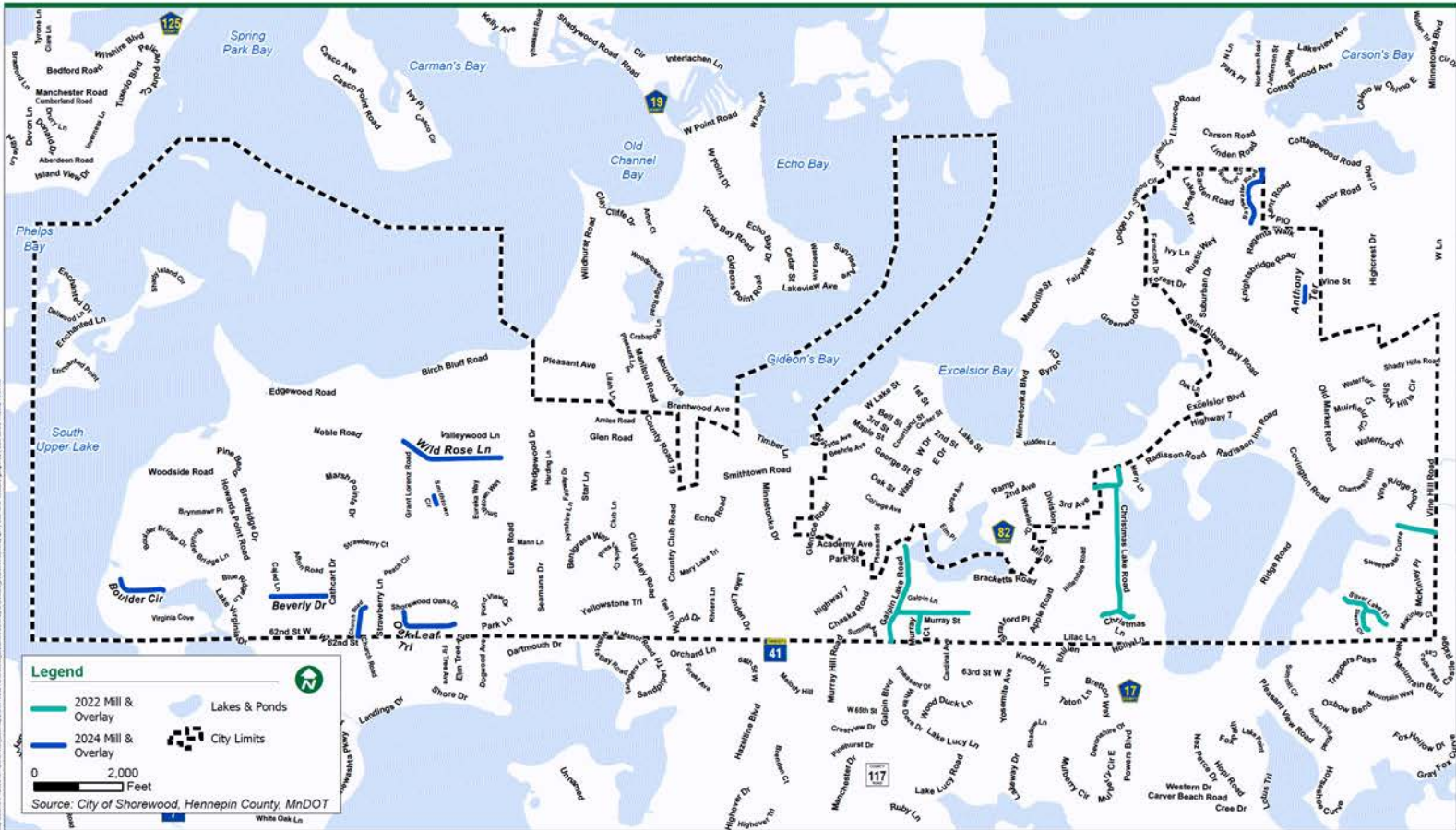
Staff has reviewed all the bids and based on the low bid from Valley Paving, Inc., the construction costs for the project are 5% below the engineer's estimate. The bids received indicate that the bidding process was competitive. The work is to be substantially completed by September 30, 2022. The project will be completed for final payment by October 28, 2022.

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

Financial Considerations: Costs for this work have been budgeted for in the Capital Improvement Plan and would utilize a combination of Street Bonds, Water Funds, Sanitary Sewer Funds, and Storm Sewer Funds. The City has budgeted \$732,500 for the mill & overlay project, an additional \$11,000 for the Culvert Replacement on Murray Court/Cardinal Drive, and an additional \$70,000 for Infiltration and Inflow Reduction. The overall project budget is \$813,500 which includes engineering design and construction administration. To stay within the CIP budget amount, the project could include the Base Bid and either Alternative A or B, but not both. It is recommended to include the Base Bid and Alternate A, Galpin Lake Road for the award of the project. Galpin Lake Road is in worse condition and has a higher traffic volume than Murray Street and Murray Court and is therefore recommended to be included in the award as Alternative A.

Based on the Base Bid, plus Alternate A, Galpin Lake Road, and the engineering and construction administration, the total estimated project cost is \$725,000, which is under the budgeted amount by \$88,500. This remaining balance can be utilized to help fund the 2022 Pavement Marking Project, as that project is also funded from the Local Roadway Fund.

Recommendation/Action Requested: Staff recommends the City Council Approve the Resolution that accepts the bids and award the contract for the 2022 Mill & Overlay to Valley Paving, Inc for the Base Bid plus Alternate A, Galpin Lake Road, in the amount of \$595,566.40.



**City of Shorewood****Project Bid Tabulation****2022 MILL & OVERLAY**


BMI PROJECT NO. 0C1.125995

Soliciting agent: Bolton & Menk, Inc.
Contact: Andrew Budde, P.E.
Bid Date: 05/17/2022 9:00 AM CDT

Firm	Base Bid	Alternate A	Alternate B
Valley Paving	\$485,554.40	\$110,012.00	\$171,176.78
Asphalt Surface Technologies	\$486,060.73	\$104,013.10	\$174,376.46
Wm. Mueller & Sons	\$490,183.87	\$112,062.00	\$196,245.80
Bituminous Roadways	\$491,142.65	\$113,763.00	\$179,890.40
GMH Asphalt	\$499,506.34	\$107,895.10	\$171,783.22
S.M. Hentges & Sons	\$520,940.15	\$117,125.00	\$193,657.90

Engineer's Opinion of Cost - Base Bid	\$522,166.21	\$106,358.36	\$178,252.94
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I hereby certify that this is a true and correct tabulation of the bids as received on May 17, 2022 for the 2022 Mill & Overlay Project, City Project 20-12.



Andrew Budde, P.E., City Engineer



Sandie Thone, City Clerk

ABSTRACT OF BIDS

2022 MILL & OVERLAY
CITY OF SHOREWOOD, MINNESOTA
BMI PROJECT NO. 0C1.125995

				1		2			
				Engineer's Estimate		Valley Paving		Asphalt Surface Technologies	
ITEM NO.	BID ITEM	APPROX. QUAN.	UNIT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
BASE BID: 2022 MILL & OVERLAY									
1	MOBILIZATION	1	LUMP SUM	\$27,076.93	\$27,076.93	\$27,500.00	\$27,500.00	\$20,000.00	\$20,000.00
2	TRAFFIC CONTROL	1	LUMP SUM	\$9,670.33	\$9,670.33	\$2,700.00	\$2,700.00	\$3,245.00	\$3,245.00
3	STREET SWEEPER (WITH PICKUP BROOM)	1	LUMP SUM	\$3,223.44	\$3,223.44	\$2,300.00	\$2,300.00	\$2,500.00	\$2,500.00
4	REMOVE AND REPLACE BITUMINOUS PAVEMENT	2,046	SQ FT	\$10.00	\$20,460.00	\$6.00	\$12,276.00	\$5.50	\$11,253.00
5	REMOVE CASTING ASSEMBLY	5	EACH	\$250.00	\$1,250.00	\$200.00	\$1,000.00	\$385.00	\$1,925.00
6	REMOVE CONCRETE CURB AND GUTTER	1,024	LIN FT	\$12.00	\$12,288.00	\$9.50	\$9,728.00	\$7.15	\$7,321.60
7	REMOVE SIGN	2	EACH	\$75.00	\$150.00	\$30.00	\$60.00	\$55.00	\$110.00
8	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	47	SQ YD	\$15.00	\$705.00	\$11.00	\$517.00	\$15.40	\$723.80
9	REMOVE BITUMINOUS PAVEMENT	363	SQ YD	\$11.00	\$3,993.00	\$33.00	\$11,979.00	\$8.25	\$2,994.75
10	DITCH CLEANING	131	LIN FT	\$35.00	\$4,585.00	\$27.00	\$3,537.00	\$38.50	\$5,043.50
11	MILL BITUMINOUS SURFACE (2.0")	19,457	SQ YD	\$2.25	\$43,778.25	\$2.00	\$38,914.00	\$1.38	\$26,850.66
12	CLEAN & JET STORM SEWER	317	LIN FT	\$55.00	\$17,435.00	\$9.00	\$2,853.00	\$5.50	\$1,743.50
13	CASTING ASSEMBLY - STORM	1	EACH	\$1,100.00	\$1,100.00	\$1,100.00	\$1,100.00	\$1,540.00	\$1,540.00
14	CASTING ASSEMBLY - SANITARY	3	EACH	\$900.00	\$2,700.00	\$1,000.00	\$3,000.00	\$1,540.00	\$4,620.00
15	RANDOM RIP RAP, CLASS II	4	CU YD	\$325.00	\$1,300.00	\$235.00	\$940.00	\$143.00	\$572.00
16	AGGREGATE SURFACING CLASS 2	23	TON	\$125.00	\$2,875.00	\$90.00	\$2,070.00	\$40.00	\$920.00
17	TYPE SP 9.5 WEAR COURSE MIX (2,B)	2,456	TON	\$75.00	\$184,200.00	\$90.00	\$221,040.00	\$82.77	\$203,283.12
18	TYPE SP 9.5 LEVELING COURSE MIX (2,B)	298	TON	\$110.00	\$32,780.00	\$90.00	\$26,820.00	\$102.74	\$30,616.52
19	TYPE SP 12.5 NON-WEAR COURSE MIX (2,B)	326	TON	\$90.00	\$29,340.00	\$1.00	\$326.00	\$97.46	\$31,771.96
20	3" BITUMINOUS DRIVEWAY (W/ 6" AGG. BASE CL 5)	47	SQ YD	\$72.50	\$3,407.50	\$43.00	\$2,021.00	\$92.40	\$4,342.80
21	CONCRETE CURB & GUTTER (HAND FORMED)	1,024	LIN FT	\$32.50	\$33,280.00	\$36.00	\$36,864.00	\$32.48	\$33,259.52
22	ADJUST FRAME & RING CASTING - SANITARY	20	EACH	\$975.00	\$19,500.00	\$900.00	\$18,000.00	\$1,265.00	\$25,300.00
23	ADJUST FRAME & RING CASTING - STORM	10	EACH	\$975.00	\$9,750.00	\$650.00	\$6,500.00	\$1,265.00	\$12,650.00
24	MAHOLE RISER RING	4	EACH	\$300.00	\$1,200.00	\$255.00	\$1,020.00	\$242.00	\$968.00
25	ADJUST GATE VALVE & BOX	5	EACH	\$500.00	\$2,500.00	\$600.00	\$3,000.00	\$550.00	\$2,750.00
26	EXTERNAL CHIMNEY SEAL - SANITARY	16	EACH	\$275.00	\$4,400.00	\$215.00	\$3,440.00	\$220.00	\$3,520.00
27	EXTERNAL CHIMNEY SEAL - STORM	9	EACH	\$275.00	\$2,475.00	\$255.00	\$2,295.00	\$220.00	\$1,980.00
28	TOPSOIL BORROW (LV)	314	CU YD	\$47.50	\$14,915.00	\$52.00	\$16,328.00	\$47.30	\$14,852.20
29	ROLLED EROSION CONTROL PREVENTION CAT 20	925	SQ YD	\$3.50	\$3,237.50	\$1.60	\$1,480.00	\$2.20	\$2,035.00
30	HYDROSEED W/ SEED MIX 25-151	1,785	SQ YD	\$2.75	\$4,908.75	\$2.20	\$3,927.00	\$2.20	\$3,927.00
31	STORM DRAIN INLET PROTECTION	17	EACH	\$200.00	\$3,400.00	\$110.00	\$1,870.00	\$180.00	\$3,060.00

ITEM NO.	BID ITEM	APPROX. QUAN.	UNIT	Engineer's Estimate		Valley Paving		Asphalt Surface Technologies	
				UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
32	BIOROLL, TYPE STRAW	560.00	LIN FT	\$4.00	\$2,240.00	\$2.50	\$1,400.00	\$2.53	\$1,416.80
33	4" SOLID LINE MULTI-COMPONENT	1,650.00	LIN FT	\$0.75	\$1,237.50	\$0.55	\$907.50	\$0.55	\$907.50
34	4" DOUBLE SOLID LINE MULTI-COMPONENT	1,806.00	LIN FT	\$1.00	\$1,806.00	\$1.05	\$1,896.30	\$1.10	\$1,986.60
35	4" BROKEN LINE MULTI-COMPONENT	32.00	LIN FT	\$0.75	\$24.00	\$0.55	\$17.60	\$0.55	\$17.60
36	24" SOLID LINE MULTI-COMPONENT	122.00	LIN FT	\$15.00	\$1,830.00	\$21.00	\$2,562.00	\$22.00	\$2,684.00
37	PAVEMENT MESSAGE MULTI-COMPONENT	33	SQ FT	\$15.00	\$495.00	\$12.00	\$396.00	\$12.10	\$399.30
38	SIGN TYPE C	40	SQ FT	\$52.50	\$2,100.00	\$53.00	\$2,120.00	\$60.50	\$2,420.00
39	SIGN TYPE SPECIAL	2	EACH	\$275.00	\$550.00	\$425.00	\$850.00	\$275.00	\$550.00
40	LANDSCAPING	1	ALLOWANCE	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
BASE BID - SUBTOTAL:					\$522,166.21		\$485,554.40		\$486,060.73
ADD ALTERNATE A: 2022 MILL & OVERLAY (GALPIN LAKE ROAD)									
41	MOBILIZATION	1	LUMP SUM	\$5,580.82	\$5,580.82	\$5,100.00	\$5,100.00	\$3,000.00	\$3,000.00
42	TRAFFIC CONTROL	1	LUMP SUM	\$1,993.15	\$1,993.15	\$600.00	\$600.00	\$825.00	\$825.00
43	STREET SWEEPER (WITH PICKUP BROOM)	1	LUMP SUM	\$664.38	\$664.38	\$1,100.00	\$1,100.00	\$159.50	\$159.50
44	REMOVE CASTING ASSEMBLY	2	EACH	\$250.00	\$500.00	\$200.00	\$400.00	\$385.00	\$770.00
45	MILL BITUMINOUS SURFACE (2.0")	5,860	SQ YD	\$2.25	\$13,185.00	\$2.05	\$12,013.00	\$1.38	\$8,086.80
46	CASTING ASSEMBLY - SANITARY	2	EACH	\$900.00	\$1,800.00	\$1,000.00	\$2,000.00	\$1,540.00	\$3,080.00
47	TYPE SP 9.5 WEAR COURSE MIX (2,B)	736.00	TON	\$75.00	\$55,200.00	\$90.00	\$66,240.00	\$82.77	\$60,918.72
48	TYPE SP 9.5 LEVELING COURSE MIX (2,B)	92	TON	\$110.00	\$10,120.00	\$90.00	\$8,280.00	\$102.74	\$9,452.08
49	ADJUST FRAME & RING CASTING - SANITARY	8	EACH	\$975.00	\$7,800.00	\$900.00	\$7,200.00	\$1,265.00	\$10,120.00
50	MAHOLE RISER RING	1	EACH	\$300.00	\$300.00	\$255.00	\$255.00	\$242.00	\$242.00
51	EXTERNAL CHIMNEY SEAL - SANITARY	8	EACH	\$275.00	\$2,200.00	\$215.00	\$1,720.00	\$242.00	\$1,936.00
52	TOPSOIL BORROW (LV)	58	CU YD	\$47.50	\$2,755.00	\$52.00	\$3,016.00	\$47.30	\$2,743.40
53	ROLLED EROSION CONTROL PREVENTION CAT 20	1,080	SQ YD	\$3.50	\$3,780.00	\$1.60	\$1,728.00	\$2.20	\$2,376.00
54	BIOROLL, TYPE STRAW	120	LIN FT	\$4.00	\$480.00	\$3.00	\$360.00	\$2.53	\$303.60
ADD ALTERNATE A - SUBTOTAL:					\$106,358.36		\$110,012.00		\$104,013.10
ADD ALTERNATE B: 2022 MILL & OVERLAY (MURRAY STREET & MURRAY COURT)									
55	MOBILIZATION	1	LUMP SUM	\$9,342.25	\$9,342.25	\$7,000.00	\$7,000.00	\$5,500.00	\$5,500.00
56	TRAFFIC CONTROL	1	LUMP SUM	\$3,336.52	\$3,336.52	\$600.00	\$600.00	\$825.00	\$825.00
57	STREET SWEEPER (WITH PICKUP BROOM)	1	LUMP SUM	\$1,112.17	\$1,112.17	\$900.00	\$900.00	\$159.50	\$159.50

ITEM NO.	BID ITEM	APPROX. QUAN.	UNIT	Engineer's Estimate		Valley Paving		Asphalt Surface Technologies	
				UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
58	REMOVE SEWER PIPE (STORM)	90	LIN FT	\$25.00	\$2,250.00	\$18.00	\$1,620.00	\$22.00	\$1,980.00
59	REMOVE CASTING ASSEMBLY	4	EACH	\$250.00	\$1,000.00	\$200.00	\$800.00	\$385.00	\$1,540.00
60	REMOVE BITUMINOUS PAVEMENT	578	SQ YD	\$11.00	\$6,358.00	\$7.50	\$4,335.00	\$8.25	\$4,768.50
61	SALVAGE & REINSTALL SIGN	1	EACH	\$250.00	\$250.00	\$300.00	\$300.00	\$220.00	\$220.00
62	DITCH CLEANING	150	LIN FT	\$35.00	\$5,250.00	\$24.00	\$3,600.00	\$38.50	\$5,775.00
63	MILL BITUMINOUS SURFACE (2.0")	5976	SQ YD	\$2.25	\$13,446.00	\$2.15	\$12,848.40	\$1.38	\$8,246.88
64	12" RC PIPE SEWER (CL V)	98	LIN FT	\$100.00	\$9,800.00	\$87.00	\$8,526.00	\$93.50	\$9,163.00
65	12" RC PIPE APRON	3	EACH	\$1,900.00	\$5,700.00	\$1,700.00	\$5,100.00	\$2,200.00	\$6,600.00
66	TRASH GUARD FOR 12" PIPE APRON	3	EACH	\$1,450.00	\$4,350.00	\$1,200.00	\$3,600.00	\$770.00	\$2,310.00
67	CONSTRUCT DRAINAGE STRUCTURE DESIGN H	2	LIN FT	\$450.00	\$900.00	\$1,000.00	\$2,000.00	\$935.00	\$1,870.00
68	CASTING ASSEMBLY - STORM	2	EACH	\$1,100.00	\$2,200.00	\$1,000.00	\$2,000.00	\$1,540.00	\$3,080.00
69	CASTING ASSEMBLY - SANITARY	3	EACH	\$900.00	\$2,700.00	\$1,100.00	\$3,300.00	\$1,540.00	\$4,620.00
70	AGGREGATE BASE, CLASS 5 (100% CRUSHED)	158	TON	\$27.00	\$4,266.00	\$0.01	\$1.58	\$29.15	\$4,605.70
71	TYPE SP 9.5 WEAR COURSE MIX (2,B)	796	TON	\$75.00	\$59,700.00	\$90.00	\$71,640.00	\$82.77	\$65,884.92
72	TYPE SP 9.5 LEVELING COURSE MIX (2,B)	94	TON	\$110.00	\$10,340.00	\$90.00	\$8,460.00	\$102.74	\$9,657.56
73	TYPE SP 12.5 NON-WEAR COURSE MIX (2,B)	65	TON	\$90.00	\$5,850.00	\$117.00	\$7,605.00	\$104.50	\$6,792.50
74	ADJUST FRAME & RING CASTING - SANITARY	9	EACH	\$975.00	\$8,775.00	\$900.00	\$8,100.00	\$1,265.00	\$11,385.00
75	ADJUST FRAME & RING CASTING - STORM	2	EACH	\$975.00	\$1,950.00	\$900.00	\$1,800.00	\$1,265.00	\$2,530.00
76	MAHOLE RISER RING	1	EACH	\$300.00	\$300.00	\$255.00	\$255.00	\$220.00	\$220.00
77	EXTERNAL CHIMNEY SEAL - SANITARY	9	EACH	\$275.00	\$2,475.00	\$215.00	\$1,935.00	\$242.00	\$2,178.00
78	EXTERNAL CHIMNEY SEAL - STORM	2	EACH	\$275.00	\$550.00	\$255.00	\$510.00	\$242.00	\$484.00
79	TOPSOIL BORROW (LV)	195	CU YD	\$47.50	\$9,262.50	\$52.00	\$10,140.00	\$47.30	\$9,223.50
80	ROLLED EROSION CONTROL PREVENTION CAT 20	844	SQ YD	\$3.50	\$2,954.00	\$1.60	\$1,350.40	\$2.20	\$1,856.80
81	HYDROSEED W/ SEED MIX 25-151	682	SQ YD	\$2.75	\$1,875.50	\$2.20	\$1,500.40	\$2.20	\$1,500.40
82	STORM DRAIN INLET PROTECTION	3	EACH	\$200.00	\$600.00	\$110.00	\$330.00	\$180.00	\$540.00
83	BIOROLL, TYPE STRAW	340	LIN FT	\$4.00	\$1,360.00	\$3.00	\$1,020.00	\$2.53	\$860.20
ADD ALTERNATE B: 2022 MILL & OVERLAY (MURRAY STREET & MURRAY COURT):					\$178,252.94		\$171,176.78		\$174,376.46
BASE BID :					\$522,166.21		\$485,554.40		\$486,060.73
BASE BID + ALTERNATE A:					\$628,524.56		\$595,566.40		\$590,073.83
BASE BID + ALTERNATE B:					\$700,419.14		\$656,731.18		\$660,437.19
BASE BID + ALTERNATE A + ALTERNATE B:					\$806,777.50		\$766,743.18		\$764,450.29

ABSTRACT OF BIDS

2022 MILL & OVERLAY
CITY OF SHOREWOOD, MINNESOTA
BMI PROJECT NO. OC1.125995

ITEM NO.	BID ITEM	APPROX. QUAN.	UNIT	3		4		5		6	
				Wm. Mueller & Sons		Bituminous Roadways		GMH Asphalt		S.M. Hentges & Sons	
				UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
BASE BID: 2022 MILL & OVERLAY											
1	MOBILIZATION	1	LUMP SUM	\$23,000.00	\$23,000.00	\$18,000.00	\$18,000.00	\$37,500.00	\$37,500.00	\$43,000.00	\$43,000.00
2	TRAFFIC CONTROL	1	LUMP SUM	\$2,950.00	\$2,950.00	\$3,500.00	\$3,500.00	\$3,112.00	\$3,112.00	\$3,000.00	\$3,000.00
3	STREET SWEEPER (WITH PICKUP BROOM)	1	LUMP SUM	\$3,500.00	\$3,500.00	\$1,500.00	\$1,500.00	\$3,000.00	\$3,000.00	\$3,730.00	\$3,730.00
4	REMOVE AND REPLACE BITUMINOUS PAVEMENT	2,046	SQ FT	\$6.05	\$12,378.30	\$6.90	\$14,117.40	\$3.75	\$7,672.50	\$5.40	\$11,048.40
5	REMOVE CASTING ASSEMBLY	5	EACH	\$200.00	\$1,000.00	\$97.00	\$485.00	\$392.00	\$1,960.00	\$335.00	\$1,675.00
6	REMOVE CONCRETE CURB AND GUTTER	1,024	LIN FT	\$13.00	\$13,312.00	\$11.00	\$11,264.00	\$8.50	\$8,704.00	\$6.20	\$6,348.80
7	REMOVE SIGN	2	EACH	\$50.00	\$100.00	\$53.00	\$106.00	\$52.75	\$105.50	\$51.00	\$102.00
8	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	47	SQ YD	\$10.00	\$470.00	\$9.40	\$441.80	\$22.50	\$1,057.50	\$8.50	\$399.50
9	REMOVE BITUMINOUS PAVEMENT	363	SQ YD	\$6.00	\$2,178.00	\$9.40	\$3,412.20	\$6.40	\$2,323.20	\$6.50	\$2,359.50
10	DITCH CLEANING	131	LIN FT	\$23.00	\$3,013.00	\$22.00	\$2,882.00	\$24.45	\$3,202.95	\$26.00	\$3,406.00
11	MILL BITUMINOUS SURFACE (2.0")	19,457	SQ YD	\$1.75	\$34,049.75	\$2.10	\$40,859.70	\$2.00	\$38,914.00	\$2.00	\$38,914.00
12	CLEAN & JET STORM SEWER	317	LIN FT	\$6.50	\$2,060.50	\$26.00	\$8,242.00	\$7.45	\$2,361.65	\$4.20	\$1,331.40
13	CASTING ASSEMBLY - STORM	1	EACH	\$650.00	\$650.00	\$1,400.00	\$1,400.00	\$1,433.00	\$1,433.00	\$640.00	\$640.00
14	CASTING ASSEMBLY - SANITARY	3	EACH	\$800.00	\$2,400.00	\$1,600.00	\$4,800.00	\$1,226.00	\$3,678.00	\$640.00	\$1,920.00
15	RANDOM RIP RAP, CLASS II	4	CU YD	\$255.00	\$1,020.00	\$258.00	\$1,032.00	\$313.00	\$1,252.00	\$195.00	\$780.00
16	AGGREGATE SURFACING CLASS 2	23	TON	\$59.00	\$1,357.00	\$37.00	\$851.00	\$71.50	\$1,644.50	\$80.00	\$1,840.00
17	TYPE SP 9.5 WEAR COURSE MIX (2,B)	2,456	TON	\$89.00	\$218,584.00	\$83.00	\$203,848.00	\$85.75	\$210,602.00	\$85.00	\$208,760.00
18	TYPE SP 9.5 LEVELING COURSE MIX (2,B)	298	TON	\$129.00	\$38,442.00	\$87.00	\$25,926.00	\$71.85	\$21,411.30	\$100.00	\$29,800.00
19	TYPE SP 12.5 NON-WEAR COURSE MIX (2,B)	326	TON	\$0.01	\$3.26	\$82.00	\$26,732.00	\$86.50	\$28,199.00	\$94.00	\$30,644.00
20	3" BITUMINOUS DRIVEWAY (W/ 6" AGG. BASE CL 5)	47	SQ YD	\$75.55	\$3,550.85	\$44.00	\$2,068.00	\$56.50	\$2,655.50	\$67.00	\$3,149.00
21	CONCRETE CURB & GUTTER (HAND FORMED)	1,024	LIN FT	\$28.85	\$29,542.40	\$34.50	\$35,328.00	\$31.90	\$32,665.60	\$50.00	\$51,200.00
22	ADJUST FRAME & RING CASTING - SANITARY	20	EACH	\$1,250.00	\$25,000.00	\$828.00	\$16,560.00	\$1,108.00	\$22,160.00	\$710.00	\$14,200.00
23	ADJUST FRAME & RING CASTING - STORM	10	EACH	\$1,250.00	\$12,500.00	\$685.00	\$6,850.00	\$1,108.00	\$11,080.00	\$710.00	\$7,100.00
24	MAHOLE RISER RING	4	EACH	\$275.00	\$1,100.00	\$215.00	\$860.00	\$243.00	\$972.00	\$740.00	\$2,960.00
25	ADJUST GATE VALVE & BOX	5	EACH	\$425.00	\$2,125.00	\$270.00	\$1,350.00	\$682.00	\$3,410.00	\$585.00	\$2,925.00
26	EXTERNAL CHIMNEY SEAL - SANITARY	16	EACH	\$250.00	\$4,000.00	\$378.00	\$6,048.00	\$194.00	\$3,104.00	\$346.00	\$5,536.00
27	EXTERNAL CHIMNEY SEAL - STORM	9	EACH	\$250.00	\$2,250.00	\$378.00	\$3,402.00	\$239.00	\$2,151.00	\$385.00	\$3,465.00
28	TOPSOIL BORROW (LV)	314	CU YD	\$68.00	\$21,352.00	\$64.00	\$20,096.00	\$48.55	\$15,244.70	\$43.50	\$13,659.00
29	ROLLED EROSION CONTROL PREVENTION CAT 20	925	SQ YD	\$1.95	\$1,803.75	\$2.10	\$1,942.50	\$2.05	\$1,896.25	\$1.50	\$1,387.50
30	HYDROSEED W/ SEED MIX 25-151	1,785	SQ YD	\$2.00	\$3,570.00	\$2.10	\$3,748.50	\$1.67	\$2,980.95	\$2.00	\$3,570.00
31	STORM DRAIN INLET PROTECTION	17	EACH	\$185.00	\$3,145.00	\$195.00	\$3,315.00	\$113.00	\$1,921.00	\$153.00	\$2,601.00

ITEM NO.	BID ITEM	APPROX. QUAN.	UNIT	Wm. Mueller & Sons		Bituminous Roadways		GMH Asphalt		S.M. Hentges & Sons	
				UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
32	BIOROLL, TYPE STRAW	560.00	LIN FT	\$3.00	\$1,680.00	\$3.20	\$1,792.00	\$3.50	\$1,960.00	\$2.20	\$1,232.00
33	4" SOLID LINE MULTI-COMPONENT	1,650.00	LIN FT	\$0.49	\$808.50	\$0.50	\$825.00	\$0.57	\$940.50	\$0.50	\$825.00
34	4" DOUBLE SOLID LINE MULTI-COMPONENT	1,806.00	LIN FT	\$0.98	\$1,769.88	\$1.00	\$1,806.00	\$1.15	\$2,076.90	\$1.00	\$1,806.00
35	4" BROKEN LINE MULTI-COMPONENT	32.00	LIN FT	\$0.49	\$15.68	\$0.50	\$16.00	\$0.57	\$18.24	\$0.50	\$16.00
36	24" SOLID LINE MULTI-COMPONENT	122.00	LIN FT	\$20.00	\$2,440.00	\$20.30	\$2,476.60	\$23.45	\$2,860.90	\$20.40	\$2,488.80
37	PAVEMENT MESSAGE MULTI-COMPONENT	33	SQ FT	\$11.00	\$363.00	\$11.15	\$367.95	\$12.90	\$425.70	\$11.25	\$371.25
38	SIGN TYPE C	40	SQ FT	\$55.00	\$2,200.00	\$59.00	\$2,360.00	\$58.05	\$2,322.00	\$56.00	\$2,240.00
39	SIGN TYPE SPECIAL	2	EACH	\$250.00	\$500.00	\$266.00	\$532.00	\$264.00	\$528.00	\$255.00	\$510.00
40	LANDSCAPING	1	ALLOWANCE	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
BASE BID - SUBTOTAL:					\$490,183.87		\$491,142.65		\$499,506.34		\$520,940.15
ADD ALTERNATE A: 2022 MILL & OVERLAY (GALPIN LAKE ROAD)											
41	MOBILIZATION	1	LUMP SUM	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$5,000.00	\$5,000.00	\$13,000.00	\$13,000.00
42	TRAFFIC CONTROL	1	LUMP SUM	\$750.00	\$750.00	\$1,000.00	\$1,000.00	\$791.00	\$791.00	\$765.00	\$765.00
43	STREET SWEEPER (WITH PICKUP BROOM)	1	LUMP SUM	\$1,000.00	\$1,000.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,865.00	\$1,865.00
44	REMOVE CASTING ASSEMBLY	2	EACH	\$200.00	\$400.00	\$121.00	\$242.00	\$392.00	\$784.00	\$335.00	\$670.00
45	MILL BITUMINOUS SURFACE (2.0")	5,860	SQ YD	\$1.75	\$10,255.00	\$2.20	\$12,892.00	\$1.80	\$10,548.00	\$2.40	\$14,064.00
46	CASTING ASSEMBLY - SANITARY	2	EACH	\$800.00	\$1,600.00	\$1,635.00	\$3,270.00	\$1,226.00	\$2,452.00	\$640.00	\$1,280.00
47	TYPE SP 9.5 WEAR COURSE MIX (2,B)	736.00	TON	\$89.00	\$65,504.00	\$83.00	\$61,088.00	\$85.40	\$62,854.40	\$85.00	\$62,560.00
48	TYPE SP 9.5 LEVELING COURSE MIX (2,B)	92	TON	\$129.00	\$11,868.00	\$87.00	\$8,004.00	\$85.40	\$7,856.80	\$102.00	\$9,384.00
49	ADJUST FRAME & RING CASTING - SANITARY	8	EACH	\$1,250.00	\$10,000.00	\$828.00	\$6,624.00	\$1,108.00	\$8,864.00	\$710.00	\$5,680.00
50	MAHOLE RISER RING	1	EACH	\$275.00	\$275.00	\$215.00	\$215.00	\$243.00	\$243.00	\$740.00	\$740.00
51	EXTERNAL CHIMNEY SEAL - SANITARY	8	EACH	\$250.00	\$2,000.00	\$378.00	\$3,024.00	\$194.00	\$1,552.00	\$346.00	\$2,768.00
52	TOPSOIL BORROW (LV)	58	CU YD	\$68.00	\$3,944.00	\$194.00	\$11,252.00	\$48.55	\$2,815.90	\$42.50	\$2,465.00
53	ROLLED EROSION CONTROL PREVENTION CAT 20	1,080	SQ YD	\$1.95	\$2,106.00	\$2.10	\$2,268.00	\$2.05	\$2,214.00	\$1.50	\$1,620.00
54	BIOROLL, TYPE STRAW	120	LIN FT	\$3.00	\$360.00	\$3.20	\$384.00	\$3.50	\$420.00	\$2.20	\$264.00
ADD ALTERNATE A - SUBTOTAL:					\$112,062.00		\$113,763.00		\$107,895.10		\$117,125.00
ADD ALTERNATE B: 2022 MILL & OVERLAY (MURRAY STREET & MURRAY COURT)											
55	MOBILIZATION	1	LUMP SUM	\$7,500.00	\$7,500.00	\$1,800.00	\$1,800.00	\$6,000.00	\$6,000.00	\$24,000.00	\$24,000.00
56	TRAFFIC CONTROL	1	LUMP SUM	\$750.00	\$750.00	\$1,000.00	\$1,000.00	\$791.00	\$791.00	\$765.00	\$765.00
57	STREET SWEEPER (WITH PICKUP BROOM)	1	LUMP SUM	\$1,000.00	\$1,000.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,865.00	\$1,865.00

ITEM NO.	BID ITEM	APPROX. QUAN.	UNIT	Wm. Mueller & Sons		Bituminous Roadways		GMH Asphalt		S.M. Hentges & Sons	
				UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
58	REMOVE SEWER PIPE (STORM)	90	LIN FT	\$20.00	\$1,800.00	\$19.00	\$1,710.00	\$37.60	\$3,384.00	\$39.00	\$3,510.00
59	REMOVE CASTING ASSEMBLY	4	EACH	\$200.00	\$800.00	\$90.00	\$360.00	\$392.00	\$1,568.00	\$335.00	\$1,340.00
60	REMOVE BITUMINOUS PAVEMENT	578	SQ YD	\$4.00	\$2,312.00	\$8.70	\$5,028.60	\$6.00	\$3,468.00	\$6.60	\$3,814.80
61	SALVAGE & REINSTALL SIGN	1	EACH	\$200.00	\$200.00	\$213.00	\$213.00	\$211.00	\$211.00	\$205.00	\$205.00
62	DITCH CLEANING	150	LIN FT	\$23.00	\$3,450.00	\$22.00	\$3,300.00	\$24.45	\$3,667.50	\$27.00	\$4,050.00
63	MILL BITUMINOUS SURFACE (2.0")	5976	SQ YD	\$1.75	\$10,458.00	\$2.20	\$13,147.20	\$1.80	\$10,756.80	\$2.20	\$13,147.20
64	12" RC PIPE SEWER (CL V)	98	LIN FT	\$102.00	\$9,996.00	\$92.00	\$9,016.00	\$85.20	\$8,349.60	\$112.00	\$10,976.00
65	12" RC PIPE APRON	3	EACH	\$2,500.00	\$7,500.00	\$2,387.00	\$7,161.00	\$1,002.00	\$3,006.00	\$1,020.00	\$3,060.00
66	TRASH GUARD FOR 12" PIPE APRON	3	EACH	\$1,300.00	\$3,900.00	\$1,022.00	\$3,066.00	\$752.00	\$2,256.00	\$850.00	\$2,550.00
67	CONSTRUCT DRAINAGE STRUCTURE DESIGN H	2	LIN FT	\$950.00	\$1,900.00	\$1,976.00	\$3,952.00	\$1,128.00	\$2,256.00	\$1,450.00	\$2,900.00
68	CASTING ASSEMBLY - STORM	2	EACH	\$650.00	\$1,300.00	\$1,444.00	\$2,888.00	\$1,433.00	\$2,866.00	\$645.00	\$1,290.00
69	CASTING ASSEMBLY - SANITARY	3	EACH	\$800.00	\$2,400.00	\$1,635.00	\$4,905.00	\$1,226.00	\$3,678.00	\$645.00	\$1,935.00
70	AGGREGATE BASE, CLASS 5 (100% CRUSHED)	158	TON	\$34.00	\$5,372.00	\$36.00	\$5,688.00	\$32.50	\$5,135.00	\$39.00	\$6,162.00
71	TYPE SP 9.5 WEAR COURSE MIX (2,B)	796	TON	\$102.00	\$81,192.00	\$84.00	\$66,864.00	\$88.50	\$70,446.00	\$85.00	\$67,660.00
72	TYPE SP 9.5 LEVELING COURSE MIX (2,B)	94	TON	\$129.00	\$12,126.00	\$91.00	\$8,554.00	\$78.50	\$7,379.00	\$102.00	\$9,588.00
73	TYPE SP 12.5 NON-WEAR COURSE MIX (2,B)	65	TON	\$118.00	\$7,670.00	\$97.00	\$6,305.00	\$95.55	\$6,210.75	\$130.00	\$8,450.00
74	ADJUST FRAME & RING CASTING - SANITARY	9	EACH	\$1,250.00	\$11,250.00	\$828.00	\$7,452.00	\$1,108.00	\$9,972.00	\$860.00	\$7,740.00
75	ADJUST FRAME & RING CASTING - STORM	2	EACH	\$1,250.00	\$2,500.00	\$685.00	\$1,370.00	\$1,108.00	\$2,216.00	\$860.00	\$1,720.00
76	MAHOLE RISER RING	1	EACH	\$275.00	\$275.00	\$215.00	\$215.00	\$243.00	\$243.00	\$742.00	\$742.00
77	EXTERNAL CHIMNEY SEAL - SANITARY	9	EACH	\$250.00	\$2,250.00	\$378.00	\$3,402.00	\$194.00	\$1,746.00	\$346.00	\$3,114.00
78	EXTERNAL CHIMNEY SEAL - STORM	2	EACH	\$250.00	\$500.00	\$378.00	\$756.00	\$239.00	\$478.00	\$385.00	\$770.00
79	TOPSOIL BORROW (LV)	195	CU YD	\$68.00	\$13,260.00	\$79.00	\$15,405.00	\$48.55	\$9,467.25	\$43.42	\$8,466.90
80	ROLLED EROSION CONTROL PREVENTION CAT 20	844	SQ YD	\$1.95	\$1,645.80	\$2.10	\$1,772.40	\$2.05	\$1,730.20	\$1.50	\$1,266.00
81	HYDROSEED W/ SEED MIX 25-151	682	SQ YD	\$2.00	\$1,364.00	\$2.10	\$1,432.20	\$2.16	\$1,473.12	\$2.00	\$1,364.00
82	STORM DRAIN INLET PROTECTION	3	EACH	\$185.00	\$555.00	\$180.00	\$540.00	\$113.00	\$339.00	\$153.00	\$459.00
83	BIOROLL, TYPE STRAW	340	LIN FT	\$3.00	\$1,020.00	\$3.20	\$1,088.00	\$3.50	\$1,190.00	\$2.20	\$748.00
ADD ALTERNATE B: 2022 MILL & OVERLAY (MURRAY STREET & MURRAY COURT):					\$196,245.80		\$179,890.40		\$171,783.22		\$193,657.90
BASE BID :					\$490,183.87		\$491,142.65		\$499,506.34		\$520,940.15
BASE BID + ALTERNATE A:					\$602,245.87		\$604,905.65		\$607,401.44		\$638,065.15
BASE BID + ALTERNATE B:					\$686,429.67		\$671,033.05		\$671,289.56		\$714,598.05
BASE BID + ALTERNATE A + ALTERNATE B:					\$798,491.67		\$784,796.05		\$779,184.66		\$831,723.05

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

RESOLUTION 22-054

**A RESOLUTION ACCEPTING BIDS AND AWARDING CONTRACT FOR THE
2022 MILL & OVERLAY PROJECT,
CITY PROJECT 21-11**

WHEREAS, pursuant to an advertisement for bids for the 2022 Mill & Over Project, bids were received on May 17, 2022, opened and tabulated according to law, with the following bids received and complying with the advertisement and specifications:

Contractor	Base Bid	Alternate A (Galpin Lk Rd)	Alternate B (Murray St/Ct)	Total Bid
Valley Paving, Inc	\$485,554.40	\$110,012.00	\$171,176.78	\$766,743.18
Asphalt Surface Technologies	\$486,060.73	\$104,013.10	\$174,376.46	\$764,450.29
Wm. Mueller & Sons	\$490,183.87	\$112,062.00	\$196,245.80	\$798,491.67
Bituminous Roadways	\$491,142.65	\$113,763.00	\$179,890.40	\$784,796.05
GMH Asphalt	\$499,506.34	\$107,895.10	\$171,783.22	\$779,184.66
S.M. Hentges & Sons	\$520,940.15	\$117,125.00	\$193,657.90	\$831,723.05

WHEREAS, the low bidder is determined by the Base Bid amount; and

WHEREAS, Galpin Lake Road is defined as “Bid Alternate A” according to the approved Plans and Specifications; and

WHEREAS, Murray Street and Murray Court are defined as “Bid Alternate B” according to the approved Plans and Specifications; and

WHEREAS, Funding constraints dictate that either Alternative A or Alternative B may be included in the improvement, but not both; and

WHEREAS, Alternative A, Galpin Lake Road has a substantially higher traffic volume and is in worse condition than Murray Street and Murray Court; and

WHEREAS, Valley Paving, Inc. is the lowest responsible bidder; and

WHEREAS, Valley Paving, 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 authorizes and directs the Mayor and City Clerk, on behalf of the City of Shorewood, to enter into a contract with Valley Paving, Inc. for the Base Bid plus Alternate A, Galpin Lake Road in the amount of \$595,566.40, for the 2022 Mill & Overlay Project according to the plans and specifications therefore approved by the City Council and on file in the office of the City Clerk.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF SHOREWOOD this 23rd day of May, 2022.

Jennifer Labadie, Mayor

Attest:

Sandie Thone, City Clerk