

**CITY OF SHOREWOOD  
CITY COUNCIL REGULAR MEETING  
MONDAY, SEPTEMBER 12, 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](https://ci.shorewood.mn.us/current_meeting) for the meeting link. Contact the city at 952.960.7900 during regular business hours with questions.

**AGENDA**

**1. CONVENE CITY COUNCIL MEETING**

A. Pledge of Allegiance

B. Roll Call

Mayor Labadie\_\_\_\_  
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 August 22, 2022                             | Minutes                                    |
| B. City Council Regular Meeting Minutes of August 22, 2022                          | Minutes                                    |
| C. City Council Special Work Session Minutes of August 29, 2022                     | Minutes                                    |
| D. City Council Special Work Session Minutes of September 6, 2022                   | Minutes                                    |
| E. City Council Special Work Session Minutes of September 7, 2022                   | Minutes                                    |
| F. Approval of the Verified Claims List   | Claims List                                |
| G. Accept Quote and Award Contract for One Replacement<br>2,000 Gallon Tanker Truck | Director of Public Works Memo              |
| H. Set Truth-in-Taxation Meeting Date   | Finance Director Memo<br>Resolution 22-080 |
| I. Approving an Encroachment Agreement for 23100 Summit Ave                         | City Engineer Memo<br>Resolution 22-081    |

- J. Accept Final Improvements for Shady Island Bridge  
Forcemain Replacement, City Project 21-02 City Engineer Memo  
Resolution 22-082
- K. Accept Final Improvements for Christmas Lake Boat Landing,  
City Project 22-02 City Engineer Memo  
Resolution 22-083
- L. Approve Hiring of Light Equipment Operator, Public Works Director of Public Works Memo
- M. Approve 2023 Lake Minnetonka Cable Communications Budget City Administrator Memo  
Resolution 22-084
- N. Accept Resignation of Chris Pounder, Light Equipment Operator, Public Works Director of Public Works Memo
- O. Approve Hiring of Light Equipment Operator, Public Works Director of Public Works Memo
- P. Revised Interim Ordinance (Moratorium) on Sale of  
Cannabinoids City Attorney Memo  
Ordinance 592  
Resolution 22-085
- Q. Authorize Expenditure for Public Works Equipment,  
One Power Broom for Skid Steer Director of Public Works Memo
- R. Accept Regular Appointment of Bruce Stark to  
Light Equipment Operator – Utilities, Public Works Director of Public Works Memo

**3. MATTERS FROM THE FLOOR** This is an opportunity for members of the public to bring an item, which is not on tonight's agenda, to the attention of the mayor and council. When you are recognized, please raise your hand or 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. The mayor or council may request that staff place this matter on a future agenda or ask staff to address it during Item 10. Staff Reports. (No Council Action will be taken)

#### **4. REPORTS AND PRESENTATIONS**

#### **5. PUBLIC HEARING**

#### **6. PARKS**

#### **7. PLANNING**

#### **8. ENGINEERING/PUBLIC WORKS**

- A. Approve Plans and Specifications and Authorize Advertisement for  
Bids for Strawberry Lane Reconstruction, City Project 19-05 City Engineer Memo  
Resolution 22-086

#### **9. GENERAL/NEW BUSINESS**

- A. Tobacco License Violations City Clerk/HR Director Memo

B. Approve 2023 Preliminary Budget and Levy

Finance Director Memo  
Resolution 22-087

C. Accept Resignation of Director of Public Works Larry Brown City Clerk/HR Director Memo  
And Discuss Recruitment Process

**10. STAFF AND COUNCIL REPORTS**

A. Staff

B. Mayor and City Council

**11. CLOSED SESSION**

**-ALEX AND ELENA UGOSETS V. CITY OF SHOREWOOD, CIV. NO. 21-1446 (D. MINN)**

**-ALAN YELSEY V. CITY OF SHOREWOOD, OAH 5-0305-38230 (OFFICE OF ADMINISTRATIVE  
HEARINGS)**

Pursuant to Minn. Stat. §13D.05, subd. 3 (b), the meeting will be closed for a confidential, attorney-client privileged discussion of the litigation matters, *Alex and Elena Ugorets v. City of Shorewood*, Civ. No. 21-1446 (D. Minn.), and *Alan Yelsey v. City of Shorewood*, OAH, 5-305-38230.

**12. ADJOURN**

CITY OF SHOREWOOD  
CITY COUNCIL WORK SESSION MEETING  
MONDAY, AUGUST 22, 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 6:03 P.M.

#### A. Roll Call

Present. Mayor Labadie; Councilmembers Johnson (arrived at 6:32 p.m.), 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

**Callies moved, Gorham seconded, approving the agenda as presented. Motion passed 3/0.**

### 2. 2023 PROPOSED BUDGET

Finance Director Rigdon gave an overview of the proposed 2023 budget and property tax levy. He noted that budget worksheets had been distributed to the department heads and staff is working to put together the budget and property tax levy. He noted that they were not yet ready to discuss the Capital Improvement Plan and tonight's discussion would be strictly around operations, in particular, the General Fund. He reiterated that the budget that staff is proposing is just preliminary but shows a 6.1% increase in expenditures. He reviewed the personnel-related assumptions; notable General Fund budget items; expenditures and transfers out; revenues and transfers in; and the proposed property tax levy which is of 8.9% higher than in 2022. He reminded the Council that the tax levy can still change until it is approved and certified to the County. He reviewed the increase in taxable market value and noted that it jumped about 26% from 2022. He gave a brief explanation of the tax capacity rate which shows a 28% increase from 2022 to 2023 valuations. He stated that because there is an increase in valuation, the City's local tax capacity rate has dipped significantly by almost 16%, which he has never seen before.

Councilmember Gorham asked if Finance Director Rigdon had seen any home valuations remain flat.

Finance Director Rigdon noted that he had not and most appeared to have increased in value somewhere around 15-20%, but has also seen some increase over 25%. He reviewed the tables that showed examples of a valuation situation with no change; increase of 15%; increase of 20%; or increase of 25% in property values. He stated that if the Council wanted to bring forward other initiatives for 2023, the tax levy would need to be increased which would mean a larger tax impact. He reviewed the General Fund balance reserves which has been a key factor in the City's bond rating position. He shared various examples that he had suggested for use of the General Fund surplus. He reviewed the American Rescue Plan Act (ARPA) funds and noted that the City had



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used these funds for the Covington Road watermain improvements, and the water meter repair and replacement project. He reminded the Council that this was a preliminary look at the proposed budget and once the property tax levy is certified it cannot be increased, but can be decreased.

Councilmember Callies stated that the City is now levying directly to the funds rather than transferring out, and asked how this would affect the homeowner. She asked if their statements would outline specific amounts that went towards sewer or roads.

Finance Director Rigdon stated that on their statement, they will be combined and the only two categories they will see on their tax bill would be for the general levy and a debt levy. He explained that levying directly to the funds is more of an internal action by the City.

Mayor Labadie noted that the recent bid the City got back for tree trimming was exorbitant to the point where they could bring on additional staff and still be under the proposed bid. She asked if the Council would want to entertain the idea of "beefing up" Public Works with equipment or manpower, and if so, when the best time to do that would be.

Finance Director Rigdon stated that the answer would really be related to level of service and the quantity of service that the City wants to provide.

Councilmember Callies stated that she thinks Mayor Labadie's idea is good, but if a staff person is added, she was not sure they would actually be able to go out and do all the tree trimming, or example, because that seems to be more specialized and may have to be done by an outside entity.

Public Works Director Brown explained that there would need to be a minimum of two people, if they were focusing just on tree trimming. He stated that he has had a conversation with Interim City Administrator Shukle about this issue and they have proposed in the budget the addition of one employee that was focused on parks. He stated that the bid that Mayor Labadie referenced came in for around \$400,000, which equates to around four employees. He stated that if the City started up a true forestry effort, that could not just be done by just one person.

Mayor Labadie asked if that was something that could be a long term role with the City had just fallen a bit behind in the tree trimming.

Public Works Director Brown stated that the tree canopy has gotten to the point where they can start trimming and by the time they are through, it is almost time to start the process all over again.

Mayor Labadie asked if other cities of similar size have personnel serving in this kind of role.

Public Works Director Brown stated that he thinks that the larger suburbs have true forestry divisions, but would have to take a closer look at cities that were similar in size to Shorewood.

Interim City Administrator Shukle stated that the City has not hired a new Public Works employee in many years.

Public Works Director Brown explained that when he started at the City there were eight full-time employees plus a working foreman. He noted that at that time the City contracted out their

**CITY OF SHOREWOOD WORK SESSION COUNCIL MEETING MINUTES**  
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sanitary sewer and storm sewer to a private entity. He stated that they now have added streets and various roles and also handle sanitary sewer and water duties and responsibilities.

Interim City Administrator Shukle asked how long ago the City hired new employees. Public Works Director Brown stated that it would probably be about twenty or so years ago.

Interim City Administrator Shukle explained that they were proposing a new employee for 2023 which, to him, is not out of the ordinary. He stated that the Council could certainly look at adding more, but would caution them to be careful with how this is done.

Mayor Labadie stated that the one additional employee proposed is the bare minimum and reiterated her question of whether or not now is the appropriate time to discuss this or if it should be done as discussion for a future budget year. She noted that she thinks the entire Council was "blown away" by the bid that came in for the tree trimming.

Councilmember Callies agreed but noted that it is kind of an unusual time and she was unsure if the tree trimming expense would come in as high next year.

Councilmember Gorham stated that he thinks it was just bad timing with the tree trimmers' busiest time of the year. He stated that he did not think the City should overreact too much to the tree trimming quotation. He explained that he thinks it is a great idea, but would be taking on a long term commitment. He stated that he loves the idea of paying down the City's debt. He noted that he is a bit worried about escalation in the construction industry right now and there are bunch of big projects going out which makes him nervous because next year there may be some shocking numbers in the materials world. He explained that was why he is nervous about making a ten or twenty year commitment when the City does not know what they will see next year.

Councilmember Callies stated that there is one new Light Equipment Operator included in the 2023 budget. She explained that she trusted that Public Works Director Brown has looked at where they position needs to focus and that she did not think the Council should focus solely on the tree trimming.

Mayor Labadie explained that she was using the tree trimming situation as more of an example because she thinks the Public Works Department is overworked right now. She suggested that the Council consider this topic as food for thought for future budget years.

Councilmember Callies asked if the ARPA funds could be used for tree trimming.

Finance Director Rigdon stated that they could not be used for recurring operational items like tree trimming.

Councilmember Callies suggested that perhaps there would be some sort of emergency or urgent category where those funds could be used even though they could not be used for all the trees in the City as general maintenance.

Councilmember Gorham noted that there is no urgency to earmark the ARPA funds until 2024.

Councilmember Callies noted that in terms of the reserves, the suggestion that appealed the most to her was exercising the call on the EDA bonds and paying down the debt.

Councilmember Johnson arrived at the meeting.

Mayor Labadie asked if Finance Director Rigdon had received a lot of calls from residents about their property tax statements and valuations.

Finance Director Rigdon stated that the City's front office got a lot of calls that they, in turn, referred to the County.

Councilmember Gorham asked about the assumptions he had included for things such as the pest management plan and asked if that was included on a future agenda for discussion.

Finance Director Rigdon stated that the Council can discuss it right now if they like.

Public Works Director Brown stated that the initial budget submittal was put together with the assumption that there would be \$45,000 extra that was needed for the practice of the pest management plan and use different compounds versus the chemicals the City had been using. He stated that he had heard that the compounds were significantly more expensive so he put together essentially an 'uneducated' estimate based on what he knew at the time. He stated that the specialist who has prepared the plan has priced it out for the compounds being \$100,000/year and does not include the contractual costs for the licensed applicator. He stated that in addition to that, there is also another \$45,000 worth of additional equipment needed for field maintenance.

Councilmember Callies stated that there is also the cost of the consultant in addition to the product and equipment expenses.

Planning Director Darling explained that the cost for the consultant depends on what level of service the City requests. She stated that the cost for the products would vary between \$45,000 and \$80,000 depending on how much of the parks they want to use these products on.

Councilmember Callies stated that she feels this is a difficult thing to budget for because the Council has not yet made a decision about the plan. She stated that she thinks it brings into question the larger issue of the City's policy and stated that she would like to revisit it and suggested that it may be a good topic for discussion at the Council retreat.

Public Works Director Brown noted that there is nothing that says the City needs to start out in full force right in year one for the pest management plan and could be something that the City grows into. He stated that there is the concern that the turf is not being managed properly because they have suspended all applications of chemicals, so it will take longer to address the weed growth that is out there.

Councilmember Gorham asked if Finance Director Rigdon needed direction from the Council on the use of General Fund reserves.

Finance Director Rigdon stated that it would be advisable if the Council could start thinking about that issue.

Councilmember Gorham stated that both he and Councilmember Callies supported paying down the debt and asked what the others thought.

Councilmember Johnson stated that because interest rates are going up, he would concur with that suggestion.

Mayor Labadie stated that she could not speak for Councilmember Siakel, but she would also support this approach to the reserves.

Finance Director Rigdon stated that he will plan to bring this back to the Council for action at their September 12, 2022 Council meeting.

Councilmember Callies noted that it was clear how much work had been put into this proposed budget and expressed her appreciation for it being so clear because it helps the Council make decisions.

### **3. ADJOURN**

**Gorham moved, Callies seconded, Adjourning the City Council Work Session Meeting of August 22, 2022, at 6:44 P.M. All in favor, motion passed 4/0.**

**ATTEST:**

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

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

CITY OF SHOREWOOD  
CITY COUNCIL REGULAR MEETING  
MONDAY, AUGUST 22, 2022

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

## MINUTES

### 1. CONVENE CITY COUNCIL REGULAR MEETING

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

#### 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 stated that she would like to remove agenda item 2.i and place it on a future meeting agenda.

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

### 2. CONSENT AGENDA

Mayor Labadie reviewed the items on the Consent Agenda.

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

A. City Council Regular Meeting Minutes of August 8, 2022

B. Approval of the Verified Claims List

C. Accept Quote for 2022 Catch Basin and Culvert Project, City Project 22-04, Adopting RESOLUTION NO. 22-073, "A Resolution Awarding the 2022 Catch Basin and Culvert Repair Contract, City Project 22-04."

D. Accept Final Improvements for Beverly Drive and Cajed Lane Drainage Improvements, City Project 20-03, Adopting RESOLUTION NO. 22-074, "A Resolution Accepting Final Improvements for the Beverly Drive and Cajed Lane Drainage Improvements Project; City Project 20-03."

E. Accept Final Improvements for Glen Road/Amlee Road/Manitou Lane Street Reconstruction and Utility Project, City Project 18-08, Adopting RESOLUTION NO. 22-075, "A Resolution for Acceptance of Final

**Improvements for the Glen Road, Manitou Lane, and Amlee Road Street Improvements, City Project 18-08.”**

- F. Approve Vacation of a Portion of Fire Lane 1 to Set Property Line, Location: 4580 Enchanted Point at Fire Lane 1, Adopting RESOLUTION NO. 22-068, “A Resolution Vacating a Portion of Fire Lane 1 to Identify the South Property Line of 4580 Enchanted Point.”**
- G. Approve Agreement with Christmas Lake Association for Improvements to the Christmas Lake Public Access, Adopting RESOLUTION NO. 22-076, “A Resolution Approving Agreement Between the Christmas Lake Association and City of Shorewood for Improvements to the Christmas Lake Boat Access.”**
- H. Accept Quote for Security Upgrades to the Christmas Lake Public Access, Adopting RESOLUTION NO. 22-077, “A Resolution Awarding the Quote for Security Improvements to the Christmas Lake Public Boat Access.”**
- I. Accept Quote and Award Contract for One Replacement 2000 Gallon Tanker Truck— (removed from the agenda)**

All in favor, motion passed.

**3. MATTERS FROM THE FLOOR**

Guy Sanschagrin, 27725 Island View Road, noted that he wanted to address the Council regarding the Birch Bluff project and the hiring of a new City Administrator. He noted that he has spent the last two weekends walking the Birch Bluff area with Rick Mann, who lives in the neighborhood, and the feedback they have gotten from people was overwhelmingly against the project as planned. He noted that nobody they had spoken to understood what was driving the project. He shared some of the comments they received from the area residents and showed pictures of the condition of Birch Bluff that had an overlay done a few years ago. He expressed confusion that money was spent on an overlay if the plans were to rip up the road a few years later because an overlay should last seven to ten years. He stated that a frequent sentiment from residents was that they wanted the City to do much more with preserving healthy/mature trees, they wanted their voices to be heard, and wanted the City to stop wasting the taxpayers money. He stated that with regard to the hiring of a new City Administrator, he felt that residents should be viewed as both shareholders and recipients of City services and that this position is critical to the City's success. He explained that he felt residents should have a strong voice in the hiring process and outlined what he felt what qualities were needed in this position. He stated that he was proposing that an at large, citizens advisory group be formed to guide this process and noted that he would volunteer to serve on this group.

Kathy Bongard, 2626 Birch Bluff Road, stated that she is one of the residents who love the area as it is right now with the canopy of trees. She explained that her understanding is that the City wants to widen the road and stripe it.

Mayor Labadie noted that the City was still in discussion about the project and had not yet finalized the plans.

Ms. Bongard stated that a few years ago, the neighborhood had asked for a sign to be put up on the fire lane access stating the rules of the access. She stated that they have spent a great deal of time with the Council trying to get that done and it still has not happened. She stated that her understanding is that work to settle the fire lane issue has been going on for over twenty years and yet it seems as though the Council has taken almost no time at all to make plans, with the people who live there, regarding what will happen on Birch Bluff Road. She stated that the people who bought there liked how it looked, the small town feel, and how easy it is to walk there without being disturbed. She reiterated that it is lovely, as it is, but she gets the feeling that the Council does not seem to care.

#### **4. REPORTS AND PRESENTATIONS**

##### **A. Highway 7 Safety Audit Presentation, MnDOT**

Andrew Lutaya, Area Engineer, MnDOT Metro District, introduced himself and Derek Leuer, State Traffic Safety Engineer at MnDOT. He noted that this presentation will be more focused on how the road safety audit was carried out and will review their recommendations. He noted that there are much broader discussions on how projects are selected and funded at MnDOT which will continue beyond the road safety audit and explained that there are a lot of needs throughout the State and not enough funding for everyone. He stated that the goal of the safety audit was, at minimum, to try to identify if there was any location that could rise in priority to be included in an already published State plan. He noted that they looked at seventy intersections in the entire corridor and explained that as public stewards they need to work on prioritizing which projects are able to be worked on and when they can be worked on. He explained that during a Road Safety Audit (RSA) the team looks for potential safety hazards that may affect the road users and then suggests measures to mitigate those issues. He reviewed the goal of the RSA that looks into education, enforcement, engineering, and emergency/trauma services. He gave an overview of how the Highway 7 corridor was segmented as part of the study. He reviewed data from the RSA with regarding to traffic volumes, posted speeds, previous plans, previous studies, public engagement and comments from the general public. He noted that there was quite a bit of interest in this study and they received over one-thousand responses from their on-line open house. He gave a brief overview of the general themes expressed in the responses related to nighttime visibility and a desire to add more traffic control measures.

Mr. Leuer explained that he was the traffic manager for this project and shared details from what they found in the RSA and their recommendations. He noted that his presentation would focus on the middle segment of the corridor in the City. He explained that they used statistical criteria to find whether the number of crashes were above average or critically above average, which means there appears to be something going on here that should be investigated. He reviewed the data related to crashes, crash severity, manner of collision, and causes of fatal and serious injury crashes. He stated that one recommendation they have would be to install enforcement confirmation lights to safely observe and pursue red light violators as well as creation of a Highway 7 Corridor Coalition. He gave a brief overview of some of the recommended short-term, medium-term, and long-term improvements from Minnetrista to Minnetonka along Highway 7. He reviewed the input they got from the public regarding Highway 7, near Eureka Road and what their team settled on after talking through some various solutions. He explained that they landed on the idea of a divided two-lane roadway that has a "suburban feel" to it with pedestrian sidewalks on both sides with the major intersection controls being roundabouts. He clarified that this idea has not been fully vetted or designed, but is an idea for a starting point.

Councilmember Johnson asked if the thought was to have a concrete median.

Mr. Leuer explained that the idea would be to have a raised, flat median that would divide the two ways of traffic.

Councilmember Johnson asked what this would mean for pedestrians who want to cross over Highway 7.

Mr. Leuer stated that it would allow pedestrians to cross to the median to the point of safety, and then cross the second half. He noted that their report contains dozens of recommendations that range from removal of vegetation that may be in sight lines to things like installing cable barriers, or finding a way to reduce the left hand turn maneuvers onto Highway 7.

Mr. Lutaya reiterated that the RSA is really just the beginning of the process and the next steps involve collaboration between various agencies to working to get the funding for making the recommended improvements.

Mayor Labadie asked if there was an estimated time frame for some of the improvements and asked when the soonest action could be taken.

Mr. Lutaya stated that depending on the amount of funding needed, some of the short-term recommendations could be done next spring, for example clearing brush and trees along the corridor sight lines. He explained that the medium-term and long-term recommendations will require a broader budget which can take a longer time.

Councilmember Callies clarified that a Highway 7 Coalition did not already exist and they were simply recommending that one be put together.

Mr. Lutaya stated that this was correct and noted that a coalition typically begins with a group such as this Council, that invites partners from other cities and counties to work together on solutions.

Mayor Labadie encouraged residents to utilize the contact information for Mr. Lutaya and Mr. Leuer if they had specific questions on the RSA. She extended her thanks for MnDOT and Mr. Lutaya and Mr. Leuer for coming to give this report and for taking this traffic study seriously. She stated that she hopes that when Mr. Lutaya stated that this was not the end and only the beginning that he was speaking the truth because Shorewood needs help with the Highway 7 corridor and explained that the community feels it is an inherently dangerous piece of highway. She explained that she was fearful because of MnDOT's lack of urgency and would like there to be a quicker remedy. She noted that before she was elected as mayor, she served on the City Council for six years and during that time, former Mayor Zerby repeatedly asked MnDOT representatives and legislators for help with the unsafe nature of Highway 7. She asked what the City can do to get help from MnDOT now, because they do not want to just wait until there is another fatal collision. She noted that MnDOT had received over one-thousand responses to their online survey and asked that they hear the message from the residents that they feel unsafe on Highway 7 at high traffic times. She reiterated that the City wants help from MnDOT and does not want to wait. She noted that she understands that they are hearing the same concerns from other communities along the Highway 7 corridor, but this Council is the stewards of its residents and would ask that MnDOT change their decision and make Shorewood and its citizens a priority. She reiterated that contact information for the MnDOT representatives was being shown on the screen and



encouraged residents to contact them with their questions and feedback. She assured Mr. Lutaya that she sincerely appreciated MNDOT staff for coming to present this information to the City and noted that she was not trying to work against them, but wanted to make it clear that the people of Shorewood do not just want to be statistics and want their concerns to be heard.

**B. Chief of Police, Brian Tholen – 2023 Budget Presentation**

Chief of Police Brian Tholen gave a brief overview of the 2023 proposed budget. He noted that since October of 2020, there were 5 overdose deaths due to Fentanyl of individuals between the ages of eighteen to fifty-four and compared that to there being only two overdose deaths in the South Lake Minnetonka community between 2013 -2019. He stated that the overdose medical calls have increased by twenty-five percent over the last five years and explained that they now carry Narcan which can reverse the effects of a narcotic on a system. He noted that since 2017, they have had fourteen Narcan deployments that he considers 'saves'. He stated that it is his responsibility to inform the Council and cities where they need extra funding and personnel. He explained that one of these personnel needs was to add a drug task force officer to directly and proactively take a look at the drug problem and go to the dealers, not necessarily the users. He stated that the second part of this need is related to the Capital Improvement Plan (CIP). He noted that they have never had one before because they have simply taken from other accounts. He stated that he has also included in his budget proposal a building maintenance schedule because they cannot simply just defer maintenance on things like the roof or HVAC system. He explained that another component of his proposed budget relates to officer wellness and noted that they already have a very robust officer wellness program. He stated that currently they need to see a therapist every year because they deal with a lot, but noted that he would like to expand the officer wellness program that was started under former Chief Meehan to include debriefs and critical incidents. He explained that also included in his proposed budget is the uncontrollable increases that everyone has seen and gave examples of increased fuel and supply costs and worker's compensation insurance premiums. He explained that the debt service of the amount due to the Shorewood Economic Development Authority to pay off the police side of the building will have its last payment in October of 2022 which means there will be unallocated funds which is why he thinks this is a good year to add the drug task force position that he is suggesting. He explained that as a comparison, as of July 31, 2021, there were two-thousand nine-hundred thirty-eight calls for service for Shorewood and as of July 31, 2022, there were three-thousand, three-hundred fifty-two calls for service, which is an increase of fourteen percent.

Councilmember Callies asked for an explanation of his comments related to unallocated funds.

Chief Tholen explained that in 2016, former Chief Meehan refinanced the bonds that were paid to build the building. He stated that every year the City provided a certain amount for the department to pay off those bonds. He stated that many people weren't aware of this, so he was not sure if they had worked that into their 2023 budget or not and reiterated that the last payment will be in October of 2022.

Councilmember Callies stated that she supports the idea of a drug task force and felt that would bring a good benefit to the community.

Chief Tholen stated that by adding a drug task force officer it is essentially a force multiplier because it will allow them access to six other agencies. He thanked the City for their continued support of SLMPD and noted that they are currently fully staffed.

**C. Fire Chief, Curt Mackey – 2023 Budget Presentation**

Mayor Labadie noted that Fire Chief Mackey had been called out on a mutual aid call.

Councilmember Johnson asked that everyone stop and pause and take a moment to think about the safety of those involved in this call. He noted that before Chief Mackey had to leave he had sent him a message asking him to summarize the proposed 2023 budget. He explained that he was the liaison to the Excelsior Fire District Board and noted that Interim City Administrator Shukle attends the Operating Committee meetings for the Excelsior Fire District Board. He gave a brief overview of the budget and noted that the proposed budget increase to Shorewood is proposed to be \$25,393, which is around a five percent increase from previous years. He gave an overview of some of the pressures within the District, such as keeping their wages competitive and explained that this budget brings those more in line with other wages in the area. He gave an overview of some of the CIP expenses including the new fire boat. He noted that as Police Chief Tholen briefly mentioned, the fire portion of the building will be full paid off a year after the police portion of the building in 2023.

Mayor Labadie explained the City has a Joint Powers Agreement and shares the fire department with five other cities and a police department with four other cities. She explained that each city had a councilmember that serves on the Fire District Board and each mayor serves on the police board.

Councilmember Johnson explained that the difference is that Deephaven has their own police department, but not their own fire department.

**5. PUBLIC HEARING**

**A. Request for Rezoning, PUD concept/development stage and Preliminary Plat for Maple Shores**

**Location: 20430 Radisson Road and Adjacent Vacant Lots**

**Applicant: Chamberlain Capital, LLC**

Planning Director Darling stated that this is an application by Chamberlain Capital, LLC for the property at 20430 Radisson Road where they propose to develop seven homes in a planned community with shared maintenance to be called Maple Shores. She explained that the Planning Commission had held a public hearing on August 2, 2022 where six people spoke and the Commission voted unanimously to recommend approval. She noted that one additional letter was submitted by Scott Smith on behalf of his clients, who are residents of Radisson Road. She explained that letter had been distributed to the City Council prior to the meeting and at the Council dais and can be seen on the front table for public review. She stated that the Parks Commission had also reviewed the application and had also unanimously recommended approval of accepting fees in lieu of land dedication and keeping the open space under private ownership. She noted that representatives of the Planning and Parks Commission would present more detailed information about their discussion later in tonight's meeting. She stated that this was a public hearing for the Council to consider additional public testimony and noted that action would be taken under item 7B.

Mayor Labadie opened the public hearing for comment at 8:07 p.m.

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

**AUGUST 22, 2022**

**Page 7 of 14**

Michael Cohen, 20640 Radisson Road, stated that his property touches the subject property. He noted that he would like to know the actual acreage, per home, for the residences they are proposing. He stated that he had asked this at the Planning Commission but did not receive an answer. He stated that they are proposing seven beautiful homes, but would like to know what the acreage plot is and have it on the record. He stated that he would also like to know about the eighteen-foot wall with the fence on top and, on the overlay of the aerial photograph, how close to his property that huge wall will be.

Mayor Labadie suggested that the applicant answer those questions for Mr. Cohen.

Scott Smith, stated that he had authored the letter referenced by Planning Director Darling. He stated that he stands by the comments included in the letter and just wanted the Council to know that he was here tonight if they had any questions from the letter.

Paul Cameron, explained that he and his wife are owners of Chamberlain Capital, LLC, and noted that if this is approved, they will become residents of the City because they plan to live in this development. He stated that for the acreage per house question raised by Mr. Cohen .5 acres per house excluding wetlands and the lake. He noted that he was not sure about the distance from Mr. Cohen's property to the retaining wall and fencing because that wasn't something that the City had required, but he can find this information and pass it along.

Mayor Labadie noted that Mr. Cohen had asked if Mr. Cameron could point out on the map the planned location of the retaining wall and fence.

Mr. Cameron explained that it is hard to see on the aerial photos because there are no references to the high-water mark and the setback required by the Minnehaha Watershed District. He stated that he can have their engineer do a CAD measurement for Mr. Cohen and e-mail this information to him. He noted that the highest point of the retaining wall is eighteen feet but noted that it tapers down on the sides to zero in an attempt to blend the grades.

There being no additional public comments, Mayor Labadie closed the public hearing at 8:16 p.m.

Mayor Labadie noted that further Council discussion would happen later on the agenda.

### **6. PARKS**

#### **A. Report by Commissioner Heinz on August 16, 2022 Park Commission Meeting**

Parks Commissioner Heinz gave an overview of the summer parks tours by the Parks Commission.

Mayor Labadie noted that if anyone sees vandalism occurring at any of the parks she would encourage them to call 911..

### **7. PLANNING**

#### **A. Report by Commissioner Riedel on August 2, 2022 Meeting**

Planning Commissioner Riedel gave an overview on the discussion and actions taken at the August 2, 2022 meeting and gave a brief summary of their recommendations.

**B. Request for Rezoning, PUD concept/development stage and Preliminary Plat for Maple Shores**

**Location: 20430 Radisson Road and Adjacent Vacant Lots**

**Applicant: Chamberlain Capital, LLC**

Mayor Labadie noted that a public hearing was held regarding this development on August 2, 2002 at the Planning Commission meeting and earlier this evening at the Council meeting.

Councilmember Callies noted that she lives across the street from this development and has no financial interest in this project. She explained that she has an easement on Lot #11, however there is different language on the easement than what the proposed development easement is. She stated that she would like to have City Attorney Shepherd address the issue of what the Council is looking at in terms of the PUD approval and rezoning, the factors that are taken into consideration, and whether or not the easement is an issue that comes into play within the City Code.

City Attorney Shepherd stated that the easement is not a factor in this situation. He stated that he understands that there is a dispute about the easement, but that is a private easement and is something that is for the courts and not for this Council to decide.

Councilmember Callies stated that she thinks that everyone in the neighborhood would prefer that there only be one house on this lot, but thinks they also understand that is probably not a realistic expectation. She stated that she feels that staff has thoroughly reviewed and addressed some of the potential issues with the proposal. She noted that currently this property is a nuisance property and has been vacant for the last three years, so she is looking forward to something nice going in there that could potentially be an asset to the neighborhood. She admitted that it will be a big change and having additional traffic on a narrow road is a concern but explained that she was in support of what has been proposed, with the staff recommendations as presented that should mitigate some of the concerns.

Councilmember Gorham stated that he also feels like this is a nice project and he felt, even before City Attorney Shepherd had weighed in, that the Lot #11 dispute was not for the Council to decide. He stated that he sees this proposal has a benefit to the City with a PUD rather than just having five lots with houses squeezed in. He noted that he felt the way it has been designed with some buffers to the north and west will help mitigate some of the environmental impacts.

Councilmember Callies noted that this plan is for a total of seven homes, with six townhomes and one individual family home. She stated that she believes one of the earlier proposals was for a total of nine homes so this is a slight reduction from those plans.

Mayor Labadie stated that she likens the Lot #11 dispute as a similar discussion to that of Highway 7 that was held earlier tonight. She stated that the City has no jurisdiction of that road and likewise they have no jurisdiction over the Lot #11 issue. She stated that it does appear to be a decent development on a parcel that is currently almost an eyesore.

Councilmember Johnson asked about the mention in the staff report of an HOA. He stated that the site plan has a stormwater pond, but nowhere in the function of the HOA does it discuss maintenance of the stormwater pond.

Planning Director Darling explained that it would be the intent of the City that the HOA take on the responsibility for the stormwater pond. She noted that a separate maintenance agreement will be required and asked that the HOA documents, when they are submitted with the final plat include language for all of the common items, including maintenance of the stormwater pond.

Councilmember Callies asked about the sequence of approvals in this process.

Planning Director Darling stated that if the Council approves this item tonight, it would be for the rezoning and the concept PUD, plus the development stage PUD and a Preliminary Plat. She explained that this combines both a policy decision of looking at the rezoning plus the beginning detail of the development itself. She stated that the next stage would be the PUD Final Stage plan and Final Plat which would include the final details of the development based on their design of the project and the conditions that were put into the resolution. She noted that if the Council approves the Final PUD Plan and the Final Plat, then the applicant will be required to assemble all of the permits from the other permitting jurisdictions which would include things like the watershed, DNR, and the Department of Health .

**Callies moved, Johnson seconded Approving Ordinance No. 591, “An Ordinance Amending Section 1201.09 Subd. 2 of the Shorewood Zoning Code – The Shorewood Zoning Map (Maples Shores PUD).” All in favor, motion passed.**

**Johnson moved, Gorham seconded, Adopting RESOLUTION NO. 22-079, “A Resolution Approving a Preliminary Plat for Maple Shores for Property Located at 20430 Radisson Road and Four Adjacent Vacant Properties.” All in favor, motion passed.**

**C. Cooperative Housing Development**  
**Applicant: Lifestyle Communities**  
**Location: 24250 and 24320 Smithtown Road**

Planning Director Darling explained that both Shorewood and Tonka Bay have been approached by a company to develop a cooperative apartment building on properties that straddle the city boundaries. She noted that both cities will need to be involved in the development, but the level of involvement is a policy decision to be made by each council. She clarified that the applicant has not yet submitted an application for development, but in the event that they do, staff would like more information and direction on how the Council would like to approach this development with Tonka Bay. She stated that staff has put together three options for consideration by the Council and noted that Tonka Bay staff will bring these same options to their council as well. She reviewed the three options and explained their advantages and disadvantages: Option 1 – Boundary Alteration; Option 2 – Delegation Authority; and Option 3 – Separate Decision-Making. She stated that staff is recommending that the Council adopt either Option 1 or Option 2.

Tim Nichols, CEO, Lifestyle Communities, stated that they have about forty cooperative developments in the area which have been tremendously successful. He stated that they have accomplished this by picking great communities where people want to be able to age and remain in the community in this type of development. He explained that they have found that about eighty-five percent of their residents are from a very close geographic range and not from outside the community. He stated that this project is designed for ownership for active adults to give them the opportunity to stay in their community. He stated that he understands that because this straddles the two communities it will be a challenge, but assured the Council that Lifestyle Communities was up to the challenge.

Mayor Labadie asked if they were still proposing to use the Public Works driveway for one of their access points.

Mr. Nichols stated that garage access would be to the Public Works right-of-way. He noted that he had briefly discussed this issue with Police Chief Tholen earlier this evening and he felt certain that they can reach an outcome that allows preservation of traffic flow for emergencies to go out while dictating exactly where the cooperative owners access their parking garage. He stated that all the rest of the community parking and visitors will be through the current access that exists to the chocolate shop. He explained that their concept is to have a separate median that separates the two access points and noted that when he mentioned that to the Police Chief Tholen, he seemed optimistic that this approach could work.

Mayor Labadie stated that she is also worried about the one access point onto the road even if there is parallel access because they would still be exiting onto Smithtown Road.

Mr. Nichols introduced David Williams from Lifestyle Community Development and asked him to address that topic.

David Williams, Lifestyle Communities, stated that these concerns have been brought up before and have been discussed with the Planning Commission and the City Council. He explained that recently they have engaged with a traffic engineer to work through these issues and knows that they have begun working with Planning Director Darling to get more clarity on this situation. He stated that his understanding is that they will begin the traffic study in the next week or so in order to figure out the best way to provide access without limiting access for anyone.

Councilmember Johnson asked Public Works Director Brown to weigh in with his thoughts or concerns about this project.

City Attorney Shepherd reiterated that the question in front of the Council tonight is the process by which these questions will get answered and discussed. He stated that if it is the Council's prerogative, they can discuss these things, but really what they are being asked for tonight is whether or not this project will go through two different planning review processes or one.

Councilmember Johnson stated that he would strongly prefer Option 1 and sees the other two options as quagmires.

Councilmember Callies stated that she agreed and would support Option 1.

Mayor Labadie stated that she agreed as well.

Councilmember Gorham stated that for Option 2, he would want Shorewood's Planning Commission to be the zoning and permitting authority, but noted that Option 1 is something that the City has done before and seems like it would be a good option.

Mayor Labadie noted that she would have a really hard time with the driveway and the entrance and exit on Smithtown.

City Attorney Shepherd stated that there is consensus from the Council to support Option 1 and explained that staff will go back and talk to Tonka Bay and the applicants about the situation and plan to bring back a potential way forward for a proposed development.

**8. ENGINEERING/PUBLIC WORKS**

**9. GENERAL/NEW BUSINESS**

**A. Approve Proposed 2023 SLMPD Budget**

The Council discussed the budget presentation and proposed increase.

**Labadie moved, Johnson seconded, Approving the 2023 SLMPD Operating Budget, as proposed. All in favor, motion passed.**

**B. Approve Proposed 2023 Excelsior Fire District Budget**

**Labadie moved, Gorham seconded, Approving the 2023 Excelsior Fire District Budget, as proposed. All in favor, motion passed.**

**10. STAFF AND COUNCIL REPORTS**

**A. Administrator and Staff**

Mayor Labadie noted that the Council was starting a new procedure and that if any of the Council or staff wanted to address issues that were raised during Matters from the Floor, that those comments be made at this portion of the meeting.

- 1. Primary Election and Candidate Filing Update**
- 2. Fall Shred Event**

Mayor Labadie noted that the Fall Shred Event will take place on October 22, 2022 from 9:00 a.m. to 12:00 p.m. at Badger Park.

Councilmember Johnson stated that he has enjoyed participating in this event in the past and encouraged other Councilmembers to volunteer to help serve but noted that the shred event will fall on Minnesota Educators Association (MEA) weekend

**Other**

Public Works Director Brown stated that he was pleased to report that the new shop technician started today.

City Engineer Budde noted that it has been a quiet few weeks with relation to construction.

Councilmember Johnson noted that the quickness of the construction at Smithtown Ponds with removal of the trail and putting the trail back in place, was impressive. He noted that there is one section that he is very curious to see how it eventually settles. He stated that the comments he has heard in the neighborhood have been extremely positive thus far.

Planning Director Darling stated that Silverwood Park is down to punch list items and encouraged the Council to stop by the park and take a look at the work that has been done. She stated that regarding the items brought up during Matters from the Floor, there was a request that there be a sign installed displaying some of the fire lane rules. She stated staff can move forward with that, if that is Council's direction.

Councilmember Johnson stated that specific to that fire lane discussion, he thought there had been some kind of compromise as to vehicle use on the fire lane and asked if that had stalled out.

Planning Director Darling explained that the item was continued indefinitely, so unless the Council brings it back for review, there would be no staff activity.

Mayor Labadie asked if the City had signage at any of the other fire lanes.

Planning Director Darling stated that there were no other fire lane signs. She stated that if the Council gives direction for signage at this specific fire lane, her question would be whether they want signs at all the fire lanes.

Mayor Labadie stated that she doesn't think that issue is ready for a Council decision tonight. She suggested that the Council give it some thought and perhaps place it on a future agenda for more detailed discussion or for possible inclusion on a Planning Commission agenda.

Councilmember Callies suggested that this may be a good topic of discussion for the Council retreat.

Councilmember Johnson noted that they have done that before and the problem they keep running into is that everything works for every other fire lane in the City, except this one.

Interim City Administrator Shukle explained that they will begin interviewing candidates for the Light Equipment Operator position this week. He stated he would like to comment on the comment made during Matters from the Floor regarding the search for the city administrator position. He stated that the search is typically handled by the City Council and when candidates are brought in prior to the final interviews, some cities have had public open houses where they can meet the candidates and get to know them. He stated that this has become a typical practice and thinks Baker Tilly may also be recommending that approach.

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

Councilmember Callies asked for details related to the City's prosecutions. She stated that she would like to know how many cases, trials, and pleas there are. She stated that she would be interested in receiving that information in order to understand what is happening with prosecutions. She noted that this may not even be anything that has been asked for in the past, but explained that she thought it would be useful information for the Council to have.

City Attorney Shepherd stated that he will talk to his office and see if they can get some kind of report delivered to the Council.

Councilmember Johnson stated that his recollection was that part of the selection process was that the new prosecutor has proposed coming and presenting to the Council on a quarterly basis.



Mayor Labadie stated that she wasn't sure the plans had been to present quarterly, but believes that the intent was for it to be done more often than it had been in the past.

Councilmember Callies stated that the Parks Commission will be considering the pest management program soon. She stressed that she did not want the City to rush into a decision and suggested that it be brought before the Council towards the end of the year or in early 2023 in order to give them time to review the materials.

Planning Director Darling noted that the notifications have gone out about the upcoming public testimony process for this item. She noted that it is really intended just to explain the process and thinks people could ask the consultants some questions if they have them.

Councilmember Johnson asked Public Works Director Brown if there was a way to adequately treat athletic fields using materials that cause no pesticide harm.

Public Works Director Brown stated that the use of pesticides clearly violated the Bee Friendly resolution but noted that his experience is very limited with regard to the compounds that the Integrated Pest Management organization have proposed. He stated the feedback he has received is that they will work, but are more labor intensive. He explained that it will also take special equipment to keep the fields in working order and the City's tolerance for weeds will have to increase.

Councilmember Callies reiterated that she feels this whole issue needs to have a closer look, including taking a look at the policy before the City just goes down the path of implementing this pest management plan.

Councilmember Johnson stated that he would also be interested in discussing which areas of the City fit into which area of the policy, so it is not simply a 'one size fits all' approach.

Councilmember Callies stated that she would also like an update on the litigation case.

City Attorney Shepherd stated that it is moving along through discovery and have recently had expert disclosures. He stated that he will get an update from litigation counsel and bring that information back to a Closed Session meeting for an update.

Councilmember Callies suggested that he could also just send a memorandum with that update rather than have a Closed Session meeting.

Councilmember Gorham stated that he and Councilmember Callies attended an event called Fishing with Friends at Howards Point Marina. He stated that this organization does fishing trips and education for veterans, seniors, youth, and people with disabilities. He stated that it was a really lovely event for a great cause.

Councilmember Callies stated that Planning Director Darling and Communications and Recycling Coordinator Moore were there helping out for the whole event.

Mayor Labadie stated that she attended the Shining Stars luncheon event where anyone in the community that is eighty or older gets a free lunch which was very well attended. She stated that she also had breakfast last week with Representative Dean Phillips who meets quarterly with the

mayors in his district. She stated that he simply gave the mayors an update as he is about to head back to Washington D.C.

**11. ADJOURN**

**Johnson moved, Callies seconded, Adjourning the City Council Regular Meeting of August 22, 2022, at 9:28 P.M. All in favor, motion passed.**

**ATTEST:**

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

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

DRAFT

CITY OF SHOREWOOD  
CITY COUNCIL SPECIAL WORK SESSION MEETING  
MONDAY, AUGUST 29, 2022

5755 COUNTRY CLUB ROAD  
COUNCIL CHAMBERS  
5:00 P.M.

### MINUTES

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

Mayor Labadie called the meeting to order at 5:00 P.M.

##### A. Roll Call

Present. Mayor Labadie; Councilmembers: Johnson, Siakel, Gorham, and Callies; Patty Heminover, Baker/Tilly; and Interim City Administrator Shukle.

Absent: None

##### B. Agenda

Mayor Labadie explained the purpose of the work session. The work session is intended to review the applications of 15 candidates for the position of City Administrator.

Patty Heminover, Baker/Tilly, the city's executive search consultant, reviewed the application process. Ms. Heminover indicated that there were a total of 57 applications received. Of the 57, 6 withdrew bringing the total number to 51. Baker/Tilly then proposed 15 of the 51 to be brought forward for the City Council to review and consider for interviews. From the 15, it is hoped that 5 could be considered semi-finalists to be brought in for in-person and/or virtual interviews.

Each Councilmember gave their top 5 picks for interviews and then decided by consensus to only interview 4 candidates at this time. The candidates selected for interviews were Candidates #8, #10, #14 and #15. The interviews were scheduled for Tuesday, September 6, beginning at 3 p.m., at Shorewood City Hall.

#### 2. ADJOURN

Johnson moved, Siakel seconded, Adjourning the City Council Work Session Meeting of August 29, 2022, at 6:23 P.M. Motion passed 5/0.

ATTEST:

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

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

CITY OF SHOREWOOD  
CITY COUNCIL SPECIAL WORK SESSION MEETING  
TUESDAY, SEPTEMBER 6, 2022

5755 COUNTRY CLUB ROAD  
COUNCIL CHAMBERS  
3:00 P.M.

### MINUTES

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

Mayor Labadie called the meeting to order at 3:00 P.M.

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

Present. Mayor Labadie; Councilmembers: Johnson, Siakel, Gorham, and Callies; Patty Heminover, Baker/Tilly; and Interim City Administrator Shukle.

Absent: None

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

**Callies moved, Gorham seconded, to approve the agenda as presented. Motion passed 5/0.**

Mayor Labadie explained the purpose of the work session today is to interview 3 finalist candidates for the position of City Administrator. The following finalists for the position are as follows: Scott Weske, Rocky Schneider, and Willie Morales. It was noted that the 4<sup>th</sup> finalist, C. Blaine Wing will be interviewed via Zoom on Wednesday, September 7, 10 a.m. Each interview was estimated to be one hour in length.

Interim City Administrator Shukle asked questions from a list of agreed upon questions as developed by Baker/Tilly and the City Council. Mr. Weske's interview began at approximately 3:10 p.m. and concluded at 4:00 p.m. Mayor Labadie then recessed the meeting for a few minutes. At 4:13 p.m., Mayor Labadie re-opened the meeting. The second finalist, Rocky Schneider, began his interview at 4:13 p.m. and it was concluded at 5:17 p.m. Mayor Labadie then recessed the meeting at 5:17 p.m. Mayor Labadie then re-opened the meeting at 5:24 p.m. The third finalist, Willie Morales, began his interview at 5:24 p.m. and concluded at 6:30 p.m. The City Council then discussed the interviews and agreed to have further discussion following the final interview scheduled with C. Blaine Wing on Wednesday, September 7.

#### **2. ADJOURN**

**Gorham moved, Johnson seconded, Adjourning the City Council Work Session Meeting of September 6, 2022, at 6:45 P.M. Motion passed 5/0.**

**ATTEST:**

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

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

CITY OF SHOREWOOD  
CITY COUNCIL SPECIAL WORK SESSION MEETING  
WEDNESDAY, SEPTEMBER 7, 2022

5755 COUNTRY CLUB ROAD  
COUNCIL CHAMBERS  
10:00 A.M.

### MINUTES

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

Mayor Labadie called the meeting to order at 10:22 a.m..

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

Present. Mayor Labadie; Councilmembers: Siakel, Gorham, and Callies; Patty Heminover, Baker/Tilly; and Interim City Administrator Shukle.

Absent: Councilmember Johnson

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

**Callies moved, Gorham seconded, to approve the agenda as presented. Motion passed 5/0.**

Mayor Labadie introduced herself and the Councilmembers present to C. Blaine Wing, a finalist for the position of City Administrator. Mayor Labadie indicated that Councilmember Johnson was absent. Mayor Labadie indicated that Interim City Administrator Shukle was going to ask questions from a list prepared by Baker/Tilly and the City Council. Mayor Labadie indicated that Mr. Wing is being interviewed via Zoom. Mr. Wing began his interview at 10:23 a.m. and concluded at 11:29 a.m.

Following the interview, the City Council began a discussion regarding the four finalists interviewed yesterday and today. They requested that Patty Heminover, Baker/Tilly contact Mr. Wing to schedule an in-person interview for when he returns from a vacation the last week of September. They also discussed interviewing another candidate from the list of 15 that were presented at the August 29, 2022 work session. They tentatively scheduled an interview with Candidate #3 for 5 p.m., Monday, September 12. Ms. Heminover will confirm the date and time with the candidate and get back to Interim City Administrator Shukle .

**Gorham moved, Siakel seconded, Adjourning the City Council Work Session Meeting of September 7, 2022, at 11:56 a.m. Motion passed 4/0.**

**ATTEST:**

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

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



#2 F

MEETING TYPE  
Regular Meeting

## City of Shorewood Council Meeting Item

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**Title / Subject:** Verified Claims

**Meeting Date:** September 12, 2022

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

**Attachments:** Claims lists

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**Policy Consideration:**

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

**Background:**

Claims for council authorization.

<b>67536 - 67613 &amp; ACH</b>	<b>572,799.49</b>
<b>Total Claims</b>	<b>\$572,799.49</b>

We have also included a payroll summary for the payroll period ending **August 28, 2022 & Election Judges Payroll**

**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: 00004.08.2022 - PR-08-29-2022  
CITY OF SHOREWOOD



Account Number	Debit Amount	Credit Amount	Description
FUND 101	General Fund		
101-00-1010-0000	0.00	53,342.42	CASH AND INVESTMENTS
101-13-4101-0000	8,567.10	0.00	FULL-TIME REGULAR
101-13-4103-0000	748.80	0.00	PART-TIME
101-13-4121-0000	698.66	0.00	PERA CONTRIB - CITY SHARE
101-13-4122-0000	709.62	0.00	FICA CONTRIB - CITY SHARE
101-13-4151-0000	65.39	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	429.78	0.00	FICA CONTRIB - CITY SHARE
101-15-4151-0000	30.94	0.00	WORKERS COMPENSATION
101-18-4101-0000	8,366.80	0.00	FULL-TIME REGULAR
101-18-4103-0000	351.66	0.00	PART-TIME
101-18-4121-0000	653.89	0.00	PERA CONTRIB - CITY SHARE
101-18-4122-0000	666.98	0.00	FICA CONTRIB - CITY SHARE
101-18-4151-0000	59.77	0.00	WORKERS COMPENSATION
101-24-4101-0000	3,628.50	0.00	FULL-TIME REGULAR
101-24-4121-0000	272.14	0.00	PERA CONTRIB - CITY SHARE
101-24-4122-0000	277.58	0.00	FICA CONTRIB - CITY SHARE
101-24-4151-0000	19.52	0.00	WORKERS COMPENSATION
101-32-4101-0000	12,757.02	0.00	FULL-TIME REGULAR
101-32-4102-0000	210.66	0.00	OVERTIME
101-32-4121-0000	972.59	0.00	PERA CONTRIB - CITY SHARE
101-32-4122-0000	964.72	0.00	FICA CONTRIB - CITY SHARE
101-32-4151-0000	934.10	0.00	WORKERS COMPENSATION
101-33-4101-0000	202.89	0.00	FULL-TIME REGULAR
101-33-4121-0000	15.23	0.00	PERA CONTRIB - CITY SHARE
101-33-4122-0000	14.84	0.00	FICA CONTRIB - CITY SHARE
101-33-4151-0000	7.23	0.00	WORKERS COMPENSATION
101-52-4101-0000	3,408.13	0.00	FULL-TIME REGULAR
101-52-4121-0000	255.60	0.00	PERA CONTRIB - CITY SHARE
101-52-4122-0000	258.42	0.00	FICA CONTRIB - CITY SHARE
101-52-4151-0000	161.26	0.00	WORKERS COMPENSATION
101-53-4101-0000	1,327.46	0.00	FULL-TIME REGULAR
101-53-4121-0000	99.55	0.00	PERA CONTRIB - CITY SHARE

Account Number	Debit Amount	Credit Amount	Description
101-53-4122-0000	101.53	0.00	FICA CONTRIB - CITY SHARE
101-53-4151-0000	64.80	0.00	WORKERS COMPENSATION
<b>FUND Total:</b>	<b>53,342.42</b>	<b>53,342.42</b>	
FUND 201	Shorewood Comm. & Event Center		
201-00-1010-0000	0.00	2,725.29	CASH AND INVESTMENTS
201-00-4101-0000	1,798.69	0.00	FULL-TIME REGULAR
201-00-4102-0000	129.94	0.00	OVERTIME
201-00-4103-0000	366.62	0.00	PART-TIME
201-00-4121-0000	151.39	0.00	PERA CONTRIB - CITY SHARE
201-00-4122-0000	175.60	0.00	FICA CONTRIB - CITY SHARE
201-00-4151-0000	103.05	0.00	WORKERS COMPENSATION
<b>FUND Total:</b>	<b>2,725.29</b>	<b>2,725.29</b>	
FUND 601	Water Utility		
601-00-1010-0000	0.00	6,521.53	CASH AND INVESTMENTS
601-00-4101-0000	5,547.01	0.00	FULL-TIME REGULAR
601-00-4121-0000	416.04	0.00	PERA CONTRIB - CITY SHARE
601-00-4122-0000	416.30	0.00	FICA CONTRIB - CITY SHARE
601-00-4151-0000	142.18	0.00	WORKERS COMPENSATION
<b>FUND Total:</b>	<b>6,521.53</b>	<b>6,521.53</b>	
FUND 611	Sanitary Sewer Utility		
611-00-1010-0000	0.00	11,332.14	CASH AND INVESTMENTS
611-00-4101-0000	9,663.83	0.00	FULL-TIME REGULAR
611-00-4121-0000	724.79	0.00	PERA CONTRIB - CITY SHARE
611-00-4122-0000	717.97	0.00	FICA CONTRIB - CITY SHARE
611-00-4151-0000	225.55	0.00	WORKERS COMPENSATION
<b>FUND Total:</b>	<b>11,332.14</b>	<b>11,332.14</b>	
FUND 621	Recycling Utility		
621-00-1010-0000	0.00	474.53	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	31.30	0.00	FICA CONTRIB - CITY SHARE
621-00-4151-0000	2.91	0.00	WORKERS COMPENSATION
<b>FUND Total:</b>	<b>474.53</b>	<b>474.53</b>	
FUND 631	Storm Water Utility		
631-00-1010-0000	0.00	2,805.64	CASH AND INVESTMENTS



Account Number	Debit Amount	Credit Amount	Description
631-00-4101-0000	2,371.55	0.00	FULL-TIME REGULAR
631-00-4121-0000	177.86	0.00	PERA CONTRIB - CITY SHARE
631-00-4122-0000	181.33	0.00	FICA CONTRIB - CITY SHARE
631-00-4151-0000	74.90	0.00	WORKERS COMPENSATION
<b>FUND Total:</b>	<b>2,805.64</b>	<b>2,805.64</b>	
FUND 700	Payroll Clearing Fund		
700-00-1010-0000	77,201.55	0.00	CASH AND INVESTMENTS
700-00-2170-0000	0.00	42,138.96	GROSS PAYROLL CLEARING
700-00-2172-0000	0.00	6,284.27	FEDERAL WITHHOLDING PAYABLE
700-00-2173-0000	0.00	2,782.55	STATE WITHHOLDING PAYABLE
700-00-2174-0000	0.00	9,891.94	FICA/MEDICARE TAX PAYABLE
700-00-2175-0000	0.00	9,127.61	PERA WITHHOLDING PAYABLE
700-00-2176-0000	0.00	4,263.29	DEFERRED COMPENSATION
700-00-2177-0000	0.00	1,891.60	WORKERS COMPENSATION
700-00-2179-0000	0.00	183.33	SEC 125 DEP CARE REIMB PAYABLE
700-00-2183-0000	0.00	638.00	HEALTH SAVINGS ACCOUNT
<b>FUND Total:</b>	<b>77,201.55</b>	<b>77,201.55</b>	
<b>Report Total:</b>	<b>154,403.10</b>	<b>154,403.10</b>	

# Payroll

## G/L Distribution Report

User: mnguyen

Batch: 00003.08.2022 - Election Judge-2022

CITY OF SHOREWOOD



Account Number	Debit Amount	Credit Amount	Description
FUND 101	General Fund		
101-00-1010-0000	0.00	6,551.50	CASH AND INVESTMENTS
101-14-4107-0000	6,551.50	0.00	ELECTION JUDGE
<b>FUND Total:</b>	<b>6,551.50</b>	<b>6,551.50</b>	
<b>Report Total:</b>	<b>6,551.50</b>	<b>6,551.50</b>	

# Accounts Payable

## Computer Check Proof List by Vendor

User: mnguyen  
 Printed: 08/25/2022 - 10:30AM  
 Batch: 00005.08.2022 - AP-08-22-2022-BOM



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 1258	AL & ALMAS SUPPER CLUB & CHARTER C			Check Sequence: 1	ACH Enabled: False
2022-Boat-2	2022 Boat Event	2,332.43	08/30/2022	101-11-4245-0000	
	Check Total:	2,332.43			
Vendor: 868	BANK OF MONTREAL			Check Sequence: 2	ACH Enabled: True
July-2022-AndyE	Fuels	196.80	08/30/2022	101-32-4212-0000	
July-2022-Brend	Cub Foods	55.02	08/30/2022	101-14-4331-0000	
July-2022-Brend	Target	67.53	08/30/2022	101-14-4331-0000	
July-2022-Brend	Sam's	89.12	08/30/2022	101-19-4245-0000	
July-2022-Bruce	Fuels	350.00	08/30/2022	101-32-4212-0000	
July-2022-CityCard	Culligan Bottled Water - C.H.	33.00	08/30/2022	101-19-4245-0000	
July-2022-CityCard	Waste Mgmt-Public Works	1,601.64	08/30/2022	101-32-4400-0000	
July-2022-CityCard	Waste Mgmt-SSCC	374.24	08/30/2022	201-00-4400-0000	
July-2022-CityCard	Dept of Labor-State Surcharge	3,520.56	08/30/2022	101-00-2085-0000	
July-2022-CityCard	Verizon-Lift Station	13.89	08/30/2022	611-00-4321-0000	
July-2022-CityCard	Mangold Horticulture-SCEC	176.00	08/30/2022	201-00-4400-0000	
July-2022-CityCard	Mangold Horticulture-City Hall	339.00	08/30/2022	101-19-4400-0000	
July-2022-CityCard	Mangold Horticulture-Utility Bldg	113.00	08/30/2022	101-32-4400-0000	
July-2022-CityCard	Organic Recycling	250.00	08/30/2022	621-00-4400-0026	
July-2022-CityCard	Mangold Horticulture-Badger Park	612.00	08/30/2022	101-52-4400-0000	
July-2022-CityCard	AT&T - Wade's Ipad	23.49	08/30/2022	101-24-4321-0000	
July-2022-CityCard	Republic Services Trash - Recycling Services	10,296.00	08/30/2022	621-00-4400-0000	
July-2022-CityCard	E and M Consulting	505.95	08/30/2022	201-00-4351-0000	
July-2022-Heitz	In Specailized Enviro-Tree Disposal	32.00	08/30/2022	101-32-4400-0000	
July-2022-Heitz	Apple-Phone	12.89	08/30/2022	601-00-4245-0000	
July-2022-Heitz	Carquest	23.71	08/30/2022	101-32-4245-0000	
July-2022-Heitz	Cub Foods	79.80	08/30/2022	101-32-4245-0000	
July-2022-Heitz	Wilkes Performance	37.95	08/30/2022	101-32-4223-0000	
July-2022-Heitz	Shorewood True	46.75	08/30/2022	101-32-4245-0000	
July-2022-Heitz	Fuels	681.32	08/30/2022	101-32-4212-0000	
July-2022-Julie	USPS	58.00	08/30/2022	101-13-4200-0000	
July-2022-Julie	Dri Esigns	75.03	08/30/2022	101-13-4200-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
July-2022-Julie	Amazon	105.32	08/30/2022	101-13-4200-0000	
July-2022-Julie	Amazon	23.97	08/30/2022	101-13-4200-0000	
July-2022-Larry	In Euabling Elements-Water System Comm	17.00	08/30/2022	601-00-4321-0000	
July-2022-Larry	Amazon	38.67	08/30/2022	101-32-4245-0000	
July-2022-Larry	Amazon	71.17	08/30/2022	101-32-4245-0000	
July-2022-Larry	Northern Tool Equipment-Two Wheeler	112.01	08/30/2022	101-19-4245-0000	
July-2022-Larry	RDO Ver Bur - Replace Door Glass	1,685.26	08/30/2022	101-32-4223-0000	
July-2022-Larry	Vistaprint - Anti Watering Door Hanges	154.07	08/30/2022	601-00-4351-0000	
July-2022-Larry	Fuel	161.50	08/30/2022	101-32-4212-0000	
July-2022-LukeW	Fuels	180.01	08/30/2022	101-32-4212-0000	
July-2022-Marie	American Planning	648.00	08/30/2022	101-18-4433-0000	
July-2022-MattV	In Specailized Enviro-Tree Disposal	88.00	08/30/2022	101-32-4400-0000	
July-2022-MattV	Fuels	402.40	08/30/2022	101-32-4212-0000	
July-2022-Nelia	Office Depot-Office Supplies	473.76	08/30/2022	101-13-4200-0000	
July-2022-Sandi	Amazon	85.85	08/30/2022	101-13-4200-0000	
July-2022-TimK	In Specailized Enviro-Tree Disposal	120.00	08/30/2022	101-32-4400-0000	
July-2022-TimK	Fuels	1,107.11	08/30/2022	101-32-4212-0000	
July-2022-TimK	Shorewood True	29.37	08/30/2022	101-32-4245-0000	
July-2022-TimK	Shorewood True	40.99	08/30/2022	101-32-4240-0000	
July-2022-TimK	Keen - Boots	231.54	08/30/2022	101-32-4245-0000	
July-2022-Twila	Helmets R Us- Safety Camp	393.50	08/30/2022	101-53-3478-0000	
July-2022-Twila	Hometown Laundry	128.00	08/30/2022	201-00-4400-0000	
July-2022-Twila	Amazon-Safety Camp Supplies	306.18	08/30/2022	101-53-3478-0000	
July-2022-Wade	Wade's Fuel	288.02	08/30/2022	101-24-4212-0000	
	Check Total:	26,556.39			
Vendor: 327	WINDSTREAM			Check Sequence: 3	ACH Enabled: True
74983852	City of Shwd- Badger Well	70.08	08/30/2022	601-00-4395-0000	
74983852	Public Works	80.04	08/30/2022	101-32-4321-0000	
74983852	City Hall	164.16	08/30/2022	101-19-4321-0000	
74983852	Badger-Manor-Cathcart Parks	245.34	08/30/2022	101-52-4321-0000	
74983852	City of Shwd-West Tower	153.15	08/30/2022	601-00-4321-0000	
	Check Total:	712.77			
	Total for Check Run:	29,601.59			
	Total of Number of Checks:	3			

# Accounts Payable

## Computer Check Proof List by Vendor

User: mnguyen  
 Printed: 08/29/2022 - 11:40AM  
 Batch: 00006.08.2022 - PR-08-29-2022



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 5	EFTPS - FEDERAL W/H			Check Sequence: 1	ACH Enabled: True
PR-08-29-2022	PR Batch 00004.08.2022 Federal Income Tax	6,284.27	08/29/2022	700-00-2172-0000	PR Batch 00004.08.2022 Federal Income Tax
PR-08-29-2022	PR Batch 00004.08.2022 FICA Employee Portio	4,008.50	08/29/2022	700-00-2174-0000	PR Batch 00004.08.2022 FICA Employee Portio
PR-08-29-2022	PR Batch 00004.08.2022 FICA Employer Portio	4,008.50	08/29/2022	700-00-2174-0000	PR Batch 00004.08.2022 FICA Employer Portio
PR-08-29-2022	PR Batch 00004.08.2022 Medicare Employee Po	937.47	08/29/2022	700-00-2174-0000	PR Batch 00004.08.2022 Medicare Employee Po
PR-08-29-2022	PR Batch 00004.08.2022 Medicare Employer Po	937.47	08/29/2022	700-00-2174-0000	PR Batch 00004.08.2022 Medicare Employer Po
	Check Total:	16,176.21			
Vendor: 2	ICMA RETIREMENT TRUST-302131-457			Check Sequence: 2	ACH Enabled: True
PR-08-29-2022	PR Batch 00004.08.2022 Deferred Comp-ICMA	2,955.13	08/29/2022	700-00-2176-0000	PR Batch 00004.08.2022 Deferred Comp-ICMA
PR-08-29-2022	PR Batch 00004.08.2022 Deferred Comp-ICMA	83.16	08/29/2022	700-00-2176-0000	PR Batch 00004.08.2022 Deferred Comp-ICMA
	Check Total:	3,038.29			
Vendor: 286	MIDWEST MAILING SYSTEMS INC			Check Sequence: 3	ACH Enabled: True
79575	Newsletter Postages	49.04	08/29/2022	101-13-4208-0000	
79614	Newsletter Postages	592.60	08/29/2022	101-13-4208-0000	
79614	Newsletter Svc	457.20	08/29/2022	101-13-4400-0000	
	Check Total:	1,098.84			
Vendor: 11	MINNESOTA DEPARTMENT OF REVENUE			Check Sequence: 4	ACH Enabled: True
PR-08-29-2022	PR Batch 00004.08.2022 State Income Tax	2,782.55	08/29/2022	700-00-2173-0000	PR Batch 00004.08.2022 State Income Tax
	Check Total:	2,782.55			
Vendor: 1091	MSRS-MN DEFERRED COMP PLAN 457			Check Sequence: 5	ACH Enabled: True
PR-08-29-2022	PR Batch 00004.08.2022 Deferred Comp-MSRS	1,225.00	08/29/2022	700-00-2176-0000	PR Batch 00004.08.2022 Deferred Comp-MSRS
	Check Total:	1,225.00			
Vendor: 665	OPTUM BANK			Check Sequence: 6	ACH Enabled: True
PR-08-29-2022	PR Batch 00004.08.2022 HSA-OPTUM BANK	638.00	08/29/2022	700-00-2183-0000	PR Batch 00004.08.2022 HSA-OPTUM BANK

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	638.00			
Vendor: 9	PERA			Check Sequence: 7	ACH Enabled: True
PR-08-29-2022	PR Batch 00004.08.2022 MN-PERA Deduction	4,237.81	08/29/2022	700-00-2175-0000	PR Batch 00004.08.2022 MN-PERA Dedu
PR-08-29-2022	PR Batch 00004.08.2022 MN PERA Benefit Em	4,889.80	08/29/2022	700-00-2175-0000	PR Batch 00004.08.2022 MN PERA Bene
	Check Total:	9,127.61			
	Total for Check Run:	34,086.50			
	Total of Number of Checks:	7			

# Accounts Payable

## Computer Check Proof List by Vendor

User: mnguyen  
 Printed: 09/07/2022 - 3:18PM  
 Batch: 00001.09.2022 - AP-09-12-2022



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 105 INV284849	ADVANCED IMAGING SOLUTIONS Toner	19.63	09/12/2022	Check Sequence: 1 101-19-4221-0000	ACH Enabled: True
	Check Total:	19.63			
Vendor: 817 2169	ARCPPOINT LABS OF EDEN PRAIRIE Drug Testing	73.75	09/12/2022	Check Sequence: 2 101-32-4305-0000	ACH Enabled: False
	Check Total:	73.75			
Vendor: 1265 BT2176189	BAKER TILLY US, LLP Executive Search-City Administrator	14,760.00	09/12/2022	Check Sequence: 3 101-13-4400-0000	ACH Enabled: True
	Check Total:	14,760.00			
Vendor: 1056 PV#1-Silverwood PV#2-Silverwood	BLACKSTONE CONTRACTORS, LLC PV#1 - Silverwood Park PV#2 - Silverwood Park	56,385.58 7,923.00	09/12/2022 09/12/2022	Check Sequence: 4 402-00-4620-0000 402-00-4620-0000	ACH Enabled: False
	Check Total:	64,308.58			
Vendor: 544 7087	BNR IRRIGATION SERVICES, INC. Installed of underground Irrigation - Gideon Woc	11,419.00	09/12/2022	Check Sequence: 5 407-00-4680-0000	ACH Enabled: False
	Check Total:	11,419.00			
Vendor: 136 08-30-2022 08-30-2022 08-30-2022 08-30-2022 08-30-2022 79456885-082422 86501806-082422	CENTERPOINT ENERGY-GAS 20405 Knightsbridge Rd 28125 Boulder Bridge 24200 Smithtown Rd 6000 Eureka Road 5755 Country Club Rd 5735 Country Club Rd-SCEC 20630 Manor Rd	38.46 33.52 125.27 41.22 33.52 72.12 20.80	09/12/2022 09/12/2022 09/12/2022 09/12/2022 09/12/2022 09/12/2022 09/12/2022	Check Sequence: 6 601-00-4394-0000 601-00-4396-0000 101-32-4380-0000 101-52-4380-0000 101-19-4380-0000 201-00-4380-0000 101-52-4380-0000	ACH Enabled: True

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	364.91			
Vendor: 137	CENTURY LINK			Check Sequence: 7	ACH Enabled: True
9524702294Aug22	952-470-2294-642-PW	66.66	09/12/2022	101-32-4321-0000	
9524706340Aug22	952-474-6340-989-CH	120.38	09/12/2022	101-19-4321-0000	
9524707819Aug22	952-470-7819-261-SSCC	131.68	09/12/2022	201-00-4321-0000	New Line
	Check Total:	318.72			
Vendor: 915	CINTAS			Check Sequence: 8	ACH Enabled: False
5107664723	First Aid Supplies	1.83	09/12/2022	101-32-4245-0000	
5117195556	First Aid Supplies	37.10	09/12/2022	101-32-4245-0000	
	Check Total:	38.93			
Vendor: 1277	E.J. MAYERS INC			Check Sequence: 9	ACH Enabled: False
810	Water Line Installed Service - 20001 Manor Roa	10,000.00	09/12/2022	601-00-4400-0000	
	Check Total:	10,000.00			
Vendor: 166	EARL F. ANDERSEN			Check Sequence: 10	ACH Enabled: False
0130594-IN	Traffic Cones	453.75	09/12/2022	101-32-4250-0000	
0130651-IN	Traffic Cones	744.16	09/12/2022	101-32-4250-0000	
	Check Total:	1,197.91			
Vendor: 176	EROSION PRODUCTS, LLC			Check Sequence: 11	ACH Enabled: False
22738	Erosion Control Products	117.30	09/12/2022	631-00-4245-0000	
	Check Total:	117.30			
Vendor: 186	FERGUSON WATERWORKS, LLC. No.2518			Check Sequence: 12	ACH Enabled: False
500859	Water Meter Repair- PV#	2,160.00	09/12/2022	211-00-4400-0000	
	Check Total:	2,160.00			
Vendor: 1278	GARAGE DOOR STORE			Check Sequence: 13	ACH Enabled: False
681201	General Supplies	162.00	09/12/2022	101-32-4245-0000	
	Check Total:	162.00			
Vendor: 1060	GENERAL SECURITY SERVICES CORPORA			Check Sequence: 14	ACH Enabled: True
50007592	Eagle Eye Cloud Video Surveillance System - C	3,834.10	09/12/2022	402-00-4680-0000	
50007592	Eagle Eye Cloud Video Surveillance System - C	3,834.10	09/12/2022	402-00-4680-0000	



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
50008088	City Hall - Monitor	278.85	09/12/2022	101-19-4321-0000	
50008089	SCEC-Monitor	105.00	09/12/2022	201-00-4321-0000	
	Check Total:	8,052.05			
Vendor: 200	GOPHER STATE ONE CALL			Check Sequence: 15	ACH Enabled: True
2080741	Monthly Rental	110.70	09/12/2022	601-00-4400-0000	
2080741	Monthly Rental	110.70	09/12/2022	611-00-4400-0000	
2080741	Monthly Rental	110.70	09/12/2022	631-00-4400-0000	
	Check Total:	332.10			
Vendor: 216	HENNEPIN COUNTY RECORDER & REGIS			Check Sequence: 16	ACH Enabled: False
20820RadissonRd	Record Service-Stormwater Management @ 208	46.00	09/12/2022	101-18-4400-0000	Record
	Check Total:	46.00			
Vendor: 985	HENNEPIN COUNTY ACCOUNTS RECEIVA			Check Sequence: 17	ACH Enabled: False
1000191508	REC0001086-View Recorded Documents	2.50	09/12/2022	101-31-4400-0000	RecordEase Payment
	Check Total:	2.50			
Vendor: UB*00494	Zachany & Margaret Hilgemann			Check Sequence: 18	ACH Enabled: False
	Refund Check 006249-000, 19840 Waterford Pl	38.35	09/06/2022	601-00-2010-0000	
	Refund Check 006249-000, 19840 Waterford Pl	16.04	09/06/2022	611-00-2010-0000	
	Refund Check 006249-000, 19840 Waterford Pl	10.55	09/06/2022	631-00-2010-0000	
	Refund Check 006249-000, 19840 Waterford Pl	17.43	09/06/2022	621-00-2010-0000	
	Check Total:	82.37			
Vendor: 896	HUEBSCH SERVICES			Check Sequence: 19	ACH Enabled: True
20168487	SCEC - Mats	74.86	09/12/2022	201-00-4400-0000	
20171233	City Hall - Mats	202.73	09/12/2022	101-19-4400-0000	
	Check Total:	277.59			
Vendor: UB*00492	Jeffrey & Jennifer Ische			Check Sequence: 20	ACH Enabled: False
	Refund Check 005651-000, 25365 Smithtown R	43.00	09/06/2022	601-00-2010-0000	
	Refund Check 005651-000, 25365 Smithtown R	28.24	09/06/2022	611-00-2010-0000	
	Refund Check 005651-000, 25365 Smithtown R	11.64	09/06/2022	631-00-2010-0000	
	Refund Check 005651-000, 25365 Smithtown R	29.29	09/06/2022	621-00-2010-0000	
	Check Total:	112.17			
Vendor: 243	KLM ENGINEERING, INC.			Check Sequence: 21	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
9103	Antenna Inspection Svc-Single Pedestal Old Mrt	1,500.00	09/12/2022	101-00-3414-0000	
9108	Antenna Inspection Svc-Single Pedestal-Smithto	1,500.00	09/12/2022	101-00-3414-0000	
9137	Antenna Inspection Svc-Single Pedestal-Old Ma	1,500.00	09/12/2022	101-00-3414-0000	
	Check Total:	4,500.00			
Vendor: 247	DREW KRIESEL			Check Sequence: 22	ACH Enabled: False
August-2022	Building Maint. Services	300.00	09/12/2022	201-00-4400-0000	
August-2022	Building General Supplies Exp	239.98	09/12/2022	201-00-4245-0000	
August-2022	Events Program/Class Services	900.00	09/12/2022	201-00-4248-0000	
	Check Total:	1,439.98			
Vendor: 795	LANO EQUIPMENT OF NORWOOD, INC.			Check Sequence: 23	ACH Enabled: False
75010	Maint Equipment	56.38	09/12/2022	101-32-4221-0000	
	Check Total:	56.38			
Vendor: 132	MANGO ENTERTAINMENT, LLC			Check Sequence: 24	ACH Enabled: False
1128	Movie in the Park - 09/09/2022	1,100.00	09/12/2022	101-53-4248-0000	
	Check Total:	1,100.00			
Vendor: 283	METRO SALES, INC.			Check Sequence: 25	ACH Enabled: True
INV2118496	Ricoh/MP-C3002 Color Copier	500.00	09/12/2022	101-19-4221-0000	Ricoh/MP-C3002 Color Copier
	Check Total:	500.00			
Vendor: 287	MIDWEST OVERHEAD CRANE CORP			Check Sequence: 26	ACH Enabled: False
121046	Annual Crane Inspections	909.09	09/12/2022	101-32-4400-0000	
	Check Total:	909.09			
Vendor: UB*00463	Christopher & Courtney Miernicki			Check Sequence: 27	ACH Enabled: False
	Refund Check 008223-001, 5790 Kelsey Dr	90.08	09/06/2022	601-00-2010-0000	
	Refund Check 008223-001, 5790 Kelsey Dr	105.10	09/06/2022	611-00-2010-0000	
	Refund Check 008223-001, 5790 Kelsey Dr	45.04	09/06/2022	631-00-2010-0000	
	Refund Check 008223-001, 5790 Kelsey Dr	45.04	09/06/2022	621-00-2010-0000	
	Check Total:	285.26			
Vendor: 289	MINGER CONSTRUCTION CO., INC.			Check Sequence: 28	ACH Enabled: False
PV#2-ShadyIslan	PV#2 - Shady Island Bridge Forcemain Replacem	169,738.50	09/12/2022	611-00-4680-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	169,738.50			
Vendor: 987	MINNESOTA-WISCONSIN PLAYGROUND, I			Check Sequence: 29	ACH Enabled: False
2022365	Silverwood Park Maint.	1,642.05	09/12/2022	402-00-4620-0000	
	Check Total:	1,642.05			
Vendor: 1068	MISSION COMMUNICATIONS, LLC			Check Sequence: 30	ACH Enabled: True
1067715	L.S.	11,868.00	08/22/2022	611-00-4321-0000	
1067715	LS	-11,868.00	09/12/2022	611-00-4321-0000	
1067715	LS	3,147.00	09/12/2022	601-00-4321-0000	
1067715	LS	8,721.00	09/12/2022	611-00-4321-0000	
1067751	L.S.	610.00	08/22/2022	611-00-4321-0000	
1067751	LS	-610.00	09/12/2022	611-00-4321-0000	
1067751	LS 13	310.00	09/12/2022	611-00-4321-0000	
1067751	LS 13	300.00	09/12/2022	601-00-4321-0000	
	Check Total:	12,478.00			
Vendor: 305	MNSPECT, LLC			Check Sequence: 31	ACH Enabled: True
9098	Inspection Services	2,805.00	09/12/2022	101-24-4400-0000	
	Check Total:	2,805.00			
Vendor: 313	MICHELLE THU-THAO NGUYEN			Check Sequence: 32	ACH Enabled: True
August-2022	Mileage Reimbursement	122.00	09/12/2022	101-15-4331-0000	
	Check Total:	122.00			
Vendor: 325	ON SITE SANITATION -TWIN CITIES			Check Sequence: 33	ACH Enabled: True
1393059	Freeman Park-6000 Eureka Rd	29.63	09/12/2022	101-52-4410-0000	
1398387	Cathcart Park-26655 W- 62nd St	78.05	09/12/2022	101-52-4410-0000	
1398388	Freeman Park-6000 Eureka Road	425.70	09/12/2022	101-52-4410-0000	
1398389	Silverwood Pk-5755 Covington R	78.05	09/12/2022	101-52-4410-0000	
1398390	South Shore-5355 St Albans Bay	78.05	09/12/2022	101-52-4410-0000	
1398391	Christmas Lk Rd-5625 Merry Ln	271.98	09/12/2022	101-52-4410-0000	
	Check Total:	961.46			
Vendor: UB*00493	Gregory & Arina Paoli			Check Sequence: 34	ACH Enabled: False
	Refund Check 005542-000, 26325 Oak Leaf Trl	109.59	09/06/2022	611-00-2010-0000	
	Check Total:	109.59			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 903	PERRILL			Check Sequence: 35	ACH Enabled: True
258324	ROWay Web App-Monthly	75.00	09/12/2022	611-00-4400-0000	
258324	ROWay Web App-Monthly	75.00	09/12/2022	601-00-4400-0000	
	Check Total:	150.00			
Vendor: 335	PROFESSIONAL WIRELESS COMMUNICAT			Check Sequence: 36	ACH Enabled: False
114430	New Radio for New Truck	669.25	09/12/2022	403-00-4640-0000	
	Check Total:	669.25			
Vendor: 1279	R & R EXCAVATING			Check Sequence: 37	ACH Enabled: False
PV#1-LS-Rehab	PV#1 - L.Ss 7-9-10 Rehabilitation Project	158,688.63	09/12/2022	611-00-4680-0000	
	Check Total:	158,688.63			
Vendor: 1063	RYAN LaPOINTE			Check Sequence: 38	ACH Enabled: False
5350VineHillRd	Depoist Refund - ROW Permit #209487- 5350 V	2,000.00	09/12/2022	880-00-2200-0000	
5490VineHillRd	Depoist Refund - ROW Permit #209664-5490 Vi	2,000.00	09/12/2022	880-00-2200-0000	
848-3rdAve	Depoist Refund - ROW Permit #213764 - 848 3r	2,000.00	09/12/2022	880-00-2200-0000	
	Check Total:	6,000.00			
Vendor: 355	SHRED-N-GO INC			Check Sequence: 39	ACH Enabled: False
139646	Shredded Svc	64.08	09/12/2022	101-13-4400-0000	
	Check Total:	64.08			
Vendor: 1248	EDWARD J. SHUKLE, Jr.			Check Sequence: 40	ACH Enabled: True
Sept-07-2022	Interim City Administrator Svc : Aug 17 thru Sep	6,705.00	09/12/2022	101-13-4400-0000	
	Check Total:	6,705.00			
Vendor: 842	SORENSEN CONSULTING			Check Sequence: 41	ACH Enabled: False
COS.5.22	Assessment for Chris H. & Tim K.	350.00	09/12/2022	101-32-4400-0000	
	Check Total:	350.00			
Vendor: 1181	SPLIT ROCK MANAGEMENT, INC.			Check Sequence: 42	ACH Enabled: True
84980	Custodial Service-CH Building	472.00	09/12/2022	101-19-4400-0000	
84981	Custodial Service-PWs Building	358.00	09/12/2022	101-32-4400-0000	
	Check Total:	830.00			
Vendor: 1101	SPRINGBROOK HOLDING COMPANY LLC			Check Sequence: 43	ACH Enabled: True

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
INV-010362	Springbrook-CivicPay Fees	23.25	09/12/2022	621-00-4450-0000	
INV-010362	Springbrook-CivicPay Fees	23.25	09/12/2022	631-00-4450-0000	
INV-010362	Springbrook-CivicPay Fees	23.25	09/12/2022	611-00-4450-0000	
INV-010362	Springbrook-CivicPay Fees	23.25	09/12/2022	601-00-4450-0000	
	Check Total:	93.00			
Vendor: 759	TECH SALES COMPANY			Check Sequence: 44	ACH Enabled: True
326363	LS 10 Rehab SCADA	613.40	09/12/2022	611-00-4321-0000	
	Check Total:	613.40			
Vendor: 1194	THE McDOWELL AGENCY, INC.			Check Sequence: 45	ACH Enabled: False
141350	Background Check-Jeremy Moe	85.00	09/12/2022	101-32-4400-0000	
	Check Total:	85.00			
Vendor: 694	TIMESAVER OFF SITE SECRETARIAL, INC.			Check Sequence: 46	ACH Enabled: True
M27590	Council Meeting	418.25	09/12/2022	101-13-4400-0000	
M27590	Park Meeting	154.00	09/12/2022	101-52-4400-0000	
	Check Total:	572.25			
Vendor: 384	TOTAL PRINTING SERVICES			Check Sequence: 47	ACH Enabled: False
13508	Newsletters	940.00	09/12/2022	101-13-4351-0000	
	Check Total:	940.00			
Vendor: 386	TWIN CITY WATER CLINIC			Check Sequence: 48	ACH Enabled: True
17984	Monthly Bacteria Svc	150.00	09/12/2022	601-00-4400-0000	
	Check Total:	150.00			
Vendor: 1083	UNIFIRST CORPORATION			Check Sequence: 49	ACH Enabled: True
August-2022	Uniforms	688.91	09/12/2022	101-32-4400-0000	
	Check Total:	688.91			
Vendor: 391	US BANK - CORPORATE TRUST SERVICES			Check Sequence: 50	ACH Enabled: True
6635621	Acct#0103911NS-Series 2020A	500.00	09/12/2022	320-00-4720-0000	Acct#103911NS-Series 2020A
	Check Total:	500.00			
Vendor: 393	VESSCO, INC			Check Sequence: 51	ACH Enabled: True
88434	Chlorine	709.32	09/12/2022	601-00-4221-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	709.32			
Vendor: 405	WESTSIDE WHOLESALE TIRE & SUPPLY			Check Sequence: 52	ACH Enabled: True
912219	Tires Ford PU	677.52	09/12/2022	101-32-4221-0000	
	Check Total:	677.52			
Vendor: 1276	JAY WHITE			Check Sequence: 53	ACH Enabled: False
5870MfkaDr	Zoning Application Withdrawn Refund - 5870 M	400.00	09/12/2022	101-00-3413-0000	
	Check Total:	400.00			
Vendor: 1055	WL HALL CO INTERIOR SERVICE			Check Sequence: 54	ACH Enabled: False
10844	Dining Room Maint.	437.50	09/12/2022	201-00-4223-0000	
	Check Total:	437.50			
Vendor: 408	WM MUELLER & SONS INC			Check Sequence: 55	ACH Enabled: True
279965	Road Maint	102.30	09/12/2022	101-32-4250-0000	
280046	Road Maint	263.86	09/12/2022	101-32-4250-0000	
280339	Road Maint	318.99	09/12/2022	101-32-4250-0000	
280409	Road Maint	299.46	09/12/2022	101-32-4250-0000	
	Check Total:	984.61			
Vendor: 974	THOMAS WADE WOODWARD			Check Sequence: 56	ACH Enabled: True
June-Aug-2022	Cell Phone - June thru Aug	90.00	09/12/2022	101-24-4321-0000	
	Check Total:	90.00			
Vendor: 410	WSB AND ASSOCIATES, INC.			Check Sequence: 57	ACH Enabled: True
R-014590-000-36	Woodside Rd Street Reclamation	274.25	09/12/2022	408-00-4303-0000	
	Check Total:	274.25			
Vendor: 411	XCEL ENERGY, INC.			Check Sequence: 58	ACH Enabled: True
793033184	C.H. Svcs	1,001.59	09/12/2022	101-19-4380-0000	C.H. Svcs
793033184	P.W. Bldg Svc	514.13	09/12/2022	101-32-4380-0000	P.W. Bldg Svc
793033184	P.W. Street Lights Svc	4,033.04	09/12/2022	101-32-4399-0000	P.W. Street Lights Svc
793033184	Parks	444.65	09/12/2022	101-52-4380-0000	Parks
793033184	Amesbury	701.12	09/12/2022	601-00-4394-0000	Amesbury
793033184	Boulder Bridge	58.65	09/12/2022	601-00-4396-0000	Boulder Bridge
793033184	S.E. Area Svc	3,886.68	09/12/2022	601-00-4398-0000	S.E. Area Svc
793033184	Lift Station Street Lights	706.12	09/12/2022	611-00-4380-0000	L. S. Street Lights

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
793236925	24253 Smithtown Rd	1,566.23	09/12/2022	601-00-4395-0000	24253 Smithtown Rd
793242389	5735 Country Club Rd	960.68	09/12/2022	201-00-4380-0000	5735 Country Club Rd
793286183	5755 Country Club Rd	91.38	09/12/2022	101-19-4380-0000	5755 Country Club Rd
793585266	5700 County Rd 19	256.93	09/12/2022	101-32-4399-0000	5700 County Rd 19
793585266	5700 County Rd 19 - Unit Light	53.45	09/12/2022	101-32-4399-0000	5700 County Rd 19 - Unit Light
793677848	28125 Boulder Bridge Drive	3,647.45	09/12/2022	601-00-4396-0000	28125 Boulder Bridge Drive
793692154	4931 Shady Island Road	23.76	09/12/2022	611-00-4380-0000	4931 Shady Island Road
Check Total:		17,945.86			
Total for Check Run:		509,111.40			
Total of Number of Checks:		58			



## City of Shorewood Council Meeting Item

**Title / Subject:** Accept Quote and Award Contract for One Replacement 2,000 Gallon Tanker Truck

**Meeting Date:** September 12, 2022

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

**Attachments:** Capital Improvement Program Excerpt, Quote

**Policy Consideration:** Should the City Council authorize the expenditure of funds for one replacement Water Tanker Truck for the Department of Public Works?

**Background:** The 2022 Capital Improvement Program, Equipment Replacement Fund, has an amount of \$75,000 budgeted within both the Sanitary Sewer Fund and the Water Fund for a total amount of \$150,000 for replacement of one 2001 Freightliner Water Truck. This unit was purchased used in 2007 as a converted over the road cab and chassis with a new tank installed. This vehicle has deteriorated in condition over the past few years and is in need of replacement.

Attachment 1 is an excerpt from the 2022 Capital Improvement Program (CIP).

Staff solicited quotes from five firms. Two quotes were received and are summarized below:

Vendor	Quote Amount
Custom Truck	\$136,250
United Built Water Trucks	\$170,000
Niece Equipment, LP	No Quote Submitted
Elliott Machine Works, Inc.	No Quote Submitted
Knapheide Manufacturing	No Quote Submitted

**Table 1**

The low quote received from Custom Truck has been included as Attachment 2.

**Finance:** The quote of \$136,250 is below the total budgeted amount of \$150,000.

**Recommendation:** Staff is recommending approval of the motion that awards the contract for one 2,000 gallon Tanker Truck to Custom Truck, in the amount of \$136,250.

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



## 2022 - 2031 Capital Improvement Program

Source	#	Priority	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	Total
Edgewood Rd reclaim	ST-21-01	n/a										1,238,846	1,238,846
Strawberry Court reclaim	ST-22-01	n/a		220,338									220,338
Peach Circle reconstruction	ST-22-02	n/a		353,671									353,671
Strawberry Ln reconstruction	ST-23-01	n/a		1,983,677									1,983,677
Grant Lorenz Rd reclaim	ST-23-02	n/a								908,970			908,970
Eureka Rd N Mill & Overlay	ST-23-03	n/a				694,371							694,371
Birch Bluff Rd reconstruction	ST-23-99	n/a		1,952,123									1,952,123
Noble Rd recon	ST-24-01	n/a						1,203,555					1,203,555
Noble Rd Reclaim	ST-24-02	n/a						493,107					493,107
Galpin Lake Rd/Trail	ST-24-03	n/a						1,257,557					1,257,557
Mill Street Trail Construction	T004	n/a						115,927					115,927
Mill Street Trail ROW - County Led	T017	n/a				109,273							109,273
Smithtown Pond Trail Connection	T018	n/a	40,000										40,000
<b>404 - Street Reconstruction Fund Total</b>			<b>922,500</b>	<b>4,509,809</b>		<b>1,297,884</b>		<b>3,070,146</b>		<b>1,499,309</b>		<b>1,238,846</b>	<b>12,538,494</b>

### 601 - Water Fund

Freightliner Water Truck 50%	085	n/a	75,000										75,000
Edgewood Rd reclaim	ST-21-01	n/a										750,245	750,245
Strawberry Court reclaim	ST-22-01	n/a		283,250									283,250
Peach Circle reconstruction	ST-22-02	n/a		115,824									115,824
Strawberry Ln reconstruction	ST-23-01	n/a		394,943									394,943
Grant Lorenz Rd reclaim	ST-23-02	n/a								0			0
Birch Bluff Rd reconstruction	ST-23-99	n/a		859,020									859,020
Noble Rd recon	ST-24-01	n/a						416,179					416,179
Galpin Lake Rd/Trail	ST-24-03	n/a						396,582					396,582
Boulder Bridge VT Well Motor Replace	W-18-01	n/a	35,000										35,000
Rebuild Well Pump SE VT Well	W-19-05	n/a				25,000							25,000
SE Area Well Motor Replace	W-20-03	n/a	45,000										45,000
Rebuild Well Pump Amesbury VT Well	W-20-05	n/a					25,000						25,000
Rebuild Well Pump Badger VT Well	W-21-02	n/a	30,000						35,000				65,000
SE Area Well Pipe Coatings and Corrosion Prev	W-22-01	n/a	25,000										25,000
Rebuild Well Pump Boulder Bridge VT Well	W-22-02	n/a						35,000					35,000
FilterMediaChangeout/RehabIronRemovalFilterSEPlant	W-22-03	n/a	40,000										40,000

Wednesday, December 8, 2021

ATTACHMENT 1  
EXCERPT 2022 - 2031 CIP

Source	#	Priority	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	Total
Rebuild Well Pump Amesbury Submersible Well	W-23-01	n/a		30,000						36,000			66,000
Rebuild Well Pump Boulder Bridge Submersible Well	W-24-01	n/a			30,000								30,000
East Water Tower Paint & Reconditioning	W-24-02	n/a			380,000								380,000
Replace VFD SE Area Well	W-24-03	n/a			10,000								10,000
Replace VFD Badger Well	W-26-01	n/a					12,000						12,000
Watermain Reconstruction Activity	W-99-01	n/a			100,000	105,000	110,000	115,000	120,000	125,000	130,000	135,000	940,000
<b>601 - Water Fund Total</b>			<b>250,000</b>	<b>1,683,037</b>	<b>520,000</b>	<b>130,000</b>	<b>147,000</b>	<b>962,761</b>	<b>155,000</b>	<b>161,000</b>	<b>130,000</b>	<b>885,245</b>	<b>5,024,043</b>

#### 611 - Sanitary Sewer Fund

Freightliner Water Truck 50%	085	n/a	75,000										75,000
Lift Station 11 Rehab - 20465 Radisson Rd.	SS-13-01	n/a		240,000									240,000
Lift Station 9 Rehab - 20995 Minnetonka Blvd	SS-14-01	n/a	240,000										240,000
Lift Station 10 Rehab - 4773 Lakeway Terrace	SS-15-01	n/a	150,000										150,000
Lift Station 7 Rehab - 5600 Woodside Road	SS-16-02	n/a	240,000										240,000
CIP Sewer Repairs Assoc with Roadway Reconstr	SS-99-01	n/a	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	500,000
Televising & Cleaning	SS-99-02	n/a	0	0	0	0	0	0	0	0	0	0	0
Sewer Additional	SS-99-04	n/a			25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	200,000
Infiltration and Inflow Reduction	SS-99-06	n/a	70,000	70,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	780,000
Edgewood Rd reclaim	ST-21-01	n/a										228,335	228,335
Strawberry Ln reconstruction	ST-23-01	n/a		180,250									180,250
Grant Lorenz Rd reclaim	ST-23-02	n/a							143,895				143,895
Eureka Rd N Mill & Overlay	ST-23-03	n/a				127,849							127,849
Birch Bluff Rd reconstruction	ST-23-99	n/a		120,510									120,510
Noble Rd recon	ST-24-01	n/a						202,873					202,873
<b>611 - Sanitary Sewer Fund Total</b>			<b>825,000</b>	<b>660,760</b>	<b>155,000</b>	<b>282,849</b>	<b>155,000</b>	<b>357,873</b>	<b>155,000</b>	<b>298,895</b>	<b>155,000</b>	<b>383,335</b>	<b>3,428,712</b>

#### 631 - Stormwater Management Fund

Pump - 4' Discharge Trailer Mtd	050	n/a		62,400									62,400
Culvert Replace - 22535 Murray St/6180 Cardinal Dr	CR-22-01	n/a	11,000										11,000
Edgewood Rd reclaim	ST-21-01	n/a										185,278	185,278
Strawberry Court reclaim	ST-22-01	n/a		52,242									52,242



# Freightliner M2106 4x2

## 2000 Gallon Load King Water Tank

QR-035743

CARB 2022 COMPLIANCE IS NOT INCLUDED IN PRICE  
CALIFORNIA AND OTHER OPT-IN STATES ADD UP TO \$4,500

### CHASSIS SPECS

#### Engine

CUM B6.7 260 HP  
(2) Batteries  
18.7 CFM Air Compressor  
W/ Internal Safety Valve  
Cruise Control  
115V Block Heater

#### Transmission

Allison 3500 RDS Automatic  
W/ PTO Provision  
(1) Dash Mounted PTO Switch

#### Front Axle

DETROIT DA-F-12.0-3 12,000 lbs.  
Tires: 11R22.5  
Wheels: Steel

#### Front Suspension

12,000 lb. Taper Leaf Suspension

#### Rear Axle

MS-21-14X 21,000# R-SERIES  
6.14 Ratio  
Tires: Bridgestone M770 11R22.5  
Wheels: Steel

#### Rear Suspension

23,000# 52 Inch Variable Rate  
Multi-Leaf

#### GVWR

33,000 lbs.

#### Fuel Tanks

6 Gallon DEF Tank-LH Medium Duty  
50 Gallon Fuel Tank-LH  
Rectangular, Aluminum

#### Air & Equipment

Air Brake Package  
WABCO 4S/4M ABS  
Brake Line Air Dryer w/ Heater  
Steel Air Brake Reservoirs

#### Unit Features

106" BBC Conventional Cab  
Air Cab Mounting  
Single Electric Horn  
Aero Bright Exterior Sun Visor  
Dual West Coast Heated Mirrors w/ Spot  
Convex  
Opal Gray Vinyl Interior  
Heater, Defroster & Air Conditioner  
(1) 12V Power Supply In-Dash  
Hi-Back Non Suspension Driver Seat  
Hi-Back Non-Susp Passenger Seat  
Adjustable Tilt And Telescoping Steering  
Column  
Power Door Locks  
Am/Fm/Wb World Tuner Radio With Blue-  
tooth, Usb And Auxiliary Inputs  
(1) Dash Mounted PTO Switch w/Indicator  
Lamp  
White Paint

### EQUIPMENT SPECS

#### Water Tank 2000 Gallon

Astm A36 Steel Construction For Durability  
Internal Baffles  
Full Length Shaped Tank Runner  
Water Level Indicator  
4" X 3" Water Pump  
(2) Front, (1) Side, (2) Rear, Air Controlled Spray Valves  
Manual Rewind Hose Reel W/50' Of 1-1/2" Hose, Adjustable Nozzle  
2-1/2" Hydrant Fill W/ Anti-Siphon Air Gap  
Heavy Duty Rear Bumper  
D.o.t. Compliant Wiring & Lighting System  
Interior Tank Coating For Superior Protection  
On-Road Water Tank Parts (Tie Down Hardware & Miscellaneous Parts)  
Electrical & Lighting/Dot/Icc Compliant Lights & Reflectors/Truck-Lite  
Wiring Harness  
Safety Kit-5lb. Fire Extinguisher/Triangle Kit

#### Additional equipment

Strobe: Whelen R1LPPA Permanent mount  
2- Mpower tri color rear strobes  
2- LED Work lights

800-739-7150 [www.customtruck.com](http://www.customtruck.com)

ASK ABOUT THE CUSTOMIZED AND FLEXIBLE LEASING & FINANCING  
SOLUTIONS AVAILABLE FROM CUSTOM TRUCK CAPITAL

DISCLAIMER: Specifications are believed to be correct, but may contain errors and/or omissions.  
Pictures are representative and may not be identical.

### ATTACHMENT 2 - LOW QUOTE

PRICE: \$ 136,250.00

FET N / A

Ex Works: Kansas City, MO

*Price Is Subject To Change Without Notice And Is Not Guaranteed Due To Fluctuation In Material  
Or Component Prices, Including Manufacturer's Surcharges.*

QUOTE NUMBER: JW2.19-H\_22

EXPIRATION DATE: 8-26-22



#2H

MEETING TYPE  
REGULAR

## City of Shorewood Council Meeting Item

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**Title / Subject:**        **Setting the Truth-in-Taxation Public Meeting Date**

Meeting Date: September 12, 2022

Prepared by: Joe Rigdon, Finance Director

Reviewed by: Ed Shukle, Interim City Administrator

Attachments: Resolution: Selection of the Truth-in-Taxation Public Meeting Date

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**Background:** In the past, the City of Shorewood has held its Truth-in-Taxation (TNT) meeting on the first Monday in December. For 2022, the TNT meeting will be held as part of the City Council's regular meeting. The TNT meeting provides an opportunity for residents and property owners to comment on the proposed 2023 property tax levy and operating budget. Subsequent to the TNT public meeting, the Council will consider approving a final 2023 property tax levy and budget.

**Financial or Budget Considerations:** This process allows residents an opportunity to provide input or ask questions about the budget and proposed property tax levy.

**Options:** Holding the public meeting is mandatory, but the council can change the date on the attached Resolution if it wishes.

**Recommendation / Action Requested:** Staff recommends holding the public meeting on Monday, December 12, 2022, at 7:00 pm and passing the Resolution as presented.

**Next Steps and Timeline:** Staff will communicate the date and time of the Truth-in-Taxation meeting to Hennepin County so it can be included on the Truth-in-Taxation notices mailed to property owners.

**Connection to Vision / Mission:** This process contributes to sound financial management through public involvement in the process to determine the property tax levy and budget for City services.

---

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

**CITY OF SHOREWOOD**

**RESOLUTION NO. 22-080**

**SELECTION OF THE TRUTH-IN-TAXATION PUBLIC MEETING DATE**

**WHEREAS**, Minnesota State law requires local governments to hold public meetings on their proposed budgets and property tax levies; and

**WHEREAS**, it is in the spirit of full and open disclosure of the City's financial condition to provide as much information as necessary for the City Council, residents, and property owners to evaluate the budget and property tax levy;

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

1. The Truth-in-Taxation public meeting for property taxes levied in 2022, collectible in 2023, is set for Monday, December 12, 2022 at 7:00 pm.
2. The Finance Director is hereby instructed to transmit the Truth-in-Taxation meeting date information to Hennepin County for inclusion on the parcel specific notices to be mailed in November.

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF SHOREWOOD** this 12<sup>th</sup> day of September, 2022.

**ATTEST:**

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

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





## City of Shorewood Council Meeting Item

---

**Title/Subject:** Resolution Approving an Encroachment Agreement Into the Public Right of Way for 23100 Summit Ave  
**Meeting Date:** Monday, September 12, 2022  
**Prepared by:** Andrew Budde, City Engineer  
**Reviewed by:** Larry Brown, Director of Public Works  
**Attachments:** Street View Figure, Agreement, and Resolution

---

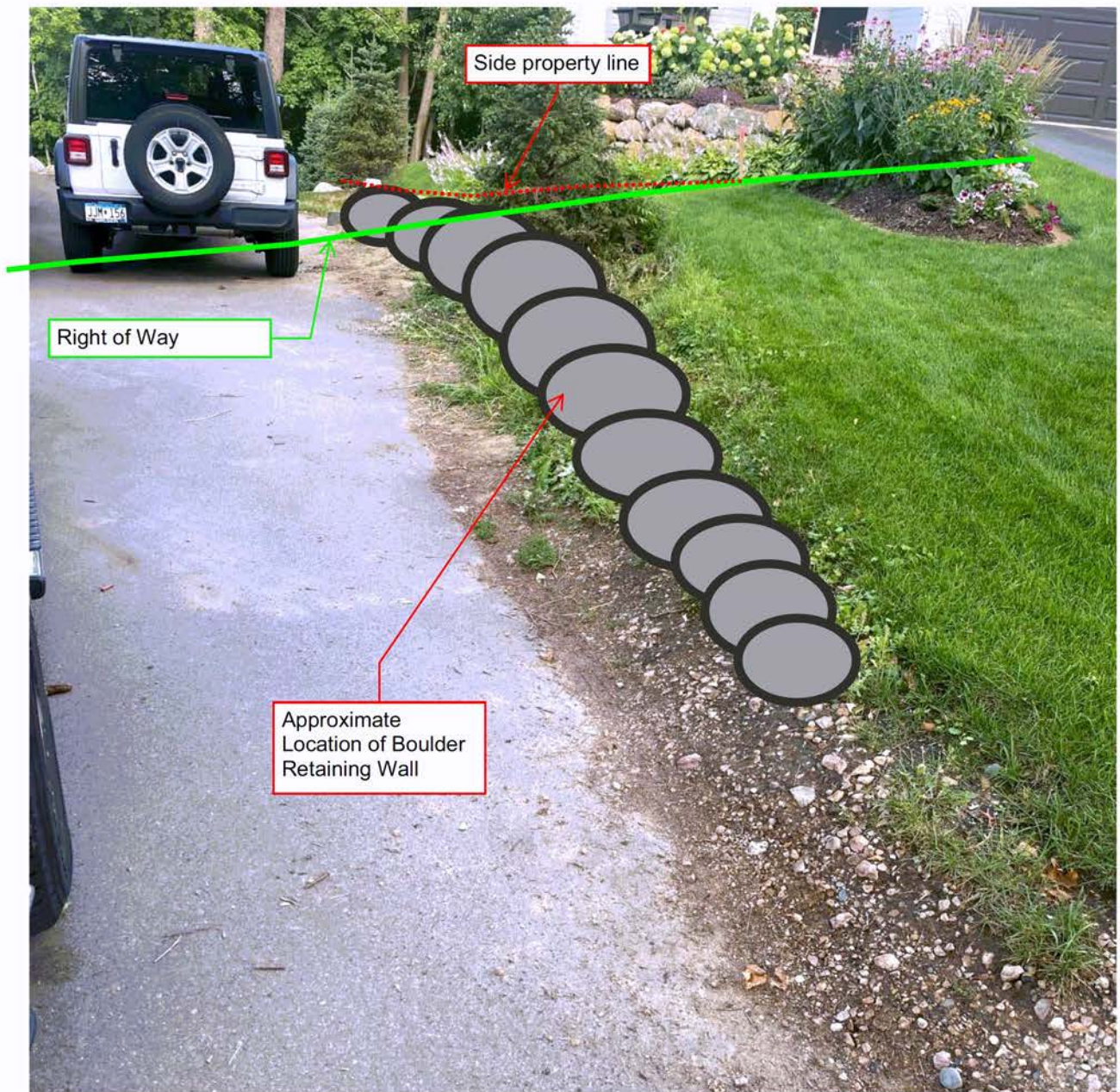
**Background:** The property owner located at 23100 Summit Avenue recently constructed a house and is in the final stages of completing site restoration. The property is located at a 90-degree corner in Summit Avenue and has approximately 40 feet of space between the existing roadway edge and the right of way/front property line.

The property to the south has already established their turf and driveway and is near the subject property with a significant elevation change between the properties. To avoid impacts to their neighbors, the applicant has requested permission to construct a nonstructural boulder retaining wall located partially within city right of way and partially on private property. The boulder retaining wall will be more than 10 feet from the edge of the existing pavement on Summit Avenue and less than 4 feet tall. Staff has reviewed the proposed retaining wall and has found that it will not have a significant impact to the public right of way. Therefore, an Encroachment Agreement has been prepared to permit the retaining wall to be partially located within the public right of way. The property owner has reviewed the agreement and is willing to sign the document.

**Financial Considerations:** The applicant has paid all associated permits and fees.

**Recommendation/Action Requested:** Staff recommends the City Council approve the resolution approving the encroachment agreement for a nonstructural boulder retaining wall within the public right of way for the property located at 23100 Summit Avenue.







CITY OF SHOREWOOD  
ENCROACHMENT AGREEMENT

This Agreement is entered into this \_\_\_\_ day of \_\_\_\_\_, 2022, by and between, Clayton Tessness and Jennifer Tessness and the City of Shorewood, a Minnesota municipal corporation.

RECITALS

1. The City of Shorewood (the "City") is a Minnesota municipal corporation operating as a statutory city under the laws of the State of Minnesota; and
2. Clayton Tessness and Jennifer Tessness (the "Property Owners") owns certain real estate located at 23100 Summit Ave within the City and described as:  
  
"Lot 277, of Auditors Subdivision No. 135 Hennepin County, Minnesota" (the Property); and
3. The Property abuts and shares a common property line with Summit Ave, a platted street within the City (the "Right of Way"); and
4. The Property Owner proposes to construct a boulder retaining wall partially within the Property and partially within the Right-of-Way, generally located on the south side of the existing driveway;
5. The Property Owner and City have agreed to the installation of the Improvements in the location depicted on the attached Figure A dated September 7, 2022;

AGREEMENT

1. The City consents to allow the contractors and agents of the Property Owners or their successors and assigns to enter upon the Right-of-Way to construct the Improvements in the location and as depicted in the plan on file with the City to be approved by the City Engineer; and
2. The Property Owners and their successors and assigns do hereby indemnify and waive the City, by and through its City Council, officials and employees, from any and all claims arising from the use of the Right-of-Way and construction of the Improvements, together with those claims of the users of the Right-of-Way through the customary and incidental use of the Right-of-Way.
3. In the event the city at any time requires the use or alteration of the Improvement within the Right-of-Way, the Property Owners and their successors and assigns agree to make no claim for damages to the City.



**PROPERTY OWNER**

By: \_\_\_\_\_  
Clayton Tessness

By: \_\_\_\_\_  
Jennifer Tessness

STATE OF MINNESOTA    )  
  ) ss.  
COUNTY OF HENNEPIN )

The foregoing instrument was acknowledged before me on \_\_\_\_\_ 2022, by Clayton Tessness.

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

The foregoing instrument was acknowledged before me on \_\_\_\_\_ 2022, by Jennifer Tessness.

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

**CITY OF SHOREWOOD**

By: \_\_\_\_\_  
Jennifer Labadie  
Its: Mayor

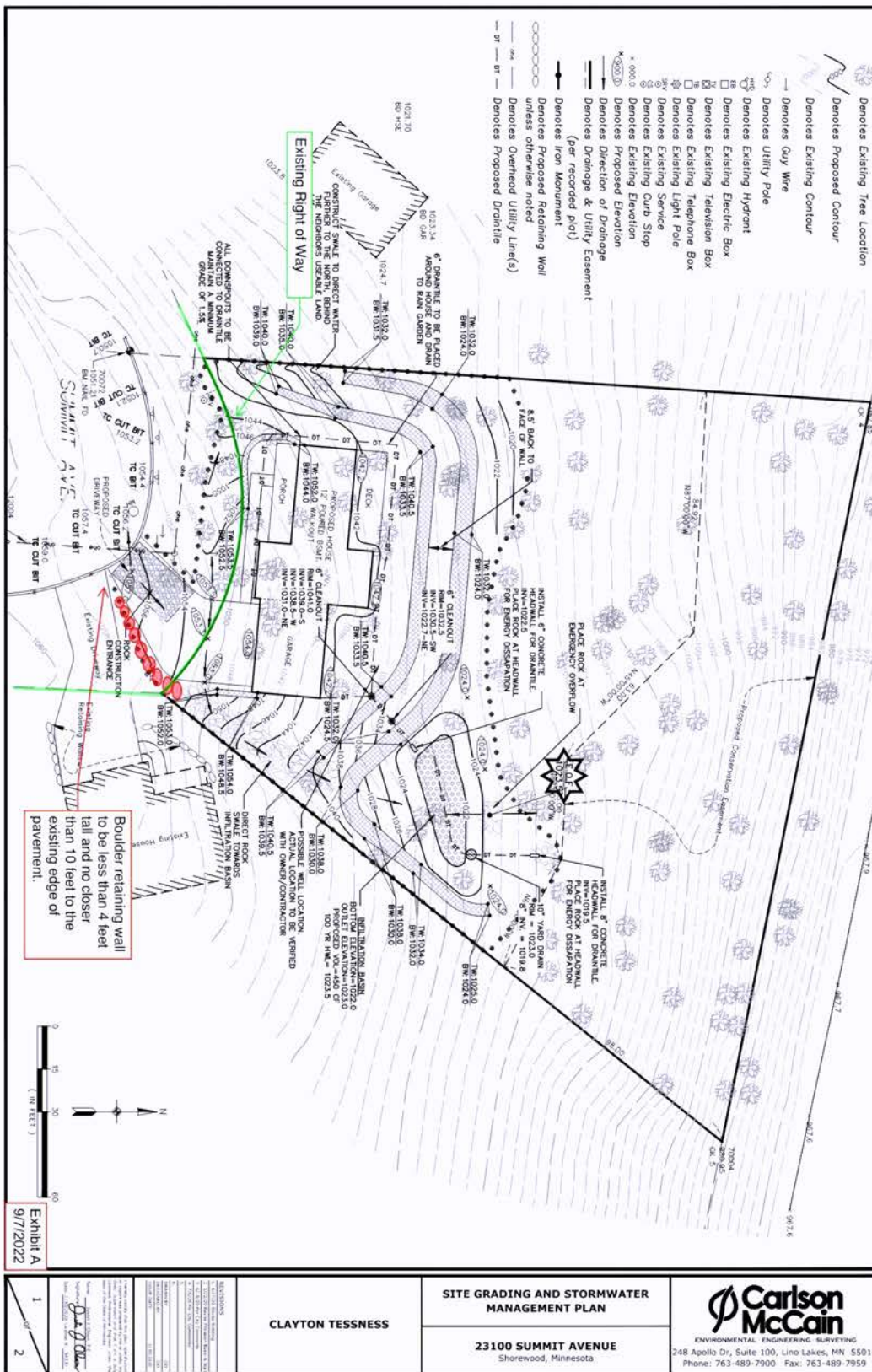
STATE OF MINNESOTA    )  
  ) ss.  
COUNTY OF HENNEPIN )

The foregoing instrument was acknowledged before me on \_\_\_\_\_, 2022, by Jennifer Labadie, the Mayor, of the City of Shorewood, a Minnesota municipal corporation, on behalf of the corporation.

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

Drafted by:  
City of Shorewood-ALB  
5755 Country Club Rd  
Shorewood, MN 55331

Exhibit A:



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

**RESOLUTION 22-081**

**A RESOLUTION APPROVING AN ENCROACHMENT AGREEMENT FOR THE  
PROPERTY AT 23100 SUMMIT AVENUE.**

**WHEREAS**, the City of Shorewood is a Minnesota municipal corporation operating as a statutory city under the laws of the State of Minnesota; and

**WHEREAS**, the property owners located at 23100 Summit Avenue described as Lot 277 of Auditors Subdivision 135 within the City of Shorewood; and

**WHEREAS**, the property abuts and shares a common property line with Summit Avenue, a platted street within the City; and

**WHEREAS**, the property owner proposes to construct a nonstructural boulder retaining wall partially within the property and partially within the right of way, generally located on the south side of the existing driveway.

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

1. Hereby approves the Encroachment Agreement with the property owner of 23100 Summit Avenue.
2. Authorizes the Mayor and City Administrator, on behalf of the City, to enter into the agreement and execute any other necessary documentation to validate the agreement.

Adopted by the City Council of Shorewood, Minnesota this 12th day of September 2022.

---

**Jennifer Labadie, Mayor**

**Attest:**

---

**Sandie Thone, City Clerk**





## City of Shorewood Council Meeting Item

---

**Title/Subject:** Accept Final Improvements and Authorize Final Payment for the Shady Island Forcemain Project, City Project 21-02  
**Meeting Date:** Monday, September 12, 2022  
**Prepared by:** Matt Bauman, Assistant City Engineer  
**Reviewed by:** Larry Brown, Director of Public Works  
**Attachments:** Final Payment Application and Resolution

---

**Background:** At the July 12<sup>th</sup>, 2021 Council Meeting, Council awarded the contract for the Shady Island Forcemain Project to Minger Construction Co. The intent of the project was to replace an existing insulated forcemain within a casing and failed heat tape along the Shady Island bridge. Minger Construction Co. has completed all work associated with the project and is requesting final payment and acceptance of the work.

Minger Construction Co. has submitted the Minnesota IC-134 Withholdings Affidavit Form and the request for final payment.

A resolution accepting the improvements associated with the Shady Island Forcemain Project and authorizing final payment is included for Council consideration and approval.

**Financial Considerations:** Minger Construction Co. was awarded the project with a bid in the amount of \$174,967.00. The final, completed amount is for \$173,238.50, which is 1% below the estimated project cost.

**Recommendation/Action Requested:** Staff has reviewed the estimate, verified quantities, and recommends approval of the resolution for final acceptance and payment for City Project 21-02, the Shady Island Forcemain Project and final payment in the amount of \$8,661.92 to Minger Construction Co.

[illegible]

[illegible]

Engineer \_\_\_\_\_ Date \_\_\_\_\_  
*James A. Lee* 9/7/22  
 Owner \_\_\_\_\_ Date \_\_\_\_\_

Contractor \_\_\_\_\_ Date \_\_\_\_\_



## Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

### Confirmation Summary

Confirmation Number:	1-090-862-496
Submitted Date and Time:	9-Aug-2022 4:16:41 PM
Legal Name:	MINGER CONSTRUCTION COMPANIES, INC.
Federal Employer ID:	46-5108070
User Who Submitted:	MingerComp.
Type of Request Submitted:	Contractor Affidavit

### Affidavit Summary

<b>Affidavit Number:</b>	<b>89755648</b>
Minnesota ID:	3440852
Project Owner:	CITY OF SHOREWOOD
Project Number:	SHADY ISLAND BRIDGE FM REPLACEMENT
Project Begin Date:	28-Jun-2021
Project End Date:	30-Nov-2021
Project Location:	SHOREWOOD
Project Amount:	\$173,238.50
Subcontractors:	No Subcontractors

### Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

### Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) [withholding.tax@state.mn.us](mailto:withholding.tax@state.mn.us). Business hours are 8:00 a.m. - 4:30 p.m. Monday - Friday.

Please [print this page](#) for your records using the print or save functionality built into your browser.





# AIA® Document G707™ – 1994

## Consent Of Surety to Final Payment

**Bond No. 3402078**

**PROJECT:** *(Name and address)*  
Shady Island Bridge Forcemain  
Replacement

**ARCHITECT'S PROJECT NUMBER:**  
**CONTRACT FOR:** Construction

**OWNER:** ☒  
**ARCHITECT:** ☒  
**CONTRACTOR:** ☒  
**SURETY:** ☒  
**OTHER:** ☒

**TO OWNER:** *(Name and address)*  
City of Shorewood  
5755 Country Club Road  
Shorewood, MN 55331

**CONTRACT DATED:** June 28, 2021

In accordance with the provisions of the Contract between the Owner and the Contractor as indicated above, the  
*(Insert name and address of Surety)*

**Great American Insurance Company**  
301 E. Fourth Street  
Cincinnati, OH 45202

on bond of  
*(Insert name and address of Contractor)*

**Minger Construction Companies, Inc.**  
620 Corporate Drive  
Jordan, MN 55352

hereby approves of the final payment to the Contractor, and agrees that final payment to the Contractor shall not relieve the  
Surety of any of its obligations to  
*(Insert name and address of Owner)*

**City of Shorewood**  
5755 Country Club Road  
Shorewood, MN 55331

as set forth in said Surety's bond.

IN WITNESS WHEREOF, the Surety has hereunto set its hand on this date: **August 02, 2022**  
*(Insert in writing the month followed by the numeric date and year.)*

**Great American Insurance Company**

*(Surety)*

  
*(Signature of authorized representative)*

**Joshua R. Loftis, Attorney-in-Fact**

*(Printed name and title)*

  
**Attest:**  
*(Seal):*



# GREAT AMERICAN INSURANCE COMPANY®

Administrative Office: 301 E 4TH STREET • CINCINNATI, OHIO 45202 • 513-369-5000 • FAX 513-723-2740

The number of persons authorized by  
this power of attorney is not more than NINE

3402078

No. 0 21696

## POWER OF ATTORNEY

**KNOW ALL MEN BY THESE PRESENTS:** That the GREAT AMERICAN INSURANCE COMPANY, a corporation organized and existing under and by virtue of the laws of the State of Ohio, does hereby nominate, constitute and appoint the person or persons named below, each individually if more than one is named, its true and lawful attorney-in-fact, for it and in its name, place and stead to execute on behalf of the said Company, as surety, any and all bonds, undertakings and contracts of suretyship, or other written obligations in the nature thereof; provided that the liability of the said Company on any such bond, undertaking or contract of suretyship executed under this authority shall not exceed the limit stated below.

Name	Address	Limit of Power
MELINDA C. BLODGETT	ALL OF	ALL
R.C. BOWMAN	MINNEAPOLIS,	\$100,000,000
R.W. FRANK	MINNESOTA	
C. WHITE		
TED JORGENSEN		

This Power of Attorney revokes all previous powers issued on behalf of the attorney(s)-in-fact named above.

IN WITNESS WHEREOF the GREAT AMERICAN INSURANCE COMPANY has caused these presents to be signed and attested by its appropriate officers and its corporate seal hereunto affixed this 28TH day of SEPTEMBER, 2021.

Attest

GREAT AMERICAN INSURANCE COMPANY



*Steph L C. B.*

Assistant Secretary

*Mark V. Vicario*

Divisional Senior Vice President

STATE OF OHIO, COUNTY OF HAMILTON - ss:

MARK VICARIO (877-377-2405)

On this 28TH day of SEPTEMBER, 2021, before me personally appeared MARK VICARIO, to me known, being duly sworn, deposes and says that he resides in Cincinnati, Ohio, that he is a Divisional Senior Vice President of the Bond Division of Great American Insurance Company, the Company described in and which executed the above instrument; that he knows the seal of the said Company; that the seal affixed to the said instrument is such corporate seal; that it was so affixed by authority of his office under the By-Laws of said Company, and that he signed his name thereto by like authority.



SUSAN A KOHORST  
Notary Public  
State of Ohio  
My Comm. Expires  
May 18, 2025

*Susan A Kohorst*

This Power of Attorney is granted by authority of the following resolutions adopted by the Board of Directors of Great American Insurance Company by unanimous written consent dated June 9, 2008.

**RESOLVED:** That the Divisional President, the several Divisional Senior Vice Presidents, Divisional Vice Presidents and Divisional Assistant Vice Presidents, or any one of them, be and hereby is authorized, from time to time, to appoint one or more Attorneys-in-Fact to execute on behalf of the Company, as surety, any and all bonds, undertakings and contracts of suretyship, or other written obligations in the nature thereof; to prescribe their respective duties and the respective limits of their authority; and to revoke any such appointment at any time.

**RESOLVED FURTHER:** That the Company seal and the signature of any of the aforesaid officers and any Secretary or Assistant Secretary of the Company may be affixed by facsimile to any power of attorney or certificate of either given for the execution of any bond, undertaking, contract of suretyship, or other written obligation in the nature thereof, such signature and seal when so used being hereby adopted by the Company as the original signature of such officer and the original seal of the Company, to be valid and binding upon the Company with the same force and effect as though manually affixed.

## CERTIFICATION

I, STEPHEN C. BERAHA, Assistant Secretary of Great American Insurance Company, do hereby certify that the foregoing Power of Attorney and the Resolutions of the Board of Directors of June 9, 2008 have not been revoked and are now in full force and effect.

Signed and sealed this 2nd day of August, 2022



*Steph L C. B.*

Assistant Secretary

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

**RESOLUTION 22-082**

**A RESOLUTION ACCEPTING FINAL IMPROVEMENTS  
AND AUTHORIZING FINAL PAYMENT FOR  
THE SHADY ISLAND FORCEMAIN PROJECT;  
CITY PROJECT 21-02**

**WHEREAS**, on July 12<sup>th</sup>, 2021, the City Council awarded the contract for the Shady Island Forcemain Project to Minger Construction Co.; and

**WHEREAS**, Minger Construction Co. has completed all work in accordance with the awarded contract; and

**WHEREAS**, Minger Construction Co. is requesting final payment and acceptance of the final improvements; and

**WHEREAS**, Staff has reviewed the estimate, verified quantities, verified completed punch lists, received all applicable close out documents from the contractor, and recommends final payment and acceptance of the project to Minger Construction Co.

**NOW, THEREFORE, BE IT RESOLVED:** the City Council of the City of Shorewood hereby accepts the final improvements and authorizes final payment to Minger Construction Co., for the Shady Island Forcemain Project according to the plans and specifications on file in the office of the City Clerk.

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF SHOREWOOD** this 12th day of September, 2022.

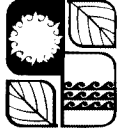
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**Jennifer Labadie, Mayor**

**Attest:**

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**Sandie Thone, City Clerk**



## City of Shorewood Council Meeting Item

---

**Title/Subject:**        **Accept Final Improvements for the Christmas Lake Boat Landing; City Project 22-02**  
**Meeting Date:**        Monday September 12, 2022  
**Prepared by:**         Andrew Budde, City Engineer  
**Reviewed by:**        Larry Brown, Director of Public Works  
**Attachments:**        **Resolution and Final Acceptance**

---

**Background:** On April 11<sup>th</sup>, 2022, the City Council awarded the contract for the Christmas Lake Boat Landing Improvement Project to Valley Paving, Inc. The City received requests from the neighboring homeowner's association and from the public for construction of a concrete pad to be used for staging of equipment to address invasive species boat cleaning and inspection and to maximize the available parking spaces. In addition, the project included placement of additional riprap at the bottom of the concrete boat ramp as substantial soil displacement had occurred, due to boats and trailers loading and unloading.

Valley Paving has completed all work associated with the project, has submitted the Minnesota IC-134 Withholdings Affidavit Form and has requested final acceptance of the improvements.

A resolution accepting the improvements for the Christmas Lake Boat Landing Project is included for Council consideration and approval.

A resolution authorizing final payment for the improvements was previously approved at the July 25, 2022 Council meeting.

**Recommendation/Action Requested:** Staff has reviewed the project and recommends approval of the resolution for final acceptance of the improvements for City Project 22-05, the Christmas Lake Boat Landing Project.

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

**RESOLUTION 22-083**

**A RESOLUTION ACCEPTING FINAL IMPROVEMENTS FOR THE  
CHRISTMAS LAKE BOAT LANDING PROJECT;  
CITY PROJECT 22-05**

**WHEREAS**, on April 11<sup>th</sup>, 2022, the City Council awarded a contract to Valley Paving Inc. for the Christmas Lake Boat Landing Project; and

**WHEREAS**, Valley Paving, Inc. has completed all work in accordance with the awarded contract; and

**WHEREAS**, Valley Paving, Inc. is requesting final acceptance for the work; and

**WHEREAS**, the City Council approved the final payment for the project at the July 25<sup>th</sup>, 2022 City Council Meeting; and

**WHEREAS**, Staff has reviewed the project and recommends final acceptance of the project.

**NOW, THEREFORE, BE IT RESOLVED:** the City Council of the City of Shorewood hereby accepts final improvements for the Christmas Lake Boat Landing Project according to the plans and specifications on file in the office of the City Clerk.

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF SHOREWOOD** this 12<sup>th</sup> day of September, 2022.

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**Jennifer Labadie, Mayor**

**Attest:**

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**Sandie Thone, City Clerk**



## City of Shorewood Council Meeting Item

---

**Title/Subject:** Probationary Appointment of Mr. Ryan Brant to Light Equipment Operator Position, Public Works.  
**Meeting Date:** Monday, September 12, 2022  
**Prepared by:** Larry Brown, Director of Public Works  
**Reviewed by:** Ed Shukle, Interim City Administrator  
Sandie Thone, HR Director  
**Attachments:** None

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**Policy Consideration:** None.

**Background/ Previous Action:** On July 11th, 2022, the City Council authorized the position posting and advertisement for a vacant position of Light Equipment Operator (LEO) created by the promotion of Mr. Chris Heitz from a position of LEO to the Lead Field Supervisor position.

Staff reviewed application materials submitted, performed oral interviews and conducted a practical hands-on equipment test with four candidates that met the qualifications for the position. Staff is pleased to be able to recommend Mr. Ryan Brant to the position of Light Equipment Operator. Mr. Brant has worked in related positions for two years seasonally with another city, brings a great deal of enthusiasm for the field of work, and performed very well on the practical exam.

This appointment is a six-month probationary appointment. After successful completion of the probationary period, the Director of Public Works will conduct a review and will make recommendation to the City Council regarding regular appointment.

**Financial or Budget Considerations:** Staff is recommending that Mr. Brant's starting rate commence at "Step 1" rate of \$27.76 per hour, according to the Union Labor Agreement. Providing Mr. Brant is successful in completing his six-month probationary period, his rate would then be increased to the "After 6 Months" rate, in accordance with the Union Labor Agreement.

### Options

1. Make a motion making probationary appoint of Mr. Ryan Brant to the position of Light Equipment Operator for the Department of Public Works.
2. Take no action.

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

3. Provide staff alternative direction.

**Recommendation/ Action Requested:** Staff recommends that the City Council pass a motion making a probationary appointment of Mr. Ryan Brant to the position of Light Equipment Operator for the Department of Public Works.



## City of Shorewood Council Meeting Item

---

**Title/Subject:** Resolution Approving LMCC 2023 Budget  
**Meeting Date:** Monday, September 12, 2022  
**Prepared by:** Ed Shukle, Interim City Administrator  
**Reviewed by:**  
**Attachments:** Resolution and Proposed Budget

2M

MEETING  
TYPE  
Regular  
Meeting

---

**Policy Consideration:** Pursuant to Minnesota State Statutes ...

**Background:** We have received a submittal of the proposed 2023 Lake Minnetonka Cable Communications (LMCC) Budget (see attached cover letter and budget). This budget was approved at the August 11, 2022 LMCC Board Meeting. Unfortunately, Mayor Labadie, the City of Shorewood representative to the LMCC Board, was unable to attend the Board meeting so Shorewood was not in attendance at the meeting to review and consider the budget. I was told that no one else from the City would have been eligible to vote on it anyway since Mayor Labadie is the authorized representative to LMCC.

LMCC Executive Director Jim Lundberg has asked for approval by each of the cities who are part of LMCC. The proposed budget appears to be in line with past years' operations.

**Financial Considerations:** The City of Shorewood budget includes its contribution to LMCC.

**Action Requested:** Staff respectfully recommends the city council approve the proposed 2023 LMCC Budget as presented and attached.

Motion, second and ...(Simple Majority, Majority or Two-Thirds) vote required.

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

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

Page 1



4071 SUNSET DRIVE ■ BOX 385 ■ SPRING PARK, MN 55384-0385 ■ 952.471.7125 ■ FAX 952.471.9151 ■ lmcc@lmcc-tv.org

8/17/22

To: All LMCC Member Cities  
From: Jim Lundberg, Operations Manager  
Reason: LMCC's 2023 Budget

DEEPHAVEN

EXCELSIOR

GREENWOOD

INDEPENDENCE

LONG LAKE

LORETTO

MINNETONKA  
BEACH

ST. BONIFACIUS

SHOREWOOD

SPRING PARK

WOODLAND

Attached, please find a copy of the Lake Minnetonka Communications Commission's 2022 Budget. The Budget was unanimously approved Thursday night at our August 11th Full Commission meeting. Our 2022 budget is balanced, with the use of reserve funds to cover our capital purchases and a deficit due to cord cutting.

We are very pleased to announce that in the first half of 2022 the LMCC finished installing the last of our 2-camera pan/tilt/zoom recording systems into the City of Loretto and replaced the digital recorders at the City of Shorewood. This wraps up a 5-year project of installing these great recording systems into all of our Member City Council Chambers!

I ask that you bring our budget to your Council for approval. Also, please feel free to call or e-mail me or your LMCC Commissioner if you have any questions

Sincerely,

Jim Lundberg  
Operations Manager  
LMCC

952-471-7125 x104



	B	C	D	E	F	G	H
1							
2	Lake Minnetonka Communications Commission						
3	2023 LMCC Budget Worksheet						
4				P&L	P&L	2022	2023
5			Code #:	2020 EOY	2021 EOY	Budget	Budget +3%
6							Pay for Staff
7							
8	Budget Revenues						
9	Franchise fees		990.1	\$ 227,215.77	\$ 214,640.16	\$ 217,000.00	\$ 200,935.54
10	PEG fees		915.2	\$ 80,074.17	\$ 69,496.01	\$ 74,000.00	\$ 61,504.26
11	Mound Usage fees Code 925.20		925.20	\$ 33,682.60	\$ 29,268.68	\$ 31,000.00	\$ 25,950.40
12	Studio Rental/DVD Dubs		930.1	\$ 7,411.95	\$ 300.00	\$ 3,000.00	\$ 3,000.00
13	All other(VOD Services)		950	\$ 3,100.00	\$ 4,920.00	\$ 5,000.00	\$ 8,000.00
14	Interest Income		1	\$ 6,081.45	\$ 4,677.14		
15	Total Budgeted revenues			\$ 357,565.94	\$ 323,301.99	\$ 330,000.00	\$ 299,390.20
16							
17	Franchise Salaries	Franchise	101	\$ 121,495.61	\$ 123,925.66	\$ 124,018.74	\$131,546.71
18	PEG Production Salaries	PEG	102	\$ 86,399.01	\$ 88,126.82	\$ 87,721.80	\$93,039.48
19	Franchise PERA Contributions	Franchise	121	\$ 9,694.86	\$ 12,983.08	\$ 9,244.44	\$9,865.48
20	PEG Production PERA Contributions	PEG	120	\$ 6,962.93	\$ 2,920.10	\$ 6,471.11	\$6,977.53
21	Franchise FICA Contributions	Franchise	122	\$ 5,537.12	\$ 5,660.39	\$ 9,101.70	\$10,063.25
22	PEG Production FICA Contributions	PEG	123	\$ 8,468.24	\$ 8,644.01	\$ 5,880.89	\$7,117.45
23	Franchise Health Insurance	Franchise	131	\$ 21,961.32	\$ 17,476.24	\$ 18,708.83	\$19,871.00
24	PEG Production Health Insurance	PEG	132	\$ 7,047.58	\$ 11,336.59	\$ 10,841.78	\$10,621.00
25	Franchise Worker's Compensation Insurance	Franchise	151	\$ 479.50	\$ 484.00	\$ 505.92	\$525.00
26	PEG Prod. Worker's Compensation Insurance	PEG	152	\$ 479.50	\$ 484.00	\$ 505.92	\$525.00
27	Total Budget - Personnel Expenses			\$ 268,525.67	\$ 272,040.89	\$ 273,001.13	\$290,151.90
28							
29	Office Supplies	Franchise	200	\$ 1,620.92	\$ 1,548.37	\$ 1,300.00	\$ 1,500.00
30	Special Events/Meetings	Franchise	210	\$ 487.28	\$ -	\$ -	\$ -
31	Repairs & Maintenance Supplies	PEG	220	\$ 21.48	\$ 22.87	\$ 500.00	\$ 500.00
32	Studio Expendables	PEG	221	\$ 124.44	\$ 211.71	\$ 500.00	\$ 500.00
33	Audit/Accounting Fees	Franchise	301	\$ 6,725.00	\$ 6,915.00	\$ 6,500.00	\$ 6,500.00
34	Access Contractors	PEG	302	\$ 7,109.50	\$ 12,054.50	\$ 16,750.00	\$ 16,750.00
35	Legal Fees	Franchise	304	\$ 2,714.10	\$ 6,586.62	\$ 2,500.00	\$ 2,500.00
36	Copier Expense	Franchise	309	\$ -	\$ -	\$ -	\$ -
37	Payroll Services	Franchise	314	\$ 1,526.23	\$ 1,556.71	\$ 1,750.00	\$ 3,200.00
38	Janitorial Services	Franchise	318	\$ 2,432.33	\$ 3,973.64	\$ 3,250.00	\$ 3,250.00
39	Security Services	Franchise	319	\$ 296.04	\$ 400.81	\$ 300.00	\$ 300.00
40	Telephone/Communications	Franchise	321	\$ 1,657.90	\$ 1,607.34	\$ 1,500.00	\$ 1,500.00
41	Postage	Franchise	322	\$ 210.25	\$ 264.00	\$ 250.00	\$ 250.00
42	Computer Consulting	Franchise	325	\$ -	\$ 866.46	\$ 300.00	\$ 300.00
43	Training	Franchise	326	\$ -	\$ -	\$ -	\$ -
44	Travel	Franchise	331	\$ -	\$ -	\$ -	\$ -
45	Mileage	Franchise	332	\$ 450.00	\$ 444.64	\$ 1,000.00	\$ 1,000.00
46	Printing & Publishing	Franchise	350	\$ -	\$ -	\$ -	\$ -
47	Insurance	Franchise	360	\$ 3,425.00	\$ 3,468.00	\$ 3,500.00	\$ 4,500.00
48	Utilities	Franchise	380	\$ 7,582.48	\$ 6,817.98	\$ 8,800.00	\$ 10,000.00
49	Refuse & Recycling	Franchise	384	\$ 934.47	\$ 1,117.07	\$ 850.00	\$ 1,700.00
50	Bank Finance Fees	Franchise	395	\$ -	\$ 72.11	\$ -	\$ -
51	Contracted Building Repair	PEG	401	\$ 2,167.10	\$ 2,169.20	\$ 3,400.00	\$ 1,750.00
52	Maintenance Repair Equipment	PEG	404	\$ -	\$ -	\$ -	\$ -
53	Equipment Rental	PEG	413	\$ -	\$ -	\$ -	\$ -
54	Advertising	Franchise	440	\$ -	\$ 1,111.20	\$ -	\$ -
55	Van Operation	PEG	441	\$ 476.29	\$ 943.39	\$ 250.00	\$ 1,000.00
56	Web streaming/Broadband	Franchise	442	\$ 4,123.04	\$ 4,099.11	\$ 5,000.00	\$ 4,000.00
57	Licenses	Franchise	443	\$ 4,581.84	\$ 4,874.98	\$ 1,110.00	\$ 1,300.00
58	Other Expenses / Contingency	Franchise	740	\$ -	\$ -	\$ -	\$ -
59	Capital Building Improvements	PEG	445	\$ -	\$ 10,255.55	\$ -	\$ -
60							
61	Expenses Total			\$ 48,665.69	\$ 70,264.19	\$ 59,310.00	\$ 62,300.00
62							
63	Capital equipment expenditures budget	PEG	720	\$ 53,003.40	\$ 37,822.31	\$ 16,520.00	\$ 5,000.00
64	Capital Software	PEG	722	\$ 1,367.52	\$ 1,579.86	\$ 3,470.00	\$ 3,340.00
65	Total Capital Expenses			\$ 54,370.92	\$ 39,402.17	\$ 19,990.00	\$ 8,340.00
66							
67	Total All Expenses					\$ 352,301.13	\$360,791.90
68							
69							
70	Total Income			\$ 357,566.00	\$ 360,500.00	\$ 330,000.00	\$299,390.20
71	Total All Expenses			\$ 371,561.68	\$ 365,939.18	\$ (352,301.13)	-\$360,791.90
72	Annual Funding Balance after All Expenses			\$ (13,995.08)	\$ (5,439.18)	\$ (22,301.13)	-\$61,401.70
73	Transfer from cash reserves				\$ 5,439.18	\$ 22,301.13	\$61,401.70
74	Total after transfer from cash reserves				\$ -		\$0.00

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

**RESOLUTION 22-084**

**A RESOLUTION APPROVING THE PROPOSED  
2023 LAKE MINNETONKA COMMUNICATIONS COMMISSION BUDGET**

**WHEREAS**, the City of Shorewood ("City") is a member of the Lake Minnetonka Communications Commission ("LMCC"); and

**WHEREAS**, the Joint Powers Agreement governing the LMCC requires that an annual budget be proposed and that it shall be adopted unless rejected by a majority of members within 45 days; and

**WHEREAS**, the City Council has reviewed the proposed 2023 LMCC Budget.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council approves the 2023 LMCC budget.

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF SHOREWOOD** this 12<sup>th</sup> day of September, 2022.

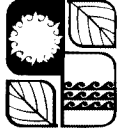
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**Jennifer Labadie, Mayor**

**ATTEST:**

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**Sandie Thone, City Clerk**



## City of Shorewood Council Meeting Item

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**Title/Subject:**        **Accept Resignation of Mr. Chris Pounder, Light Equipment Operator, Public Works.**

Meeting Date:        Monday, September 12, 2022

Prepared by:        Larry Brown, Director of Public Works

Reviewed by:        Ed Shukle, Interim City Administrator  
                              Sandie Thone, HR Director

**Attachments:**        **Letter of Resignation**

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**Policy Consideration:** None.

**Background/ Previous Action:** On Monday, August 29<sup>th</sup>, 2022, Mr. Chris Pounder submitted his resignation for the position of Light Equipment Operator (LEO) within the Department of Public Works. Mr. Pounder had been employed by the City for approximately 18 years with primary responsibilities targeted at park maintenance. His wealth of experience will be missed.

Traditionally, staff would seek authorization to accept the resignation by the City Council and immediately request authorization to post the vacant position and advertise for applicants. Being that staff just completed interviews of candidates for the previous vacant LEO position, and there was more than one qualified applicant, staff is recommending that the timeline be shortened by filling this new vacancy with a candidate who performed well in the previous interview process. This will avoid a lengthy period of being short staffed within the department.

**Recommendation/ Action Requested:** Staff recommends that the City Council accept the resignation of Mr. Chris Pounder, Light Equipment Operator for the Department of Public Works.

**From:** chris pounder  
**To:** Larry Brown  
**Subject:** Notice of resignation  
**Date:** Monday, August 29, 2022 7:56:55 AM

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Dear Larry Brown,

Please accept this Email as formal notification that I am resigning from my position as LEO (Parks Dept.) With the City of Shorewood. My last day will be September 9th.

Thank you,  
Christopher J Pounder



## City of Shorewood Council Meeting Item

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**Title/Subject:** Probationary Appointment of Mr. Todd Roden to Light Equipment Operator Position, Public Works.

**Meeting Date:** Monday, September 12, 2022

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

**Reviewed by:** Ed Shukle, Interim City Administrator  
Sandie Thone, HR Director

**Attachments:** None

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**Policy Consideration:** None.

**Background/ Previous Action:** On August 29, 2022, Mr. Chris Pounder submitted his notice of resignation as a Light Equipment Operator (LEO) within the Department of Public Works. It is noted that that this council item is predicated on the approval of the previous item on the City Council agenda of formally accepting Mr. Pounder's letter of resignation and the willingness of the City Council to fill the vacancy.

As noted in the previous council agenda item, staff had just completed interviews with four other candidates for the previous vacancy for an LEO position when Mr. Pounder submitted his resignation. Since there was more than one candidate that performed well in the interview process, staff is recommending that a second candidate be hired to fill this new vacancy. It is noted that in accordance with the Union Labor Agreement, the newly created vacancy was posted 10 days in advance of this action.

Based on the interviews and hands on exam, staff is pleased to be able to recommend Mr. Todd Roden to the position of Light Equipment Operator. Mr. Roden is currently employed in another public works agency position and brings substantial experience in the operation of commercial vehicles.

This appointment is a six-month probationary appointment. After successful completion of the probationary period, the Director of Public Works will conduct a review and will make recommendation to the City Council regarding regular appointment.

**Financial or Budget Considerations:** Staff is recommending that Mr. Roden starting rate commence at \$29.78 per hour. This rate is an "After year 1 rate" according to the Union Labor Agreement, based on Mr. Roden's previous experience. Providing Mr. Roden is successful in completing his six-month probationary period, his rate would then be increased to \$30.83 per hour.

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

**Recommendation/ Action Requested:** Staff recommends that the City Council pass a motion making a probationary appointment of Mr. Todd Roden to the position of Light Equipment Operator for the Department of Public Works.



## City of Shorewood Council Meeting Item

2P

MEETING TYPE  
Regular Meeting

**Title / Subject:** Revised Interim Ordinance (Moratorium) on Sale of Cannabinoids

**Meeting Date:** September 12, 2022

**Prepared by:** Jared Shepherd, City Attorney

**Attachments:** Ordinance 592  
Resolution for Summary Publication

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**Background:** On July 25, 2022, the City Council adopted Ordinance No. 590, an interim ordinance, which prohibited the sale of THC Products within the City of Shorewood. That ordinance as in response to recent legislation that allowed the sale of products with Hemp-derived in certain amounts.

As noted at the July 25 City Council meeting, the impetus behind the moratorium was the need to better understand the new legislation, its specific requirements, and the potential impacts thereof. That includes an evolving understanding of what type of products specifically legalized by the legislation. Our office has been working to understand the scope of potential intoxicating and non-intoxicating cannabinoids at issue now and in the future.

Our office drafted Ordinance No. 590 with the intent to allow the sale of cannabidiol (CBD) products that were legal and ubiquitous prior to the legislation. The definition in Ordinance No. 590, however, inadvertently prohibits CBD products. Ordinance No. 592 corrects that error and provides an express exemption for products that contain non-intoxicating and non-psychoactive cannabinoids, including CBD and CBN, as the primary ingredient and have no more than a trace amount of CBD. Trace meaning, a very small quantity, especially one too small for accurate measurements. This term shows up in the state and in federal regulations.

Ordinance 592 also provides an exemption for medical marijuana. Additionally, due to some continued lack of clarity amongst the general public and potential businesses, the ordinance prohibits all other intoxicating or psychoactive cannabinoids, such as HHC.

By its terms, Ordinance 592 repeals and replaces Ordinance 590.

**Recommended Action:** Staff recommends that the City Council approve Ordinance 592, a revised interim ordinance, which repeals and replaces Ordinance No. 590, and clarifies the exemption for non-intoxicating, non-psychoactive cannabinoids.

Adoption of the ordinance requires a simple majority of Councilmembers.

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

Staff also recommends the adoption of a resolution approving summary publication. Approval of summary publication requires a 4/5 majority.

**Publication Notification:** Staff posted the ordinance at City Hall and on the City's website. Additionally, Staff provided the ordinance to the list of individuals who have requested to receive notice of potential ordinances. Staff will attach any correspondence received to date to this memorandum.



**Ordinance No. 592**

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

**AN INTERIM ORDINANCE PROHIBITING THE SALE, TESTING,  
MANUFACTURING, AND DISTRIBUTION OF INTOXICATING AND  
PSYCHOACTIVE CANNABINOIDS**

**NOW, THEREFORE**, the City Council of the City of Shorewood does ordain:

**SECTION 1. REPEAL/REPLACE.**

This ordinance repeals and replaces Ordinance No. 590 in its entirety.

**SECTION 2. BACKGROUND.**

1. By enacting 2022 Session Law Chapter 98, Article 13, the Minnesota Legislature amended Minn. Stat. §151.72 and permitted the sale of edible and nonedible cannabinoid products that contain Tetrahydrocannabinol, commonly known as THC (“THC Products”).
2. The new law does enact some requirements for labeling and testing, but the law provides no parameters regulating production, compliance checks, or sales of THC Products. The new law does not prohibit local regulation.
3. Since the enactment of the new law, local government and law enforcement remain concerned about legal status and classification of the production, sale, and use of other intoxicating and psychoactive cannabinoids, such as HHC, as primary or secondary ingredients in edible and nonedible cannabinoid products (“Intoxicating Cannabinoids”).
4. Pursuant to Minn. Stat. § 462.355, subd. 4, the City is authorized to enact by ordinance a moratorium to regulate, restrict or prohibit any use within the jurisdiction to protect the public health, safety, and welfare. Specifically, the City is authorized to enact a moratorium ordinance to allow it to undertake a study to determine whether to adopt any regulations or restrictions, including siting and location of uses, related to the sales, testing, manufacturing, and distribution of THC Products and Intoxicating Cannabinoids.
5. Pursuant to its general police powers, including but not limited to, Minn. Stat. § 421.221, subd. 32, the City may enact and enforce regulations or restrictions on THC Products and Intoxicating Cannabinoids within the City to protect the public safety, health, and welfare, including restrictions and a moratorium on the use of sales, testing, manufacturing, and distribution, during the pendency of a study to determine

the need for police power regulations, including but not necessarily limited to licensing and permitting.

## **SECTION 2. FINDINGS.**

1. The City Council finds there is a need to study THC Products and Intoxicating Cannabinoids and uses and businesses related thereto, in order to assess the necessity for and efficacy of regulation and restrictions relating to the sales, testing, manufacturing, and distribution of THC Products, including through licensing or zoning ordinances, in order to protect the public health, safety, and welfares of its residents.
2. The study will allow the City Council to determine the appropriate changes, if any, that that it should make to City ordinances.
3. The City Council, therefore, finds that there is a need to adopt a City-wide moratorium of the sale, testing, manufacturing, and distribution of THC Products and Intoxicating Cannabinoids within the City while City staff studies the issue.

## **SECTION 3. MORATORIUM.**

1. No individual, establishment, organization, or business may sell, test, manufacture, or distribute THC Products and Intoxicating Cannabinoids for twelve (12) months from the effective date of this ordinance.
2. The City shall not issue any license or permit related to THC Products and Intoxicating Cannabinoids for twelve (12) months from the effective date of this ordinance. No license or permit application, of any kind, by any individual, establishment, organization, or businesses involved in the proposed sale, testing, manufacturing, or distribution of THC Products and Intoxicating Cannabinoids within the City of Shorewood shall be accepted or considered for twelve (12) months from the effective date of this ordinance.
3. Planning or zoning applications related to THC Products and Intoxicating Cannabinoids or applications from individuals, establishments, organizations, or businesses involved in the proposed sale, testing, manufacturing, or distribution of THC Products and Intoxicating Cannabinoids within the City of Shorewood shall not be accepted or considered for twelve (12) months from the effective date of this ordinance.
4. **Exemptions:**
  - a. This moratorium does not apply to the selling, testing, manufacturing, or distributing of THC Products related to the Medical Cannabis Program as administered by the Minnesota Department of Health, provided that such

activity is done in accordance with the regulations and laws of Minnesota regarding Medical Cannabis.

- b. This moratorium does not apply to the selling, manufacturing, or distribution of products that contain non-intoxicating, non-psychoactive cannabinoids as the primary cannabinoid ingredient, such as Cannabidiol (“CBD”) or Cannabinol (“CBN”), and which have no more than trace amounts of THC.

**SECTION 4. STUDY.** The City Council directs City staff to study the need for local regulation regarding the sale, testing, manufacturing, or distribution of THC Products and Intoxicating Cannabinoids within the City of Shorewood. Staff must also study the need for creating or amending zoning ordinances, licensing ordinances, or any other ordinances to protect the citizens of Shorewood from any potential negative impacts of THC Products and Intoxicating Cannabinoids. Upon completion of the study, the City Council, together with such commission as the City Council deems appropriate or, as may be required by law, will consider the advisability of adopting new ordinances or amending its current ordinances.

**SECTION 5. ENFORCEMENT.** The City may enforce this Ordinance by mandamus, injunctive relief, or other appropriate civil remedy in any court of competent jurisdiction. The City Council hereby authorizes the City Administrator, in consultation with the City Attorney, to initiate any legal action deemed necessary to secure compliance with this Ordinance. A violation of this Ordinance is also subject to the City’s general penalty in City Code § 104.01.

**SECTION 6. TERM.** Unless earlier rescinded by the City Council, the moratorium established under this Ordinance shall remain in effect until twelve (12) months from its effective date, at which point, it will automatically expire.

**SECTION 7. EFFECTIVE DATE.** This Ordinance shall be in full force and effect from and after its passage by the City Council.

Passed this 12<sup>th</sup> day of September, 2022.

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Jennifer Labadie, Mayor

ATTEST

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Sandie Thone, City Clerk

**RESOLUTION 22-**

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

**A RESOLUTION APPROVING A SUMMARY PUBLICATION OF INTERIM  
ORDINANCE 590 REGARDING A PROHIBITION ON THE SALE, TESTING,  
MANUFACTURING, AND DISTRIBUTION OF THC PRODUCTS**

**WHEREAS**, at a duly called meeting on July 25, 2022, the City Council of the City of Shorewood adopted Ordinance No. 592 entitled "AN INTERIM ORDINANCE PROHIBITING THE SALE, TESTING, MANUFACTURING, AND DISTRIBUTION OF INTOXICATING AND PHYCHOACTIVE CANNABINOIDS" pertaining to passage of a Minnesota Statute §151.72; and

**WHEREAS**, the City Council adopted a lengthy interim ordinance to halt such activities as allowed by Minnesota Statute 412.221 Subd. 32 to allow time for study to determine the need for police power regulations, including but not necessarily limited to licensing and permitting; and

**WHEREAS**, the purpose of this summary is to inform the public of the intent and effect of the interim ordinance but to publish only a summary of the ordinance with the full ordinance being on file in the office of the City Clerk during regular office hours and available on the city's website.

**NOW THEREFORE, IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHOREWOOD:**

1. The City Council finds that the publication of the above title and Sections 3, 4, 6 and 7 of Ordinance No. 592 clearly informs the public of the intent and effect of the Ordinance.
2. A full copy of the Ordinance is available at Shorewood City Hall and on the city's website.

**ADOPTED** by the Shorewood City Council on this 12<sup>th</sup> day of September, 2022.

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**Jennifer Labadie, Mayor**

**Attest:**

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**Sandie Thone, City Clerk**

**RESOLUTION 22-085**

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

**A RESOLUTION APPROVING A SUMMARY PUBLICATION OF INTERIM  
ORDINANCE 590 REGARDING A PROHIBITION ON THE SALE, TESTING,  
MANUFACTURING, AND DISTRIBUTION OF THC PRODUCTS**

**WHEREAS**, at a duly called meeting on July 25, 2022, the City Council of the City of Shorewood adopted Ordinance No. 592 entitled "AN INTERIM ORDINANCE PROHIBITING THE SALE, TESTING, MANUFACTURING, AND DISTRIBUTION OF INTOXICATING AND PHYCHOACTIVE CANNABINOIDS" pertaining to passage of a Minnesota Statute §151.72; and

**WHEREAS**, the City Council adopted a lengthy interim ordinance to halt such activities as allowed by Minnesota Statute 412.221 Subd. 32 to allow time for study to determine the need for police power regulations, including but not necessarily limited to licensing and permitting; and

**WHEREAS**, the purpose of this summary is to inform the public of the intent and effect of the interim ordinance but to publish only a summary of the ordinance with the full ordinance being on file in the office of the City Clerk during regular office hours and available on the city's website.

**NOW THEREFORE, IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHOREWOOD:**

1. The City Council finds that the publication of the above title and Sections 3, 4, 6 and 7 of Ordinance No. 592 clearly informs the public of the intent and effect of the Ordinance.
2. A full copy of the Ordinance is available at Shorewood City Hall and on the city's website.

**ADOPTED** by the Shorewood City Council on this 12<sup>th</sup> day of September, 2022.

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**Jennifer Labadie, Mayor**

**Attest:**

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**Sandie Thone, City Clerk**



## City of Shorewood Council Meeting Item

#2Q

MEETING TYPE  
Regular Meeting

**Title / Subject:** Authorize Expenditure for Public Works Equipment, One Power Broom for Skid Steer

Meeting Date: September 12, 2022

Prepared by: Larry Brown, Public Works Director

Attachments: CIP Excerpt, Quote

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**Background:** The Public Works Department has scheduled in the Capital Improvement Program -Equipment Fund, purchase of one power broom for a skid steer, in addition to one "Leveling Bar" for final grading with a skid steer. Attachment 1 is the 2022 CIP excerpt with these items highlighted.

The power broom that is scheduled is targeted to be able to provide better response to clear trails in a shorter period and more efficiently. Staff has received several comments from users desiring that trails be cleared in a more timely period during snow events. This broom can also be utilized for ice rink maintenance.

The City of Shorewood is a member of the cooperative purchasing contracts through the State of Minnesota. This allows the City to take advantage of the competitive public bidding process that has already been performed by the State. In addition, the State receives a lower bid price, due to economies of scale.

Attachment 1 is a proposal provided by Trenchers Plus for the State contract for what is known as a "Erskine Heavy Duty Angle Broom." This attachment can be utilized with our skid steer or the UTV – "Toolcat." Both of these units are used interchangeably for clearing of walks and rinks.

It is noted that the quote for the power broom equates to \$9,245.00, which is over the budgeted amount of \$7,500 in the CIP Equipment Fund. Staff has reevaluated our needs and agree that the broom has much more significance in the operations than the proposed leveling bar that is also proposed in 2022. Foregoing the purchase of the leveling bar and utilizing the budgeted funds for both items yields an availability of \$10,700. This is greater than the state contract pricing quoted.

### Recommendation

Staff is recommending approval of the motion that authorizes the expenditure of funds in the amount of \$9,245 for one power broom from Trenchers Plus.

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

**Financial or Budget Considerations:** Funds for this expenditure are available by the combination of the power broom and leveling bar equipment budgeted as part of the 2022 Equipment Replacement Fund.

**Options:**

1. Approve a motion authorizing the expenditure of funds in the amount of \$9,245.00, to Trenchers Plus for one power broom.
2. Provide staff alternative direction.

**Connection to Vision / Mission:** Providing adequate equipment is directly connected to providing quality public services.

Source	#	Priority	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	Total
<b>403 - Equipment Replacement Fund</b>													
Dump Truck - Freightliner	004	n/a									233,500		233,500
Dump Truck - Freightliner	005	n/a										240,800	240,800
Truck - Ford 550 w/crane, tool box	007	n/a								152,700			152,700
Pickup - 4 x 4 Ford F250	010	n/a									46,700		46,700
Pickup - 4 x 4 Ford F150	011	n/a								41,400			41,400
Trailer 18' - Felling FT 18WD	059	n/a										24,800	24,800
Trailer 12' - Felling FT Parks	069	n/a	14,000										14,000
Mower - Toro Groundsmaster 7210	075	n/a					31,900						31,900
Pickup - 4 x 4 Ford F250	078	n/a										48,200	48,200
Pickup - 4 x 4 Ford F150	080	n/a										44,000	44,000
Pickup - 4 x 4 Ford F350	081	n/a									49,400		49,400
Mower - Toro Groundsmaster 7210	084	n/a					31,900						31,900
Pickup - 4 x 4 Ford F350	090	n/a									49,400		49,400
Truck - Ford 550 One Ton Dump Truck	091	n/a			94,300								94,300
Mower - Toro Groundsmaster 7210	091b	n/a		29,000						34,900			63,900
Dump Truck - Freightliner	092	n/a				200,200							200,200
Skid Steer - Case SV185	097	n/a								53,700			53,700
Dump Truck - Freightliner	098	n/a						212,900					212,900
Sweeper	099	n/a							235,900				235,900
Pickup - 4x4 Ford F150	106	n/a	33,900										33,900
Attach Skid Steer - Blower	A03	n/a					10,000					11,700	21,700
Attach Skid Steer - V Plow	A04	n/a		6,700								8,500	15,200
Attach Skid Steer - snow bucket	A08	n/a						6,800					6,800
Attach MultiOne - blower	A09	n/a										7,800	7,800
Attach MultiOne - Dirt Bucket	A10	n/a						11,000					11,000
Attach skid steer broom	A15	n/a	7,500										7,500
Attach skid steer leveling bar	A16	n/a	3,200										3,200
Color Copier Replacement	T-13-03	n/a	10,000					12,000					22,000
800 Mhz Radio Replacement	T-19-01	n/a						36,000					36,000
Computer Upgrades	T-99-99	n/a	10,000	10,300	10,600	10,900	11,200	11,500	11,800	12,100	12,400	12,700	113,500
<b>403 - Equipment Replacement Fund Total</b>			<b>78,600</b>	<b>46,000</b>	<b>104,900</b>	<b>211,100</b>	<b>85,000</b>	<b>290,200</b>	<b>247,700</b>	<b>294,800</b>	<b>391,400</b>	<b>398,500</b>	<b>2,148,200</b>
<b>404 - Street Reconstruction Fund</b>													
Mill & Overlay and Striping	LR-99-100	n/a	732,500			494,240				590,339			1,817,079
Strawberry Ln ROW acquisition	ST-19-02	n/a	150,000										150,000

Wednesday, December 8, 2021





Underground Equipment Specialists

2309 W Hwy. 13 Burnsville, MN 55337

Ph: 952-890-6000 Fax: 952-890-4563

[www.trenchersplus.com](http://www.trenchersplus.com)

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September 1, 2022

City of Shorewood  
24200 Smithtown Rd.  
Shorewood, MN 55331  
Attn: Larry Brown

In line with our conversation, we are pleased to quote the following  
MN State bid equipment contract number: **208930** (After Market  
Attachments)

**1- New Erskine Heavy Duty Angle Broom Model 901530**

<b>Heavy-Duty Power Angle Broom 840HDXL</b>	
<b>(Hyd. Angling, Reversible w/poly/steel</b>	<b>\$8,156.00</b>
<b>V2 7 Pin Compatibility Kit (1 Function)</b>	<b>\$ 500.00</b>
<b>Flat Faced - Factory Installed Couplers</b>	<b>\$ 124.00</b>
<b>Freight Delivery</b>	<b>\$ 465.00</b>

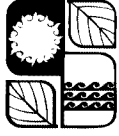
**\*All prices include 20% Discount per MN state contract 208930**

**4-5 Weeks for delivery**

We appreciate the opportunity and look forward to serving your  
equipment needs.

Sincerely,

Monty Woolf  
Trenchers Plus, Inc.  
612-916-0275 Mobile



## City of Shorewood Council Meeting Item

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**Title/Subject:** Regular Appointment of Mr. Bruce Stark to Light Equipment Operator - Utilities Position, Public Works.  
**Meeting Date:** Monday, September 12, 2022  
**Prepared by:** Larry Brown, Director of Public Works  
**Attachments:** None

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**Policy Consideration:** None.

**Background/ Previous Action:** Background: On February 14, 2022, the Shorewood City Council approved a six-month probationary appointment of Mr. Bruce Stark, as a promotion from Light Equipment Operator to a Utility Operator position.

I am pleased to report that Mr. Stark has successfully completed his six-month probationary period and has been proficient in learning the City's utility systems and has performed all of his duties with professionalism.

**Options:**

1. The City Council may choose to make the regular appointment of Mr. Bruce Stark to the position of Light Equipment Operator-Utility Operator within the Department of Public Works.
2. The City Council may choose to decline the appointment of Mr. Bruce Stark to the position of Light Equipment Operator-Utility Operator with the Department of Public Works.

**Recommendation:**

Staff is recommending that the City Council pass a motion making the regular appointment of Mr. Bruce Stark to the Light Equipment Operator – Utility Operator position.



## City of Shorewood Council Meeting Item

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**Title/Subject:** Approve Plans & Specifications and Authorize Advertisement for Bidding for Strawberry Lane Reconstruction, City Project 19-05

**Meeting Date:** Monday, September 12, 2022

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

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

**Attachments:** Final Plans & Specifications and Resolution

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**Background:** On April 26, 2021, the Shorewood City Council authorized the preparation of the Final Plans and Specifications for the Strawberry Lane Reconstruction project, which included installation of watermain, storm sewer, and sidewalk improvements.

**Final Plan Approval and Authorization for Bidding:** The final plans and specifications were developed to be consistent with Council direction that included community and staff input throughout 2021 and 2022. This includes a trunk storm sewer line to improve drainage along the corridor, addition of watermain from the Hennepin County Regional Rail Authority (HCCRA) trail to Smithtown Road, the standard street width of 26' face to face of curb, and a new 6-foot-wide sidewalk on the east side of Strawberry Lane. The final plans also include the roadway alignment for the segment south of the HCCRA trail to be shifted west so that the west edge of the new roadway is generally in the same location as the existing western edge of the roadway. The project also includes the reconstruction of Peach Circle and pavement reclamation of Strawberry Court with the inclusion of watermain. Final plans are available at the following link:

<https://files4.revize.com/shorewoodmn/DRAFT%20STRAWBERRY%20LANE%20RECONSTRUCTION%202022-08-23.pdf>

Several easements are still in the process of being acquired. Staff is in process of having appraisals completed for these properties and will continue to negotiate the easements with the property owners. Staff is also continuing to meet with residents throughout the project to discuss various rights of entries that benefit the city and/or resident and are related to minor drainage, grading, staging, trees, and other miscellaneous items. Staff will also continue to discuss with residents impacts to or removal of trees in these locations. The tree removal for the project is anticipated to be



performed in the late fall or early winter of 2022. Approval of the easements and right of entries will likely occur at the October 24, 2022, City Council meeting. This coincides with the same meeting that the city would award a contract for the project.

**Financial Considerations:** Costs for this work have been budgeted for in the Capital Improvement Plan and would utilize a combination of street and utility bonds, water funds, sanitary funds, and Storm Sewer funds. The City has budgeted \$5,466,000 for this project. The current engineers estimate for the project is \$5,264,000 which includes all construction, engineering, administrative, right of way acquisition, and tree removals for the project.

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

1. Approve the Resolution that approves the Plans and Specifications for the Strawberry Lane Reconstruction Project and authorizes advertisement of bids for City Project 19-05.
2. Provide Staff with alternate direction.

**Recommendation/Action Requested:** Staff recommends the City Council adopt the Resolution that approves the plans & specifications for the Strawberry Lane Reconstruction project and authorizes advertisement for bids for the project.

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

**RESOLUTION 22-086**

**A RESOLUTION APPROVING THE PLANS AND SPECIFICATIONS FOR THE  
STRAWBERRY LANE RECONSTRUCTION PROJECT AND  
AUTHORIZING ADVERTISEMENT FOR BIDS  
CITY PROJECT 19-05**

**WHEREAS**, on April 26, 2021, the City Council authorized the preparation of Plans & Specifications for the Strawberry Lane Street and Utility Improvements project, including watermain, City Project 19-05; and

**WHEREAS**, the City will continue to acquire easements and right of entry agreements with property owners to accommodate drainage, grading, staging, tree removal, landscaping, and other misc. impacts as needed for the project; and

**WHEREAS**, the project is included in the 2022 Capital Improvements Plan and will fund the project through a combination of Street & Utility Bonds, Water Funds, Sanitary Funds, and the Stormwater Funds; and

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

1. The City Council of the City of Shorewood hereby approves the Final Plans & Specifications for the Strawberry Lane Reconstruction project and authorizes advertisement for bids.

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF SHOREWOOD** this 12<sup>th</sup> day of September, 2022.

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**Jennifer Labadie, Mayor**

**Attest:**

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**Sandie Thone, City Clerk**



## City of Shorewood Council Meeting Item

Title/Subject: Tobacco License Violations  
Meeting Date: Monday, September 12, 2022  
Prepared by: Sandie Thone, City Clerk/HR Director  
Reviewed by: Jared Shepherd, City Attorney

9A

MEETING TYPE  
Regular Meeting

**Policy Consideration:** Pursuant to Shorewood City Code Chapter 302 Sale of Tobacco, Section 302.03 no person shall sell or offer to sell any tobacco, or tobacco-related device without first having obtained a license to do so from the city.

**Background:** Bakr Alkarkhi currently holds a license to sell tobacco in the City of Shorewood at Cowboy Tobacco located at 19905 State Highway 7. The City of Shorewood received notification from the South Lake Police Department that four (4) citations were issued to Cowboy Tobacco for selling tobacco or tobacco-related devices to a person under 21 years of age. On August 18, 2022, Alkarkhi was sent a letter via certified mail informing him of the violations, his right to a hearing, and a fine in the amount of \$775.00 to be paid within 15 days of the date of the letter (see attached).

On August 26, 2022, Alkarkhi, paid the fine of \$775.00 and did not contest or appeal the violations. He informed us he was in the process of selling his business.

Shorewood City Code, Section 302.13 Penalties, Subd. 1. *Licensees.* Any licensee found to have violated this chapter, shall be charged an administrative fine. In addition, after the third offense, the license shall be suspended for not less than seven days.

**Financial Considerations:** Administrative fines paid in the amount of \$775.00.

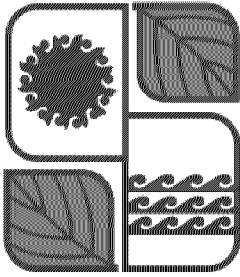
**Action Requested:** Staff respectfully recommends the city council suspend Cowboy Tobacco's Tobacco License for the period of seven (7) days as required by Shorewood City Code for violation of Shorewood's Tobacco Code 302 selling to a person under 21 years of age.

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

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

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



# CITY OF SHOREWOOD

5755 Country Club Road • Shorewood, Minnesota 55331  
952.960.7900

• [www.ci.shorewood.mn.us](http://www.ci.shorewood.mn.us) • [cityhall@ci.shorewood.mn.us](mailto:cityhall@ci.shorewood.mn.us)

August 18, 2022

Bakr Alkarkhi  
Cowboy Tobacco  
19905 State Highway 7  
Shorewood, MN 55331

**RE: TOBACCO LICENSE VIOLATION  
NOTICE OF ADMINISTRATIVE PENALTY AND POSSIBLE  
SUSPENSION OF LICENSE**

Dear Mr. Alkarkhi:

The City of Shorewood received notification from the South Lake Minnetonka Police Department that four (4) separate citations were issued; two on June 3, 2022 (Citation #27072022002976 and 2702022002973) and two on July 12, 2022 (Citation # 2702022003571 and 2702022003570). All four (4) citations were issued to Bakr Alkarkhi, the owner of Cowboy Tobacco, for selling tobacco or tobacco related devices to a person under 21 years of age, MN Statute §609.685.1a(a).

Pursuant to Shorewood City Code Chapter 104 Administrative Enforcement of Code Regulations, please consider this your *Administrative Notice* for four separate code offenses pertaining to the Sale of Tobacco to a minor, Shorewood City Code Chapter 302. **If you wish to contest and appeal these violations, you must request an appeal to a hearing officer in this matter, in writing, within ten (10) days.**

The Shorewood City Code calls for tobacco license violation administrative penalties as follows:

\$75/first offense in 24-month period  
\$200/second offense in 24-month period  
\$250/third offense and each thereafter in 24-month period

Four (4) Citations have been issued to Cowboy Tobacco in the 24-month period, and an administrative penalty of \$775 is being imposed on Cowboy Tobacco for the violations. **Absent an appeal, you must submit payment within fifteen (15) days.** Failure to submit payment within fifteen (15) days may result in suspension of your Tobacco License. Please feel free to refer to Shorewood City Code Chapter 302 or contact me with any questions.

Sincerely,

Sandie Thone, City Clerk

cc: Shorewood City Council, City Administrator, City Attorney, South Lake Minnetonka PD



## City of Shorewood Council Meeting Item

#9B

MEETING TYPE  
Regular

**Title / Subject: 2023 Proposed Budget**

Meeting Date: September 12, 2022

Prepared by: Joe Rigdon, Finance Director

Reviewed by: Ed Shukle, Interim City Administrator

Attachments: Notable Budget Changes 2022 to 2023 (p. 10-11)  
General Fund 2023 Budget Draft (p. 12-32)  
Resolution: Adopting the Preliminary 2023 General Fund Operating Budget and Property Tax Levy

**Background:** 2023 budget worksheets were distributed to department heads in mid-June and staff has subsequently prepared the 2023 preliminary General Fund budget. A budget work session was held on August 22, 2022. By Minnesota statute, the City must approve the 2023 proposed property tax levy for certification to the Hennepin County Auditor by September 30, 2022. Upon approval and following the meeting, the City will certify the property tax levy which will go out in November to property owners on their truth-in-taxation notices. Once certified, this property tax levy can be decreased, but cannot be increased. A preliminary General Fund budget should also be approved.

**General Fund:**

Expenditures:

Overall proposed 2023 General Fund expenditures and transfers out are preliminarily budgeted at \$6,076,263 or a 2.4% increase from the 2022 General Fund budget. Total transfers out are budgeted at no change in 2023. A change in budget presentation was implemented with the 2021 budget. Through the 2020 budget, the General Fund levied all property taxes, and subsequently made transfers out to other funds, predominately for capital projects. Starting with the 2021 budget, the City levied taxes directly to capital projects and debt service funds, thereby eliminating the need for the transfers out of the General Fund. The Shorewood Community and Event Center will continue to receive annual transfers from the General Fund. The revenues section of the 2023 General Fund budget draft includes a detail of taxes section.

Personnel-related Assumptions:

- One new Light Equipment Operator is included in the 2023 budget, with an allocation of 0.8 FTE in park maintenance, and 0.2 FTE in public works.
- There are no other changes in the number of employees budgeted for 2023.
- Employee 2023 pay step increases are included as applicable.
- An employee cost of living adjustment of 3.0% is included for 2023.
- Health insurance premiums are estimated to increase approximately 10% for 2023.

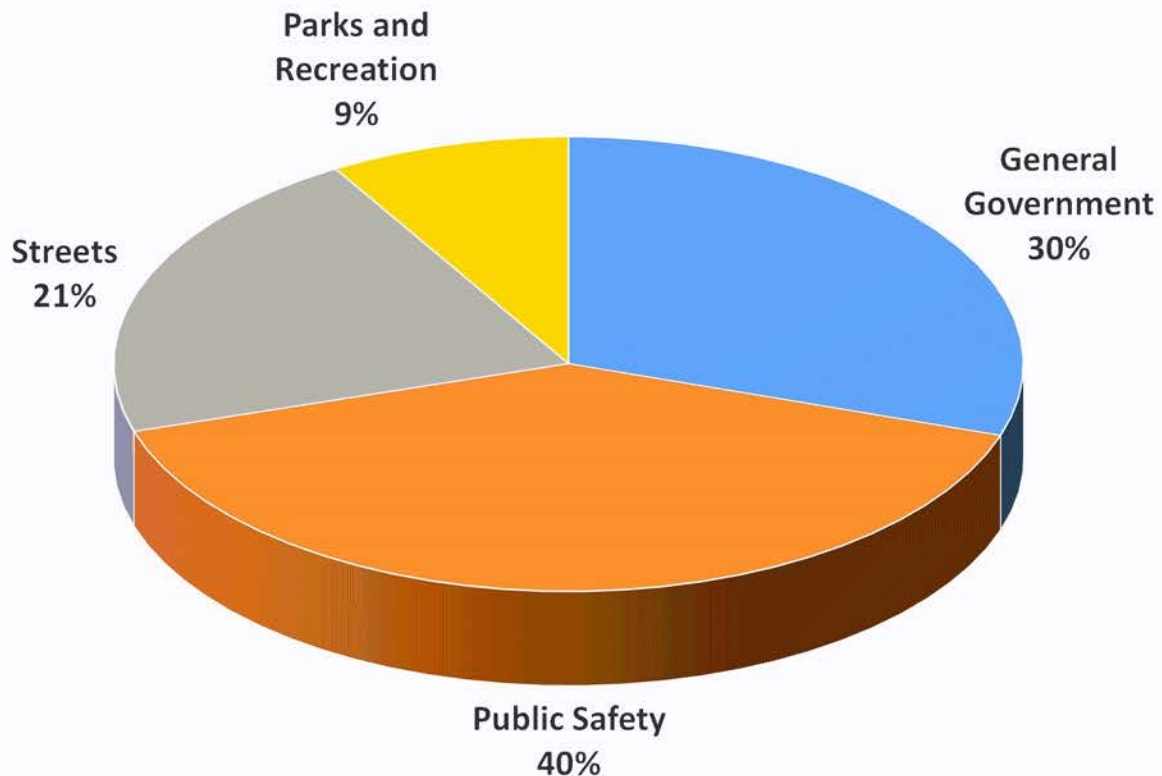


- The employer contribution toward insurance premiums is shown with an increase from \$1,280 per month in 2022 to \$1,330 per month in 2023.

Notable General Fund Budget Items:

- New Light Equipment Operator: \$96,172, with an allocation of 0.8 FTE in park maintenance, and 0.2 FTE in public works
- Police preliminary operations budget: increase of \$77,095
- Police preliminary capital budget: decrease from \$208,947 to \$0 (due to police building debt to be paid off in February 2023, with member cities making final debt service payments to the SLMPD in the fourth quarter of 2022)
- Fire preliminary budget: increase of \$25,393
- Planning: \$64,000 for code amendments and planning consulting
- Parks maintenance: Integrated pest management plan budgeted at \$45,000

### **General Fund Expenditures and Transfers Out 2023 Proposed Budget**

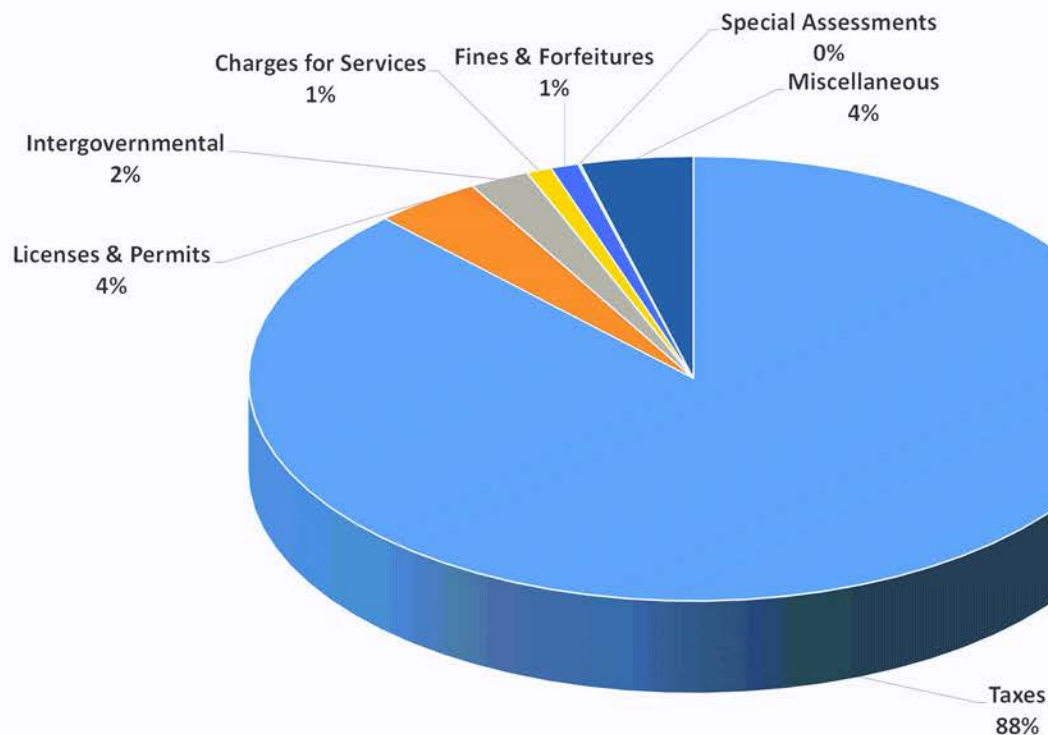


### Revenues:

General Fund 2023 revenues and transfers in are preliminarily budgeted at \$6,076,263 or a 2.4% increase from the 2022 budget. The increase is due to the proposed General Fund taxes increasing in order to cover 2023 expenditure increases. Property taxes account for 88.3% of the 2023 General Fund revenue budget. Non-tax revenues make up 11.7% of the budget and are projected to decrease by 1.7%.

For the 2022 and 2023 budgets, no use of reserves has been included, resulting in structurally balanced budgets. To balance the 2021 General Fund budget, a “use of reserves” of \$193,482 was included, and was based upon projected fund balance at the end of 2020. Due to a combination of revenues being over budget and expenditures being under budget, a use of reserves did not actually occur in 2021 and is also not expected to occur in 2022. It is recommended that the City strive to structurally balance its General Fund budget with revenues equaling expenditures, and without the use of reserves.

### **General Fund Revenues and Transfers In 2023 Proposed Budget**



## Property Tax Levy:

The City's 2023 overall preliminary property tax levy of \$6,510,948 is 5.5% higher than the 2022 total levy of \$6,173,291. The General Fund portion of the property tax levy is proposed to increase by \$156,165, or 3.0%, with all other non-General Fund tax levies (capital and debt levies) budgeted to increase \$181,492, or 18.8%. Of note, principal on projected new 2022 street reconstruction bonds is included as an estimate.

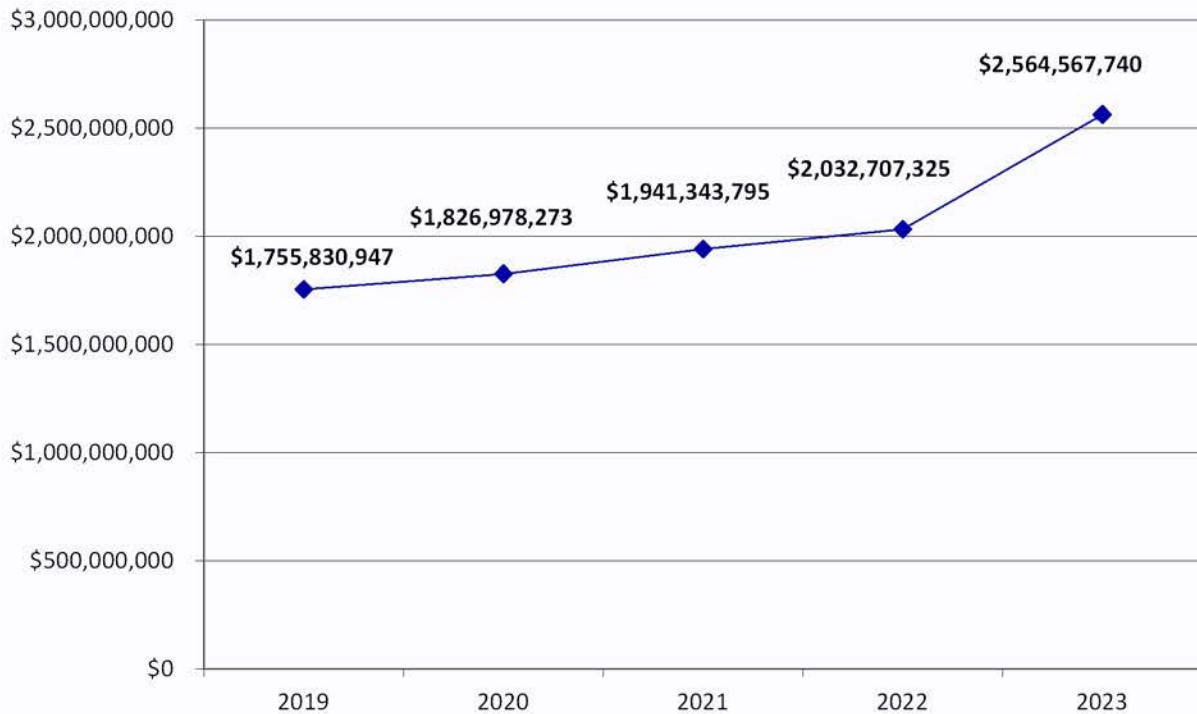
The preliminary levy includes the effect of exercising the call option on the 2017A EDA Lease Revenue Refunding bonds (City Hall). The bonds are callable at par on 12/1/22 and on any payment date thereafter. The total callable bonds amount to \$515,000 on 12/1/22, and if paid using reserves, would eliminate approximately \$95,000 per year in property taxes scheduled to be levied over the next six years (2023-2028).

Based on property tax capacity estimates of a 28.2% increase, the City is proposing to decrease the payable 2023 City tax rate by 18.0% from 27.327% in 2022 to 22.410% in 2023.

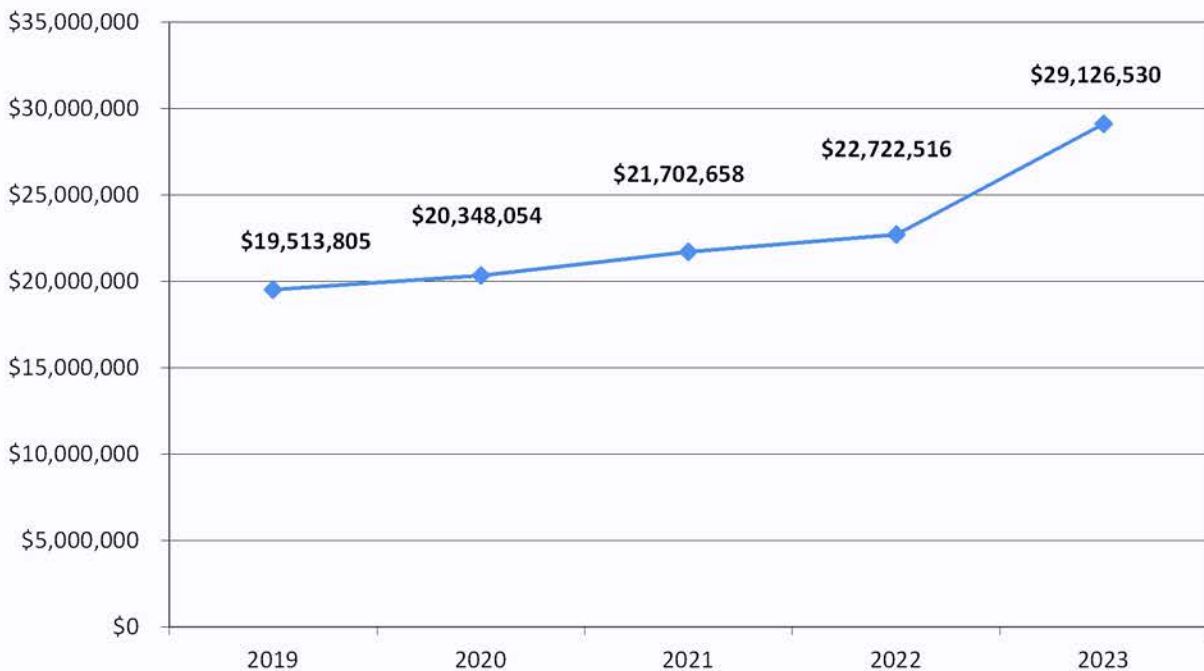
Preliminary individual fund property tax levies are as follows:

	2022	2023	Change in \$	Change in %
General Fund	\$5,207,853	\$5,364,018	\$156,165	3.0%
Debt Service Funds (EDA):				
2017A Public Project Lease Revenue				
Refunding Bonds	\$96,065	\$0	(\$96,065)	-100.0%
Debt Service Funds (City):				
2020A G.O. Street Reconstruction Bonds	\$232,482	\$230,487	(\$1,995)	-0.9%
2021A G.O. Street Reconstruction Bonds	\$282,891	\$312,806	\$29,915	10.6%
2022A G.O. Street Reconstruction Bonds *	\$0	\$234,637	\$234,637	N/A
Capital Project Funds:				
Equipment Replacement	\$118,000	\$123,000	\$5,000	4.2%
Street Improvements	\$118,000	\$123,000	\$5,000	4.2%
Park Improvements	\$118,000	\$123,000	\$5,000	4.2%
	<u>\$6,173,291</u>	<u>\$6,510,948</u>	<u>\$337,657</u>	<u>5.5%</u>
* preliminary estimate				

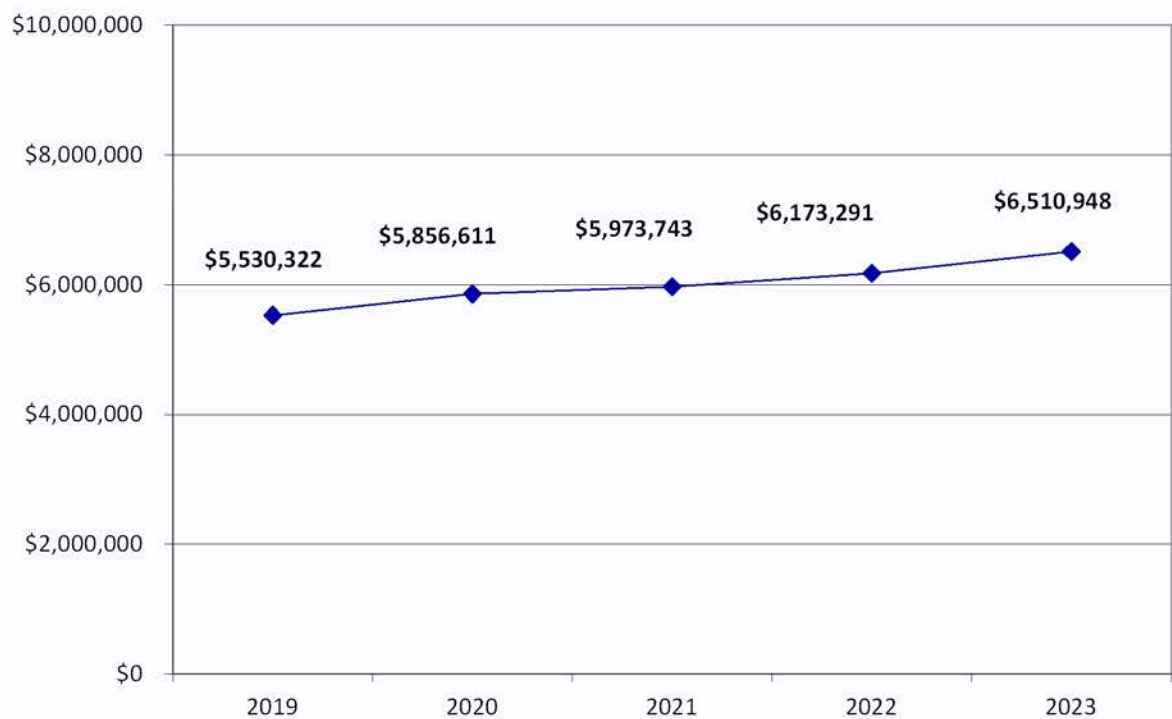
## TAXABLE MARKET VALUE



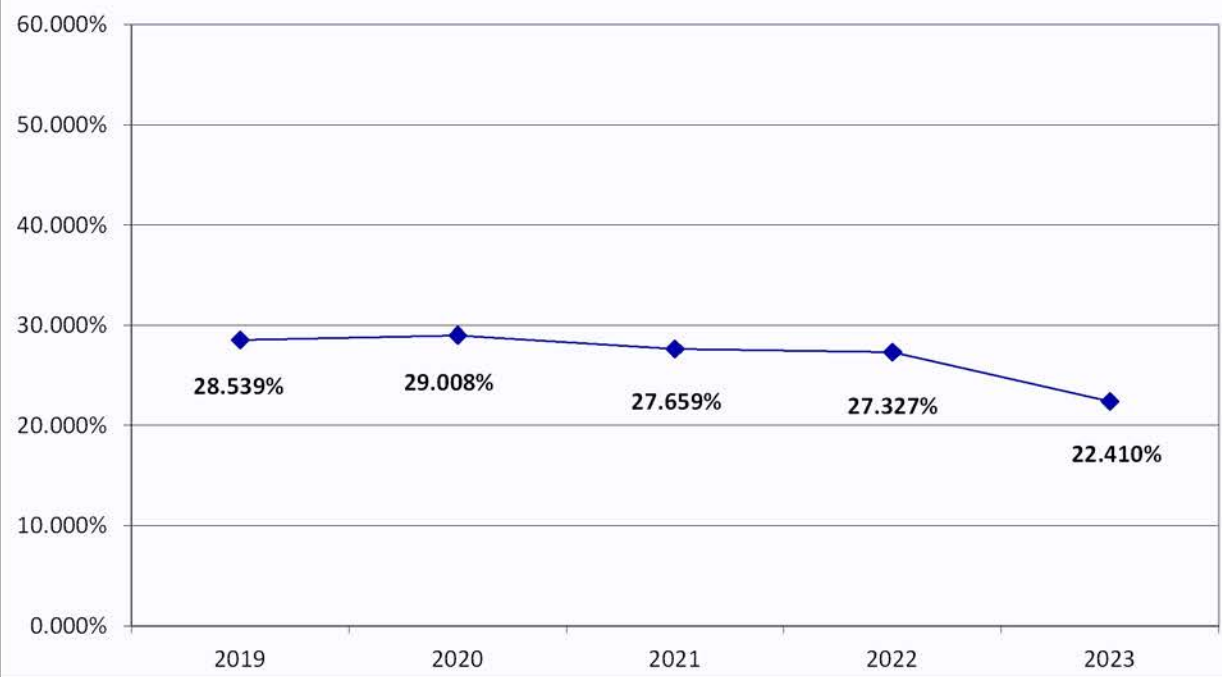
## TAX CAPACITY



# PROPERTY TAX LEVY



# CITY LOCAL TAX CAPACITY RATE





Property owners with no change in market values from payable 2022 to payable 2023 should experience an approximate 18.0% decrease in the City portion of their overall property tax bill. In the event of a market value decrease or increase from payable 2022 to payable 2023, City property taxes would change proportionately.

The following table calculates the property tax impact on residential homesteads that had no market value change from 2022 to 2023:

**2023 CITY PROPERTY TAXES (WITH NO MARKET VALUE CHANGE)**

Market Value	Tax Capacity	City Local Tax Capacity Rate	City Property Taxes	Property Taxes Increase (Decrease)	Percentage Tax Increase (Decrease)
2023	2023	Pay 2023	2023		
<b>NO CHANGE</b>					
\$200,000	\$1,808	22.410%	\$405	(\$89)	-18.0%
\$400,000	\$3,988	22.410%	\$894	(\$196)	-18.0%
\$600,000	\$6,250	22.410%	\$1,401	(\$307)	-18.0%
\$800,000	\$8,750	22.410%	\$1,961	(\$430)	-18.0%
\$1,000,000	\$11,250	22.410%	\$2,521	(\$553)	-18.0%

The City's overall market value increased by 26.2% from 2022 to 2023, including existing value increases and new construction. The following tables calculate the property tax impact on residential homesteads that had an average market value growth increase of 15.0%, 20.0% and 25.0% for 2023.

**2023 CITY PROPERTY TAXES (WITH MARKET VALUE INCREASE)**

Market Value	Tax Capacity	City Local Tax Capacity Rate	City Property Taxes	Property Taxes Increase (Decrease)	Percentage Tax Increase (Decrease)
2023	2023	Pay 2023	2023		
<b>INCREASE OF 15.0%</b>					
\$230,000	\$2,135	22.410%	\$478	(\$16)	-3.2%
\$460,000	\$4,600	22.410%	\$1,031	(\$59)	-5.4%
\$690,000	\$7,375	22.410%	\$1,653	(\$55)	-3.2%
\$920,000	\$10,250	22.410%	\$2,297	(\$94)	-3.9%
\$1,150,000	\$13,125	22.410%	\$2,941	(\$133)	-4.3%

Market Value		City Local	City	Property	Percentage
2023	Tax	Tax Capacity	Property	Taxes	Tax
<b>INCREASE OF 20.0%</b>	Capacity	Rate	Taxes	Increase	Increase
	2023	Pay 2023	2023	(Decrease)	(Decrease)
\$240,000	\$2,244	22.410%	\$503	\$9	1.8%
\$480,000	\$4,800	22.410%	\$1,076	(\$14)	-1.3%
\$720,000	\$7,750	22.410%	\$1,737	\$29	1.7%
\$960,000	\$10,750	22.410%	\$2,409	\$18	0.8%
\$1,200,000	\$13,750	22.410%	\$3,081	\$7	0.2%

#### **2023 CITY PROPERTY TAXES (WITH MARKET VALUE INCREASE)**

Market Value		City Local	City	Property	Percentage
2023	Tax	Tax Capacity	Property	Taxes	Tax
<b>INCREASE OF 25.0%</b>	Capacity	Rate	Taxes	Increase	Increase
	2023	Pay 2023	2023	(Decrease)	(Decrease)
\$250,000	\$2,353	22.410%	\$527	\$33	6.7%
\$500,000	\$5,000	22.410%	\$1,121	\$31	2.8%
\$750,000	\$8,125	22.410%	\$1,821	\$113	6.6%
\$1,000,000	\$11,250	22.410%	\$2,521	\$130	5.4%
\$1,250,000	\$14,375	22.410%	\$3,222	\$147	4.8%

#### **Level of change to the overall 2023 property tax levy**

The preliminary budget includes a 5.5% increase in the total property tax levy from 2022 to 2023. As described, the tax impact (percentage change in taxes) to homeowners may be different than the 5.5% percentage increase in the total levy. This is due to the spreading of taxes on an increased property tax base. In recent years, the overall property value of the City has increased at a faster rate than the property tax levy, resulting in a slow decline to the local tax rate. For 2023, the decline in the tax rate is significantly more pronounced, due to total market value increasing approximately 26.2%. As can be seen from the previous tables, a 5.5% levy increase results in a \$307 annual property tax decrease on a \$600,000 valued home that experienced no valuation increase. If that same property value increased 15%, the annual property tax decrease would be \$55. If that same property value increased 20%, the annual property tax increase would be \$29, while if that same property value increased by 25%, the annual property tax increase would be \$113.

An increase of \$100,000 in the total 2023 preliminary tax levy would result in an approximate change from an overall 5.5% increase to an overall 7.1% increase.

A reduction of \$100,000 in the total 2023 preliminary tax levy would result in an approximate change from an overall 5.5% increase to an overall 3.8% increase.

**Next Steps and Timelines:****Options:** The Council can:

1. Approve the resolution adopting the preliminary 2023 General Fund operating budget and preliminary 2023 property tax levy.
2. Make revisions to the 2023 property tax levy and/or 2023 General Fund operating budget.

The 2023 property tax levy must be certified to Hennepin County by September 30, 2022. After certification, the preliminary levy can not be increased, but can be decreased. Staff will submit the required information to Hennepin County.



**City of Shorewood  
Notable Budget Changes  
2022 to 2023**

<b>Department</b>	<b>Account</b>	<b>Budget Change (\$) 2022 to 2023</b>	<b>Comment</b>
<b><u>GENERAL FUND</u></b>			
Revenues	Taxes	156,165	3.0% increase to the General Fund portion of the property tax levy; total increase for all levies of 5.5%
Revenues	Municipal State Aid for Streets	6,000	adjust MSA - maintenance funding
Revenues	Miscellaneous Grants	(20,000)	removal of Christmas Lake inspection grant; offset by decrease in exp.
Revenues	Cellular Antenna Revenue	(3,000)	adjust antenna lease revenue
Council	Part-Time	4,500	new Council compensation
Elections	All	(27,700)	2023 is an off year for elections
Professional Services	Contractual Services	15,000	County assessor fees
Planning	Contractual Services	64,000	code amendments; planning consulting
Municipal Buildings	Maintenance of Equipment	(7,000)	shifted budget from maintenance of equipment to maintenance of buildings
Municipal Buildings	Maintenance of Buildings	7,000	shifted budget from maintenance of equipment to maintenance of buildings
Municipal Buildings	Communications - Voice/Data	6,000	contracted information technology services
Police	Contractual Services	77,705	operating budget increase of \$77,705 or 5.5%
Police	Capital Outlay	(208,947)	capital budget - no debt service in 2023
Fire	Contractual Services	86,035	operating budget increase of \$86,035, or 17.8%
Fire	Capital Outlay	(60,642)	capital budget decrease of \$60,642 or 23.3%
Public Works	Full-Time Regular	17,257	includes 0.2 FTE for a new employee
Public Works	Motor Fuels & Lubricants	5,000	increase in gas prices
Public Works	Maintenance of Buildings	7,000	reside salt shed
Ice & Snow Removal	General Supplies	12,000	ice and snow removal materials
Park Maintenance	Full-Time Regular	53,243	includes 0.8 FTE for a new employee
Park Maintenance	Contractual Services	13,000	integrated pest management plan

**City of Shorewood**  
**Notable Budget Changes**  
**2022 to 2023**

<b>Department</b>	<b>Account</b>	<b>Budget Change (\$) 2022 to 2023</b>	<b>Comment</b>
<b><u>Water Fund</u></b>			
Water	Contractual Services	25,000	water main breaks
Water	Other Improvements	20,000	SCADA system upgrades
<b><u>Sewer Fund</u></b>			
Sewer	Engineering Fees	23,000	adjust to 2023 Met Council estimate
Sewer	MCES SAC Charges	91,263	adjust to 2023 Met Council estimate
<b><u>Storm Water Fund</u></b>			
Storm Water	MS4 Services	26,000	MS4 services
<b><u>Recycling Fund</u></b>			
Recycling	Contractual Services	(26,426)	adjust to 2023 recycling contracted services

General Fund

2023 Budget

Summary

Account Number	Actual 2019	Actual 2020	Budget 2021	Actual 2021	Budget 2022	YTD 05/31/22 2022	Preliminary Budget 2023	Budget Change 2023	Percentage Change 2023
<b>REVENUES</b>									
<b>TAXES</b>									
TOTAL LEVY			5,973,743	0	6,173,291	0	6,510,948	337,657	5.5%
LESS: NON-GENERAL FUND LEVIES			(1,194,890)	0	(965,438)	0	(1,146,930)	(181,492)	18.8%
Taxes	5,522,014	5,859,652	4,778,853	4,783,987	5,207,853	0	5,364,018	156,165	3.0%
Licenses & Permits	514,891	535,219	232,225	556,916	232,225	140,823	232,225	0	0.0%
Intergovernmental	120,445	740,716	133,000	102,822	129,450	52,618	115,450	(14,000)	-10.8%
Charges for Services	65,656	49,882	52,860	72,546	54,570	34,702	56,570	2,000	3.7%
Fines & Forfeitures	65,575	52,115	60,000	56,978	60,000	13,731	60,000	0	0.0%
Special Assessments	10,822	5,395	5,000	6,432	5,000	0	5,000	0	0.0%
Miscellaneous	275,260	272,006	201,000	232,484	218,000	138,673	218,000	0	0.0%
<b>TOTAL REVENUES</b>	<b>6,574,663</b>	<b>7,514,985</b>	<b>5,462,938</b>	<b>5,812,165</b>	<b>5,907,098</b>	<b>380,547</b>	<b>6,051,263</b>	<b>144,165</b>	<b>2.4%</b>
<b>OTHER FINANCING SOURCES</b>									
Sales of Capital Assets	0	0	0	0	0	0	0	0	N/A
Transfers In	25,000	25,000	25,000	25,000	25,000	25,000	25,000	0	0.0%
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>0</b>	<b>0.0%</b>
<b>TOTAL REVENUES AND OTHER FINANCING SOURCES</b>	<b>6,599,663</b>	<b>7,539,985</b>	<b>5,487,938</b>	<b>5,837,165</b>	<b>5,932,098</b>	<b>405,547</b>	<b>6,076,263</b>	<b>144,165</b>	<b>2.4%</b>
<b>EXPENDITURES</b>									
<b>GENERAL GOVERNMENT</b>									
Council	79,283	83,240	88,600	82,924	88,600	26,295	104,151	15,551	17.6%
Administration	469,296	500,607	554,733	526,120	568,730	251,342	588,278	19,548	3.4%
Elections	483	36,783	550	370	29,200	0	1,500	(27,700)	-94.9%
Finance	189,457	203,648	210,542	222,309	218,674	94,005	226,830	8,156	3.7%
Professional Services	233,753	238,767	278,000	262,120	279,000	139,921	295,000	16,000	5.7%
Planning	242,068	257,846	266,196	327,931	272,790	107,946	358,208	85,418	31.3%
Municipal Buildings	183,484	203,328	203,200	219,329	249,200	151,467	255,600	6,400	2.6%
<b>TOTAL GENERAL GOVERNMENT</b>	<b>1,397,824</b>	<b>1,524,219</b>	<b>1,601,821</b>	<b>1,641,103</b>	<b>1,706,194</b>	<b>770,976</b>	<b>1,829,567</b>	<b>123,373</b>	<b>7.2%</b>
<b>PUBLIC SAFETY</b>									
Police	1,487,082	1,522,180	1,552,548	1,562,530	1,616,070	808,890	1,484,218	(131,852)	-8.2%
Fire	678,797	693,325	707,909	706,969	744,907	372,455	770,300	25,393	3.4%
Protective Inspections	243,911	140,558	168,045	155,628	180,510	62,010	179,945	(565)	-0.3%
<b>TOTAL PUBLIC SAFETY</b>	<b>2,409,790</b>	<b>2,356,063</b>	<b>2,428,502</b>	<b>2,425,127</b>	<b>2,541,487</b>	<b>1,243,355</b>	<b>2,434,463</b>	<b>(107,024)</b>	<b>-4.2%</b>

General Fund

2023 Budget

Summary

Account Number	Actual 2019	Actual 2020	Budget 2021	Actual 2021	Budget 2022	YTD 05/31/22 2022	Preliminary Budget 2023	Budget Change 2023	Percentage Change 2023
<b><u>STREETS</u></b>									
Engineer	74,007	166,908	162,000	122,364	162,000	34,745	162,000	0	0.0%
Public Works	821,070	849,209	943,296	824,648	949,187	277,281	986,043	36,857	3.9%
Ice and Snow Removal	148,819	94,486	119,333	123,297	130,218	74,730	143,304	13,086	10.0%
<b>TOTAL STREETS</b>	<b>1,043,896</b>	<b>1,110,603</b>	<b>1,224,629</b>	<b>1,070,309</b>	<b>1,241,405</b>	<b>386,756</b>	<b>1,291,347</b>	<b>49,943</b>	<b>4.0%</b>
<b><u>PARKS AND RECREATION</u></b>									
Park Maintenance	193,177	208,457	258,332	214,066	274,040	73,432	351,055	77,015	28.1%
Recreation	58,697	64,145	65,835	58,897	66,672	25,210	67,531	859	1.3%
<b>TOTAL PARKS AND RECREATION</b>	<b>251,874</b>	<b>272,602</b>	<b>324,168</b>	<b>272,963</b>	<b>340,713</b>	<b>98,642</b>	<b>418,586</b>	<b>77,874</b>	<b>22.9%</b>
<b>TOTAL EXPENDITURES</b>	<b>5,103,384</b>	<b>5,263,487</b>	<b>5,579,120</b>	<b>5,409,502</b>	<b>5,829,798</b>	<b>2,499,729</b>	<b>5,973,963</b>	<b>144,165</b>	<b>2.5%</b>
<b><u>OTHER FINANCING USES</u></b>									
Transfers Out	1,646,305	1,222,415	102,300	102,300	102,300	102,300	102,300	0	0.0%
<b>TOTAL EXPENDITURES AND OTHER FINANCING USES</b>	<b>6,749,689</b>	<b>6,485,902</b>	<b>5,681,420</b>	<b>5,511,802</b>	<b>5,932,098</b>	<b>2,602,029</b>	<b>6,076,263</b>	<b>144,165</b>	<b>2.4%</b>
<b>EXCESS (DEFICIENCY) OF REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES AND OTHER USES</b>	<b>(150,026)</b>	<b>1,054,083</b>	<b>(193,482)</b>	<b>325,363</b>	<b>(0)</b>	<b>(2,196,482)</b>	<b>(0)</b>	<b>0</b>	<b>N/A</b>



General Fund

2023 Budget

Revenues by Line Item

Account Number	Description	Actual 2019	Actual 2020	Budget 2021	Actual 2021	Budget 2022	YTD 05/31/22 2022	Preliminary Budget 2023	Budget Change 2023	Percentage Change 2023
<b>REVENUES</b>										
<b>TAXES</b>										
TOTAL LEVY				5,973,743		6,173,291		6,510,948	337,657	5.5%
LESS: NON-GENERAL FUND LEVIES				(1,194,890)		(965,438)		(1,146,930)	(181,492)	18.8%
101-00-3010-0000	CURRENT AD VALOREM TAXES	5,349,102	5,686,368	4,778,853	4,594,776	5,207,853	0	5,364,018	156,165	3.0%
101-00-3011-0000	DELINQUENT AD VALOREM TAXES	29,195	21,739	0	11,408	0	0	0	0	N/A
101-00-3100-0000	FISCAL DISPARITIES	138,969	150,784	0	173,204	0	0	0	0	N/A
101-00-3180-0000	OTHER TAXES	0	0	0	0	0	0	0	0	N/A
101-00-3191-0000	PENALTIES & INT. ON AD VALOREM	4,748	761	0	4,599	0	0	0	0	N/A
101-00-3192-0000	TAX FORFEIT SALE	0	0	0	0	0	0	0	0	N/A
Total Taxes		5,522,014	5,859,652	4,778,853	4,783,987	5,207,853	0	5,364,018	156,165	3.0%
<b>LICENSES &amp; PERMITS</b>										
101-00-3211-0000	LIQUOR LICENSES	2,930	2,093	3,500	3,540	3,500	1,430	3,500	0	0.0%
101-00-3212-0000	TOBACCO LICENSES	1,250	1,000	500	2,000	500	0	500	0	0.0%
101-00-3215-0000	REFUSE COLLECTION LICENSES	1,475	1,700	1,375	1,500	1,375	150	1,375	0	0.0%
101-00-3216-0000	TREE TRIMMING LICENSES	930	750	500	660	500	240	500	0	0.0%
101-00-3217-0000	RENTAL HOUSING LICENSES	0	0	0	0	0	0	0	0	N/A
101-24-3217-0000	RENTAL HOUSING LICENSES	3,105	2,925	2,400	3,880	2,400	1,135	2,400	0	0.0%
101-00-3218-0000	OTHER BUSINESS LICENSES&PEN	734	884	750	700	750	100	750	0	0.0%
101-00-3219-0000	LAWN FERTILIZER LICENSE	210	210	200	180	200	180	200	0	0.0%
101-00-3221-0000	BUILDING PERMITS	13,162	12,053	0	11,204	0	3,639	0	0	N/A
101-24-3221-0000	BUILDING PERMITS	354,924	383,366	180,000	413,752	180,000	101,979	180,000	0	0.0%
101-00-3222-0000	PLAN CHECK FEES	0	0	0	0	0	0	0	0	N/A
101-24-3222-0000	PLAN CHECK FEES	133,018	126,288	40,000	117,379	40,000	31,045	40,000	0	0.0%
101-00-3223-0000	DOG LICENSES	1,878	1,525	2,000	1,696	2,000	500	2,000	0	0.0%
101-00-3224-0000	FARM ANIMAL PERMIT	150	450	0	150	0	100	0	0	N/A
101-00-3225-0000	HORSE PERMITS	25	25	0	25	0	25	0	0	N/A
101-00-3226-0000	OTHER NON-BUSINESS LICENSES AN	0	0	0	0	0	0	0	0	N/A
101-00-3235-0000	SOLICITOR PERMIT	1,100	1,950	1,000	250	1,000	300	1,000	0	0.0%
Total Licenses & Permits		514,891	535,219	232,225	556,916	232,225	140,823	232,225	0	0.0%
<b>INTERGOVERNMENTAL</b>										
101-00-3314-0000	BULLETPROOF VEST GRANT	0	996	500	2,956	500	0	500	0	0.0%
101-00-3316-0000	FEMA STORM DISASTER AID	0	0	0	0	0	0	0	0	N/A
101-00-3341-0000	LOCAL PERFORMANCE AID	0	0	0	0	0	0	0	0	N/A
101-00-3343-0000	MKT VALUE CREDIT AID	43	51	0	39	0	0	0	0	N/A
101-00-3344-0000	PERA AID	4,751	0	4,750	0	4,750	0	4,750	0	0.0%
101-00-3345-0000	MUNICIPAL STATE AID FOR STREET	97,903	105,859	106,000	97,168	102,000	54,822	108,000	6,000	5.9%
101-00-3348-0000	PRES NOMINATION PRIMARY REIMB	0	7,540	0	0	0	0	0	0	N/A
101-00-3349-0000	CARES ACT ELECTION GRANT	0	5,967	0	0	0	0	0	0	N/A
101-00-3350-0000	CORONAVIRUS RELIEF FUND	0	579,593	0	0	0	0	0	0	N/A
101-00-3362-0000	MISC GRANTS	16,000	38,962	20,000	0	20,000	0	0	(20,000)	-100.0%
101-00-3365-0000	EXCELSIOR ANNEX-DETACH	1,748	1,748	1,750	2,659	2,200	(2,204)	2,200	0	0.0%
Total Intergovernmental		120,445	740,716	133,000	102,822	129,450	52,618	115,450	(14,000)	-10.8%

General Fund

2023 Budget

Revenues by Line Item

Account Number	Description	Actual 2019	Actual 2020	Budget 2021	Actual 2021	Budget 2022	YTD 05/31/22 2022	Preliminary Budget 2023	Budget Change 2023	Percentage Change 2023
<b>CHARGES FOR SERVICES</b>										
101-00-3400-0000	CHARGES FOR SERVICES	0	0	0	0	0	0	0	0	N/A
101-00-3410-0000	RENTAL INCOME	0	0	0	0	0	0	0	0	N/A
101-00-3413-0000	ZONING AND SUBDIVISION FEES	19,435	13,294	10,000	21,565	10,000	4,160	10,000	0	0.0%
101-18-3413-0000	ZONING & SUBDIVISION FEES	0	0	0	0	0	0	0	0	N/A
101-00-3414-0000	PASS-THRU CHARGES	225	0	0	(1,010)	0	(3,487)	0	0	N/A
101-00-3415-0000	SALE OF COPIES	490	98	250	1,365	250	653	250	0	0.0%
101-00-3417-0000	SPECIAL ASSESSMENT SEARCHES	100	125	0	75	0	50	0	0	N/A
101-00-3420-0000	ELECTION FILING FEES	0	10	10	0	10	0	10	0	0.0%
101-00-3470-0000	PARK DEDICATION FEES	0	0	0	0	0	0	0	0	N/A
101-00-3471-0000	PARK FEES & RENTALS	38,310	22,907	35,000	30,493	35,000	22,859	35,000	0	0.0%
101-53-3471-0000	PARK FEES & RENTALS	0	(200)	0	0	0	0	0	0	N/A
101-00-3472-0000	TREE SALES	2,674	8,465	3,000	12,110	5,000	6,835	7,000	2,000	40.0%
101-00-3473-0000	PARK PROGRAM FEES	(65)	128	0	945	0	167	0	0	N/A
101-53-3473-0000	PARK PROGRAM FEES	0	0	0	(10)	0	0	0	0	N/A
101-00-3474-0000	ARCTIC FEVER DONATIONS	3,451	3,950	2,500	3,000	2,210	1,000	2,210	0	0.0%
101-53-3476-0000	COMM GARDEN PLOT RENTAL	1,205	1,005	1,200	1,545	1,200	1,265	1,200	0	0.0%
101-53-3478-0000	SAFETY CAMP	(369)	0	500	455	500	100	500	0	0.0%
101-53-3479-0000	MUSIC IN THE PARK	0	0	0	0	0	0	0	0	N/A
101-53-3481-0000	GARDEN FAIR	0	0	0	0	0	0	0	0	N/A
101-53-3623-0000	PARK DONATIONS	0	0	0	1,813	0	1,000	0	0	N/A
101-00-3482-0000	Special Event Permit Fees	200	100	400	200	400	100	400	0	0.0%
Total Charges for Services		65,656	49,882	52,860	72,546	54,570	34,702	56,570	2,000	3.7%
<b>FINES &amp; FORFEITURES</b>										
101-00-3510-0000	FINES & FORFEITS	65,575	52,115	60,000	56,978	60,000	13,731	60,000	0	0.0%
101-00-3511-0000	IMPOUND FEES	0	0	0	0	0	0	0	0	N/A
Total Fines & Forfeitures		65,575	52,115	60,000	56,978	60,000	13,731	60,000	0	0.0%
<b>SPECIAL ASSESSMENTS</b>										
101-00-3610-0000	SPECIAL ASSESSMENT-CURRENT	10,822	5,395	5,000	6,432	5,000	0	5,000	0	0.0%
101-00-3611-0000	SPECIAL ASSESSMENT-DELINQUENT	0	0	0	0	0	0	0	0	N/A
101-00-3614-0000	SPECIAL ASSESSMENT-INTEREST	0	0	0	0	0	0	0	0	N/A
Total Special Assessments		10,822	5,395	5,000	6,432	5,000	0	5,000	0	0.0%
<b>MISCELLANEOUS</b>										
101-00-3620-0000	INTEREST EARNINGS	72,604	36,806	15,000	1,951	12,000	14	10,000	(2,000)	-16.7%
101-00-3623-0000	CONTRIBUTIONS AND DONATIONS	0	0	0	0	0	0	0	0	N/A
101-53-3623-0000	PARK DONATIONS	0	1,250	0	0	0	0	0	0	N/A
101-00-3624-0000	REFUNDS & REIMBURSEMENTS	23,362	47,866	15,000	66,020	20,000	18,572	25,000	5,000	25.0%
101-00-3626-0000	DRY HYDRANT CHARGES	0	0	0	0	0	0	0	0	N/A
101-00-3627-0000	CELLULAR ANTENNA REVENUE	178,155	185,478	170,000	163,386	185,000	119,972	182,000	(3,000)	-1.6%
101-00-3630-0000	LEASE REVENUE	0	0	0	0	0	0	0	0	N/A
101-00-3670-0000	MISCELLANEOUS REVENUE	1,139	606	1,000	1,127	1,000	115	1,000	0	0.0%
Total Miscellaneous		275,260	272,006	201,000	232,484	218,000	138,673	218,000	0	0.0%

General Fund

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Revenues by Line Item

Account Number	Description	Actual 2019	Actual 2020	Budget 2021	Actual 2021	Budget 2022	YTD 05/31/22 2022	Preliminary Budget 2023	Budget Change 2023	Percentage Change 2023
<b>TOTAL REVENUES</b>		6,574,663	7,514,985	5,462,938	5,812,165	5,907,098	380,547	6,051,263	144,165	2.4%
<b>OTHER FINANCING SOURCES</b>										
101-00-3910-0000	SALES OF CAPITAL ASSETS	0	0	0	0	0	0	0	0	N/A
101-00-3920-0000	TRANSFERS IN	25,000	25,000	25,000	25,000	25,000	25,000	25,000	0	0.0%
<b>TOTAL OTHER FINANCING SOURCES</b>		25,000	25,000	25,000	25,000	25,000	25,000	25,000	0	0.0%
<b>TOTAL REVENUES AND OTHER FINANCING SOURCES</b>		6,599,663	7,539,985	5,487,938	5,837,165	5,932,098	405,547	6,076,263	144,165	2.4%
<b>TAXES</b>										
101	GENERAL FUND			4,778,853		5,207,853		5,364,018	156,165	3.0%
201	SCEC - BUILDING			0		0		0	0	N/A
201	SCEC - OPERATIONS			0		0		0	0	N/A
310	CITY HALL DEBT SERVICE			93,090		96,065		0	(96,065)	-100.0%
320	2020A G.O. STREET RECONSTRUCTION BONDS			208,186		232,482		230,487	(1,995)	-0.9%
321	2021A G.O. STREET RECONSTRUCTION BONDS			0		282,891		312,806	29,915	10.6%
322	2022A G.O. STREET RECONSTRUCTION BONDS			0		0		234,637	234,637	N/A
403	EQUIPMENT REPLACEMENT			100,000		118,000		123,000	5,000	4.2%
404	STREET IMPROVEMENTS			693,614		118,000		123,000	5,000	4.2%
402	PARK IMPROVEMENTS			100,000		118,000		123,000	5,000	4.2%
		0	0	5,973,743	0	6,173,291	0	6,510,948	337,657	5.5%
				2.0%		3.3%		5.5%		



General Fund

2023 Budget

Expenditures by Line Item

Account Number	Description	Actual 2019	Actual 2020	Budget 2021	Actual 2021	Budget 2022	YTD 05/31/22 2022	Preliminary Budget 2023	Budget Change 2023	Percentage Change 2023
<b>EXPENDITURES</b>										
DEPT 11	<b>COUNCIL</b>									
<b>PERSONAL SERVICES</b>										
101-11-4103-0000	PART-TIME	20,600	20,600	21,000	19,625	21,000	8,583	25,500	4,500	21.4%
101-11-4121-0000	PERA CONTRIB - CITY SHARE	0	0	0	0	0	0	0	0	N/A
101-11-4122-0000	FICA CONTRIB - CITY SHARE	1,576	1,576	1,600	1,501	1,600	657	1,951	351	21.9%
101-11-4151-0000	WORKERS COMPENSATION	0	0	0	0	0	0	0	0	N/A
	Total Personal Services	22,176	22,176	22,600	21,126	22,600	9,240	27,451	4,851	21.5%
<b>SUPPLIES</b>										
101-11-4245-0000	GENERAL SUPPLIES	4,386	837	2,000	6,379	2,000	108	3,000	1,000	50.0%
101-11-4302-0000	CONSULTING FEES	0	0	0	0	0	0	0	0	N/A
	Total Supplies	4,386	837	2,000	6,379	2,000	108	3,000	1,000	50.0%
<b>OTHER SERVICES AND CHARGES</b>										
101-11-4331-0000	TRAVEL, CONFERENCE & SCHOOL	7,599	560	3,000	409	3,000	275	3,000	0	0.0%
101-11-4346-0000	EVENTS	0	0	7,500	8,500	7,500	0	12,000	4,500	60.0%
101-11-4351-0000	PRINTING AND PUBLISHING	0	0	0	95	0	0	200	200	N/A
101-11-4400-0000	CONTRACTUAL SERVICES	1,154	6,640	8,500	1,509	8,500	210	8,500	0	0.0%
101-11-4410-0000	RENTALS	0	0	0	0	0	0	0	0	N/A
101-11-4433-0000	DUES AND SUBSCRIPTIONS	43,968	44,527	45,000	44,468	45,000	16,462	50,000	5,000	11.1%
101-11-4440-0000	MISC SERVICES/CONTINGENCY	0	0	0	0	0	0	0	0	N/A
101-11-4488-0000	COVID-19 Expenditures	0	8,500	0	438	0	0	0	0	N/A
	Total Other Services and Charges	52,721	60,227	64,000	55,419	64,000	16,947	73,700	9,700	15.2%
	Total Council	79,283	83,240	88,600	82,924	88,600	26,295	104,151	15,551	17.6%



General Fund

2023 Budget

Expenditures by Line Item

Account Number	Description	Actual 2019	Actual 2020	Budget 2021	Actual 2021	Budget 2022	YTD 05/31/22 2022	Preliminary Budget 2023	Budget Change 2023	Percentage Change 2023
DEPT 13	<u>ADMINISTRATION</u>									
	<u>PERSONAL SERVICES</u>									
101-13-4101-0000	FULL-TIME REGULAR	286,800	314,454	346,776	340,826	364,034	165,942	373,524	9,490	2.6%
101-13-4102-0000	OVERTIME	2,430	621	0	0	0	0	0	0	N/A
101-13-4103-0000	PART-TIME	22,765	30,003	20,166	16,675	19,469	6,669	21,393	1,924	9.9%
101-13-4111-0000	SEVERANCE PAY	0	0	0	0	0	0	0	0	N/A
101-13-4121-0000	PERA CONTRIB - CITY SHARE	23,334	25,845	27,521	26,638	28,763	10,415	29,619	856	3.0%
101-13-4122-0000	FICA CONTRIB - CITY SHARE	23,246	25,848	28,071	26,338	29,338	12,554	30,211	873	3.0%
101-13-4131-0000	EMPLOYEE INSURANCE - CITY	44,605	45,706	53,275	54,445	56,590	27,026	59,373	2,783	4.9%
101-13-4141-0000	UNEMPLOYMENT COMPENSATION	0	0	0	0	0	0	0	0	N/A
101-13-4151-0000	WORKERS COMPENSATION	3,478	3,022	2,424	3,090	2,536	840	3,158	622	24.5%
	Total Personal Services	406,658	445,499	478,233	468,012	500,730	223,446	517,278	16,548	3.3%
	<u>SUPPLIES</u>									
101-13-4200-0000	OFFICE SUPPLIES	5,241	4,669	5,000	3,461	5,000	1,124	5,000	0	0.0%
101-13-4208-0000	POSTAGE	9,325	9,266	11,000	9,750	11,000	3,197	11,000	0	0.0%
101-13-4221-0000	MAINTENANCE OF EQUIPMENT	6,455	4,680	8,500	0	0	0	0	0	N/A
101-13-4245-0000	GENERAL SUPPLIES	870	594	1,000	680	1,000	48	1,000	0	0.0%
	Total Supplies	21,891	19,209	25,500	13,891	17,000	4,369	17,000	0	0.0%
	<u>OTHER SERVICES AND CHARGES</u>									
101-13-4321-0000	COMMUNICATIONS - VOICE/DATA	1,638	0	0	270	0	0	500	500	N/A
101-13-4331-0000	TRAVEL, CONFERENCE & SCHOOL	6,401	1,690	8,500	3,847	8,500	1,774	8,500	0	0.0%
101-13-4351-0000	PRINTING AND PUBLISHING	10,959	8,866	12,500	12,076	12,500	5,342	14,000	1,500	12.0%
101-13-4400-0000	CONTRACTUAL SERVICES	13,024	13,834	18,000	17,388	18,000	8,035	19,000	1,000	5.6%
101-13-4433-0000	DUES AND SUBSCRIPTIONS	8,725	9,605	12,000	10,156	12,000	8,376	12,000	0	0.0%
101-13-4488-0000	COVID-19 Expenditures	0	1,904	0	480	0	0	0	0	N/A
	Total Other Services and Charges	40,747	35,899	51,000	44,217	51,000	23,527	54,000	3,000	5.9%
	Total Administration	469,296	500,607	554,733	526,120	568,730	251,342	588,278	19,548	3.4%

General Fund

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Expenditures by Line Item

Account Number	Description	Actual 2019	Actual 2020	Budget 2021	Actual 2021	Budget 2022	YTD 05/31/22 2022	Preliminary Budget 2023	Budget Change 2023	Percentage Change 2023
DEPT 14	<u>ELECTIONS</u>									
	<u>PERSONAL SERVICES</u>									
101-14-4107-0000	ELECTION JUDGE	0	20,847	0	0	17,000	0	0	(17,000)	-100.0%
	Total Personal Services	0	20,847	0	0	17,000	0	0	(17,000)	-100.0%
	<u>SUPPLIES</u>									
101-14-4200-0000	OFFICE SUPPLIES	0	1,387	0	0	1,200	0	0	(1,200)	-100.0%
101-14-4208-0000	ELECTION POSTAGE	296	918	50	376	2,000	0	500	(1,500)	-75.0%
101-14-4221-0000	MAINTENANCE OF EQUIPMENT	187	2,571	500	(6)	3,000	0	500	(2,500)	-83.3%
101-14-4245-0000	GENERAL SUPPLIES	0	3,852	0	0	3,000	0	500	(2,500)	-83.3%
	Total Supplies	483	8,728	550	370	9,200	0	1,500	(7,700)	-83.7%
	<u>OTHER SERVICES AND CHARGES</u>									
101-14-4331-0000	TRAVEL, CONFERENCE & SCHOOL	0	2,355	0	0	1,000	0	0	(1,000)	-100.0%
101-14-4351-0000	PRINTING AND PUBLISHING	0	415	0	0	1,000	0	0	(1,000)	-100.0%
101-14-4400-0000	CONTRACTUAL SERVICES	0	252	0	0	0	0	0	0	N/A
101-14-4440-0000	MISC SERVICES/CONTINGENCY	0	0	0	0	1,000	0	0	(1,000)	-100.0%
101-14-4488-0000	COVID-19 Expenditures	0	4,186	0	0	0	0	0	0	N/A
	Total Other Services and Charges	0	7,208	0	0	3,000	0	0	(3,000)	-100.0%
	Total Elections	483	36,783	550	370	29,200	0	1,500	(27,700)	-94.9%

General Fund

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Expenditures by Line Item

Account Number	Description	Actual 2019	Actual 2020	Budget 2021	Actual 2021	Budget 2022	YTD 05/31/22 2022	Preliminary Budget 2023	Budget Change 2023	Percentage Change 2023
DEPT 15	<u>FINANCE</u>									
	<u>PERSONAL SERVICES</u>									
101-15-4101-0000	FULL-TIME REGULAR	131,292	137,205	141,858	142,607	146,066	56,179	150,448	4,382	3.0%
101-15-4102-0000	OVERTIME	0	0	0	0	0	0	0	0	N/A
101-15-4103-0000	PART-TIME	0	0	0	0	0	0	0	0	N/A
101-15-4106-0000	OTHER	0	0	0	0	0	0	0	0	N/A
101-15-4111-0000	SEVERANCE PAY	0	0	0	0	0	0	0	0	N/A
101-15-4121-0000	PERA CONTRIB - CITY SHARE	9,847	10,291	10,639	10,696	10,955	4,214	11,284	329	3.0%
101-15-4122-0000	FICA CONTRIB - CITY SHARE	10,045	10,498	10,852	10,902	11,174	4,300	11,509	335	3.0%
101-15-4131-0000	EMPLOYEE INSURANCE - CITY	14,262	15,435	16,214	16,394	17,071	8,166	18,355	1,284	7.5%
101-15-4141-0000	UNEMPLOYMENT COMPENSATION	0	0	0	0	0	0	0	0	N/A
101-15-4151-0000	WORKERS COMPENSATION	945	851	979	946	1,008	339	1,234	226	22.4%
	Total Personal Services	166,391	174,280	180,542	181,545	186,274	73,198	192,830	6,556	3.5%
	<u>SUPPLIES</u>									
101-15-4200-0000	OFFICE SUPPLIES	121	897	700	1,099	1,000	0	1,000	0	0.0%
101-15-4221-0000	MAINTENANCE OF EQUIPMENT	15,688	17,348	18,000	25,206	19,000	18,728	20,000	1,000	5.3%
101-15-4245-0000	GENERAL SUPPLIES	22	0	0	0	0	0	0	0	N/A
	Total Supplies	15,831	18,245	18,700	26,305	20,000	18,728	21,000	1,000	5.0%
	<u>OTHER SERVICES AND CHARGES</u>									
101-15-4301-0000	AUDITING & ACCOUNTING	0	0	0	0	0	0	0	0	N/A
101-15-4331-0000	TRAVEL, CONFERENCE & SCHOOL	1,229	917	3,500	980	3,500	303	3,000	(500)	-14.3%
101-15-4351-0000	PRINTING AND PUBLISHING	1,716	2,450	2,100	2,455	2,200	0	2,300	100	4.5%
101-15-4360-0000	INSURANCE	0	0	0	0	0	0	0	0	N/A
101-15-4400-0000	CONTRACTUAL SERVICES	0	243	1,000	1,464	1,500	133	1,500	0	0.0%
101-15-4433-0000	DUES AND SUBSCRIPTIONS	880	964	1,200	1,015	1,200	600	1,200	0	0.0%
101-15-4440-0000	MISC SERVICES/CONTINGENCY	0	0	0	0	0	0	0	0	N/A
101-15-4450-0000	BANK SERVICE CHARGES	3,410	6,248	3,500	8,395	4,000	1,043	5,000	1,000	25.0%
101-15-4488-0000	COVID-19 Expenditures	0	301	0	150	0	0	0	0	N/A
	Total Other Services and Charges	7,235	11,123	11,300	14,459	12,400	2,079	13,000	600	4.8%
	Total Finance	189,457	203,648	210,542	222,309	218,674	94,005	226,830	8,156	3.7%

General Fund

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Expenditures by Line Item

Account Number	Description	Actual 2019	Actual 2020	Budget 2021	Actual 2021	Budget 2022	YTD 05/31/22 2022	Preliminary Budget 2023	Budget Change 2023	Percentage Change 2023
DEPT 16	<u>PROFESSIONAL SERVICES</u>									
	<u>SUPPLIES</u>									
101-16-4200-0000	OFFICE SUPPLIES	0	0	0	0	0	0	0	0	N/A
	<u>OTHER SERVICES AND CHARGES</u>									
101-16-4301-0000	AUDITING & ACCOUNTING	30,960	31,635	33,000	32,960	34,000	32,200	35,000	1,000	2.9%
101-16-4304-0000	LEGAL FEES	71,128	61,547	100,000	83,437	100,000	30,221	100,000	0	0.0%
101-16-4400-0000	CONTRACTUAL SERVICES	131,665	140,671	145,000	145,723	145,000	77,500	160,000	15,000	10.3%
101-16-4488-0000	COVID-19 Expenditures	0	4,914	0	0	0	0	0	0	N/A
	Total Other Services and Charges	233,753	238,767	278,000	262,120	279,000	139,921	295,000	16,000	5.7%
	Total Professional Services	233,753	238,767	278,000	262,120	279,000	139,921	295,000	16,000	5.7%

General Fund

2023 Budget

Expenditures by Line Item

Account Number	Description	Actual 2019	Actual 2020	Budget 2021	Actual 2021	Budget 2022	YTD 05/31/22 2022	Preliminary Budget 2023	Budget Change 2023	Percentage Change 2023
DEPT 18	<u>PLANNING</u>									
	<u>PERSONAL SERVICES</u>									
101-18-4101-0000	FULL-TIME REGULAR	159,099	152,543	189,814	201,638	201,420	68,417	208,781	7,361	3.7%
101-18-4102-0000	OVERTIME	0	0	0	0	0	0	0	0	N/A
101-18-4103-0000	PART-TIME	5,766	11,969	0	196	0	3,941	0	0	N/A
101-18-4106-0000	OTHER	0	0	0	0	0	0	0	0	N/A
101-18-4111-0000	SEVERANCE PAY	0	0	0	0	0	0	0	0	N/A
101-18-4121-0000	PERA CONTRIB - CITY SHARE	11,862	12,082	14,236	15,081	15,106	5,427	15,659	553	3.7%
101-18-4122-0000	FICA CONTRIB - CITY SHARE	12,603	12,523	14,521	14,692	15,409	4,974	15,972	563	3.7%
101-18-4131-0000	EMPLOYEE INSURANCE - CITY	25,557	20,622	26,706	28,291	29,972	12,866	37,107	7,135	23.8%
101-18-4141-0000	UNEMPLOYMENT COMPENSATION	0	0	0	0	0	0	0	0	N/A
101-18-4151-0000	WORKERS COMPENSATION	1,297	1,181	1,019	1,454	1,083	557	1,489	406	37.5%
	Total Personal Services	216,184	210,920	246,296	261,352	262,990	96,182	279,008	16,018	6.1%
	<u>SUPPLIES</u>									
101-18-4200-0000	OFFICE SUPPLIES	34	490	100	171	0	0	100	100	N/A
101-18-4208-0000	POSTAGE	44	0	0	19	0	0	0	0	N/A
101-18-4221-0000	MAINTENANCE OF EQUIPMENT	0	0	400	780	400	(274)	400	0	0.0%
101-18-4245-0000	GENERAL SUPPLIES	86	849	200	36	200	96	200	0	0.0%
	Total Supplies	164	1,339	700	1,006	600	(178)	700	100	16.7%
	<u>OTHER SERVICES AND CHARGES</u>									
101-18-4304-0000	LEGAL FEES	18,622	35,479	5,000	44,423	5,000	3,978	10,000	5,000	100.0%
101-18-4321-0000	COMMUNICATIONS - VOICE/DATA	0	0	0	0	0	0	0	0	N/A
101-18-4331-0000	TRAVEL, CONFERENCE & SCHOOL	1,067	593	2,000	454	2,000	10	2,000	0	0.0%
101-18-4351-0000	PRINTING AND PUBLISHING	1,094	796	1,000	961	1,000	236	1,000	0	0.0%
101-18-4400-0000	CONTRACTUAL SERVICES	3,311	6,457	10,000	18,283	0	7,718	64,000	64,000	N/A
101-18-4433-0000	DUES AND SUBSCRIPTIONS	626	1,378	1,200	1,152	1,200	0	1,500	300	25.0%
101-18-4440-0000	MISC SERVICES/CONTINGENCY	1,000	0	0	0	0	0	0	0	N/A
101-18-4488-0000	COVID-19 Expenditures	0	884	0	300	0	0	0	0	N/A
	Total Other Services and Charges	25,720	45,587	19,200	65,573	9,200	11,942	78,500	69,300	753.3%
	Total Planning	242,068	257,846	266,196	327,931	272,790	107,946	358,208	85,418	31.3%



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Expenditures by Line Item

Account Number	Description	Actual 2019	Actual 2020	Budget 2021	Actual 2021	Budget 2022	YTD 05/31/22 2022	Preliminary Budget 2023	Budget Change 2023	Percentage Change 2023
DEPT 19	<u>MUNICIPAL BUILDINGS</u>									
	<u>SUPPLIES</u>									
101-19-4221-0000	MAINTENANCE OF EQUIPMENT	6,435	5,674	10,000	9,237	25,000	1,337	18,000	(7,000)	-28.0%
101-19-4223-0000	MAINTENANCE OF BUILDINGS	6,141	1,016	10,000	4,635	10,000	0	17,000	7,000	70.0%
101-19-4245-0000	GENERAL SUPPLIES	2,551	2,055	3,000	2,490	3,000	488	3,000	0	0.0%
	Total Supplies	15,127	8,745	23,000	16,362	38,000	1,825	38,000	0	0.0%
	<u>OTHER SERVICES AND CHARGES</u>									
101-19-4321-0000	COMMUNICATIONS - VOICE/DATA	50,535	61,871	48,000	67,107	64,000	31,126	70,000	6,000	9.4%
101-19-4331-0000	TRAVEL, CONFERENCE & SCHOOL	15	0	0	0	0	114	0	0	N/A
101-19-4360-0000	INSURANCE	91,396	98,571	100,000	109,779	115,000	107,888	115,000	0	0.0%
101-19-4361-0000	INSURANCE DEDUCTIBLE	0	0	0	0	0	0	0	0	N/A
101-19-4380-0000	UTILITY SERVICES	7,816	8,184	11,000	9,288	11,000	4,985	11,000	0	0.0%
101-19-4400-0000	CONTRACTUAL SERVICES	15,286	16,249	17,000	14,740	17,000	4,460	17,000	0	0.0%
101-19-4410-0000	RENTALS	837	502	1,000	947	1,000	0	1,200	200	20.0%
101-19-4433-0000	DUES AND SUBSCRIPTIONS	685	361	1,000	295	1,000	1,053	1,200	200	20.0%
101-19-4437-0000	TAXES/LICENSES	17	17	100	16	100	16	100	0	0.0%
101-19-4440-0000	MISC SERVICES/CONTINGENCY	20	0	100	0	100	0	100	0	0.0%
101-19-4488-0000	COVID-19 Expenditures	0	7,078	0	795	0	0	0	0	N/A
101-19-4720-0000	FISCAL AGENT FEES	1,750	1,750	2,000	0	2,000	0	2,000	0	0.0%
	Total Other Services and Charges	168,357	194,583	180,200	202,967	211,200	149,642	217,600	6,400	3.0%
	Total Municipal Buildings	183,484	203,328	203,200	219,329	249,200	151,467	255,600	6,400	2.6%
	<b>TOTAL GENERAL GOVERNMENT</b>	1,397,824	1,524,219	1,601,821	1,641,103	1,706,194	770,976	1,829,567	123,373	7.2%

General Fund

2023 Budget

Expenditures by Line Item

Account Number	Description	Actual 2019	Actual 2020	Budget 2021	Actual 2021	Budget 2022	YTD 05/31/22 2022	Preliminary Budget 2023	Budget Change 2023	Percentage Change 2023
DEPT 21	<u>POLICE</u>									
	<u>SUPPLIES</u>									
101-21-4221-0000	MAINTENANCE OF EQUIPMENT	0	3,496	0	2,956	0	0	0	0	N/A
101-21-4245-0000	GENERAL SUPPLIES	0	0	0	0	0	0	0	0	N/A
	Total Supplies	0	3,496	0	2,956	0	0	0	0	N/A
	<u>OTHER SERVICES AND CHARGES</u>									
101-21-4360-0000	INSURANCE	0	0	0	0	0	0	0	0	N/A
101-21-4400-0000	CONTRACTUAL SERVICES	1,270,130	1,306,276	1,347,312	1,353,447	1,404,123	703,460	1,481,218	77,095	5.5%
101-21-4440-0000	MISC SERVICES/CONTINGENCY	3,696	513	0	891	3,000	956	3,000	0	0.0%
	Total Other Services and Charges	1,273,826	1,306,789	1,347,312	1,354,338	1,407,123	704,416	1,484,218	77,095	5.5%
	<u>CAPITAL OUTLAY</u>									
101-21-4620-0000	BUILDINGS & STRUCTURES	213,256	211,895	205,236	205,236	208,947	104,474	0	(208,947)	-100.0%
	Total Police	1,487,082	1,522,180	1,552,548	1,562,530	1,616,070	808,890	1,484,218	(131,852)	-8.2%

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Expenditures by Line Item

Account Number	Description	Actual 2019	Actual 2020	Budget 2021	Actual 2021	Budget 2022	YTD 05/31/22 2022	Preliminary Budget 2023	Budget Change 2023	Percentage Change 2023
DEPT 22	<u>FIRE</u>									
	<u>OTHER SERVICES AND CHARGES</u>									
101-22-4400-0000	CONTRACTUAL SERVICES - EXCELSIOR	379,639	394,916	413,085	413,085	457,758	228,880	542,531	84,773	18.5%
101-22-4400-0000	CONTRACTUAL SERVICES - MOUND	26,828	25,029	25,500	24,560	26,391	13,196	27,653	1,262	4.8%
	Total Other Services and Charges	406,467	419,945	438,585	437,645	484,149	242,076	570,184	86,035	17.8%
	<u>CAPITAL OUTLAY</u>									
101-22-4620-0000	BUILDINGS & STRUCTURES	272,330	273,380	269,324	269,324	260,758	130,379	200,116	(60,642)	-23.3%
	Total Fire	678,797	693,325	707,909	706,969	744,907	372,455	770,300	25,393	3.4%



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2023 Budget

Expenditures by Line Item

Account Number	Description	Actual 2019	Actual 2020	Budget 2021	Actual 2021	Budget 2022	YTD 05/31/22 2022	Preliminary Budget 2023	Budget Change 2023	Percentage Change 2023
DEPT 24	<b><u>PROTECTIVE INSPECTIONS</u></b>									
	<b><u>PERSONAL SERVICES</u></b>									
101-24-4101-0000	FULL-TIME REGULAR	169,650	92,325	108,509	90,836	112,264	35,977	108,409	(3,855)	-3.4%
101-24-4102-0000	OVERTIME	0	0	0	0	0	0	0	0	N/A
101-24-4103-0000	PART-TIME	0	0	0	0	0	0	0	0	N/A
101-24-4106-0000	OTHER	0	0	0	0	0	0	0	0	N/A
101-24-4111-0000	SEVERANCE PAY	0	0	0	0	0	0	0	0	N/A
101-24-4121-0000	PERA CONTRIB - CITY SHARE	8,533	6,436	7,815	6,805	8,096	2,698	8,131	35	0.4%
101-24-4122-0000	FICA CONTRIB - CITY SHARE	12,615	7,112	8,301	6,945	8,588	2,739	8,293	(295)	-3.4%
101-24-4131-0000	EMPLOYEE INSURANCE - CITY	18,191	15,330	16,306	16,565	17,228	6,774	18,753	1,525	8.9%
101-24-4141-0000	UNEMPLOYMENT COMPENSATION	0	0	0	0	0	0	0	0	N/A
101-24-4151-0000	WORKERS COMPENSATION	1,025	536	564	590	584	202	759	175	30.0%
	Total Personal Services	210,014	121,739	141,495	121,741	146,760	48,390	144,345	(2,415)	-1.6%
	<b><u>SUPPLIES</u></b>									
101-24-4200-0000	OFFICE SUPPLIES	280	697	300	942	300	0	300	0	0.0%
101-24-4212-0000	MOTOR FUELS & LUBRICANTS	0	0	0	0	0	241	2,400	2,400	N/A
101-24-4221-0000	MAINTENANCE OF EQUIPMENT	0	0	0	149	0	0	500	500	N/A
101-24-4245-0000	GENERAL SUPPLIES	24	40	100	0	100	0	100	0	0.0%
	Total Supplies	304	737	400	1,091	400	241	3,300	2,900	725.0%
	<b><u>OTHER SERVICES AND CHARGES</u></b>									
101-24-4303-0000	ENGINEERING FEES	263	36	0	0	0	0	0	0	N/A
101-24-4304-0000	LEGAL FEES	468	0	0	0	0	0	0	0	N/A
101-24-4321-0000	COMMUNICATIONS - VOICE/DATA	0	0	0	315	0	130	500	500	N/A
101-24-4331-0000	TRAVEL, CONFERENCE & SCHOOL	4,072	2,459	3,500	2,787	3,500	874	1,200	(2,300)	-65.7%
101-24-4351-0000	PRINTING AND PUBLISHING	470	143	500	0	0	0	0	0	N/A
101-24-4400-0000	CONTRACTUAL SERVICES	28,120	13,755	22,000	28,945	29,700	11,995	30,000	300	1.0%
101-24-4433-0000	DUES AND SUBSCRIPTIONS	200	1,037	150	599	150	380	600	450	300.0%
101-24-4488-0000	COVID-19 Expenditures	0	652	0	150	0	0	0	0	N/A
	Total Other Services and Charges	33,593	18,082	26,150	32,796	33,350	13,379	32,300	(1,050)	-3.1%
	Total Protective Inspections	243,911	140,558	168,045	155,628	180,510	62,010	179,945	(565)	-0.3%
	<b>TOTAL PUBLIC SAFETY</b>	<b>2,409,790</b>	<b>2,356,063</b>	<b>2,428,502</b>	<b>2,425,127</b>	<b>2,541,487</b>	<b>1,243,355</b>	<b>2,434,463</b>	<b>(107,024)</b>	<b>-4.2%</b>

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Expenditures by Line Item

Account Number	Description	Actual 2019	Actual 2020	Budget 2021	Actual 2021	Budget 2022	YTD 05/31/22 2022	Preliminary Budget 2023	Budget Change 2023	Percentage Change 2023
DEPT 31	<u>CITY ENGINEER</u>									
	<u>SUPPLIES</u>									
101-31-4200-0000	OFFICE SUPPLIES	34	0	0	0	0	0	0	0	N/A
	Total Supplies	34	0	0	0	0	0	0	0	N/A
	<u>OTHER SERVICES AND CHARGES</u>									
101-31-4303-0000	ENGINEERING FEES	29,780	32,866	162,000	122,294	162,000	34,667	162,000	0	0.0%
101-31-4321-0000	COMMUNICATIONS - VOICE/DATA	0	0	0	0	0	0	0	0	N/A
101-31-4331-0000	TRAVEL, CONFERENCE & SCHOOL	0	0	0	50	0	0	0	0	N/A
101-31-4351-0000	PRINTING AND PUBLISHING	0	0	0	0	0	0	0	0	N/A
101-31-4400-0000	CONTRACTUAL SERVICES	44,146	133,894	0	20	0	78	0	0	N/A
101-31-4410-0000	RENTALS	0	0	0	0	0	0	0	0	N/A
101-31-4433-0000	DUES AND SUBSCRIPTIONS	47	148	0	0	0	0	0	0	N/A
	Total Other Services and Charges	73,973	166,908	162,000	122,364	162,000	34,745	162,000	0	0.0%
	Total City Engineer	74,007	166,908	162,000	122,364	162,000	34,745	162,000	0	0.0%

General Fund

2023 Budget

Expenditures by Line Item

Account Number	Description	Actual 2019	Actual 2020	Budget 2021	Actual 2021	Budget 2022	YTD 05/31/22 2022	Preliminary Budget 2023	Budget Change 2023	Percentage Change 2023
DEPT 32 <u>PUBLIC WORKS</u>										
<u>PERSONAL SERVICES</u>										
101-32-4101-0000	FULL-TIME REGULAR	341,402	394,688	379,978	412,779	393,380	141,648	410,637	17,257	4.4%
101-32-4102-0000	OVERTIME	6,453	7,464	3,000	2,954	3,000	744	3,000	0	0.0%
101-32-4103-0000	PART-TIME	0	0	0	0	0	0	0	0	N/A
101-32-4104-0000	TEMPORARY REGULAR	0	0	0	0	0	0	0	0	N/A
101-32-4105-0000	STREET PAGER PAY	9,474	8,538	9,500	5,599	9,500	1,334	8,500	(1,000)	-10.5%
101-32-4106-0000	OTHER	0	0	0	0	0	0	0	0	N/A
101-32-4111-0000	SEVERANCE PAY	0	0	0	0	0	0	0	0	N/A
101-32-4121-0000	PERA CONTRIB - CITY SHARE	23,441	30,484	29,436	30,368	30,442	10,180	31,661	1,219	4.0%
101-32-4122-0000	FICA CONTRIB - CITY SHARE	25,760	29,342	30,024	28,889	31,050	11,817	32,294	1,244	4.0%
101-32-4131-0000	EMPLOYEE INSURANCE - CITY	65,146	69,850	66,308	66,302	69,114	27,130	67,808	(1,306)	-1.9%
101-32-4141-0000	UNEMPLOYMENT COMPENSATION	100	150	0	0	0	0	0	0	N/A
101-32-4151-0000	WORKERS COMPENSATION	28,957	26,766	32,550	29,284	33,701	8,671	42,444	8,743	25.9%
Total Personal Services		500,733	567,282	550,796	576,175	570,187	201,524	596,343	26,157	4.6%
<u>SUPPLIES</u>										
101-32-4200-0000	OFFICE SUPPLIES	99	522	400	161	400	0	400	0	0.0%
101-32-4208-0000	POSTAGE	0	9	0	0	0	19	0	0	N/A
101-32-4212-0000	MOTOR FUELS & LUBRICANTS	44,845	29,093	41,000	39,395	41,000	13,043	46,000	5,000	12.2%
101-32-4221-0000	MAINTENANCE OF EQUIPMENT	19,029	15,862	25,000	18,041	25,000	10,488	25,000	0	0.0%
101-32-4223-0000	MAINTENANCE OF BUILDINGS	4,622	2,330	10,000	6,543	10,000	70	17,000	7,000	70.0%
101-32-4240-0000	SMALL TOOLS/MINOR EQUIPMENT	1,073	2,393	3,500	406	3,500	130	3,500	0	0.0%
101-32-4245-0000	GENERAL SUPPLIES	13,509	18,739	16,000	17,920	17,000	3,241	19,000	2,000	11.8%
101-32-4250-0000	ROAD MAINT MATERIALS	82,294	67,891	85,000	18,051	85,000	1,870	80,000	(5,000)	-5.9%
Total Supplies		165,471	136,839	180,900	100,517	181,900	28,861	190,900	9,000	4.9%
<u>OTHER SERVICES AND CHARGES</u>										
101-32-4303-0000	ENGINEERING FEES	143	285	0	0	0	33	0	0	N/A
101-32-4305-0000	DRUG TESTING	568	1,034	1,000	1,313	1,200	132	1,200	0	0.0%
101-32-4321-0000	COMMUNICATIONS - VOICE/DATA	6,665	6,895	5,000	7,722	5,000	1,448	5,000	0	0.0%
101-32-4331-0000	TRAVEL, CONFERENCE & SCHOOL	2,546	973	7,500	597	7,500	1,715	7,500	0	0.0%
101-32-4351-0000	PRINTING AND PUBLISHING	0	0	0	0	300	0	0	(300)	-100.0%
101-32-4380-0000	UTILITY SERVICES	8,866	10,958	12,000	9,206	12,000	6,030	12,000	0	0.0%
101-32-4399-0000	UTILITIES-STREET LIGHTS	36,976	39,241	42,000	42,427	42,000	16,780	40,000	(2,000)	-4.8%
101-32-4400-0000	CONTRACTUAL SERVICES	93,661	81,666	140,000	84,019	125,000	19,790	129,000	4,000	3.2%
101-32-4410-0000	RENTALS	2,308	329	1,400	26	1,400	0	1,400	0	0.0%
101-32-4433-0000	DUES AND SUBSCRIPTIONS	2,209	401	1,700	1,693	1,700	0	1,700	0	0.0%
101-32-4437-0000	TAXES/LICENSES	599	676	1,000	885	1,000	968	1,000	0	0.0%
101-32-4440-0000	MISC SERVICES/CONTINGENCY	325	0	0	0	0	0	0	0	N/A
101-32-4488-0000	COVID-19 Expenditures	0	2,630	0	68	0	0	0	0	N/A
Total Other Services and Charges		154,866	145,088	211,600	147,956	197,100	46,896	198,800	1,700	0.9%
Total Public Works		821,070	849,209	943,296	824,648	949,187	277,281	986,043	36,857	3.9%

General Fund

2023 Budget

Expenditures by Line Item

Account Number	Description	Actual 2019	Actual 2020	Budget 2021	Actual 2021	Budget 2022	YTD 05/31/22 2022	Preliminary Budget 2023	Budget Change 2023	Percentage Change 2023
DEPT 33	<b><u>ICE AND SNOW REMOVAL</u></b>									
	<b><u>PERSONAL SERVICES</u></b>									
101-33-4101-0000	FULL-TIME REGULAR	58,680	33,234	35,331	39,291	36,600	22,854	37,211	611	1.7%
101-33-4102-0000	OVERTIME	7,734	8,918	8,000	7,785	8,000	6,768	8,000	0	0.0%
101-33-4103-0000	PART-TIME	568	700	800	0	0	0	0	0	N/A
101-33-4106-0000	OTHER	0	0	0	0	0	0	0	0	N/A
101-33-4111-0000	SEVERANCE PAY	0	0	0	0	0	0	0	0	N/A
101-33-4121-0000	PERA CONTRIB - CITY SHARE	4,613	3,132	3,310	3,531	3,345	2,160	3,391	46	1.4%
101-33-4122-0000	FICA CONTRIB - CITY SHARE	4,485	2,968	3,376	3,169	3,412	1,941	3,459	47	1.4%
101-33-4131-0000	EMPLOYEE INSURANCE - CITY	6,594	6,285	7,016	6,883	7,283	2,868	7,318	35	0.5%
101-33-4141-0000	UNEMPLOYMENT COMPENSATION	0	0	0	0	0	0	0	0	N/A
101-33-4151-0000	WORKERS COMPENSATION	5,364	2,232	2,300	3,085	2,378	1,848	2,725	347	14.6%
	Total Personal Services	88,038	57,469	60,133	63,744	61,018	38,439	62,104	1,086	1.8%
	<b><u>SUPPLIES</u></b>									
101-33-4245-0000	GENERAL SUPPLIES	60,781	37,017	58,000	59,553	68,000	36,291	80,000	12,000	17.6%
	<b><u>OTHER SERVICES AND CHARGES</u></b>									
101-33-4331-0000	TRAVEL, CONFERENCE & SCHOOL	0	0	1,200	0	1,200	0	1,200	0	0.0%
	Total Ice and Snow Removal	148,819	94,486	119,333	123,297	130,218	74,730	143,304	13,086	10.0%
	<b>TOTAL STREETS</b>	1,043,896	1,110,603	1,224,629	1,070,309	1,241,405	386,756	1,291,347	49,943	4.0%



General Fund

2023 Budget

Expenditures by Line Item

Account Number	Description	Actual 2019	Actual 2020	Budget 2021	Actual 2021	Budget 2022	YTD 05/31/22 2022	Preliminary Budget 2023	Budget Change 2023	Percentage Change 2023
DEPT 52	<u>PARK MAINTENANCE</u>									
<u>PERSONAL SERVICES</u>										
101-52-4101-0000	FULL-TIME REGULAR	88,195	82,455	113,972	91,257	117,400	37,305	170,643	53,243	45.4%
101-52-4102-0000	OVERTIME	0	0	1,500	0	1,500	0	1,500	0	0.0%
101-52-4103-0000	PART-TIME	4,879	8,634	10,000	8,372	10,000	0	10,000	0	0.0%
101-52-4104-0000	TEMPORARY REGULAR	0	0	0	0	0	0	0	0	N/A
101-52-4106-0000	OTHER	0	0	0	0	0	0	0	0	N/A
101-52-4111-0000	SEVERANCE PAY	0	0	0	0	0	0	0	0	N/A
101-52-4121-0000	PERA CONTRIB - CITY SHARE	6,600	6,159	8,661	6,845	8,918	2,725	12,911	3,993	44.8%
101-52-4122-0000	FICA CONTRIB - CITY SHARE	7,147	6,992	9,599	7,547	9,861	2,843	13,934	4,073	41.3%
101-52-4131-0000	EMPLOYEE INSURANCE - CITY	19,123	20,544	21,230	21,447	22,207	9,673	22,852	645	2.9%
101-52-4141-0000	UNEMPLOYMENT COMPENSATION	0	0	0	0	0	0	0	0	N/A
101-52-4151-0000	WORKERS COMPENSATION	7,243	5,737	6,121	6,523	6,305	2,225	5,166	(1,139)	-18.1%
Total Personal Services		133,187	130,521	171,082	141,991	176,190	54,771	237,005	60,815	34.5%
<u>SUPPLIES</u>										
101-52-4208-0000	POSTAGE	0	0	0	0	0	0	0	0	N/A
101-52-4221-0000	MAINTENANCE OF EQUIPMENT	16	0	6,000	150	6,000	0	6,000	0	0.0%
101-52-4223-0000	MAINTENANCE OF BUILDINGS	827	10,287	10,000	2,379	10,000	0	10,000	0	0.0%
101-52-4240-0000	SMALL TOOLS/MINOR EQUIPMENT	529	274	1,100	743	1,200	103	1,200	0	0.0%
101-52-4245-0000	GENERAL SUPPLIES	4,264	7,889	9,500	7,552	9,500	2,239	9,500	0	0.0%
101-52-4247-0000	TREES PURCHASED	0	9,987	600	13,298	10,000	0	10,000	0	0.0%
Total Supplies		5,636	28,437	27,200	24,122	36,700	2,342	36,700	0	0.0%
<u>OTHER SERVICES AND CHARGES</u>										
101-52-4302-0000	CONSULTING FEES	0	0	0	0	0	0	0	0	
101-52-4303-0000	ENGINEERING FEES	0	288	1,000	0	2,000	0	5,000	3,000	150.0%
101-52-4304-0000	LEGAL FEES	0	0	0	0	0	165	0	0	N/A
101-52-4321-0000	COMMUNICATIONS - VOICE/DATA	2,627	2,278	1,750	2,696	1,750	620	1,750	0	0.0%
101-52-4331-0000	TRAVEL, CONFERENCE & SCHOOL	0	0	500	192	500	0	1,200	700	140.0%
101-52-4351-0000	PRINTING AND PUBLISHING	323	170	400	0	400	0	400	0	0.0%
101-52-4380-0000	UTILITY SERVICES	8,212	7,248	9,000	7,298	9,000	4,453	8,000	(1,000)	-11.1%
101-52-4400-0000	CONTRACTUAL SERVICES	28,811	24,747	32,000	22,095	32,000	1,340	45,000	13,000	40.6%
101-52-4401-0000	LAKE MINNETONKA TREATMENT	0	0	5,000	0	5,000	0	5,000	0	0.0%
101-52-4402-0000	CHRISTMAS LAKE AIS INSPECTIONS	5,000	5,000	5,000	5,000	5,000	5,000	5,000	0	0.0%
101-52-4410-0000	RENTALS	9,015	9,733	5,000	10,672	5,100	4,488	6,000	900	17.6%
101-52-4433-0000	DUES AND SUBSCRIPTIONS	0	35	400	0	400	253	0	(400)	-100.0%
101-52-4440-0000	MISC SERVICES/CONTINGENCY	366	0	0	0	0	0	0	0	N/A
Total Other Services and Charges		54,354	49,499	60,050	47,953	61,150	16,319	77,350	16,200	26.5%
Total Park Maintenance		193,177	208,457	258,332	214,066	274,040	73,432	351,055	77,015	28.1%

General Fund

2023 Budget

Expenditures by Line Item

Account Number	Description	Actual 2019	Actual 2020	Budget 2021	Actual 2021	Budget 2022	YTD 05/31/22 2022	Preliminary Budget 2023	Budget Change 2023	Percentage Change 2023
DEPT 53	<b>RECREATION</b>									
	<b>PERSONAL SERVICES</b>									
101-53-4101-0000	FULL-TIME REGULAR	31,374	35,330	31,108	38,947	32,032	15,163	32,997	965	3.0%
101-53-4102-0000	OVERTIME	0	0	300	0	300	0	0	(300)	-100.0%
101-53-4103-0000	PART-TIME	5,450	7,644	8,000	0	8,000	66	8,000	0	0.0%
101-53-4121-0000	PERA CONTRIB - CITY SHARE	2,353	2,649	2,356	2,921	2,425	1,137	2,475	51	2.1%
101-53-4122-0000	FICA CONTRIB - CITY SHARE	2,787	3,254	3,015	2,928	3,085	1,164	3,136	51	1.7%
101-53-4131-0000	EMPLOYEE INSURANCE - CITY	563	582	1,080	398	879	175	879	0	0.0%
101-53-4141-0000	UNEMPLOYMENT COMPENSATION	0	266	0	0	0	0	0	0	N/A
101-53-4151-0000	WORKERS COMPENSATION	1,827	1,661	827	1,989	852	759	944	92	10.8%
	Total Personal Services	44,354	51,386	46,685	47,183	47,572	18,464	48,431	859	1.8%
	<b>SUPPLIES</b>									
101-53-4245-0000	GENERAL SUPPLIES	517	1,075	1,000	914	1,000	845	1,000	0	0.0%
101-53-4246-0000	PROGRAM SUPPLIES	0	24	1,000	0	1,000	25	1,000	0	0.0%
101-53-4248-0000	OTHER PROGRAMS FEE	4,577	3,855	5,000	7,928	5,000	539	5,000	0	0.0%
	Total Supplies	5,094	4,954	7,000	8,842	7,000	1,409	7,000	0	0.0%
	<b>OTHER SERVICES AND CHARGES</b>									
101-53-4321-0000	COMMUNICATIONS - VOICE/DATA	0	0	0	0	0	0	0	0	N/A
101-53-4331-0000	TRAVEL, CONFERENCE & SCHOOL	0	230	250	0	250	0	250	0	0.0%
101-53-4351-0000	PRINTING AND PUBLISHING	1,536	680	1,500	1,560	1,500	445	1,500	0	0.0%
101-53-4400-0000	CONTRACTUAL SERVICES	0	120	1,000	100	900	0	900	0	0.0%
101-53-4433-0000	DUES AND SUBSCRIPTIONS	200	315	300	254	350	0	350	0	0.0%
101-53-4437-0000	TAXES/LICENSES	0	0	0	0	0	0	0	0	N/A
101-53-4438-0000	OKTOBERFEST	1,873	0	2,000	0	2,000	0	2,000	0	0.0%
101-53-4441-0000	ARCTIC FEVER PROGRAMS	5,640	6,436	7,100	958	7,100	4,892	7,100	0	0.0%
101-53-4442-0000	SNOW PRINCESS TEA PARTY	0	0	0	0	0	0	0	0	N/A
101-53-4488-0000	COVID-19 Expenditures	0	24	0	0	0	0	0	0	N/A
101-53-4450-0000	BANK SERVICE CHARGES	0	0	0	0	0	0	0	0	N/A
	Total Other Services and Charges	9,249	7,805	12,150	2,872	12,100	5,337	12,100	0	0.0%
	Total Recreation	58,697	64,145	65,835	58,897	66,672	25,210	67,531	859	1.3%
	<b>TOTAL PARKS AND RECREATION</b>	251,874	272,602	324,168	272,963	340,713	98,642	418,586	77,874	22.9%
	<b>TOTAL EXPENDITURES</b>	5,103,384	5,263,487	5,579,120	5,409,502	5,829,798	2,499,729	5,973,963	144,165	2.5%

General Fund

2023 Budget

Expenditures by Line Item

Account Number	Description	Actual 2019	Actual 2020	Budget 2021	Actual 2021	Budget 2022	YTD 05/31/22 2022	Preliminary Budget 2023	Budget Change 2023	Percentage Change 2023
<b>OTHER FINANCING USES</b>										
<b>TRANSFERS OUT</b>										
101-00-4820-0000	SOUTHSHORE CENTER - BUILDING	49,800	32,300	32,300	32,300	32,300	32,300	32,300	0	0.0%
101-11-4820-0000	SOUTHSHORE CENTER - OPERATIONS	70,000	70,000	70,000	70,000	70,000	70,000	70,000	0	0.0%
101-19-4820-0000	CITY HALL DEBT SERVICE	92,005	95,115	0	0	0	0	0	0	N/A
101-32-4820-0000	EQUIPMENT REPLACEMENT	172,500	95,000	0	0	0	0	0	0	N/A
101-32-4820-0000	STREET IMPROVEMENTS	810,000	835,000	0	0	0	0	0	0	N/A
101-53-4820-0000	PARK IMPROVEMENTS	222,000	95,000	0	0	0	0	0	0	N/A
101-00-4820-0000	STORM WATER - MANOR PARK POND	230,000	0	0	0	0	0	0	0	N/A
Total Transfers Out		1,646,305	1,222,415	102,300	102,300	102,300	102,300	102,300	0	0.0%
<b>TOTAL EXPENDITURES AND OTHER FINANCING USES</b>		6,749,689	6,485,902	5,681,420	5,511,802	5,932,098	2,602,029	6,076,263	144,165	2.4%



**CITY OF SHOREWOOD**

**RESOLUTION NO. 22-087**

**ADOPTING THE PRELIMINARY 2023 GENERAL FUND  
OPERATING BUDGET AND PROPERTY TAX LEVY**

**WHEREAS**, City staff have presented the preliminary 2023 budget and property tax levy at a work session in August 2022; and

**WHEREAS**, the City Council has reviewed the budget and property tax levy and made modifications to each that reflect desired community service levels; and

**WHEREAS**, the City Council is required to approve and certify the proposed 2023 preliminary property tax levy to the Hennepin County Auditor by September 30, 2022;

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

1. The 2023 Preliminary General Fund Budget is hereby set at \$6,076,263.
2. \$6,510,948 is to be levied for 2022 ad valorem property taxes, collectible in 2023 upon all taxable property in the City of Shorewood. Individual fund property tax levies are as follows:

General Fund	\$5,364,018
Debt Service Funds (City):	
2020A G.O. Street Reconstruction Bonds	\$230,487
2021A G.O. Street Reconstruction Bonds	\$312,806
2022A G.O. Street Reconstruction Bonds	\$234,637
Capital Project Funds:	
Equipment Replacement	\$123,000
Street Improvements	\$123,000
Park Improvements	<u>\$123,000</u>
	<u>\$6,510,948</u>

3. The Finance Director is hereby instructed to transmit a certified copy of this resolution to the County Auditor of Hennepin County, Minnesota.

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF SHOREWOOD** this 12th day of September, 2022.

**ATTEST:**

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

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



## City of Shorewood Council Meeting Item

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**Title/Subject:**        **Accept Resignation of Director of Public Works  
Larry Brown and Discuss Recruitment Process**

Meeting Date:        Monday, September 12, 2022  
Prepared by:        Sandie Thone, City Clerk/HR Director  
Reviewed by:        Ed Shukle, Interim City Administrator

9C

MEETING  
TYPE  
Regular

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**Background:** On Tuesday, September 6, 2022, Larry Brown submitted his resignation for the position of Director of Public Works. Mr. Brown has been employed by the City for 27 years. His last day of work will be December 28, 2022. This will provide the city some time to advertise, recruit, and consider the hiring for this important position.

Larry has been an instrumental figure in so many important projects and decisions over the years. His knowledge and experience will be greatly missed. He began his employment with the city in 1995 as the City Engineer. He was promoted shortly thereafter to the position of Director of Public Works and City Engineer and served in those two positions from September 1995 to January of 2007. He has served as Acting City Administrator on two separate occasions during City Administrator transition periods.

Key projects completed during Brown's tenure include Construction of the west water tower, realignment of County Road 19 Smithtown Road Intersection, Smithtown Road Trail, and the Minnetonka Country Club Development. Additionally, Brown was responsible for bringing utility operations in house, versus a contracted service, and getting Public Works properly licensed to take over the systems. Staff and council collectively, wish him well in his retirement!

Traditionally, staff would seek authorization to accept the resignation by the City Council and immediately request authorization to post the vacant position and advertise for applicants. Larry has provided a lengthy notice for his impending departure to ensure the best possible transition, which is very much appreciated. Staff is seeking council direction regarding any additional process steps they would like to consider for advertisement, recruitment, and filling the Director of Public Work's position.

For purposes of the discussion/direction, attached is the Director of Public Works position description. Considering the timeframe before Larry retires, it would be a good

time to discuss if the City Council wishes to make any revisions to the job description or would like Staff to research comparable job descriptions from other cities of similar size to see if there would be anything we would like to consider changing within the job description, job title or job qualifications. Staff will attempt to bring this information back to the next City Council meeting on September 26, 2022.

**Action Requested:** Staff respectfully recommends the city council accept the resignation of Larry Brown, effective December 28, 2022 and provide direction for recruitment to fill the position. **Motion, second and simple majority vote required.**

# ***Larry Brown***

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September 6, 2022

Ed Shukle, Interim City Administrator  
Mayor Jennifer Labadie

**RE: Letter of Resignation**

Dear Ed and Jennifer:

Please accept this letter as my resignation from the City of Shorewood. After 27 years, it is time to move into the next chapter of my life.

I have been very honored to serve the many Mayors, City Councilmembers, City Staff, and the residents of the city, during my time here. I have considered my position a great opportunity to be part of a team that keeps and maintains the city in good working order.

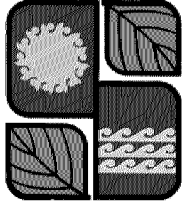
I realize that this notice comes at a time where there are many staff changes taking place. Hence why I am giving the city a prolonged notice, to ensure that there is a smooth transition and transfer of information for the new Director of Public Works. My last day of employment will be December 28, 2022.

Thank you again for the opportunity to have served the City of Shorewood.

Sincerely,

A handwritten signature in black ink, appearing to read "Lawrence A. Brown". The signature is fluid and cursive, with a large initial "L" and a stylized "B" at the end.

Larry Brown, PE  
Director of Public Works



CITY OF  
**SHOREWOOD**

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<b>POSITION TITLE:</b>	<b>Director of Public Works</b>
<b>DEPARTMENT:</b>	<b>Public Works</b>
<b>ACCOUNTABLE TO:</b>	<b>City Administrator</b>
<b>SUPERVISES:</b>	<b>City Engineer, Light Equipment Operator, Shop Technician, Utilities Lead Supervisor, Utility Operator, Seasonal Public Works Employees</b>

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**OBJECTIVE AND SCOPE**

Responsible for planning, organizing, directing and coordinating the construction, operation and maintenance of Streets, Parks, Water, Sanitary Sewer, and Storm Sewer facilities, including lift stations, ponds, wells, and water towers.

**ESSENTIAL FUNCTIONS OF THE POSITION**

- A. Serves as Director of Public Works
  - 1. Must be able to work cooperatively with others, even during emergencies and challenging situations, maintain a positive work attitude, and not negatively impact the morale of others.
  - 2. Must maintain an attitude of respect and professionalism at all times.
- B. Oversees Streets and Parks.
  - 1. Plans, directs, and oversees the maintenance of municipal streets and parks including scheduling of patching, snow and ice removal, storm water pipes, ditches, and wetland systems, and sweeping of City streets and parking lots.
  - 2. Ensures proper and timely maintenance of traffic signal systems.
  - 3. Ensures proper maintenance and operations of all equipment and buildings.
- C. Oversees Utility Divisions



1. Coordinates and oversees the activities of the Utility division, including the operation and maintenance of the City's drinking water and sanitary sewer systems, including water tower painting, replacement of pumps, lift station systems, inflow/infiltration control and database management.

D. Budget and Planning Responsibilities

1. Coordinates preparation of the 5-year Capital Improvement Program related to utilities and equipment purchases.
2. Ensures approved equipment and utility projects in the CIP that are completed on time and on budget.
3. Develops, administers, and monitors the annual public works operating budgets.
4. Prepares and implements long range plans for the Department.
5. Provides leadership in efforts to streamline, improve, and seek continuous improvements.

E. Project and Program Management

1. Coordinates Safety Programs including mandated OSHA training and certification, equipment safety inspections, development and documentation of department standard operating procedures, coordination of monthly department safety program meetings, oversees department policies, procedures, and practices to ensure safety and efficiency.
2. Responsible for maintenance of the City's emergency preparedness communications systems, including emergency generators, radios, alarms, and outdoor warning sirens.
3. Coordinates planning and response for emergency management for the Department and works closely with the Emergency Management Director to prepare and respond to emergencies and critical events.
4. Monitors department operations to ensure compliance with applicable laws, regulations, rules, policies, and ordinances.
5. Consults with staff on operations to determine work progress, changing priorities, problems, hazards, safety, and materials and equipment needs.
6. Responsible for maintenance of complete and accurate department records.
7. Receives, investigates, and responds to resident concerns and complaints in a timely manner.

F.     Serve as Committee Representative

1.     Represents City in intergovernmental matters, including MnDOT, Hennepin County, Metropolitan Council and other agencies of Local, State, County or Federal government.
2.     Attends City Council meetings and other meetings as requested.

G.     Performs other duties as apparent or assigned

## **SUPERVISORY RESPONSIBILITIES**

Supervises employees in the Department either directly or through subordinate supervisors. Responsible for the overall direction, coordination, and evaluation of this unit. Carries out supervisory responsibilities in accordance with the City's policies and applicable laws. Responsibilities include interviewing; training; planning, assigning, and directing work; evaluating performance; rewarding; disciplining; suspending; transferring; adjusting grievances; addressing complaints and resolving problems of employees. Responsibilities also include the ability to effectively recommend: hiring, promoting, demoting, and discharging of employees.

## **EDUCATION and/or EXPERIENCE**

Bachelor's of Science (B.S.) Degree in Civil Engineering, seven years of progressively responsible related municipal experience and/or training; or equivalent combination of education and experience.

## **OTHER KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to read and interpret documents such as safety rules, operating and maintenance manuals, technical and procedure manuals.
- Ability to prepare reports and correspondence.
- Ability to give presentations before City Council, other agencies, groups of customers; and employees.
- Ability to maintain records, complete forms, and prepare reports.
- Ability to create and analyze statistical data.
- Ability to communicate effectively with other staff, elected and appointed officials, consultants, regulatory agencies, contractors, media, and the general public.
- Considerable ability to determine short and long-term goals and establish procedures.
- Ability to make arithmetic computations using whole numbers, fractions and decimals.
- Ability to compute rates, ratios and percentages.
- Ability to calculate volumes, grades, elevations, etc. for projects.
- Ability to use scales to scale plans, maps, elevations, etc.
- General knowledge of computer operations and software programs, including Word and Excel.

- Knowledge of municipal public works maintenance operations including streets, sewer and parks maintenance, shop and equipment repairs.
- Ability to interpret plans and specifications for construction projects.
- General knowledge of equipment and products utilized in Department.
- Knowledge of MNDOT, State, County and local laws and ordinances.
- Knowledge of OSHA rules and regulations.
- Knowledge of the “Employee Right to Know – Material Safety Data Sheets and Information”.
- Knowledge of GIS mapping and engineering for construction projects.
- Ability to be available evenings and weekends to respond to and assess off-hour work requirements of department, including weather related conditions.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Minnesota Class D Drivers License or become so licensed within 6 months of employment.

**In compliance with the American With Disabilities Act the following represents the Physical and Environmental Demands:** The position requires an equal amount of time spent standing, walking, and sitting. Lifting, pushing/pulling, or carrying objects weighing up to ten (10) pounds is regularly required, with a maximum of one hundred (100) pounds occasionally required. Climbing, stooping, kneeling, crouching, crawling, twisting, and bending are sometimes required. Repetitive movements of the hands are sometimes required. Audio, visual, and verbal functions are essential functions to performing this position. While performing the duties of this job, the employee frequently works in outdoor weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and is frequently exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The employee is occasionally exposed to wet and/or humid conditions, extreme heat; and vibration.