

**CITY OF SHOREWOOD
CITY COUNCIL REGULAR MEETING
MONDAY, OCTOBER 24, 2022**

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

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

AGENDA

1. CONVENE CITY COUNCIL MEETING

A. Pledge of Allegiance

B. Roll Call

Mayor Labadie____
Siakel____
Johnson____
Callies____
Gorham____

C. Review and Adopt Agenda

Attachments

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

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

- | | |
|---|---|
| A. City Council Regular Meeting Minutes of October 11, 2022 | Minutes |
| B. Approval of the Verified Claims List | Claims List |
| C. Ordinance City Code Supplement S-17 2022 | City Clerk/HR Director Memo
Ordinance 594
Resolution 22-099 |
| D. Establishing Polling Places for 2023 | City Clerk/HR Director Memo
Resolution 22-100 |
| E. Accept Arctic Fever Donations | City Clerk/HR Director Memo
Resolution 22-101 |
| F. Change Order for Silverwood Park | City Engineer Memo
Resolution 22-102 |
| G. Interim Administrator Contract Extension | City Attorney Memo |
| H. Approve Excluded Bingo Permit Application | City Clerk/HR Director Memo
Resolution 22-103 |
| I. Approve Permanent Appointment of Planning Technician | City Clerk/HR Director Memo |

- J. Approve Deadline Extension for Code Compliance
Location: 26580 62nd Street. West

Planning Technician Memo
Resolution 22-104

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

- A. Hennepin County Commissioner Chris LaTondresse

5. PLANNING

- A. Report by Commissioner Holker on 10-4-22 Planning Commission Meeting Minutes
- B. Variance to Grade in Lake Minnetonka Shore Impact Zone Planning Director Memo
Applicant: Karen Kinzie Resolution 22-105
Location: 27190 Edgewood Road

6. ENGINEERING/PUBLIC WORKS

- A. Accept Bids and Award Bid for Strawberry Lane Project, City Project 19-05 City Engineer Memo
Resolution 22-106

7. GENERAL/NEW BUSINESS

- A. 2022A Street Reconstruction and Utility Revenue Financing David Drown Memo
Resolution 22-107
- B. Accept Communications/Recycling Coordinator Resignation and Approve Organizational Changes and Advertisement/ Recruitment for Position Interim Administrator Memo

8. STAFF AND COUNCIL REPORTS

- A. Staff
- B. Mayor and City Council

9. ADJOURN

CITY OF SHOREWOOD
CITY COUNCIL REGULAR MEETING
TUESDAY, OCTOBER 11, 2022

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

MINUTES

1. CONVENE CITY COUNCIL REGULAR MEETING

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

- A. Pledge of Allegiance
- B. Roll Call

Present. Mayor Labadie; Councilmembers Johnson, Siakel, 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: None

- C. Review Agenda

Councilmember Callies asked to add an item under General New Business, Discussion on the City Administrator Search as item D.

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.

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

- A. City Council Work Session Meeting Minutes of September 26, 2022
- B. City Council Regular Meeting Minutes of September 26, 2022
- C. City Council Special Work Session Minutes of September 27, 2022
- D. Approval of the Verified Claims List
- E. Approval of Park/Recreation Director New Hire
- F. Approve Retail Tobacco License Renewals, Adopting **RESOLUTION NO. 22-095**, "A Resolution Approving Licenses to Retailers to Sell Tobacco Products."

- G. **Change Order for Grant Street Drainage Improvements, Adopting RESOLUTION NO. 22-096, "A Resolution Approving Change Order 1 to the Grant Street Drainage Project, City Project 18-04."**

- H. **LMCIT Liability Coverage Waiver**

All in favor, motion passed.

3. MATTERS FROM THE FLOOR

4. PLANNING

- A. Conditional Use Permit for a Special Purpose Fence**
Location: 25140 Glen Road
Applicant: Richard Jeidy and Virginia Bell

Planning Director Darling gave an overview of the request to install a special purpose fence as a barrier in order to reduce confrontation points between the applicants and their adjacent neighbor. She explained that the fence is proposed to be full privacy with white vinyl coating, and be six feet for the majority of the installation with two areas at seven feet tall. She noted that it would be installed from the front property line to the rear property line and would be a few inches into the applicant's property. Staff and the Planning Commission recommended approval with a vote of 4-1. She stated that the City received seven letters regarding this request, with five expressing concern and two letters of support. She noted that the minutes from the Planning Commission meeting were included in the packet for Council review.

Councilmember Gorham asked for more information regarding the five letters that expressed concern.

Planning Director Darling stated that the five letters were all from the same family and the two letters of support were from different families. She noted that all of the letters had been attached to the Council packet for their review.

Mayor Labadie noted that the information submitted in the packet was thorough. She stated that while this is unusual, she feels it is a reasonable request by the applicants.

Councilmember Siakel noted that Planning Commissioner Eggenberger spoke about this issue at the last Council meeting and agrees that the information in the packet was very thorough. She explained that she would not have any issue voting in favor of this request.

Councilmember Callies stated that she agreed and noted that this is a Conditional Use Permit and not a variance, so it is permitted under certain conditions. She stated that the application complies with the conditions of the City Ordinance and she believes it is appropriate under these circumstances.

Councilmember Gorham stated that this was not a unanimous recommendation from the Commission, but explained that he wanted to protect both of the residents, and felt that this was a good use of a Conditional Use Permit.

Mayor Labadie stated that she did not think this would set any sort of precedent because they are really looking at the specific facts of this matter.

Siakel moved, Callies seconded, Adopting RESOLUTION NO. 22-097, "A Resolution Approving a Conditional Use Permit for a Special Purpose Fence for the Property Located at 25140 Glen Road." All in favor, motion passed.

**B. Preliminary and Final Plat for "High Pointe Estates", 2nd Addition
Location: Southeasterly extent of Charleston Circle
Application: Roy Lecy**

Planning Director Darling explained that the application is to record a new plat in order to alter the legal description so the lot may be considered a buildable lot. She stated that the request more than meets the requirements for lot area and width as outlined in the report and the applicant has shown a logical layout for a potential new home. She noted that the Planning Commission reviewed the application and unanimously recommended approval of the Preliminary Plat but noted that they do not review Final Plat applications which are reserved for the City Council. She stated that the Planning Commission minutes were included in the packet and explained that there was some confusion surrounding the HOA and explained that the original HOA documents/covenants were attached to the packet for Council review.

Councilmember Callies confirmed that this lot would not be part of the HOA and asked if that was now known for all parties.

Planning Director Darling explained that the representative at the meeting was a substitute that was briefed just prior to the meeting and did not have the full picture. She stated that the applicant had worked with the homeowners to the south to withdraw that lot from the HOA, so the rest of the applicant team is fully aware of the situation.

Councilmember Callies asked if there would be a reason for the City to be concerned that this lot would not be part of the HOA.

Planning Director Darling stated that there was no reason to be concerned because it is just one lot and will have to follow the other City rules.

Councilmember Johnson noted that there are also not a lot of stipulations within this HOA which just has basic items such as, some design points, minimum square footage, and direction to keep the lot clean.

Councilmember Gorham stated that he attended the Planning Commission meeting and there were a fair number of residents in attendance, but believes it was because there had originally been some misinformation about the need for variances. He stated that one of the main reasons they were there was because of concerns related to the construction process and not necessarily the development. He stated that they were somewhat disappointed that it would no longer be a wooded area but understood the rights to develop their property.

Planning Director Darling explained that they will have to follow the standard construction hours which are 7:00 a.m. to 7:00 p.m. on weekdays and 8:00 a.m. to 6:00 p.m. on Saturdays with no construction on Sundays. She stated that one of the concerns was related to the existing crack in the street and noted that she had spoken with Public Works Director Brown about the condition

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of the roadway and was told that it was in very good condition and some cracking is normal. She stated that he did not expect regular construction traffic that you would see for a single family home to cause damage to the roadway.

Councilmember Gorham asked if the area residents do see evidence of work outside of normal activity or hours, if they simply call the City to report that.

Planning Director Darling stated that if there is construction happening outside of normal construction hours they ask people to call the police, because many times it is outside of regular office hours and City staff are not reachable. She noted that they will need to have a construction management plan that outlines things like, the rules, where construction traffic will take place and how deliveries will be made.

Councilmember Gorham stated that he did not mean to imply the developer would be breaking all the rules, but at the Planning Commission meeting, the neighbors appeared to be in the dark about how this process works.

Planning Director Darling noted that she had spoken with one of the neighbors following the Planning Commission meeting.

Mayor Labadie reiterated that if people are seeing construction happening outside of the allowed hours they should go ahead and call the police and not City staff.

Johnson moved, Gorham seconded, Adopting RESOLUTION NO. 22-098, "A Resolution Approving a Preliminary and Final Plat for High Pointe Estates 2nd Addition for Roy Lecy for Property Located at the Southerly Extent of Charleston Circle." All in favor, motion passed.

5. GENERAL/NEW BUSINESS

A. Approve SLMPD Joint Powers Agreement

Interim City Administrator Shukle explained that the SLMPD Joint Powers Agreement (JPA) has been undergoing review by the member cities. He stated that at the September 26, 2022 Councilmember Callies had brought up some concerns which have been incorporated into the proposed draft that has been edited by City Attorney Shepherd.

Mayor Labadie explained that the mayors of the member cities make up the Coordinating Committee and they will be meeting on October 12, 2022. She asked if there were any comments or concerns about the newly revised document.

Councilmember Callies asked about the process for approval of the JPA and if some of the member cities may not have seen the revised JPA.

Mayor Labadie stated that the Coordinating Committee was made aware that the City of Shorewood had some concerns following the September 26, 2022 meeting. She stated that several of the cities had already approved it and asked Chief Tholen to address this issue.

Police Chief Tholen explained that Greenwood was the only city that had already approved the JPA. He stated that he has met with the mayor of Greenwood and reviewed the changes

proposed by Shorewood and their mayor felt they were more of a housekeeping nature felt that her council would approve the amendments.

Mayor Labadie noted that a lot of work has gone into this JPA, which is one of the longest standing agreements that exist in the entire State.

Callies moved, Johnson seconded, Adopting RESOLUTION NO. 22-090, "A Resolution Approving the South Lake Minnetonka Police Department Joint Powers Agreement." All in favor, motion passed.

B. Director of Public Works Job Description Discussion

City Clerk Thone reminded the Council that at their September 12, 2022 meeting, in light of Public Works Director Brown upcoming retirement, they had directed staff to research comparable job descriptions from other cities before this position is advertised. She explained that staff took a look at over twenty job descriptions and after comparing information found that the current pay range and compensation was favorable to other cities at the current salary grade. She gave a brief overview of the information that staff reviewed and asked if the Council had any additions or changes that they would like to make in the job description or pay range. She noted that there has been discussion on who would be involved in the interview process, including involvement of the Personnel Committee, and noted that had worked well in the recent process of filling the Parks and Recreation Director position.

Mayor Labadie stated that her biggest question was related to the education and/or experience of a Bachelor of Science degree in Civil Engineering and seven years of progressively responsible related municipal experience. She asked Public Works Director Brown if he felt that was an appropriate level of education to be required.

Public Works Director Brown stated that he did because of the variety of responsibilities involved in this position. He explained that they can be called up on to be a liaison across the State, but also need to have understanding of the systems that are involved from both a technical and public standpoint.

Councilmember Callies noted that the prior job description also had that educational requirement.

Mayor Labadie stated that the question that had been kicked around was whether this position needed to be an engineer since the City has an engineer on staff and had wanted Public Works Director Brown to weigh in on this issue.

Councilmember Callies stated that there are a lot of engineering issues related to Public Works, so it makes sense to her that this individual be an engineer. She asked who City Clerk Thone envisioned being involved in the initial interview process. She noted that she would think it would make sense to have Public Works Director Brown and City Engineer Budde involved in the initial screening process of the candidates.

Councilmember Siakel stated that she thinks that is a good idea and would also support the Personnel Committee being involved in some of the initial interviews. She stated that this position is a department head and thinks that in addition to involving other department heads, she believes coming back to the full Council would also be a good idea.

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City Clerk Thone stated that typically they would involve Public Works Director Brown, the Public Works Supervisor, herself, and Interim City Administrator Shukle. She stated that they can also take additional direction from the Council about involving other individuals such as the Personnel Committee. She stated that the biggest issue in having the full Council involved before the finalists is that would need to be made public. She explained that they try to allow the initial interview process to be private in order to allow those individuals their confidentiality.

Councilmember Siakel stated that she would like the Council to give permission to get this position posted so the search for candidates can begin.

Siakel moved, Johnson seconded, Directing Staff to Move Forward with the Process of Posting for the Director of Public Works Position, approve the Personnel Committee, Department Heads, Director of Public Works Brown, City Engineer Budde Interim Administrator Shukle and City Clerk Thone to be involved in initial interview process before bringing the finalists back to the full Council. All in favor, motion passed.

C. Approve SCEC Landscaping Expenditure

Interim City Administrator Shukle explained that this past spring, the Shorewood Community and Event Center exterior was painted and now, in an effort to make the building look even better they would like to take care of the landscaping along the walkway. He noted that staff had reached out to two landscape companies and Mangold Horticulture was the only company that had provided a quote. Staff recommends approval of the quote in order to remove the old and add new shrubs.

Councilmember Gorham asked if this work would happen in the fall or wait until spring.

Interim City Administrator Shukle stated that it will happen this fall, if the Council approves.

Labadie moved, Johnson seconded, Approving and Accepting the Quote for Mangold Horticulture for Landscaping Expenditure at the Shorewood Community and Event Center. All in favor, motion passed.

D. Discussion of City Administrator Position

Councilmember Callies stated that at the last Council meeting there was discussion about having the week of October 24, 2022 available for interviews which means a determination needs to be made about who will be the finalists. She stated that she knew a number of people would be out of town in the following week and suggested that the Council consider scheduling a special meeting in order to determine the finalists.

Mayor Labadie noted that the re-post of the City Administrator position will close at the end of the day on October 14, 2022. She asked City Attorney Shepherd if a simple majority vote would be needed to determine the finalists or if there was another way they can move forward in this process

City Attorney Shepherd stated that the Council can schedule a meeting next week, as long as there is a quorum to vote on moving forward with the interviews.

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Councilmember Callies stated that the City Administrator position is significant and rather than having the Personnel Committee work through narrowing of the candidate pool, she would like to see the entire Council have this input. She asked which Councilmembers would be out of town.

Mayor Labadie asked if attendance at the Special Meeting could be done via Zoom or if it would have to take place in person.

City Attorney Shepherd stated that it would have to take place in person.

The Council discussed schedules and the interview process.

Councilmember Siakel noted that currently there are three candidates for the position that she thinks look like solid candidates and stated that she would be in support of interviewing all three of them.

Councilmember Callies noted that the deadline is October 14, 2022, so there could be more candidates that come in by the deadline.

Mayor Labadie reminded the Council that they had originally blocked off October 25 – 27, 2022 for interviews. She stated that she agreed with Councilmember Siakel that the three current candidates all appear to be good candidates and would support interviewing them before calling back candidates that have already been interviewed.

Interim City Administrator Shukle noted that the consultant has had some inquiries on the position so there could be additional candidates that come in prior to the deadline.

There was a consensus of the Council to hold a Special City Council meeting on Wednesday, October 19, 2022 at 5:00 p.m., to determine which of the City Administrator candidates will be finalists for interviews.

The Council discussed final interview options.

There was a consensus of the Council to hold the final interviews for the City Administrator position on Thursday, October 27, 2022 beginning at 6:00 p.m., with October 26, 2022 as the back-up interview date, if necessary.

6. STAFF AND COUNCIL REPORTS

A. Staff

1. Stream Restoration Project Update

City Engineer Budde gave an update on the Stream Restoration Project that the City was looking to pursue. He explained that recently, the Army Corps of Engineers had started enforcing a long-standing rule which meant the City had to move the Smithtown Ponds in order to avoid stream impacts. He stated that the City has advanced the conversation with the Army Corps of Engineers and they do not think this is a good project and gave a brief overview of their reasoning. He explained that instead of wasting any more effort on this, he would suggest that the City just pause their efforts and let the Army Corps of Engineers get back to their process because this is still very new to them.

Councilmember Gorham stated that, in theory, the City would have a project where they develop the stream reach and would essentially spend money to make money in selling wetland bank credits to someone else.

2. Pavement Rating Methodology and Inventory

Public Works Director Brown stated that at the last Council meeting, resident Thomas Robb, who lives in the Boulder Bridge subdivision had shared concerns regarding the condition of the pavement with a request to mill and overlay their roadways. He explained that the City has been using methodology known as Pavement Surface Evaluation and Rating System (PASER) which evaluates pavement on a 1-10 rating. He reviewed the decision matrix flow chart and the pavement lifecycle. He noted that most of the roadways within the Boulder Bridge development, with the exception of Boulder Circle, are rated as a 7 which is where a pavement spends most of its lifetime. He stated that this typically means that there are some cracks and deformities, such as potholes, but it is not structurally failing. He stated that the Boulder Bridge roads are in reasonable shape and noted that staff has gotten most of their roadways patched up and will continue to finalize that before winter. He stated that an exception is Boulder Circle, which is an anomaly that will require City Engineer Budde to take a closer look. He stated that there was a resident that did a lot of construction that added a lot of wear and tear to the roadway on the cul-de-sac. He stated that he has met with the project manager and they have indicated that they are willing to participate in some of the restoration for that roadway. He stated that he believes that portion of the roadway is rated at a 4 and explained that the City had, long ago, created a policy that the City streets would be kept at a 4 or better, which has worked well for the City.

Councilmember Siakel stated that Public Works has patched areas on Boulder Bridge and asked if Public Works Director Brown had spoken with the area residents to see if they were happy with what had been done.

Public Works Director Brown stated that he had an e-mail conversation with Mr. Robb who greatly appreciated the work that the City has done.

Mayor Labadie noted that Public Works was already planning to patch that portion of the city prior to the residents coming to speak at the Council meeting. She noted that there are other portions of the city that are being patched and asked when that work would be completed.

Public Works Director Brown stated that hot patching, which is more effective, can happen until hard frost. He stated that when that happens the asphalt plants shut down and they move into cold patching with the use of a 'hot box', which is more effective than simply cold patching.

Councilmember Siakel asked when Boulder Bridge is on the schedule for a mill and overlay project.

Public Works Director Brown stated that Boulder Bridge is not on any of the five year CIP because they still have a 7 rating. He noted that the City has moved to every other year for mill and overlay.

Councilmember Siakel asked if Public Works was finding, in general, that materials have been improved and are holding together better for longer periods of time.

Public Works Director Brown stated that there had been some dramatic improvements in the materials and referenced the material recently used on Highway 7 called the "nora chip" and the Texas road seal. He explained that one of the issues is that there is a concrete shortage right now, so things like a standard catch basin may take up to three months to get in stock.

Councilmember Siakel stated that she would like to see the City, when roads get to a 4 or 5, to find money to do the projects, especially on the west side of town where there is a lack of infrastructure, like water. She stated that she believes one of the goals of the Council is to get more people on the municipal water system and thinks when the road needs to be redone, it should be done and not simply just "kick the can down the road."

Public Works Director Brown noted that often times things gravitate towards the condition of the pavement, but there are a number of things that drive infrastructure projects, such as stormwater drainage and trail projects.

Mayor Labadie stated that for the Christmas Lake road project that is wrapping up, she received two e-mails from residents that requested water.

Councilmember Siakel stated that because there can be such differing sentiments from residents on redoing their roads, she thinks it is best if the City has a plan and that they stick with it.

A man from the audience stated that he was here because he lived on Boulder Circle and had some questions.

Mayor Labadie asked him to come up to the podium so he could be heard better.

Bill Lester, 28265 Boulder Circle, stated that he would like to know what 'project manager' Public Works Director Brown spoke with about the construction project and damage to the roadway.

Public Works Director Brown stated that the project he was referring to was the rebuilding of the boat house.

Mr. Lester stated that it was his boat house and stated that he was basically the project manager for the project.

Public Works Director Brown confirmed that the last conversation he had was with Mr. Lester.

Mr. Lester stated that he had not heard anything back after that conversation and noted that he was a bit concerned that it seemed as though Public Works Director Brown was trying to pin all of the issues on Boulder Circle to his project. He stated that there were three other houses constructed in that same time period and noted that he had not varied from any of the road restrictions. He stated that the main issue with Boulder Circle is stormwater drainage that continually floods one end of it. He noted that the street has ten houses and six garbage trucks that come down on collection day which he also thinks contributes to the problem.

Mayor Labadie noted that Mr. Lester has brought up a lot of different issues and thanked him for coming to the meeting tonight. She noted that a few years ago the Council had proposed a garbage collection practice that would reduce the number of trucks coming through the neighborhoods, but it was not supported by the residents, so it was not approved.

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Mr. Lester stated that he may attempt to get his street to join together and have just one garbage collection.

Mayor Labadie noted that for his other issues he will need to talk to City Engineer Budde and Public Works Director Brown.

Councilmember Johnson stated that it would be nice for the Council to get a copy of the report that is sorted by current rating.

Public Works Director Brown noted that was included in the packet.

Councilmember Johnson apologized for missing that information in packet, but noted that he found the print to be small and hard to read.

Councilmember Siakel suggested that in February, at the Council retreat, that the Council takes a look at this report alongside the twenty year road plan to see when a roadway, that may be a 4, would be on the schedule for reconstruction.

Mayor Labadie stated that she thinks including this on the retreat agenda is a good prep for Public Works Director Brown's successor as well as being a good thing for the Council to review.

Councilmember Siakel stated that she thinks it might be a good idea to hold a community seminar/webinar around how roads are constructed and about the decision making process for the City because she does not think people fully understand it.

Public Works Director Brown noted that Bolton and Menk has put out some great products in their production studio. He stated that there may be a way to put those online so residents can watch them on-demand.

Mayor Labadie noted that she thinks it is also worth it to have Fire Chief Mackey to weigh in on this because there have been several total loss houses as well as a garage fire and she would like to have information on how the response time may be impacted based on whether it is located on a street with or without hydrants. She suggested that there be a supplemental report from Fire Chief Mackey at the annual Council retreat.

Other

Public Works Director Brown stated that watermain flushing is complete and crews are continuing to patch up the roadways and then will enter into road sweeping. He noted that they are also doing some jetting of the sanitary sewer in order to get one-fifth of the City done per year according to the League of Minnesota Cities requirements.

City Engineer Budde stated that the mill and overlay project has been substantially completed and just has a bit of clean-up that may drag into next spring because of turf establishment. He stated that the City will be opening bids for the Strawberry Lane project later this week and noted that there has been a lot of interest from contractors. He noted that because of the amount of interest and questions staff has gotten, he is optimistic about getting competitive pricing for the project.

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Councilmember Johnson asked if there was an update on drainage and utility easement acquisition.

City Engineer Budde stated that he has two of the eight secured. He explained that he had just received appraisals for some of the remaining ones late last week so he will be getting updated offers out to those households. He stated that there is one property owner that he has not been able to get to respond to him yet, but the process is moving along.

Finance Director Rigdon stated that there is a potential bond issuance coming if the bids are appropriately submitted and within the desired range.

Planning Director Darling stated that the developer for Walnut Grove Villas has completed the conditions of approval that were necessary prior to the issuance of building permits. She stated that staff has issued the second building permit and expects the rest will be coming.

Interim City Administrator Shukle stated that prior to the next Council meeting the EDA needs to hold a Work Session and suggested that it begin at 6:15 p.m. to discuss calling in the lease revenue bonds. He stated that staff has been working on a time for a presentation for the Pest Management Plan and asked Planning Director Darling if she had heard back from the consultant.

Planning Director Darling stated that the consultant had given the City some dates but they were all within the MEA week, so she will be sending out information on other options.

Interim City Administrator Shukle stated that he had been working with Baker Tilly on the City Administrator search and believes they are making progress. He stated that Janelle Crossfield will start as the Park and Recreation Director on November 3, 2022. He noted that he will be attending the SLMPD meeting on October 12, 2022 along with Mayor Labadie.

B. Mayor and City Council

Councilmember Gorham stated that the MnDot report has not set right with him ever since it happened. He stated that he hated how they dumped it on the City with little or no direction on how to move forward. He stated that he feels like the City needs to have some kind of Work Session or to give staff some direction on how things can move forward. He stated that he got the impression that MnDot is content to just let it lie without the City pressuring them or organizing themselves.

Mayor Labadie stated that she agreed that MnDot is just ready to move off this topic and forget about the City but noted that there has not been inaction because City Engineer Budde, Public Works Director Brown and herself have all taken a few steps.

City Engineer Budde stated that they have moderately advanced some of the discussion with some of the surrounding communities, for example, Chanhassen, to see what interest there is and have also met on a staff level to try to understand what the next steps look like from the City's perspective. He stated that ultimately what he has heard from MnDot is some sort of corridor study would really be the next piece necessary to get a major project built. He explained that it would need to be taken on locally because he does not see MnDot taking the lead on it.

Councilmember Gorham asked if he was saying that the City needed to push for a corridor study with partners from the area.

City Engineer Budde stated to really do anything significant other than a short term solution such as pedestrian improvements, lighting, and sight lines, MnDot would require something like a corridor study in order to take that next step. He shared some examples of information that would be included in a corridor study.

Mayor Labadie stated that she had reached out to the mayor of Chanhassen and noted the current mayor and council are receptive to the idea of working together, however, they have several seats that are on the election block, so that could change.

Public Works Director Brown stated that he looked at the entire corridor and from a staff level standpoint, it seemed fairly obvious that there were roughly three or four areas of that corridor, such as St. Louis Park and beyond, that did not have a direct impact on Shorewood. He stated that they wanted to divide the areas that impacted Shorewood and their closest neighbors. He stated that they thought perhaps Victoria, Chanhassen, and Minnetonka may be good partners to work with on finding a way to have a unified voice that MnDot will listen to.

Mayor Labadie noted that they had talked about looking to get support and input from the Minnetonka School District as well. She noted that the former superintendent held quarterly meetings with the mayors in the area which she expects will continue and there are plans to have a discussion either before or after that meeting regarding this issue. She reiterated that she agreed with Councilmember Gorham's feeling that MnDot was prepared to brush the City off if they were not continually loud and pressuring them.

City Engineer Budde stated that he thinks someone from staff should reach out to MnDot and let them know that the City wants to take this to the next step and find out what their expectations would be in order to advance that discussion with them.

Councilmember Gorham expressed concern that the more partners there are, the more difficult it may be to accomplish anything.

Councilmember Johnson noted that October 6, 2022 was the Fire and Police Department Open House which was well attended. He stated that he was able to participate as a 'crash test dummy' and was extricated out of a car.

Mayor Labadie stated that Oktoberfest was well attended and she felt it was a big success. She stated that Michelle Norman and Julie Moore, City employees, worked very hard on this fun event and thanked everyone who was involved in making this event a success.

7. ADJOURN

Johnson moved, Gorham seconded, Adjourning the City Council Regular Meeting of October 11, 2022, at 8:40 P.M. All in favor, motion passed.

ATTEST:

Jennifer Labadie, Mayor

Sandie Thone, City Clerk



#2 B

MEETING TYPE
Regular Meeting

City of Shorewood Council Meeting Item

Title / Subject: Verified Claims

Meeting Date: October 24, 2022

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

Attachments: Claims lists

Policy Consideration:

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

Background:

Claims for council authorization.

67674 - 67694 & ACH	542,398.18
Total Claims	\$542,398.18

We have also included a payroll summary for the payroll period ending **October 9, 2022**.

Financial or Budget Considerations:

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

Options:

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

Recommendation / Action Requested:

Staff recommends approval of the claims list as presented.

Next Steps and Timelines:

Checks will be distributed following approval.

Payroll

G/L Distribution Report

User: mnguyen
Batch: 00001.10.2022 - RP-10-10-2022
CITY OF SHOREWOOD



Account Number	Debit Amount	Credit Amount	Description
FUND 101	General Fund		
101-00-1010-0000	0.00	61,099.65	CASH AND INVESTMENTS
101-13-4101-0000	7,231.91	0.00	FULL-TIME REGULAR
101-13-4103-0000	748.80	0.00	PART-TIME
101-13-4121-0000	598.52	0.00	PERA CONTRIB - CITY SHARE
101-13-4122-0000	615.59	0.00	FICA CONTRIB - CITY SHARE
101-13-4131-0000	1,684.87	0.00	EMPLOYEE INSURANCE - CITY
101-13-4151-0000	47.25	0.00	WORKERS COMPENSATION
101-15-4101-0000	5,617.92	0.00	FULL-TIME REGULAR
101-15-4121-0000	421.34	0.00	PERA CONTRIB - CITY SHARE
101-15-4122-0000	427.24	0.00	FICA CONTRIB - CITY SHARE
101-15-4131-0000	641.58	0.00	EMPLOYEE INSURANCE - CITY
101-15-4151-0000	25.82	0.00	WORKERS COMPENSATION
101-18-4101-0000	8,213.28	0.00	FULL-TIME REGULAR
101-18-4103-0000	72.33	0.00	PART-TIME
101-18-4121-0000	621.43	0.00	PERA CONTRIB - CITY SHARE
101-18-4122-0000	574.24	0.00	FICA CONTRIB - CITY SHARE
101-18-4131-0000	1,416.57	0.00	EMPLOYEE INSURANCE - CITY
101-18-4151-0000	46.81	0.00	WORKERS COMPENSATION
101-24-4101-0000	3,782.02	0.00	FULL-TIME REGULAR
101-24-4121-0000	283.65	0.00	PERA CONTRIB - CITY SHARE
101-24-4122-0000	283.91	0.00	FICA CONTRIB - CITY SHARE
101-24-4131-0000	748.24	0.00	EMPLOYEE INSURANCE - CITY
101-24-4151-0000	20.62	0.00	WORKERS COMPENSATION
101-32-4101-0000	14,867.72	0.00	FULL-TIME REGULAR
101-32-4102-0000	244.64	0.00	OVERTIME
101-32-4105-0000	421.20	0.00	STREET PAGER PAY
101-32-4121-0000	1,165.02	0.00	PERA CONTRIB - CITY SHARE
101-32-4122-0000	1,140.87	0.00	FICA CONTRIB - CITY SHARE
101-32-4131-0000	2,273.61	0.00	EMPLOYEE INSURANCE - CITY
101-32-4151-0000	1,125.44	0.00	WORKERS COMPENSATION
101-33-4101-0000	54.75	0.00	FULL-TIME REGULAR
101-33-4121-0000	4.11	0.00	PERA CONTRIB - CITY SHARE
101-33-4122-0000	15.78	0.00	FICA CONTRIB - CITY SHARE
101-33-4131-0000	197.96	0.00	EMPLOYEE INSURANCE - CITY

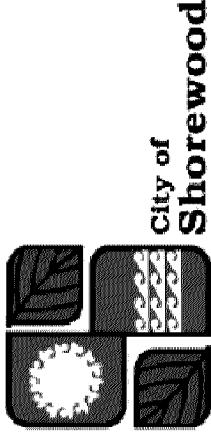
Account Number	Debit Amount	Credit Amount	Description
101-33-4151-0000	13.15	0.00	WORKERS COMPENSATION
101-52-4101-0000	2,853.84	0.00	FULL-TIME REGULAR
101-52-4121-0000	214.03	0.00	PERA CONTRIB - CITY SHARE
101-52-4122-0000	219.94	0.00	FICA CONTRIB - CITY SHARE
101-52-4131-0000	315.17	0.00	EMPLOYEE INSURANCE - CITY
101-52-4151-0000	213.00	0.00	WORKERS COMPENSATION
101-53-4101-0000	1,365.96	0.00	FULL-TIME REGULAR
101-53-4121-0000	102.44	0.00	PERA CONTRIB - CITY SHARE
101-53-4122-0000	103.03	0.00	FICA CONTRIB - CITY SHARE
101-53-4131-0000	17.50	0.00	EMPLOYEE INSURANCE - CITY
101-53-4151-0000	46.55	0.00	WORKERS COMPENSATION
FUND Total:	61,099.65	61,099.65	
FUND 201	Shorewood Comm. & Event Center		
201-00-1010-0000	0.00	3,002.31	CASH AND INVESTMENTS
201-00-4101-0000	1,760.19	0.00	FULL-TIME REGULAR
201-00-4102-0000	115.50	0.00	OVERTIME
201-00-4103-0000	654.86	0.00	PART-TIME
201-00-4121-0000	176.19	0.00	PERA CONTRIB - CITY SHARE
201-00-4122-0000	191.70	0.00	FICA CONTRIB - CITY SHARE
201-00-4131-0000	26.24	0.00	EMPLOYEE INSURANCE - CITY
201-00-4151-0000	77.63	0.00	WORKERS COMPENSATION
FUND Total:	3,002.31	3,002.31	
FUND 601	Water Utility		
601-00-1010-0000	0.00	11,306.45	CASH AND INVESTMENTS
601-00-4101-0000	8,213.31	0.00	FULL-TIME REGULAR
601-00-4105-0000	210.66	0.00	WATER PAGER PAY
601-00-4121-0000	631.80	0.00	PERA CONTRIB - CITY SHARE
601-00-4122-0000	601.93	0.00	FICA CONTRIB - CITY SHARE
601-00-4131-0000	1,348.91	0.00	EMPLOYEE INSURANCE - CITY
601-00-4151-0000	299.84	0.00	WORKERS COMPENSATION
FUND Total:	11,306.45	11,306.45	
FUND 611	Sanitary Sewer Utility		
611-00-1010-0000	0.00	7,613.73	CASH AND INVESTMENTS
611-00-4101-0000	5,320.56	0.00	FULL-TIME REGULAR
611-00-4105-0000	210.66	0.00	SEWER PAGER PAY
611-00-4121-0000	414.87	0.00	PERA CONTRIB - CITY SHARE
611-00-4122-0000	420.72	0.00	FICA CONTRIB - CITY SHARE
611-00-4131-0000	1,100.25	0.00	EMPLOYEE INSURANCE - CITY
611-00-4151-0000	146.67	0.00	WORKERS COMPENSATION

Account Number	Debit Amount	Credit Amount	Description
FUND Total:	7,613.73	7,613.73	
FUND 621	Recycling Utility		
621-00-1010-0000	0.00	2,080.25	CASH AND INVESTMENTS
621-00-4101-0000	1,744.80	0.00	FULL-TIME REGULAR
621-00-4121-0000	130.86	0.00	PERA CONTRIB - CITY SHARE
621-00-4122-0000	114.10	0.00	FICA CONTRIB - CITY SHARE
621-00-4131-0000	85.12	0.00	EMPLOYEE INSURANCE - CITY
621-00-4151-0000	5.37	0.00	WORKERS COMPENSATION
FUND Total:	2,080.25	2,080.25	
FUND 631	Storm Water Utility		
631-00-1010-0000	0.00	6,214.59	CASH AND INVESTMENTS
631-00-4101-0000	5,043.43	0.00	FULL-TIME REGULAR
631-00-4121-0000	378.26	0.00	PERA CONTRIB - CITY SHARE
631-00-4122-0000	345.84	0.00	FICA CONTRIB - CITY SHARE
631-00-4131-0000	283.18	0.00	EMPLOYEE INSURANCE - CITY
631-00-4151-0000	163.88	0.00	WORKERS COMPENSATION
FUND Total:	6,214.59	6,214.59	
FUND 700	Payroll Clearing Fund		
700-00-1010-0000	91,316.98	0.00	CASH AND INVESTMENTS
700-00-2170-0000	0.00	42,678.67	GROSS PAYROLL CLEARING
700-00-2171-0000	0.00	9,450.00	HEALTH INSURANCE PAYABLE
700-00-2172-0000	0.00	6,476.83	FEDERAL WITHHOLDING PAYABLE
700-00-2173-0000	0.00	2,824.61	STATE WITHHOLDING PAYABLE
700-00-2174-0000	0.00	10,109.78	FICA/MEDICARE TAX PAYABLE
700-00-2175-0000	0.00	9,599.36	PERA WITHHOLDING PAYABLE
700-00-2176-0000	0.00	4,263.29	DEFERRED COMPENSATION
700-00-2177-0000	0.00	2,232.03	WORKERS COMPENSATION
700-00-2179-0000	0.00	183.33	SEC 125 DEP CARE REIMB PAYABLE
700-00-2180-0000	0.00	1,005.93	LIFE INSURANCE
700-00-2181-0000	0.00	1,458.43	DISABILITY INSURANCE
700-00-2182-0000	0.00	210.28	UNION DUES
700-00-2183-0000	0.00	638.00	HEALTH SAVINGS ACCOUNT
700-00-2186-0000	0.00	186.44	VOLUNTARY VISION
FUND Total:	91,316.98	91,316.98	
Report Total:	182,633.96	182,633.96	

Accounts Payable

Computer Check Proof List by Vendor

User: mmnguyen
Printed: 10/10/2022 - 2:05PM
Batch: 00003.10.2022 - Payroll-10-10-2022



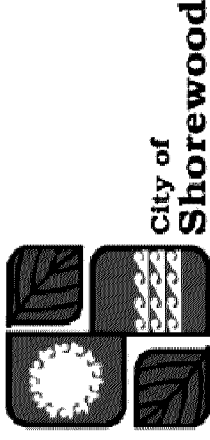
Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 12 October-2022	AFSCME MN COUNCIL 5 - UNION DUES PR Batch 00001.10.2022 Union Dues Check Total:	210.28 210.28	10/10/2022	Check Sequence: 1 700-00-2182-0000	ACH Enabled: True PR Batch 00001.10.2022 Union Dues
Vendor: 5 PR-10-10-2022 PR-10-10-2022 PR-10-10-2022 PR-10-10-2022 PR-10-10-2022	EFTPS - FEDERAL W/H PR Batch 00001.10.2022 Federal Income Tax PR Batch 00001.10.2022 FICA Employee Portio PR Batch 00001.10.2022 FICA Employee Portio PR Batch 00001.10.2022 Medicare Employee Po PR Batch 00001.10.2022 Medicare Employer Po	6,476.83 4,096.80 4,096.80 958.09 958.09	10/10/2022 10/10/2022 10/10/2022 10/10/2022 10/10/2022	Check Sequence: 2 700-00-2172-0000 700-00-2174-0000 700-00-2174-0000 700-00-2174-0000 700-00-2174-0000	ACH Enabled: True PR Batch 00001.10.2022 Federal Income T PR Batch 00001.10.2022 FICA Employee PR Batch 00001.10.2022 FICA Employee I PR Batch 00001.10.2022 Medicare Emplo PR Batch 00001.10.2022 Medicare Emplo
Vendor: 1165 October-2022	Check Total: FIDELITY SECURITY LIFE INSURANCE CO PR Batch 00001.10.2022 Vision-Avesis	16,586.61 186.44	10/10/2022	Check Sequence: 3 700-00-2186-0000	ACH Enabled: False PR Batch 00001.10.2022 Vision-Avesis
Vendor: 2 PR-10-10-2022 PR-10-10-2022	Check Total: ICMA RETIREMENT TRUST-302131-457 PR Batch 00001.10.2022 Deferred Comp-ICMA PR Batch 00001.10.2022 Deferred Comp-ICMA	186.44 2,955.13 83.16	10/10/2022 10/10/2022	Check Sequence: 4 700-00-2176-0000 700-00-2176-0000	ACH Enabled: True PR Batch 00001.10.2022 Deferred Comp-I PR Batch 00001.10.2022 Deferred Comp-I
Vendor: 686 October-2022 October-2022	Check Total: KANSAS CITY LIFE INSURANCE COMPAN Oct Long Term Disability-Included Mr. Roden & Oct Short Term Disability-Included Mr. Roden &	3,038.29 684.91 775.52	10/10/2022 10/10/2022	Check Sequence: 5 700-00-2181-0000 700-00-2181-0000	ACH Enabled: True PR Batch 00001.10.2022 Long Term Disat PR Batch 00001.10.2022 Short Term Disat
Vendor: 11 PR-10-10-2022	Check Total: MINNESOTA DEPARTMENT OF REVENUE PR Batch 00001.10.2022 State Income Tax	1,458.43 2,824.61	10/10/2022	Check Sequence: 6 700-00-2173-0000	ACH Enabled: True PR Batch 00001.10.2022 State Income Tax

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 7 October-2022	Check Total:	2,824.61			
	MINNESOTA LIFE INSURANCE COMPANY				
	Oct- Life Insurance -Included Mr. Roden & Brar	893.93	10/10/2022	Check Sequence: 7 700-00-2180-0000	ACH Enabled: True PR Batch 00001.10.2022 Life Insurance
	Check Total:	893.93			
Vendor: 1091 PR-10-10-2022	MSRS-MN DEFERRED COMP PLAN 457				
	PR Batch 00001.10.2022 Deferred Comp-MSRS	1,225.00	10/10/2022	Check Sequence: 8 700-00-2176-0000	ACH Enabled: True PR Batch 00001.10.2022 Deferred Comp-1
	Check Total:	1,225.00			
	NCBERS GROUP LIFE INSURANCE				
Vendor: 10 October-2022	Oct- PERA Life- Included Ryan Brant-NO Chris	112.00	10/10/2022	Check Sequence: 9 700-00-2180-0000	ACH Enabled: True PR Batch 00001.10.2022 PERA Life
	Check Total:	112.00			
	OPTUM BANK				
	PR Batch 00001.10.2022 HSA-OPTUM BANK	638.00	10/10/2022	Check Sequence: 10 700-00-2183-0000	ACH Enabled: True PR Batch 00001.10.2022 HSA-OPTUM B.
Vendor: 9 PR-10-10-2022 PR-10-10-2022	Check Total:	638.00			
	PERA				
	PR Batch 00001.10.2022 MN-PERA Deduction	4,456.84	10/10/2022	Check Sequence: 11 700-00-2175-0000	ACH Enabled: True PR Batch 00001.10.2022 MN-PERA Dedu
	PR Batch 00001.10.2022 MN PERA Benefit Em	5,142.52	10/10/2022	700-00-2175-0000	PR Batch 00001.10.2022 MN PERA Benef
	Check Total:	9,599.36			
	Total for Check Run:	36,772.95			
	Total of Number of Checks:	11			

Accounts Payable

Computer Check Proof List by Vendor

User: mnnguyen
Printed: 10/19/2022 - 2:06PM
Batch: 00004.10.2022 - AP-10-24-2022



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 817	ARCPPOINT LABS OF EDEN PRAIRIE			Check Sequence: 1	ACH Enabled: False
2452	Drug Testing	98.00	10/24/2022	101-32-4305-0000	
	Check Total:	98.00			
Vendor: 677	BOLTON & MENK, INC.			Check Sequence: 2	ACH Enabled: True
299021	Catchbasin & Culvert Repairs-2022	298.00	10/24/2022	631-00-4303-0000	
299022	General Engineering	9,820.00	10/24/2022	101-31-4303-0000	
299022	General Engineering-20001 Manor Road	219.00	10/24/2022	601-00-4303-0000	
299022	General Engineering-High Pointe Estates-24283	648.00	10/24/2022	101-00-3414-0000	
299023	Mill & Overlay-2022	7,718.00	10/24/2022	416-00-4303-0000	
299024	Pond Maintenance	344.00	10/24/2022	631-00-4303-0000	
299025	2022 Sanitary Sewer Cleaning	434.00	10/24/2022	631-00-4303-0000	
299026	5815 Club Lane	2,025.00	10/24/2022	101-00-3414-0000	
299027	Birch Bluff St-Utility Imprvmt	42,529.00	10/24/2022	414-00-4303-0000	
299029	Covington Road Watermain	844.00	10/24/2022	211-00-4303-0000	
299030	Data Requests-Yelsey	4,128.00	10/24/2022	101-31-4303-0000	
299031	Freeman Park Trail Improvement	10,741.00	10/24/2022	402-00-4400-0000	
299032	GIS-Utilities-Stormwater	3,739.50	10/24/2022	631-00-4303-0000	
299032	GIS-Utilities-Water	1,215.00	10/24/2022	601-00-4303-0000	
299032	GIS-Utilities-Sewer	795.00	10/24/2022	611-00-4303-0000	
299033	Glen Rd-Manitou Ln-Amlee Rd St	2,746.00	10/24/2022	407-00-4303-0000	
299034	Grant Street Drainage	1,484.00	10/24/2022	631-00-4303-0000	
299035	Lifestyle Communities	172.00	10/24/2022	101-31-4303-0000	
299036	Lift Station 10 Rehabilitation	3,853.00	10/24/2022	611-00-4303-0000	
299037	Lift Station 11 Rehabilitation	3,694.00	10/24/2022	611-00-4303-0000	
299038	Lift Station 7 Rehabilitation	12,202.00	10/24/2022	611-00-4303-0000	
299039	Maple Shores Development	253.00	10/24/2022	101-00-3414-0000	
299040	Mary Lake Outlet	757.00	10/24/2022	631-00-4303-0000	
299041	Minnetonka Contry Club	1,844.00	10/24/2022	450-00-4302-0016	
299042	MS4 Administration	1,790.00	10/24/2022	631-00-4302-0009	
299043	Sanitary Cleaning & Televising	390.00	10/24/2022	611-00-4303-0000	
299044	Shady Island Bridge Foremain	243.00	10/24/2022	611-00-4303-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
299045	Shorewood Ln Ravine Restore	896.00	10/24/2022	631-00-4303-0000	
299046	Silverwood Park Improvements	655.00	10/24/2022	402-00-4400-0000	
299047	Smithtown Pond	2,943.00	10/24/2022	412-00-4303-0000	
299048	Strawberry Ln St Reconst & Trl	10,883.00	10/24/2022	409-00-4303-0000	
299049	Stream Restoration	3,122.00	10/24/2022	631-00-4303-0000	
299050	Walnut Grove Villas	966.00	10/24/2022	101-00-3414-0000	
299065	Christmas Lake Boat Landing	81.00	10/24/2022	402-00-4400-0000	
Check Total:		134,471.50			
Vendor: 1221	CAMPBELL KNUTSON P.A.			Check Sequence: 3	ACH Enabled: True
3526-0000G-9	General Matters/Administration	5,029.47	10/24/2022	101-16-4304-0000	
3526-0001G-9	Planning & Zoning	429.00	10/24/2022	101-16-4304-0000	
3526-0001G-9	Planning & Zoning-5185 Club Lane	82.50	10/24/2022	101-00-3414-0000	
3526-0002G-9	Public Works	82.50	10/24/2022	101-16-4304-0000	
3526-0004G-8	Ugerots Litigation	49.50	10/24/2022	101-16-4304-0000	
3526-0999G-12	Prosecution	2,240.91	10/24/2022	101-16-4304-0000	
Check Total:		7,913.88			
Vendor: 144	CITY OF EXCELSIOR			Check Sequence: 4	ACH Enabled: False
02022697	Shared Expenses : Maint Vac Truck JPA: Jan - St	494.33	10/24/2022	611-00-4221-0000	
Check Total:		494.33			
Vendor: 149	CITY OF TONKA BAY			Check Sequence: 5	ACH Enabled: False
3rd Qtr-2022	Quarterly Water Service	1,321.82	10/24/2022	601-00-4260-0000	
3rd Qtr-2022	Quarterly Sewer Service	2,568.50	10/24/2022	611-00-4400-0000	
Check Total:		3,890.32			
Vendor: 1096	DAVEY RESOURCE GROUP, INC.			Check Sequence: 6	ACH Enabled: True
146309	Tree Services	286.25	10/24/2022	101-32-4400-0000	
146309	Birch Bluff Road-CIP	0.00	10/24/2022	414-00-4400-0000	
Check Total:		286.25			
Vendor: 1159	DONOVAN CREATIVE GROUP			Check Sequence: 7	ACH Enabled: False
1076	2022 Employee Service Awards	165.00	10/24/2022	101-13-4245-0000	
Check Total:		165.00			
Vendor: 167	ECM PUBLISHERS INC			Check Sequence: 8	ACH Enabled: True
913858	Ord. No. 590	51.68	10/24/2022	101-13-4351-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
914452	Strawberry Lane Reconstruction	541.20	10/24/2022	409-00-4351-0000	
914623	Strawberry Lane Reconstruction	349.80	10/24/2022	409-00-4351-0000	
915595	Ord. No. 593	167.20	10/24/2022	101-13-4351-0000	
915739	Ord. No. 593	114.88	10/24/2022	101-13-4351-0000	
915740	PAT Test Notice	24.75	10/24/2022	101-14-4351-0000	
Check Total:		1,249.51			
Vendor: 487	EGAN			Check Sequence: 9	ACH Enabled: False
JC355570N001	Green LED Replacemnt Between Hwy 7 & 41	475.00	10/24/2022	101-32-4400-0000	
Check Total:		475.00			
Vendor: 799	GAPPA SECURITY SOLUTIONS, LLC			Check Sequence: 10	ACH Enabled: False
26119	Keys & Keyways	926.50	10/24/2022	101-32-4223-0000	
Check Total:		926.50			
Vendor: 1294	GREEN WOOD DESIGN BUILD			Check Sequence: 11	ACH Enabled: False
238151Lawtonka	Escrow Refund-23815 Lawtonka Drive	18,865.65	10/24/2022	880-00-2200-0000	
Check Total:		18,865.65			
Vendor: 211	HAWKINS, INC.			Check Sequence: 12	ACH Enabled: True
6312504	Chemicals Water Treatment	110.00	10/24/2022	601-00-4245-0000	
Check Total:		110.00			
Vendor: 216	HENNEPIN COUNTY RECORDER & REGIS			Check Sequence: 13	ACH Enabled: False
Res.22-068	Record Service-Resolution 22-068-4580 Enchan	46.00	10/24/2022	101-18-4400-0000	Record
Check Total:		46.00			
Vendor: 215	HENNEPIN COUNTY INFORMATION TECHI			Check Sequence: 14	ACH Enabled: True
1000193413	Monthly Radio Fleet & MESB	205.92	10/24/2022	101-32-4321-0000	
Check Total:		205.92			
Vendor: 482	KUTAK ROCK, LLP			Check Sequence: 15	ACH Enabled: True
3100002	Transition Matters-24050 Smithtown Rd & 562	136.50	10/24/2022	101-16-4304-0000	
Check Total:		136.50			
Vendor: 251	LAKE MINNETONKA CONSERVATION DISI			Check Sequence: 16	ACH Enabled: True
2022Q4Shor	Quarterly Levy Payment	6,564.50	10/24/2022	101-11-4433-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 279 1147247	Check Total:	6,564.50			
	METROPOLITAN COUNCIL (WASTEWATER)				
	Monthly Waste Water Svc	89,237.49	10/24/2022	Check Sequence: 17 611-00-4385-0000	ACH Enabled: True
	Check Total:	89,237.49			
Vendor: 987 2022405	MINNESOTA-WISCONSIN PLAYGROUND, I				
	Wood Fiber for Playground	1,800.00	10/24/2022	Check Sequence: 18 101-52-4400-0000	ACH Enabled: False
	Check Total:	1,800.00			
	MNSPECT, LLC				
Vendor: 305 9140	Inspection Services	1,275.00	10/24/2022	Check Sequence: 19 101-24-4400-0000	ACH Enabled: True
	Check Total:	1,275.00			
	ODP BUSINESS SOLUTIONS LLC				
	General Office Supplies	59.98	10/24/2022	Check Sequence: 20 101-13-4200-0000	ACH Enabled: False
Vendor: 1295 22253	Check Total:	59.98			
	PATCHIN MESSNER				
	Strawberry Ln - Reconstruction Appraisal	14,571.43	10/24/2022	Check Sequence: 21 409-00-4400-0000	ACH Enabled: False
	Brich Bluff Rd Reconstruction Appraisal	2,428.57	10/24/2022	414-00-4400-0000	
Vendor: 903 258564	Check Total:	17,000.00			
	PERRILL				
	ROWay Web App-Monthly	75.00	10/24/2022	Check Sequence: 22 611-00-4400-0000	ACH Enabled: True
	ROWay Web App-Monthly	75.00	10/24/2022	601-00-4400-0000	
Vendor: 334 2022-Cells	Check Total:	150.00			
	CHRISTOPHER POUNDER				
	Jan-Aug Cells Phone Reimbursement	240.00	10/24/2022	Check Sequence: 23 101-32-4321-0000	ACH Enabled: False
	Check Total:	240.00			
Vendor: 1176 PV#2GrantStreet	SCHNEIDER EXCAVATING & GRADING, IN				
	PV#2 - Grant Street Drainage	61,102.19	10/24/2022	Check Sequence: 24 631-00-4680-0000	ACH Enabled: False
	Check Total:	61,102.19			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 1297 4355EnchantedDr	JAMES SHOOP Driveway Reconstruction Shady Island-4355 En	3,590.00	10/24/2022	Check Sequence: 25 410-00-4680-0000	ACH Enabled: False
	Check Total:	3,590.00			
Vendor: 1248 Oct-18-2022	EDWARD J. SHUKLE, Jr. Interim City Administrator Svc: 10/05/2022 thro	5,602.50	10/24/2022	Check Sequence: 26 101-13-4400-0000	ACH Enabled: True
	Check Total:	5,602.50			
Vendor: 360 3rd Qtr-2022-CO November-2022-OB Sept-2022-HCPF	SOUTH LAKE MINNETONKA POLICE DEPA Quarterly-Court Overtime Monthly-Operating Budget Exp Monthly-Herm City Process Fee	1,452.32 117,010.25 185.85	10/24/2022 10/24/2022 10/24/2022	Check Sequence: 27 101-21-4440-0000 101-21-4400-0000 101-21-4400-0000	ACH Enabled: False
	Check Total:	118,648.42			
Vendor: 1101 INV-010587 INV-010587 INV-010587 INV-010587	SPRINGBROOK HOLDING COMPANY LLC Springbrook-CivicPay Fees Springbrook-CivicPay Fees Springbrook-CivicPay Fees Springbrook-CivicPay Fees	10.75 10.75 10.75 10.75	10/24/2022 10/24/2022 10/24/2022 10/24/2022	Check Sequence: 28 621-00-4450-0000 631-00-4450-0000 611-00-4450-0000 601-00-4450-0000	ACH Enabled: True
	Check Total:	43.00			
Vendor: 1170 IV00535320	SPS WORKS Name Plate-Janelle Crossfield	27.25	10/24/2022	Check Sequence: 29 201-00-4200-0000	ACH Enabled: False
	Check Total:	27.25			
Vendor: UB*00502	Curtis & Noelle Swenson Refund Check 008872-000, 6060 Club Valley R. Refund Check 008872-000, 6060 Club Valley R. Refund Check 008872-000, 6060 Club Valley R. Refund Check 008872-000, 6060 Club Valley R.	66.88 78.04 33.44 33.44	10/17/2022 10/17/2022 10/17/2022 10/17/2022	Check Sequence: 30 601-00-2010-0000 611-00-2010-0000 631-00-2010-0000 621-00-2010-0000	ACH Enabled: False
	Check Total:	211.80			
Vendor: 821 Costco-10/06/22 Jan-Oct-2022-Ce May-Oct-2022	SANDRA LEE THONE Reimbursement-Costco - Juice for Employee Do Reimbursement-Cells Phone - Jan - Oct-2022 Reimbursement-Mileages from May - Oct	34.34 300.00 350.04	10/24/2022 10/24/2022 10/24/2022	Check Sequence: 31 101-13-4245-0000 101-13-4321-0000 101-13-4331-0000	ACH Enabled: True
	Check Total:	684.38			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 379 42388	THREE RIVERS PARK DISTRICT 2023 Arctic Fever Programs-1/21/2023	780.00	10/24/2022	Check Sequence: 32 101-53-4441-0000	ACH Enabled: False
	Check Total:	780.00			
Vendor: 694 M27701	TIMESAVER OFF SITE SECRETARIAL, INC. Planning Meeting	154.00	10/24/2022	Check Sequence: 33 101-18-4400-0000	ACH Enabled: True
	Check Total:	154.00			
Vendor: 392 31289 31290	VALLEY-RICH CO. INC. Watermain Break-19520 Shady Hills Road Watermain Break-5620 Vine Hill Road	6,317.13 7,878.12	10/24/2022 10/24/2022	Check Sequence: 34 601-00-4400-0000 601-00-4400-0000	ACH Enabled: False
	Check Total:	14,195.25			
Vendor: 421 9917163009 9917163009 9917163009	VERIZON WIRELESS Sewer & Water - Acct842017386 Sewer & Water - Acct842017386 Sewer & Water - Acct842017386	80.94 80.97 80.94	10/24/2022 10/24/2022 10/24/2022	Check Sequence: 35 601-00-4321-0000 611-00-4321-0000 631-00-4321-0000	ACH Enabled: False Acct #842017386-00001 Acct #842017386-00001 Acct #842017386-00001
	Check Total:	242.85			
Vendor: 415 29941031 29941047 29941054 29941054 29941054	WARNER CONNECT Network Maint Services Network Maint Services Dell Latitude 5520-23GP9-Sandie's Laptop Dell Latitude 5570-7RH68-Larry's Laptop Dell Latitude 3420-YY40-Council's Laptop	4,655.10 135.00 2,852.36 3,669.93 975.32	10/24/2022 10/24/2022 10/24/2022 10/24/2022 10/24/2022	Check Sequence: 36 101-19-4321-0000 101-19-4321-0000 403-00-4640-0000 403-00-4640-0000 403-00-4640-0000	ACH Enabled: True
	Check Total:	12,287.71			
Vendor: 408 281797 281848 281958 282113	WM MUELLER & SONS INC Road Maint Road Maint Road Maint Road Maint	138.57 117.71 742.14 601.71	10/24/2022 10/24/2022 10/24/2022 10/24/2022	Check Sequence: 37 101-32-4250-0000 101-32-4250-0000 101-32-4250-0000 101-32-4250-0000	ACH Enabled: True
	Check Total:	1,600.13			
Vendor: 414 IN000719245	ZIEGLER INC Fuel - Oils & Filters	794.42	10/24/2022	Check Sequence: 38 101-32-4212-0000	ACH Enabled: True
	Check Total:	794.42			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Total for Check Run:	505,625.23			
	Total of Number of Checks:	38			
AP-Computer Check Proof List by Vendor (10/19/2022 - 2:06 PM)					
					Page 7



City of Shorewood Council Meeting Item

Title/Subject: Ordinance 594 Codification 2022 City Code Supplement S-17
Meeting Date: Monday, October 24, 2022
Prepared by: Sandie Thone, City Clerk/HR Director
Reviewed by: Ed Shukle, Interim City Administrator
Attachments: Ordinance 594 2022 City Code Supplement
Resolution 22-099 Allowing for Summary Publication

Background: On November 22, 2004, Council adopted Ordinance 409 which approved the Municipal Code Book codification provided by American Legal Publishing Corporation and the League of MN Cities. 16 supplements have been completed since the initial codification.

The process of reviewing and incorporating changes to the City Code is called "codification." All ordinances that are approved are incorporated into the City Code. On an annual basis, Council-approved ordinances are incorporated into the official code document at the City Clerk's office, and the online representation of the Code is updated. Ordinances adopted after the annual codification process are kept in the City Clerk's Office as approved, but not yet codified ordinances, and are available on the city website as well. American Legal Publishing serves as the City's codifier and online host of the web version of the City Code.

The seventeenth supplement (S-17) to the City Code contains ordinances up through and including Ordinance 588, passed on May 9, 2022. This ordinance, if so adopted, shall take effect upon publication in the city's official newspaper.

Financial or Budget Considerations: Budget Item: Administration Budget: Cost of the S-17 Supplement does not exceed budgeted funds.

Recommendation/Action Requested: 2 Motions Required as Outlined Below:

- 1) **Motion:** Staff respectfully requests the city council adopt Ordinance 594 Codification of Ordinances for 2022 Supplement S-17 to the Shorewood City Code, provided by American Legal Publishing Corporation. **Motion, Second, and Majority required.**
- 2) **Motion:** Staff respectfully requests the city council approve Resolution 22-099 for the Summary Publication and Content as described in the attached summary publication. **Motion, Second and Four-Fifths Vote required.**

Connection to Vision /Mission: Consistency in providing the community with quality public 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
COUNTY OF HENNEPIN
STATE OF MINNESOTA**

ORDINANCE 594

**AN ORDINANCE ENACTING AND ADOPTING THE 2022 S-17 SUPPLEMENT TO
THE CODE OF ORDINANCES FOR THE CITY OF SHOREWOOD MINNESOTA**

American Legal Publishing Corporation of Cincinnati, Ohio, has completed the Sixteenth Supplement to the Code of Ordinances of the City of Shorewood, which supplement contains all ordinances up through and including Ordinance No. 588 of a general and permanent nature enacted since the prior supplement of the Code of Ordinances of the City of Shorewood; and it is the intent of the City of Shorewood to accept these updated sections, as outlined in Supplement S-17, available for review and inspection at City Hall and on the City's website in its entirety.

NOW THEREFORE the City Council of the City of Shorewood, Minnesota, ordains:

Section 1. That the seventeenth supplement to the Code of Ordinances of the City of Shorewood as submitted by American Legal Publishing Corporation of Cincinnati, Ohio, is hereby accepted.

Section 2. This ordinance adopting the 2022 S-17 Supplement to the Code of Ordinances shall take effect upon publication in the City's official newspaper.

ADOPTED BY THE CITY COUNCIL of the City of Shorewood, Minnesota, this 24th day of October 2022.

Jennifer Labadie, Mayor

ATTEST:

Sandie Thone, City Clerk

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

RESOLUTION 22-099

**A RESOLUTION APPROVING SUMMARY PUBLICATION OF
ORDINANCE 594 ENACTING AND ADOPTING THE 2022 S-17 SUPPLEMENT
TO THE CODE OF ORDINANCES FOR THE CITY OF SHOREWOOD**

WHEREAS, at a duly called meeting on October 24, 2022, the City Council of the City of Shorewood adopted Ordinance 594 entitled "ORDINANCE 594 ENACTING AND ADOPTING THE 2022 S-17 SUPPLEMENT TO THE CODE OF ORDINANCES FOR THE CITY OF SHOREWOOD MINNESOTA; and

WHEREAS, The City Council has adopted annual supplements to the code of ordinances since its approval of the codification process in 2004. This supplement S-17 contains ordinances up through and including 588. The purpose of the summary is to inform the public of the intent and effect of the ordinance while saving the expense of publishing the entire ordinance. The full and complete ordinance is on file in the office of the City Clerk.

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

1. The City Council finds that the attached Summary Publication of Ordinance No. 594 clearly informs the public of intent and effect of the Ordinance.
2. The City Clerk is directed to publish Ordinance No. 594 by title and summary, pursuant to Minnesota Statutes, Section 412.191, subd.4.
3. 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 24th day of October 2022.

ATTEST:

Jennifer Labadie, Mayor

Sandie Thone, City Clerk



City of Shorewood Council Meeting Item

Title/Subject: Resolution Designating 2023 Polling Locations
Meeting Date: Monday, October 24, 2022
Prepared by: Sandie Thone, City Clerk/HR Director
Reviewed by: Ed Shukle, Interim City Administrator
Attachments: Resolution 22-100

2D

MEETING TYPE
Regular Meeting

Policy Consideration: State law effective January 1, 2018 requires the governing body of each municipality and each county in the State of Minnesota to designate by ordinance or resolution a polling place for each election precinct.

Background: The law requires each city and school district to designate polling places for 2023 no later than December 31, 2022. The law requires that a resolution be passed even if there are no polling place changes and even if the jurisdiction does not have a scheduled election in 2023.

Action Requested: Staff respectfully recommends the city council approve the Resolution Designating 2023 Polling Precinct Locations for the City of Shorewood pursuant to MN statute §204B.16 as follows:

Precinct 1: Minnewashta Church, 26710 West 62nd Street, Shorewood

Precinct 2: Shorewood Community & Event Center, 5735 Country Club Road, Shorewood

Precinct 3: Excelsior Covenant Church, 19955 Excelsior Blvd, Shorewood

Precinct 4: Westwood Community Church, 3121 Westwood Drive, Chanhassen

Motion, second and simple majority vote required.

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

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

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

RESOLUTION 22-100

**A RESOLUTION DESIGNATING 2023 POLLING PRECINCT
LOCATIONS FOR THE CITY OF SHOREWOOD**

WHEREAS, the City Council of the City of Shorewood, pursuant to Minnesota State Statute §204B.16, is required to designate election precinct polling locations by resolution or ordinance within the municipality by December 31st of each year; and

WHEREAS, the polling places designated in the resolution apply to the following calendar year; and

WHEREAS, if the situation arises in the following year that the City of Shorewood needs to change a polling place location in the event of an emergency or if the polling place becomes unavailable MN State Statute §204B.16, subdv.1 allows the city to change a polling place following the required process to do so.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Shorewood does hereby designate the 2022 Polling Precinct Locations as follows:

Precinct 1: Minnewashta Church located at 26710 West 62nd Street, Shorewood

Precinct 2: Shorewood Community & Event Center, 5735 Country Club Road,
Shorewood

Precinct 3: Excelsior Covenant Church, 19955 Excelsior Blvd, Shorewood

Precinct 4: Westwood Community Church, 3121 Westwood Drive, Chanhassen

ADOPTED by the City Council of the City of Shorewood this 24th day of October 2022

ATTEST:

Jennifer Labadie, Mayor

Sandie Thone, City Clerk



City of Shorewood Council Meeting Item

Title/Subject: Resolution Accepting Donations to Arctic Fever Event
Meeting Date: Monday, October 24, 2022
Prepared by: Sandie Thone, City Clerk/HR Director
Reviewed by: Ed Shukle, Interim City Administrator
Attachments: Resolution 22-101

2E

MEETING
TYPE
Regular
Meeting

Policy Consideration: Pursuant to Minnesota State Statutes sections §465.03 and §471.17 all donations or gifts of real and personal property, including donations for the benefit of public recreational services, must be accepted by the city council.

Background: The following persons or entities have offered to contribute the cash amounts set forth below, for the purpose of the 2023 Arctic Fever Event being held on January 20 and January 21, 2023:

<u>Name of Donor</u>	<u>Amount</u>
Bolton & Menk	\$1,500.00

Financial Considerations: This donation will help to cover expenses incurred for the 2023 Arctic Fever Event.

Action Requested: Staff respectfully recommends the city council approve the Resolution Accepting Donations as Delineated in the Resolution to the 2023 Arctic Fever Event and direct staff to send a thank you note to all donors.
Motion, second and two-thirds majority vote required.

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

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

RESOLUTION 22-101

**A RESOLUTION ACCEPTING DONATIONS TO THE
CITY OF SHOREWOOD 2023 ARCTIC FEVER EVENT**

WHEREAS, the City of Shorewood is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens, and is specifically authorized to accept gifts and is authorized to accept gifts for the benefit of their public recreational services pursuant to Minnesota Statutes section 471.17; and

WHEREAS, the following persons and entities have offered to contribute a donation as set forth below to the city:

<u>Name of Donor</u>	<u>Amount</u>
Bolton & Menk	\$1,500.00

WHEREAS, the terms or conditions of the donations are to be used for the 2023 Arctic Fever Event; and

WHEREAS, all such donations have been contributed to the city for the benefit of its citizens, as allowed by law; and

WHEREAS, the City Council finds that it is appropriate to accept the donation offered.

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

1. The donations described above are accepted and shall be used to establish and/or operate services either alone or in cooperation with others, as allowed by law.
2. The city clerk is hereby directed to issue receipts to each donor acknowledging the city's receipt of the donor's donation.

Passed by the City Council of Shorewood, Minnesota this 24th day of October 2022.

Jennifer Labadie, Mayor

Sandie Thone, City Clerk



City of Shorewood Council Meeting Item

Title/Subject: Silverwood Park Improvements: Change Order
City Project 21-05
Meeting Date: Monday, October 24, 2022
Prepared by: Andrew Budde, City Engineer
Reviewed by: Marie Darling, Planning Director
Attachments: Resolution 22-102

Background: During construction of the Silverwood Park Improvements there were several items that needed to be added to ensure the park met applicable building codes to provide a safe and aesthetic park.

During construction it was noticed that an additional railing should be added to the west side of the stairs that access the slide platform. Adding the railing would provide an additional hand grip for slide users and would also help contain the slide users to the stairs and not be able to access or climb on the enclosed slide. This extra work totaled \$2,875.00.

To accommodate the installation of the slides there were several retaining wall, fence, and erosion control adjustments that needed to be made. Since the slide was required to project through the retaining wall, additional excavation needed to occur under the slide prior to its install, hand placed rip rap needed to be placed under the slide to minimize the erosion potential, and additional fencing adjustments were needed to be made at the slide and wall intersection to better close gaps and minimize the risk of injury. This extra work totaled \$2,680.00.

After the construction of the slide and retaining walls there were two areas that required an additional 12 feet of fence to ensure that appropriate fall protection was provided at the top of the retaining walls. This extra work totaled \$2,240.19.

Financial Considerations: The council had approved a contract with improvements up Blackstone Contractors in the amount of \$63,475.55. The additional work listed above would increase the contract amount by \$7,795.19 to a total of \$71,270.74. Council previously approved \$91,000 which includes the amount bid, \$15,400 to Parkstone Contracting for removals in the fall of 2021, and engineering/survey related costs. The total projected project costs are estimated to be \$100,000.

Recommendation/Action Requested: Staff recommends approval and payment of the above Change Orders in the amount of \$7,796.19 to Blackstone Contractors.

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
COUNTY OF HENNEPIN
STATE OF MINNESOTA**

RESOLUTION 22-102

**A RESOLUTION TO ACCEPT CHANGE ORDER FOR
SILVERWOOD PARK IMPROVEMENTS; CITY PROJECT 21-05**

WHEREAS, Blackstone Contractors was awarded a contract to construct improvements to Silverwood Park; and

WHEREAS, During construction there where several items that needed to be adjusted and/or added to ensure the playground met applicable building codes to provide a safe and aesthetic area; and

WHEREAS, The amount of additional improvements totaled \$7,795.19 and included additional fencing/railings, excavation, and hand placed rip rap ; and

NOW THEREFORE, IT RESOLVED: by the City Council of the City of Shorewood hereby approves the change order with Blackstone Contractors for the Silverwood Park Improvements project in the amount of \$7,795.19.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF SHOREWOOD this 24th day of October, 2022.

Jennifer Labadie, Mayor

Attest:

Sandie Thone, City Clerk



City of Shorewood Council Meeting Item

2G

MEETING TYPE
Regular Meeting

Title / Subject: Extension of Interim City Administrator Term

Meeting Date: October 24, 2022

Prepared by: Jared Shepherd, City Attorney

Attachments: First Amendment to Interim Administrator Agreement

Background: In May 2022, the City approved the Interim City Administrator Agreement, which established Ed Shukle, Jr., as the Interim City Administrator during the pendency of the City Council's search for a permanent, full-time City Administrator. Pursuant to the Agreement, Mr. Shukle's term of employment commenced on May 2, 2022 and extended for a maximum of six months, i.e., November 2, 2022.

At this time, the City Council is still actively engaged in the City Administrator search. The First Amendment to Interim Administrator Agreement will extend Mr. Shukle's contract with the City until 3 weeks after the commencement of employment of a permanent Administrator. That time frame will allow time for onboarding the new Administrator before Mr. Shukle's departure.

Recommended Action: Staff recommends that the City Council approve the First Amendment to Interim Administrator Agreement.

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.*

FIRST AMENDMENT TO INTERIM CITY ADMINISTRATOR AGREEMENT

THIS **FIRST AMENDMENT TO INTERIM CITY ADMINISTRATOR AGREEMENT** ("First Amendment") is entered into this 24th day of October, 2022, by and between the **CITY OF SHOREWOOD**, a Minnesota municipal corporation ("City") and **EDWARD J. SHUKLE, JR.** ("Interim Administrator").

RECITALS

WHEREAS, by the Interim City Administrator Agreement dated May 9, 2022 ("Agreement"), the City retained the services of the Interim City Administrator to perform the general duties of the City Administrator, as the duties may be determined by the City Council from time to time, for a time-limited, temporary interim period; and

WHEREAS, under the Agreement, the Agreement Term was six months and which expires on November 2, 2022; and

WHEREAS, the City desires to retain the Interim Administrator for an additional period of time in order to hire a permanent, full-time City Administrator.

NOW, THEREFORE, for good and valuable mutual consideration, and with the intent of being legally bound, City and Interim Administrator agree as follows:

1. **AMENDMENT.** Section 2 of the Agreement, titled "Term of Agreement" is repealed and replaced in its entirety as follows:

TERM OF AGREEMENT. The term of this Agreement shall commence on May 2, 2022, and extend three weeks after the commencement of employment of a permanent City Administrator. The Agreement Term may be extended upon mutual agreement of the parties.

2. **AFFIRMATION OF AGREEMENT.** Except as otherwise specifically amended herein, the Agreement shall remain in full force and effect. This First Amendment shall be binding on the parties, their successors, and assigns.

IN WITNESS WHEREOF, the parties hereto have caused this First Amendment to Interim City Administrator Employment Agreement to be executed the day and year first above written.

CITY OF SHOREWOOD

By _____
Jennifer Labadie, Its Mayor

By _____
Sandie Thone, Its City Clerk

INTERIM ADMINISTRATOR

Edward J. Shukle, Jr.



City of Shorewood Council Meeting Item

2H

Title/Subject: Temporary Excluded Bingo Permit
Meeting Date: Monday, October 24, 2022
Prepared by: Sandie Thone, City Clerk/HR Director
Reviewed by: Ed Shukle, Interim City Administrator
Resolution 22-103

MEETING TYPE
Regular Meeting

Policy Consideration: Shorewood City Code, Chapter 301 Gambling and Raffles purpose is to regulate and control the conduct of certain gambling activities pursuant to the provisions of M.S. Chapter 349. Section 301.07 requires approval by the city council, subject to the provisions of State law.

The Temporary Excluded Bingo Permit applied for is for the Skippers Booster Club, Inc., a Local Non-Profit Organization, for a one-time Bingo event being held at the Shorewood Community & Event Center on November 5, 2022. The event is a fundraising event for the Minnetonka High School Senior Party.

The MN Gambling Control Board allows for the Permit for 1-4 bingo events held this year. The Skippers Booster Club, Inc. has provided proof of their non-profit status as required for the permit. Once formally approved by the City Council, the City Clerk will sign Form LG240B Application to Conduct Excluded Bingo and the Applicant will obtain the necessary permit from the MN Gambling Control Board.

Financial or Budget Considerations:

The City Fee Schedule allows for a permit fee of \$25 to be charged or waived as the city council sees fit.

Recommendation/Action Requested:

Staff respectfully recommends the city council approve ***Resolution 22-22-103 Approving a Temporary Excluded Bingo Permit effective upon the MN Gambling Control Board for Skippers Booster Club, Inc. at 18301 MN Hwy 7, Minnetonka, MN 55345 to Conduct a Bingo Event at Shorewood Community and Event Center as a Fundraiser for Minnetonka High School seniors and waive the fee.***

Connection to Vision /Mission:

Consistency in providing the community with quality public services and a variety of attractive amenities.

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

RESOLUTION 22-103

**A RESOLUTION APPROVING A TEMPORARY EXCLUDED BINGO PERMIT
FOR SKIPPERS BOOSTER CLUB**

WHEREAS, Shorewood City Code, Chapter 301 Gambling and Raffles purpose is to regulate and control the conduct of certain gambling activities pursuant to the provisions of M.S. Chapter 349; and

WHEREAS, Section 301.07 requires approval by the city council, subject to the provisions of State law; and

WHEREAS, The Temporary Excluded Bingo Permit applied for is for the Skippers Booster Club, Inc., a Local Non-Profit Organization, for a one-time Bingo event being held at the Shorewood Community & Event Center on November 5, 2022; and

WHEREAS, The event is a fundraising event for the Minnetonka High School Senior Party; and

WHEREAS, The MN Gambling Control Board allows for the Permit for 1-4 bingo events held this year, the Skippers Booster Club, Inc. has provided proof of their non-profit status as required for the permit; and

WHEREAS, Once formally approved by the City Council, the City Clerk will sign Form LG240B Application to Conduct Excluded Bingo and the Applicant will obtain the necessary permit from the MN Gambling Control Board.

NOW THEREFORE, IT BE RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHOREWOOD that a Temporary Excluded Bingo Permit was Approved effective upon the MN Gambling Control Board for Skippers Booster Club, Inc. at 18301 MN Hwy 7, Minnetonka, MN 55345 to Conduct a Bingo Event on November 5, 2022 at the Shorewood Community and Event Center as a Fundraiser for Minnetonka High School seniors and waive the fee.

ADOPTED by the Shorewood City Council on this 24th day of October 2022.

ATTEST:

Jennifer Labadie, Mayor

Sandie Thone, City Clerk



City of Shorewood Council Meeting Item

Title/Subject: Approving Permanent Appointment of Jason Carlson
Meeting Date: Monday, October 24, 2022
Prepared by: Sandie Thone, City Clerk/Human Resources Director
Reviewed by: Marie Darling, Planning Director

Policy Consideration: Pursuant to Shorewood Personnel Policy Section 3.08 *All new, rehired, promoted or reassigned employees shall complete a six (6) month probationary period upon assuming their new positions. This period shall be used to observe the employee's work habits and ability to perform the work they are required to do.*

Background: On March 21, 2022 Jason Carlson began his employment with the City of Shorewood as the Planning Technician. Jason was the unanimous choice of staff among a strong and talented candidate pool for the position. Staff determined Jason would be a good fit to our existing professional and cohesive team. Jason has proved to be a valuable member of the team and has already made significant contributions in his first 6 months of employment. Jason has a can-do attitude and never turns down an opportunity for a new challenge. He has successfully built many positive relationships in his time here with employees, councilmembers, commissioners, as well as with residents and partnering agency personnel. On November 14, 2022 Planning Director Darling conducted Jason's 6-month performance review. Jason is diligent and has a sharp focus on his duties and is a quick learner. He is professional and gets along well with team members. He exudes the City's core values of *Respect, Integrity, Communication, Positive Attitude, Team Work, and Responsiveness* in all he does. Jason has been fully successful in his work responsibilities and has exceeded many of the City's expectations in his first 6 months of employment. He is being recommended for permanent appointment in the capacity of Planning Technician for the City of Shorewood.

Financial Considerations: As delineated below.

Action Requested: Staff respectfully recommends the city council approve Jason Carlson's permanent appointment and non-exempt hourly rate be advanced from Grade 10, Step D of \$34.65 to Grade 10, Step E of \$35.94 of the City of Shorewood's Compensation Plan at the completion of his 6-month anniversary and upon approval of his permanent appointment based on his excellent performance to date and his demonstration of the City's desired core values and attributes. 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.

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 Council Meeting Item

2J

MEETING TYPE
Regular Meeting

Title / Subject: Request for Additional Time to Correct a Code Violation
Location: 26580 62nd Street West
Property Owner: Edward Cameron

Meeting Date: October 24, 2022
Prepared by: Marie Darling, Planning Director

Attachments: Violation Notice dated October 7, 2022
Written Request from Property Owner for Additional Time
Resolution Approving the Request

Background:

Earlier this month, the City received a complaint regarding recreational vehicle storage on the property and in the street on the subject property.

Property Inspections

Staff inspected the complainants' concerns. At that time, staff observed that a temporary structure was installed over a boat/trailer and both were too close to the north property line. Other violations have since been corrected.

Enforcement Action

The property owner stopped in and requested additional time to bring the code violation into conformance and submitted a letter. The removal of the boat will require significant work and with the current temperatures, the applicant has asked for more time to complete the work.

Recommendation / Action Requested: Staff recommends allowing the extension because the work on disassembling the boat will likely be done outside. However, as the time period is greater than typically approved, staff recommend requiring the property owner has the boat, temporary structure and all removed parts of the boat removed from the property or stored within the garage by May 31, 2023.

Any action on this request requires a simple majority.

Next Steps and Timelines: If the extension is granted, staff will follow-up with the property owner to document progress and completion of the outstanding violation by May 31, 2023.

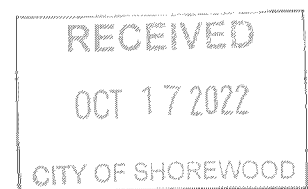
Mission Statement: *The City of Shorewood is committed to providing residents quality public services, a healthy environment, a variety of attractive amenities, a sustainable tax base, and sound financial management through effective, efficient, and visionary leadership.*

Dem-Con agree to remove the boat
I will have to strip all metal and remove
the motor and fuel tank before they
will take it. I would like to do this in
the spring as a spring project. It too cold
to do this now.

It will be done in the spring time.

Ed Cameron

612-590-4874





CITY OF SHOREWOOD

5755 Country Club Road • Shorewood, Minnesota 55331 • 952-960-7900
www.ci.shorewood.mn.us • cityhall@ci.shorewood.mn.us

Notice of Violation

10/07/2022

EDWARD J CAMERON
26580 62ND ST W
SHOREWOOD MN 55331,

Re: Notice for City Code Violations for Property at: 26580 62nd Street West, Shorewood, MN 55331

Dear Property Owner,

Our office has received a complaint regarding more than one recreational vehicle being stored in the required front yard. Upon inspection, staff confirmed multiple violations are present on the subject property.

City Code Section 1201.03 subd.3.c(10) states For residential districts, one recreational vehicle or piece of equipment may be stored in required front yards; provided it is located on an approved driveway, it does not take up required parking space as provided in Subd. 5.h. of this section, it is currently licensed and operable and it is located no closer than 15 feet from the paved surface of the street. This provision shall only apply when there is no practical way to store the vehicle or equipment within the buildable area of the lot.

City Code 501.05, subd. 9 declares the following as public nuisances: Any abandoned, discarded or unused objects or equipment such as inoperable vehicles of all kinds (see also Chapter 502 of this code), motor vehicles or recreational equipment not displaying a current State license, furniture, stoves, refrigerators, freezers, lumber, trash, debris, junk containers, machinery, implements, or equipment that is no longer safely usable

Your property will be re-inspected for compliance on or after 10/14/2022. Any violations found after this date would be subject to administrative enforcement, pursuant to Chapter 104 of the Shorewood City Code (enclosed). All code sections quoted above are available on the City's website.

If you have any questions, please contact me at 952-960-7909 or jcarlson@ci.shorewood.mn.us.

Sincerely,

Jason Carlson
Planning Technician
952-960-7909
jcarlson@ci.shorewood.mn.us



RESOLUTION 2022-104

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

**A RESOLUTION APPROVING A REQUEST FOR EXTENSION TO CORRECT A
CODE VIOLATION FOR PROPERTY LOCATED AT 26580 62nd Street West**

WHEREAS, the City of Shorewood sent a violation notice to Edward Cameron (the “Property Owner”) regarding a violations of City Code on their property addressed as 26580 62nd Street W (the “Property”); and,

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

WHEREAS, the City Council considered the appeal for additional time to correct the violation at its regular meeting on October 24, 2022, at which time the Planning Director’s memorandum was reviewed and comments were heard by the City Council from the Property Owner and staff.

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

CONCLUSIONS

1. The Property Owner has shown that the additional time is necessary to resolve the violation.
2. The City Council hereby grants an extension to correct the violation, which expires on May 31, 2023.
3. By May 31, 2023, the applicant must have removed the temporary structure and the boat (and all pieces) from the property or stored them within the existing garage.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF SHOREWOOD, MINNESOTA
this 24th day of October, 2022.

Jennifer Labadie, Mayor

ATTEST:

Sandie Thone, City Clerk

CITY OF SHOREWOOD
PLANNING COMMISSION MEETING
TUESDAY, OCTOBER 4, 2022

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

DRAFT MINUTES

CALL TO ORDER

Chair Maddy called the meeting to order at 7:00 P.M.

ROLL CALL

Present: Chair Maddy; Commissioners Eggenberger, Riedel, Huskins and Holker; Planning Technician Carlson; and, Council Liaison Gorham

Absent: None

1. APPROVAL OF AGENDA

Riedel moved, Huskins seconded, approving the agenda for October 4, 2022, as presented. Motion passed 5/0.

2. APPROVAL OF MINUTES

- September 20, 2022

Eggenberger moved, Holker seconded, approving the Planning Commission Meeting Minutes of September 20, 2022, as presented. Motion passed 5/0.

3. MATTERS FROM THE FLOOR

There were no comments.

4. PUBLIC HEARINGS - NONE

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

A. PUBLIC HEARING – CONDITIONAL USE PERMIT FOR COLLOCATION OF ANTENNAS ON EXISTING TOWER

Applicant: SMJ International, LLC

Location: 24283 Smithtown Road

Request for continuance to November 1, 2022

Planning Technician Carlson stated that this application is from T-Mobile and explained that Planning Director Darling had asked the Commission to continue the public hearing to November 1, 2022 because some revisions to the application were necessary. He clarified that the staff presentation will take place at the November 1, 2022 meeting.

Chair Maddy opened the Public Hearing at 7:04 P.M. Being there was no public comment, he closed the Public Hearing at 7:04 P.M.

Riedel moved, Huskins seconded, to Continue the Public Hearing for the Conditional Use Permit for Collocation of Antennas on Existing Tower for SMJ International, LLC located at 24283 Smithtown Road to the November 1, 2022 Planning Commission meeting. Motion passed 5/0.

5. NEW BUSINESS

A. Variance for Grading in the Shore Impact Zone

Applicant: Karen Kinzie

Location: 27190 Edgewood

Planning Technician Carlson gave an overview of the variance application to allow for grading in the shore impact zone. He gave an overview of what a shore impact zone is and explained that for this property, it is 25 feet from the ordinary high-water level of the lake. He noted that the existing home was built by the previous property owner in 1986 and shortly after it was built, City staff started receiving complaints that they were filling the shore impact area and within the floodplain and were creating berms and raising grades on the site. He explained that by the time City staff discovered the violations, the grading was extensive and the City Council, in 1987, approved a variance to allow for the fill to remain on the property. He stated that the current applicant is proposing to grade within 20 feet or closer to the original high-water line and are proposing to regrade and remove the berms that would allow for water to flow away from the home in a more natural way. He stated that this situation is unique because the berms were constructed by the previous property owner. Staff has requested that the applicant revise their plans to be consistent with their narrative and also for revised plans based on elevations that show all topographical changes, placement, and type of erosion control as well as dimensions between the locations of the proposed activity and the shore impact zone, the original high-water line, and the floodplain. He noted that the applicant has submitted a revision, however it was too close to the meeting, so a full staff review of the information was not possible. He noted that this full staff review would be done prior to the City Council meeting. Staff recommends approval subject to the conditions listed in the staff report.

Commissioner Riedel stated that from the applicant's narrative, correcting drainage sounds reasonable but creation of a more level lawn did not necessarily sound reasonable. He stated that the drainage problems were not really discussed in the narrative nor were they very apparent from looking at the topographical maps. He asked if staff or the City Engineer had weighed in on the drainage problems.

Planning Technician Carlson reviewed the aerial photos and explained that drainage issues that have been reported by the applicant.

Commissioner Riedel stated that in 1986 it appears as though there was a code infringement, an after the fact complaint, and then an after the fact variance granted. He stated that he understands that it was a previous owner and asked if staff had any other information on that situation.

Planning Technician Carlson explained that Planning Director Darling handled much of the research on this application but can find this information prior to the Council meeting.

Commissioner Holker stated that she is trying to figure out if the proposed changes get it back to what would be considered within Code. She asked if this plan had been done initially, in 1986, if there would have been a need for a variance.

Commissioner Huskins stated that he believed that it would, at least for the setback, because it is only 20 feet rather than the 25 feet that it should be.

Commissioner Holker asked if this proposal would improve the situation near the lake, even if it was not within Code.

Planning Technician Carlson stated that he would say because an artificial obstruction was created in 1986, that the recent proposal would improve the situation.

Commissioner Riedel stated that he did not think that was at all the situation in this case and comes down to you were not allowed to do grading in 1986 without a permit and you are not allowed to do grading in 2022 without a permit. He stated that it is the activity and not the fact that something is in or out of Code.

Commissioner Holker stated that makes perfect sense to her, but with the staff recommendation to allow this variance request, she would like to have an understanding of whether things would be in better shape after the work is done.

Planning Technician Carlson stated that the recent proposal would improve the drainage.

Commissioner Huskins stated that staff's recommendation stated that this represents the minimum required to alleviate the issue but it sounds like it may be more work than what is actually necessary. He stated that his question would be what if the only thing that was done was removal of the berms.

Planning Technician Carlson stated that once the staff examines the revised survey, in the narrative they will be able to see the contour lines more accurately.

Chair Maddy stated that he thinks the Commission can generally conclude, with the recent proposal, that the slope towards the lake will be reduced which will slow down the run-off.

Commissioner Huskins stated that he does not know that to be true.

Planning Technician Carlson stated that, in his opinion, the run-off would be slowed down with the proposed regrading.

Kevin Kinzie, 27190 Edgewood Road, stated that if the berms had not been created by the previous owner, he would not be here before the Commission. He explained that the only thing they are trying to accomplish is to get natural drainage and noted that their neighbors have said the same thing. He stated that they are just trying to get water to drain away from the house. He reviewed photos of the area and explained where the drainage problems have been located and reiterated that he was just trying to go back to what nature had in place prior to the work by the previous owners.

Chair Maddy asked that the photos just reviewed by Mr. Kinzie be added to the record because they show, much more clearly, the situation related to the application.

Mr. Kinzie explained that if this work is not allowed by the City it will not be the end of the world, but they are just trying to find a solution that works better for them as well as the City.

Commissioner Riedel confirmed with Mr. Kinzie that the fill would be removed from the property.

Commissioner Huskins asked if he had read the information correctly that Mr. Kinzie was planning to do some grading near his home on the east and south side.

Mr. Kinzie explained that they had been approved for a building permit to do external work on the home. He stated that there will not be grading, but they will be re-sodding that area.

Commissioner Eggenberger asked if Mr. Kinzie had looked at all of the recommendations from staff.

Mr. Kinzie stated that he has seen all of them and believes his landscaper has also seen them and was fine with them all.

Commissioner Riedel asked if Mr. Kinzie was planning to complete this work before frost.

Mr. Kinzie explained that it would depend on the City but is hopeful that they will be able to lay sod this year.

Chair Maddy asked if there was anyone present who would like to speak to this application. There being no comment, Chair closed the public input portion of the meeting at 7:25 p.m.

Commissioner Riedel stated that he has been reassured by the statements made by the applicant and feels this request seems imminently reasonable. He stated that from a Planning Commission perspective, he does not like the sequence of events of there being a wrong, a variance being granted, and then another variance granted to correct the wrong.

Commissioner Eggenberger stated that he does not see anything wrong with recommending approval of this request, subject to the staff recommendations. He stated that there are no neighbors present that are in opposition to this request and staff is also recommending approval.

Commissioner Huskins stated that he agrees but is concerned that the Commission does not know what the City Council will ultimately see since the recently submitted information was not received in time for full review. He stated that he cannot give a strong 'yes' unless there is a statement within the conditions that says that there will be information that the Council sees that the Commission had not.

Commissioner Riedel clarified that he was referring to the proper engineering and grading plans.

Commissioner Holker stated that based on what the Commission has seen thus far, she would approve what is being presented.

Chair Maddy suggested that they could add some language to the motion that as long as there are not any large differences from what has been presented.

Commissioner Huskins asked if the Planning Commission could request that it come back to them if it should turn out that there is something more.

Chair Maddy noted that the Council can choose to send it back to the Commission.

Commissioner Eggenberger noted that the Council has the ultimate decision either way and they will have the updated information by their meeting.

Eggenberger moved, Riedel seconded, to recommend approval of the variance request to grade in the shore impact zone for property located at 27190 Edgewood Road, assuming that there will be no material differences in what was presented to the Commission, and subject to the conditions as listed in the staff report. Motion passed 5/0.

6. OTHER BUSINESS

7. REPORTS

- **Council Meeting Report**

Council Liaison Gorham reported on matters considered and actions taken during the Council's recent meetings.

- **Draft Next Meeting Agenda**

Planning Technician Carlson gave an overview of the draft meeting agenda to revisit the CUP for collocation of antennas on the existing tower at 24283 Smithtown Road. He noted that the City has received a lot of incomplete applications, so he was not sure how many would be completed by the next meeting.

Council Liaison Gorham asked if the Commission had set their work plan goals for 2023 yet.

Chair Maddy stated that they had not and noted that it usually happens over the winter months.

The Commission briefly discussed some items to include in their work plan for 2023, including: code clean up; signage; and fencing.

Chair Maddy suggested that if the Commission thinks of other items to include on the work plan to let Planning Director Darling know.

Commissioner Riedel noted that he is thinking of retiring when his term ends and explained that he will let Planning Director Darling know so she is aware of the possibility that he may be leaving. He gave a suggestion for a change in how the Planning Commissioners give their update to the City Council that he felt would be a bit more efficient.

Council Liaison Gorham stated that he will bring this idea up to the Council and City staff.

8. ADJOURNMENT

Riedel moved, Huskins seconded, adjourning the Planning Commission Meeting of October 4, 2022, at 7:45 P.M. Motion passed 5/0.



City of Shorewood Council Meeting Item

#5B

MEETING TYPE
Regular Meeting

Title / Subject: Variance to grade in the shore impact zone of Lake Minnetonka

Location: 27190 Edgewood Road

Applicant: Karen Kinzie

Meeting Date: October 24, 2022

Prepared by: Marie Darling, Planning Director

Review Deadline: December 29, 2022

Attachments: Revised plan dated October 3, 2022
Planning Memorandum from the October 4, 2022 Meeting
Resolution

Background: See the attached planning memorandum for detailed background on this request. This item is a request to grade in the shore impact zone which is the first half of the structure setback from the ordinary high water level, where such activity is typically prohibited.

At the October 4, 2022 meeting, the Planning Commission voted unanimously to recommend approval of the variance application subject to the conditions in the attached resolution.

Recently, the applicant submitted revised plans showing the improvements proposed on a survey with topographic information. Staff received the revised plan too late to review and present it to the Planning Commission at their meeting. After the meeting, staff reviewed the revisions to verify the work proposed is outside the floodplain and revised the conditions of approval based on this revised plan.

The revised plan does include more underlying information and is drawn to scale and reflects several of the conditions staff originally recommended to the Planning Commission. As a result, those conditions are satisfied and were not included in the attached resolution. The nature of the variance request remains the same.

Summary of Public Notice: Notice was mailed to all property owners within 500 feet of the property at least 10 days prior to the Planning Commission public meeting. The applicant was present and spoke in favor of the request, but no one from the public requested to speak.

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

Recommendation / Action Requested: Staff and the Planning Commission recommend approval of the variance request.

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.*

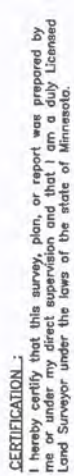
Proposed motion: Move to adopt the attached resolution approving a variance for Karen Kinzie for property located at 27190 Edgewood Road based on the findings and conditions in the attached resolution.

Any action on this request would require a simple majority.

Next Steps and Timelines: The applicant has already submitted a grading permit. If the item is approved, staff could complete our review and issue the permit when the conditions of approval are met.

PREPARED FOR:
CINDY REDMOND
27190 EDGEWOOD ROAD
SHOREWOOD, MN 55331

(ALL PORTIONS OF ENCLOSED PROPERTY HIGHER



LEGAL DESCRIPTION OF PORTION PROPOSED FOR REMOVAL FROM FLOOD HAZARD AREA:

[illegible]

RECEIVED

OCT 03 2022

Terrell W. Van Neste, Minnesota Professional Surveyor #44100
Michigan Professional Surveyor #41860

van n

JOB # 20180113 **ISSUED: 5-21-2018**

DESKIN DTD TWIN **REV: 6-2-2018**

SCALE: 1" = 20 FEET

VAN NESTE SURVEYING
PROFESSIONAL SURVEYING SERVICES

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CITY OF
SHOREWOOD

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

MEMORANDUM

TO: Planning Commission, Mayor and City Council

FROM: Marie Darling, Planning Director

MEETING DATE: October 4, 2022

REQUEST: Variance to grade in the shore impact zone for property at 27190 Edgewood Road

APPLICANT: Karen Kinzie

LOCATION: 27190 Edgewood

REVIEW DEADLINE: December 29, 2022

LAND USE CLASSIFICATION: Minimum Density Residential

ZONING: R-1A

FILE NUMBER: 22.08

REQUEST:

The applicant requests a variance to allow grading in the shore impact zone where no grading is permitted without a variance. The shore impact zone is the first 25 feet from the ordinary high water level of the lake.

Notice of this application and the public meeting was mailed to all property owners within 500 feet of the property at least 10 days prior to the meeting.

BACKGROUND

Context: The adjacent properties are all developed with single-family homes. The property is adjacent to Lake Minnetonka and is within the Shoreland Management district overlay. The portion of the property below the 931.5 elevation is within the floodplain.

The existing home was constructed in 1986 by a previous property owner. Shortly thereafter, the staff received complaints that the applicant was filling the shore impact area and within the floodplain. Upon inspection, staff found that the landscapers created berms and raised the property using excess dirt from the



home construction as well as brought in additional fill across the north and east sides of the property. By the time staff discovered the code violation, the grading was extensive, and the fill had already been graded across much of the lot. In 1987, the City Council approved a variance to allow the fill to remain on the property.

Applicable Code Sections:

Section 1201.26 Subd. 7 b. Grading and filling:

(1) Grading and filling within Shoreland Districts, or any alteration of the natural topography where the slope of land is toward a public water or watercourse leading to a public water must be approved by the Building Official and a permit obtained prior to the commencement of any work thereon. The permit may be granted subject to the conditions that:

- (a) No more than one-third of the surface area of a lot shall be devoid of vegetative ground cover at any time;
- (b) Temporary ground cover such as mulch shall be used and permanent cover such as sod shall be planted as soon as possible;
- (c) Methods to prevent erosion and trap sediment shall be employed in accordance with the Shorewood Subdivision Ordinance (Chapter 1202 of this code);
- (d) Fill shall not be placed in areas lower in elevation than the normal high water mark;
- (e) Fill shall be stabilized according to accepted engineering standards;
- (f) Fill shall not restrict a floodway or destroy the storage capacity of a flood plain;
- (g) The maximum slope of the finished surface which slopes toward a water body or a watercourse leading to the water body shall be three units horizontal to one vertical;
- (h) No grading or filling shall be permitted within shore and bluff impact zones;
- (i) Plans to place fill or excavated material on steep slopes must be reviewed and approved by the City Engineer for continued slope stability and must not create finished slopes greater than three units horizontal to one vertical;
- (j) Placement of natural rock riprap, including associated grading of the shortline and placement of a filter blanket, is permitted if the finished slope does not exceed three feet horizontal to one foot vertical, the landward extent of the riprap is within ten feet of the ordinary high water level and the height of the riprap above the ordinary high water level does not exceed three feet;

Section 1201.02 defines the shore impact zone as the first ½ of the required structure setback.

Grading and fill within the floodplain is regulated by Chapter 1101 of City Code.

ANALYSIS

The applicant's narrative is attached and indicates that they propose to re-grade the property to allow water to flow naturally away from the home. The applicant's narrative is attached.

According to their plans, they propose to grade as close as 20 feet (from narrative) and perhaps even closer to the OHWL (929.4) elevation based on markings on their plans. With the exception of the survey, the plans are drawn in a conceptual fashion and use an aerial photo as the base drawing. The aerial photo has a disclaimer that indicates that they are inappropriate for engineering or surveying purposes. The plans also appear to propose grading not only in the pool area but all around the home on the north and east sides. Should the Planning Commission's review of the variance criteria find that they have been met, staff recommend that the applicant revise their plans to be consistent with their narrative. Staff have also included conditions on placement of silt fence based on the request in the narrative.

Variance Criteria:

Section 1201.05 subd.3. a. of the zoning regulations sets forth criteria for the consideration of variance requests. These criteria are open to interpretation. Staff reviewed the request according to these criteria as follows:

1. *Intent of comprehensive plan and zoning ordinance:* The property owner would continue to use the property for residential purposes. They propose no uses on the site that would be inconsistent with either the intent of the residential land use classification or the district's allowed uses.
2. *Practical difficulties:* Practical difficulties include three factors, all three of which must be met. Staff finds that the practical difficulties for the property are related to correcting the previous grading situation.
 - a. *Reasonable:* The applicant has proposed a reasonable residential use on the property.
 - b. *Unique Situation vs. Self-Created:* The situation is unique as the berms were created by a previous property owner and the current property owner proposes to correct drainage on the property and provide a gentler slope.
 - c. *Essential Character:* Although allowing the grading to occur in the shore impact area is unusual, with the appropriate erosion control and revegetating the site immediately following grading, the essential character of the area would not be altered.
3. *Economic Considerations:* The applicant has not proposed the variance solely based on economic considerations, but to enhance the livability of the property and to improve drainage away from the home.
4. *Impact on Area:* The property owner is not proposing anything that would impair an adequate supply of light and air to an adjacent property, increase the risk of fire, or increase the impact on adjacent streets.
5. *Impact to Public Welfare, Other Lands or Improvements:* Staff finds that with conditions based on the requirements of Section 1201.26, the proposed grading would not be injurious to the other improvement in the neighborhood.
6. *Minimum to Alleviate Practical Difficulty:* Staff finds the variance request is the minimum necessary to alleviate the practical difficulties on the property.

FINDINGS/RECOMMENDATION

Staff finds the variance proposal meets the criteria above and recommends approval of the variance while acknowledging that the variance criteria are open to interpretation. Consequently, the Planning Commission could reasonably find otherwise.

Should the Planning Commission recommend approval of the variance, staff recommends the following conditions:

- Prior to doing any grading on the property, the applicant shall acquire all necessary permits.

- Prior to issuance of the permit, the applicant shall submit revised plans based on the elevations shown on the survey that includes topographical changes, erosion control and dimensions between the proposed activity and the shore impact zone, the OHWL and the floodplain.
- Prior to commencing grading, the applicant shall install a double row of silt fence, one row each at 15 and 18 feet from the OHWL of Lake Minnetonka.
- No grading or disturbance is permitted within the floodplain.
- Permanent ground cover shall be placed within 7 days following the completion of grading on the site. Temporary ground cover shall be installed as needed to prevent erosion throughout the project.

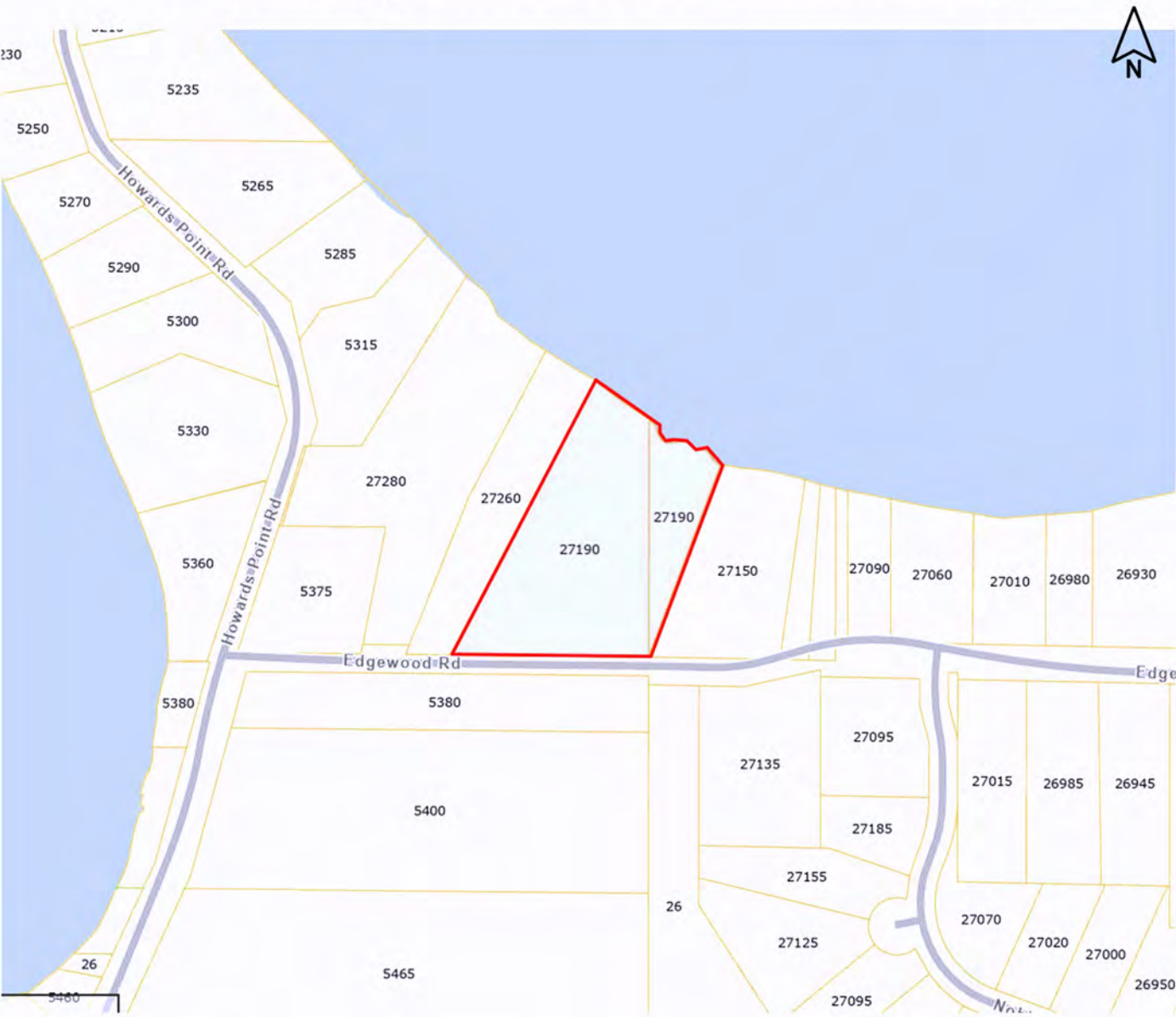
ATTACHMENTS

Location map

Applicant's narrative and plans

Resolution 78A-87

27190 Edgewood Road Location Map



City of Shorewood – Variance Application Narrative

RECEIVED

AUG 31 2022

CITY OF SHOREWOOD

Owner: Karen Kinzie

27190 Edgewood Road, Shorewood, MN 55331

Purpose of Project:

To remove soil berm in back yard off the pool to create a more level lawn space and allow water to flow naturally away from the home.

Per Variance Checklist:

In applying we are looking for the variance as we have “practical difficulties” in complying with the current regulation with given setback off lake. The issues are not a result of anything landowner created, but more likely a result when previous owners mounded excess soil and created the mounds. When completed the alterations would not alter the character of the land aesthetically.

The variance would not:

1. Be based on economic considerations
2. Impact light, air for neighboring properties or public street & public safety or welfare.
3. The variance would be the minimum necessary to correct issue above.

Scope of Work:

Remove an area of soil approximately 90 feet x 27ft with a starting elevation to match existing lawn on west side and sloping approximately down 30 inches on the east side. (Existing of 938 graded down to 935.5).

1. This would infringe on the 50% existing regulation by approximately 5 Feet.
2. Approximately 135 yards of soil to be removed and hauled off site.
3. Area will be re-sod after soil has been removed.

Thanks

Kevin and Karen Kinzie

RECEIVED
AUG 24 2022
CITY OF SHOREWOOD



Hennepin County Natural Resources Map

Date: 7/6/2022



Legend

2 Foot Elevation Contours

- Index
- Intermediate

- Erosion logs
- New Contours
- Existing Contours

X = Grade contours removed

Point location (UTM 15N):
450660.9042636655,
4972888.14176288

Comments:

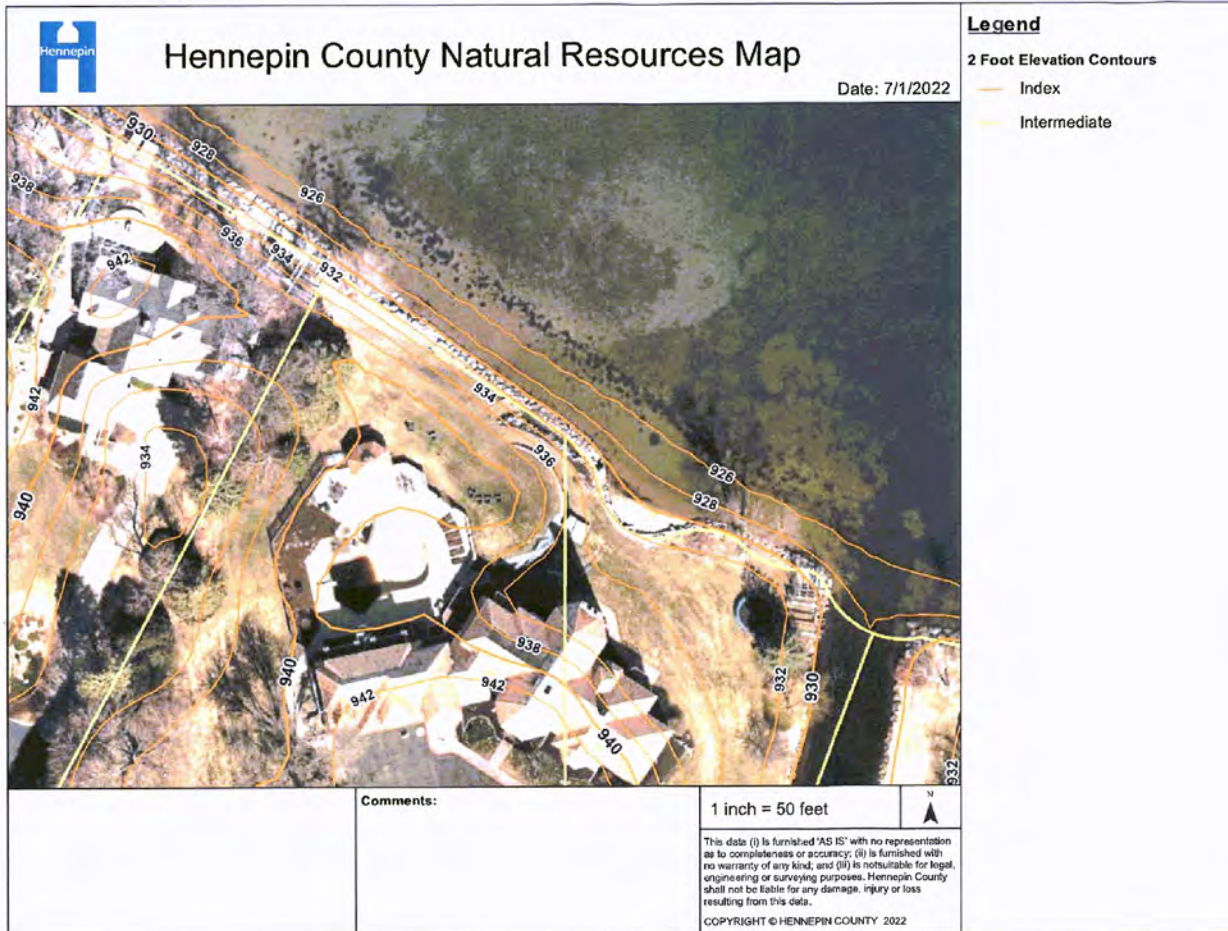
1 inch = 50 feet



This data (i) is furnished 'AS IS' with no representation as to completeness or accuracy; (ii) is furnished with no warranty of any kind; and (iii) is not suitable for legal, engineering or surveying purposes. Hennepin County shall not be liable for any damage, injury or loss resulting from this data.

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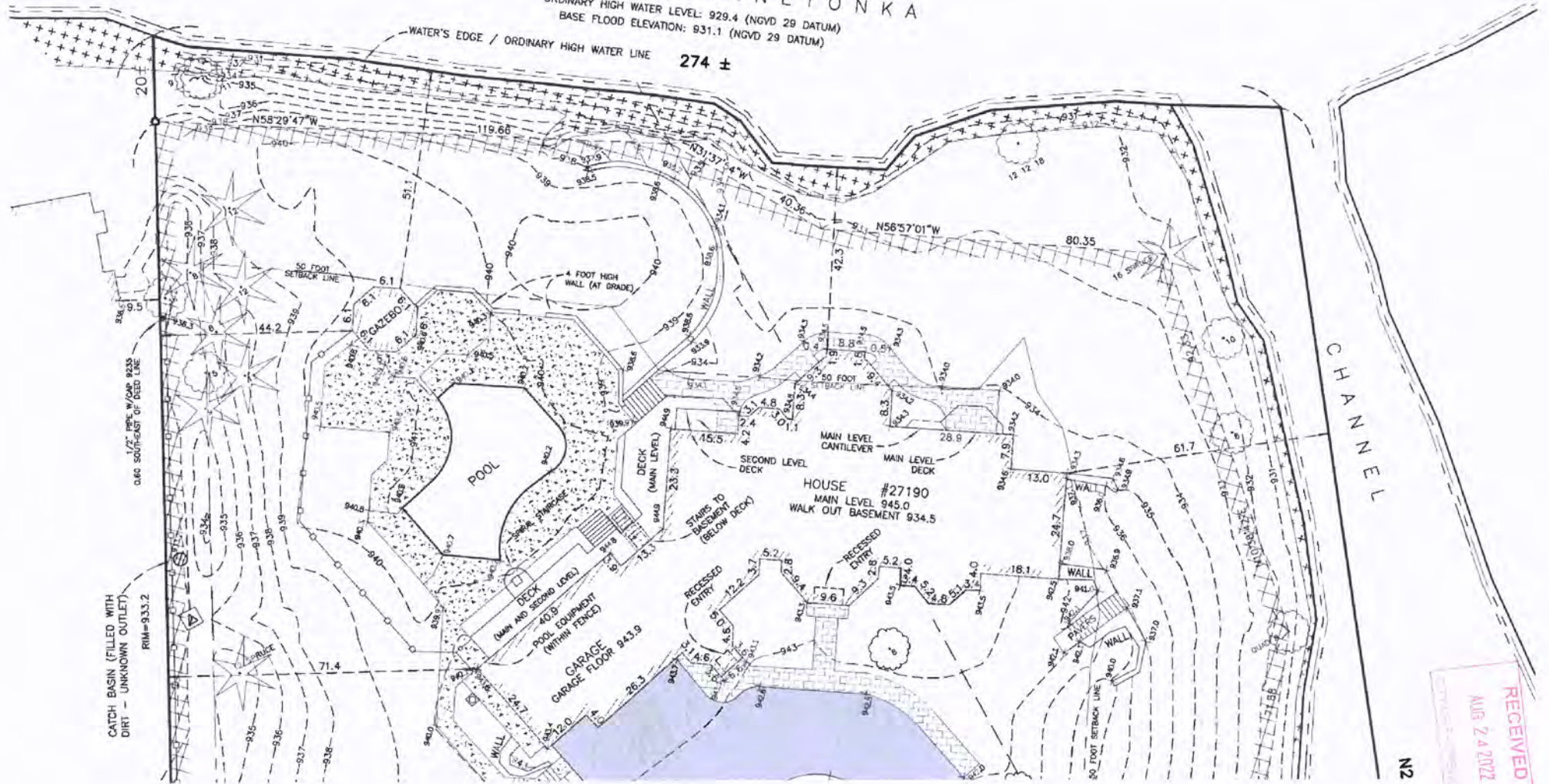
RECEIVED
AUG 24 2022
CITY OF SHOREWOOD



ITY HIGHER

LAKE MINNETONKA

ORDINARY HIGH WATER LEVEL: 929.4 (NGVD 29 DATUM)
BASE FLOOD ELEVATION: 931.1 (NGVD 29 DATUM)



RESOLUTION NO. 78^A-87

WHEREAS, J. Brooks Hauser and Peggy Hauser have applied for a variance for the improvement of property owned by them at 27190 Edgewood Road in the City of Shorewood, legally described in Exhibit A, attached hereto; and

WHEREAS, such application seeks approval for the placement of fill on the property within twenty (20) feet of the shoreline; and

WHEREAS, Shorewood "Shoreland District" ordinance provisions prohibit the grading or filling of land within twenty (20) feet of the normal high water mark; and

WHEREAS, a Public Hearing was held and the application reviewed by the Planning Commission on May 19, 1987; and

WHEREAS, a further review of the application was had before the City Council at their regular meeting held on May 26, 1987; and

WHEREAS, the City Attorney was directed by resolution of the Council to prepare a resolution setting forth Findings of Fact and Conclusions approving applicant's request for said variance.

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

FINDINGS OF FACT

1. That the subject property is located in a R-1A "Shoreland District."
2. That Shorewood Ordinance No. 168, Section 200.26, Subd. 7 b(1)(h) states, "No grading or filling shall be permitted within twenty (20) feet of the normal high water mark of a water body."
3. That the applicant has presented a landscaping plan for grading, filling, and plantings and has obtained a permit from the Minnehaha Creek Watershed District to allow rip-rapping of the shoreline.
4. That the lawn area along the lakeshore had been previously pocked with holes and irregularities which constituted a hazardous and an unsightly condition in the area.
5. That the filling of such holes has served to create a safer, more attractive, and properly drained lawn.

HOWARD'S POINT

That part of Lot 15 lying Southeasterly of a line parallel with and distant 205.07 feet Southeasterly as measured at right angles from the Northwesterly line of Lot 14 and its Southwesterly extension.

EXHIBIT A

RESOLUTION 2022-105

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

**A RESOLUTION APPROVING A VARIANCE TO GRADE WITHIN THE SHORE
IMPACT ZONE FOR LAKE MINNETONKA ON PROPERTY LOCATED
AT 27190 EDGEWOOD ROAD**

WHEREAS, Karen Kinzie, (the “Applicant”) propose to grade within the shore impact zone of Lake Minnetonka where the ordinance otherwise prohibits such grading on property legally described as:

Par 1: That part of Lot 15 “Howards Point” which lies southeasterly of a line described as follows: Commencing at the southeast corner of said Lot 15; thence on an assumed bearing of North 89 degrees 30 minutes 53 seconds west along the south line of said Lot 15 a distance of 354.59 feet to the point of beginning of the line to be described; thence north 27 degrees 40 minutes 45 seconds east 566 feet, more or less to the shoreline of Lake Minnetonka and said line there terminating.

Par 2: That part of Block 3, Sampsons Upper Lake Park Lake Minnetonka which lies northwesterly of the following described line: Commencing at the southwest corner of said Block 3; thence on an assumed bearing of north along the west line of said Block 3 a distance of 16.50 feet to the point of beginning of the line to be described; thence north 20 degrees 25 minutes 00 seconds east 370 feet, more or less to the shoreline of Lake Minnetonka and said line there terminating. (the “Property”)

WHEREAS, the Applicant has applied for a variance to allow grading to as close as 18 feet from the ordinary high-water level (the “OHWL”) of Lake Minnetonka where a minimum of 25 feet is required; and

WHEREAS, the Applicant’s request was reviewed by the planning staff, whose recommendation is included in a memorandum for the October 4, 2022 Planning Commission meeting, a copy of which is on file at City Hall; and

WHEREAS, the Planning Commission held a public meeting on October 4, 2022 to review the application and take any public testimony offered, the minutes of said meeting are on file at City Hall; and

WHEREAS, the City Council considered the application at its regular meeting on October 24, 2022, at which time the planning staff memorandum and the Planning Commission’s recommendations were reviewed and comments were heard by the City Council from the Applicant and staff.

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

FINDINGS OF FACT

1. The subject property is located in the R-1A/S zoning district, which prohibits grading within the shore impact zone of Lake Minnetonka.
2. The shore impact zone is defined as the first 25 feet measured back from the OHWL of Lake Minnetonka.
3. The grading proposed is to correct a problem that occurred in 1986 when a previous property owner deposited the soil in the proposed area within the shore impact zone and floodplain.
4. Section 1201.05 of the zoning regulations provides that the purpose of a variance is to allow a process to deviate from the strict provision of the zoning regulations when there are practical difficulties, and the action is the minimum to alleviate the practical difficulties.
5. Section 1201.05 of the zoning regulations provides that in making the above determination, the City may consider the circumstances unique to the property and not created by the landowner.
6. The Applicant's proposal is identified on the application materials and plans submitted on August 24 and 29, 2022 and October 3, 2022 (the "Plans").

CONCLUSIONS

- A. Based upon the foregoing, and the records referenced herein, the City Council hereby approves the Applicant's request to grade within the shore impact zone no closer than 18 feet to the OHWL where a minimum of 25 feet would otherwise be required based on the Plans.
- B. The City Council specifically finds that the Applicant's request for the variance is consistent with the variance criteria listed in the zoning ordinance as it specifically demonstrates practical difficulties to correct the 1986 deposit of soil on the property and provide a gentler slope and said action would be the minimum request to alleviate the practical difficulties. Additionally, that the improvements proposed would not inappropriately impact the area, public welfare or other lands/improvements in the area.
- C. The variance approval shall be subject to the following conditions:
 1. Prior to beginning any grading on the Property, the applicant shall acquire all necessary permits.
 2. Prior to commencing any grading, the applicant shall install a double row of silt fence as shown on the Plan.
 3. No grading or disturbance of the portion of the property within the floodplain.
 4. Permanent ground cover shall be planed within 7 days following the completion of grading on the site. Temporary ground cover shall be installed as needed to prevent erosion throughout the project.
- D. The variance shall expire one year after approval unless the applicant has completed the project, or an extension has been requested in accordance with Section 1201.05 Subd. 3 of City Code.

E. The City Clerk is hereby authorized and directed to provide a certified copy of this resolution for filing with the Hennepin County Recorder or Registrar of Titles.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF SHOREWOOD, MINNESOTA
this 24th day of October, 2022.

Jennifer Labadie, Mayor

Attest:

Sandie Thone, City Clerk



City of Shorewood Council Meeting Item

Title/Subject: Accept Bids and Award Contract for Strawberry Lane Reconstruction; City Project 19-05
Meeting Date: Monday, October 24, 2022
Prepared by: Andrew Budde, City Engineer
Reviewed by: Larry Brown, Director of Public Works
Attachments: Bid Tabulation, Bid Abstract, Resolution

Background: At the September 12th, 2022, City Council Meeting, staff presented the final plans and specifications for the Strawberry Lane Reconstruction Project and Council had given authorization to advertise and open bids for the project.

Bids for the project were opened on October 13, 2022. A total of eleven bids were received with the low bid being submitted by Kuechle Underground, Inc. from Kimball, Minnesota. The bids are summarized below:

Bidder:	Total Bid Amount:
Kuechle Underground	\$4,622,906.41
Valley Paving	\$4,682,322.60
New Look Contracting	\$4,793,065.75
S R Weidema	\$4,893,342.26
Northwest Asphalt	\$4,897,867.11
S.M. Hentges & Sons	\$4,959,602.00
Meyer Contracting	\$5,065,930.16
Geislinger & Sons	\$5,131,365.39
Park Construction	\$5,395,146.67
Northdale Construction	\$5,619,747.63
Veit & Company	\$5,635,637.40

Staff has reviewed all the bids and based on the low bid from Kuechle Underground, Inc., the construction costs of the project is 3% above the engineer's estimate of \$4,478,919.50. The bids received indicate that the bidding process was competitive.

Tree removal is anticipated to begin in approximately three weeks, to allow time for overhead utility relocation efforts as soon as possible. The project is to be substantially completed by September 1, 2023, with the final completion by July 1, 2024.

Financial Considerations: Costs for this work have been budgeted for in the Capital Improvement Plan (CIP) and would utilize a combination of Street & Utility Bonds, Water Funds, Sanitary Funds, and Storm Sewer Funds. The city has budgeted \$5,132,944 for this project in the CIP. The projected total project costs, which include the amount bid for construction and accounting for engineering, administration, and right of way acquisition is \$5,810,000. The significant difference between the CIP budget amount and the projected project costs is due to construction prices across the industry have inflated approximately 15% over the course of the last year and into the 2023 construction season. The most recent engineer's estimate attempted to account for known increases in pricing, however the CIP numbers were approved earlier in the calendar year and only included a 3% inflation factor on an annual basis.

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

1. Approve the attached Resolution accepting the bids and awarding the contract to Kuechle Underground, Inc., for the Strawberry Lane Reconstruction, City Project 19-05.
2. Direct staff to modify the plans & specifications.
3. Take no action, at this time.

Recommendation/Action Requested: Staff recommends approval of the Resolution that accepts the bids and awards the Contract to Kuechle Underground, Inc. in the amount of \$4,622,906.41 for the Strawberry Lane Reconstruction, City Project 19-05.

Next Steps and Timelines:

Award Construction Contract	October 24, 2022
Begin Tree Removal	November, 2022
Construction Substantially Complete	September 1, 2023
Construction Final Completion	July 1, 2024



City of Shorewood

Project Bid Tabulation

STRAWBERRY LANE RECONSTRUCTION

BMI PROJECT NO. C16.120450

Soliciting agent:

Contact:

Bid Date:

Bolton & Menk, Inc.

Andrew Budde, P.E.

10/13/2022 10:00 AM CDT

Firm	Total Bid
Kuehle Underground	\$4,622,906.41
Valley Paving	\$4,682,322.60
New Look Contracting	\$4,793,065.75
S R Weidema	\$4,893,342.26
Northwest Asphalt	\$4,897,867.11
S.M. Hentges & Sons	\$4,959,602.00
Meyer Contracting	\$5,065,930.16
Geislinger & Sons	\$5,131,365.39
Park Construction	\$5,395,146.67
Northdale Construction	\$5,619,747.63
Veit & Company	\$5,635,637.40

Engineer's Opinion of Cost - Base Bid

\$4,478,919.50

I hereby certify that this is a true and correct tabulation of the bids as received on October 13, 2022 for the Strawberry Lane Reconstruction, City Project 19-05.

Andrew Budde

Andrew Budde, P.E., City Engineer

Sandie Thone

Sandie Thone, City Clerk

ABSTRACT OF BIDS

STRAWBERRY LANE RECONSTRUCTION

CITY PROJECT NO. 19-05
CITY OF SHOREWOOD, MN

BID DATE: 10/13/2022
TIME: 10:00 AM

* Bid amount changed due to found calculation/addition error

TIME: 10:00 AM				1		2			
ITEM NO.	ITEM	APPROX. QUANT.	UNIT	Engineer's Estimate Bolton & Menk, Inc.		Kuechle Underground		Valley Paving	
				UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
BASE BID									
1	MOBILIZATION	1	LUMP SUM	\$150,000.00	\$150,000.00	\$85,000.00	\$85,000.00	\$177,000.00	\$177,000.00
2	CLEARING	377	EACH	\$500.00	\$188,500.00	\$180.00	\$67,860.00	\$176.00	\$66,352.00
3	GRUBBING	381	EACH	\$500.00	\$190,500.00	\$85.00	\$32,765.00	\$81.00	\$30,861.00
4	CLEAN ROOT CUTTING	70	TREE	\$200.00	\$14,000.00	\$100.00	\$7,000.00	\$100.00	\$7,000.00
5	REMOVE & DISPOSE OF BRUSH	1	LUMP SUM	\$10,000.00	\$10,000.00	\$8,500.00	\$8,500.00	\$2,100.00	\$2,100.00
6	REMOVE DRAINAGE STRUCTURE	(1)	5	\$700.00	\$3,500.00	\$680.00	\$3,400.00	\$500.00	\$2,500.00
7	REMOVE SIGN	19	EACH	\$50.00	\$950.00	\$35.00	\$665.00	\$42.00	\$798.00
8	REMOVE POST	5	EACH	\$150.00	\$750.00	\$175.00	\$875.00	\$210.00	\$1,050.00
9	REMOVE MAILBOX SPECIAL	1	EACH	\$500.00	\$500.00	\$450.00	\$450.00	\$600.00	\$600.00
10	REMOVE DRAIN TILE	5061	LIN FT	\$3.00	\$15,183.00	\$3.00	\$15,183.00	\$4.50	\$22,774.50
11	REMOVE DRAIN TILE CLEANOUT	10	EACH	\$200.00	\$2,000.00	\$50.00	\$500.00	\$365.00	\$3,650.00
12	REMOVE SEWER PIPE (STORM)	(2)	763	\$20.00	\$15,260.00	\$22.00	\$16,786.00	\$38.00	\$28,994.00
13	REMOVE SANITARY SEWER SERVICE	150	LIN FT	\$12.00	\$1,800.00	\$9.00	\$1,350.00	\$27.00	\$4,050.00
14	REMOVE WATERMAIN	158	LIN FT	\$20.00	\$3,160.00	\$9.00	\$1,422.00	\$27.00	\$4,266.00
15	REMOVE WATER SERVICE PIPE	59	LIN FT	\$10.00	\$590.00	\$9.00	\$531.00	\$27.00	\$1,593.00
16	REMOVE HYDRANT	1	EACH	\$2,500.00	\$2,500.00	\$1,100.00	\$1,100.00	\$3,200.00	\$3,200.00
17	REMOVE CURB STOP	1	EACH	\$250.00	\$250.00	\$1,100.00	\$1,100.00	\$1,600.00	\$1,600.00
18	REMOVE CONCRETE CURB & GUTTER	797	LIN FT	\$18.00	\$14,346.00	\$4.00	\$3,188.00	\$13.00	\$10,361.00
19	REMOVE BITUMINOUS PAVEMENT	(3)	9435	\$3.85	\$36,324.75	\$5.00	\$47,175.00	\$7.00	\$66,045.00
20	REMOVE CONCRETE DRIVEWAY/SIDEWALK PAVEMENT	2149	SQ FT	\$2.25	\$4,835.25	\$2.00	\$4,298.00	\$3.00	\$6,447.00
21	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	13381	SQ FT	\$1.50	\$20,071.50	\$1.00	\$13,381.00	\$1.20	\$16,057.20
22	SALVAGE & INSTALL FENCE	175	LIN FT	\$50.00	\$8,750.00	\$60.00	\$10,500.00	\$55.00	\$9,625.00
23	SALVAGE & INSTALL MAILBOX	27	EACH	\$175.00	\$4,725.00	\$150.00	\$4,050.00	\$160.00	\$4,320.00
24	SALVAGE & INSTALL SIGN	1	EACH	\$800.00	\$800.00	\$150.00	\$150.00	\$475.00	\$475.00
25	SALVAGE & INSTALL STORM SEWER PIPE	16	LIN FT	\$60.00	\$960.00	\$210.00	\$3,360.00	\$100.00	\$1,600.00
26	ABANDON WELL	1	LUMP SUM	\$5,000.00	\$5,000.00	\$3,500.00	\$3,500.00	\$3,200.00	\$3,200.00
27	GEOTEXTILE FABRIC TYPE 5	(4)	11451	\$2.50	\$28,627.50	\$3.13	\$35,841.63	\$3.20	\$25,192.20
28	COMMON EXCAVATION (EV)	(P)	13589	\$25.00	\$339,725.00	\$20.00	\$271,780.00	\$28.00	\$380,482.00
29	SUBGRADE EXCAVATION (EV)	545	CU YD	\$25.00	\$13,625.00	\$20.00	\$10,900.00	\$34.00	\$18,530.00
30	STABILIZING AGGREGATE 3" MINUS (CV)	545	CU YD	\$50.00	\$27,250.00	\$65.00	\$37,605.00	\$47.00	\$25,615.00
31	DITCH GRADING	1	LUMP SUM	\$5,000.00	\$5,000.00	\$3,000.00	\$3,000.00	\$15,000.00	\$15,000.00
32	POND EXCAVATION	(5)	1	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$45,000.00	\$45,000.00
33	SELECT GRANULAR BORROW (CV)	(P)	8398	\$34.00	\$285,532.00	\$29.00	\$243,542.00	\$30.00	\$251,940.00
34	SUBGRADE PREPARATION	(P)	12102	\$2.00	\$24,204.00	\$1.00	\$12,102.00	\$1.30	\$15,732.60

ABSTRACT OF BIDS
STRAWBERRY LANE RECONSTRUCTION

CITY PROJECT NO. 19-05
CITY OF SHOREWOOD, MN

BID DATE: 10/13/2022
TIME: 10:00 AM

* Bid amount changed due to found calculation/addition error

ITEM NO.	ITEM	APPROX. QUANT.	UNIT	Engineer's Estimate Bolton & Menk, Inc.		Kuechle Underground		Valley Paving	
				UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
35	DEWATERING	(12)	LUMP SUM	\$5,000.00	\$5,000.00				
36	AGGREGATE SURFACING (HCRRA TRAIL)	(6)	TON	\$60.00	\$900.00	\$1,000.00	\$11,000.00	\$11,000.00	\$11,000.00
37	AGGREGATE SURFACING CLASS 5	15	TON	\$60.00	\$900.00	\$40.00	\$600.00	\$125.00	\$1,875.00
38	STREET SWEEPER (WITH PICKUP BROOM)	(7)	HOUR	\$185.00	\$7,400.00	\$170.00	\$6,800.00	\$95.00	\$1,425.00
39	WATER (DUST CONTROL)	50	MGAL	\$70.00	\$3,500.00	\$30.00	\$1,500.00	\$185.00	\$7,400.00
40	EXPLORATORY DIGGING	(8)	HR	\$600.00	\$18,000.00	\$105.00	\$3,150.00	\$52.00	\$2,600.00
41	AGGREGATE BASE (CV) CLASS 5	(6) (P)	CU YD	\$47.00	\$137,193.00	\$38.00	\$110,922.00	\$475.00	\$14,250.00
42	DRILL & GROUT REINF BARS (EPOXY COATED)	(9)	EACH	\$15.00	\$4,680.00	\$14.00	\$4,368.00	\$53.50	\$156,166.50
43	JOINT ADHESIVE - MASTIC	8243	LIN FT	\$1.25	\$10,303.75	\$0.90	\$7,418.70	\$24.00	\$7,488.00
44	TYPE SP 9.5 WEARING COURSE MIX (2 C)	1375	TON	\$400.00	\$137,500.00	\$120.00	\$165,000.00	\$0.85	\$7,006.55
45	TYPE SP 12.5 NON WEAR COURSE MIX (2 C)	1640	TON	\$90.00	\$147,600.00	\$102.00	\$167,280.00	\$120.00	\$195,000.00
46	BITUMINOUS RAMP CURB EDGE	6541	LIN FT	\$5.00	\$32,705.00	\$4.00	\$26,164.00	\$4.00	\$26,164.00
47	MILL OUT BITUMINOUS RAMP CURB EDGE	6541	LIN FT	\$4.00	\$26,164.00	\$1.75	\$11,446.75	\$1.50	\$9,811.50
48	FULL DEPTH RECLAMATION	2974	SQ YD	\$9.00	\$26,766.00	\$13.00	\$38,662.00	\$2.50	\$7,435.00
49	BITUMINOUS PATCH	18	SQ YD	\$80.00	\$1,440.00	\$101.00	\$1,818.00	\$87.00	\$1,566.00
50	CONNECT TO EXISTING WATERMAIN	7	EACH	\$1,750.00	\$12,250.00	\$4,800.00	\$33,600.00	\$8,000.00	\$56,000.00
51	CONNECT TO EXISTING WATER SERVICE	1	EACH	\$1,500.00	\$1,500.00	\$510.00	\$510.00	\$5,100.00	\$5,100.00
52	CONNECT WATER SERVICE TO EXISTING WATERMAIN	2	EACH	\$1,500.00	\$3,000.00	\$510.00	\$1,020.00	\$6,000.00	\$12,000.00
53	CONNECT TO MUNICIPAL WATER	1	EACH	\$1,500.00	\$1,500.00	\$4,500.00	\$4,500.00	\$5,700.00	\$5,700.00
54	ADJUST GATE VALVE BOX	4	EACH	\$550.00	\$2,200.00	\$840.00	\$3,360.00	\$835.00	\$3,340.00
55	HYDRANT	8	EACH	\$6,250.00	\$50,000.00	\$7,900.00	\$63,200.00	\$7,800.00	\$62,400.00
56	HYDRANT EXTENSION	8.5	LIN FT	\$1,250.00	\$10,625.00	\$2,200.00	\$18,700.00	\$2,100.00	\$17,850.00
57	6" GATE VALVE & BOX	9	EACH	\$3,000.00	\$27,000.00	\$3,500.00	\$31,500.00	\$3,300.00	\$29,700.00
58	8" GATE VALVE & BOX	3	EACH	\$3,675.00	\$11,025.00	\$4,200.00	\$12,600.00	\$4,100.00	\$12,300.00
59	12" GATE VALVE & BOX	7	EACH	\$4,200.00	\$29,400.00	\$6,200.00	\$43,400.00	\$6,400.00	\$44,800.00
60	1" CORPORATION STOP	11	EACH	\$515.00	\$15,965.00	\$690.00	\$21,390.00	\$675.00	\$20,925.00
61	1" CURB STOP & BOX	31	EACH	\$525.00	\$16,275.00	\$770.00	\$23,870.00	\$815.00	\$25,265.00
62	1" TYPE K COPPER PIPE	1239	LIN FT	\$48.00	\$59,472.00	\$35.00	\$43,365.00	\$36.00	\$44,604.00
63	6" DIP WATERMAIN, CL 52 W/POLY WRAP	100	LIN FT	\$66.00	\$6,600.00	\$71.00	\$7,100.00	\$70.00	\$7,000.00
64	8" DIP WATERMAIN, CL 52 W/POLY WRAP	1056	LIN FT	\$69.00	\$72,864.00	\$83.00	\$87,648.00	\$83.50	\$88,176.00
65	12" DIP WATERMAIN, CL 52 W/POLY WRAP	1732	LIN FT	\$75.00	\$129,900.00	\$117.00	\$193,984.00	\$114.00	\$197,448.00
66	8" NOM. WM (DIRECTIONALLY DRILLED)	756	LIN FT	\$90.00	\$68,040.00	\$107.00	\$80,892.00	\$105.00	\$79,380.00
67	3 LB ANODE BAG	15	EACH	\$250.00	\$3,750.00	\$280.00	\$4,200.00	\$155.00	\$2,325.00
68	9 LB ANODE BAG	40	EACH	\$300.00	\$12,000.00	\$380.00	\$15,200.00	\$260.00	\$2,600.00
69	17 LB ANODE BAG	2	EACH	\$400.00	\$800.00	\$1,400.00	\$2,800.00	\$485.00	\$970.00

ABSTRACT OF BIDS

STRAWBERRY LANE RECONSTRUCTION

CITY PROJECT NO. 19-05

CITY OF SHOREWOOD, MN

BID DATE: 10/13/2022
TIME: 10:00 AM

ITEM NO.	ITEM	APPROX. QUANT.	UNIT	Engineer's Estimate Bolton & Menk, Inc.		Kuechle Underground		Valley Paving	
				UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
70	DUCTILE IRON FITTINGS	4049	POUND	\$12.00	\$48,588.00				
71	SANITARY SEWER BYPASS PUMPING	1	LUMP SUM	\$5,000.00	\$5,000.00	\$22.00	\$89,078.00	\$13.00	\$52,637.00
72	CONNECT SEWER SERVICE TO EXISTING SANITARY SEWER	2	EACH	\$1,500.00	\$3,000.00	\$5,000.00	\$5,000.00	\$2,700.00	\$2,700.00
73	CONNECT TO EXISTING SANITARY SEWER	4	EACH	\$1,000.00	\$4,000.00	\$11,000.00	\$22,000.00	\$3,700.00	\$7,400.00
74	SANITARY SEWER SERVICE REPAIR	(11)	LIN FT	\$65.00	\$9,100.00	\$4,300.00	\$17,200.00	\$1,650.00	\$6,600.00
75	4" PVC PIPE SEWER SERVICE SDR 26	118	LIN FT	\$40.00	\$4,720.00	\$84.00	\$11,760.00	\$41.00	\$5,740.00
76	4" SANITARY SEWER CLEANOUT	2	EACH	\$300.00	\$600.00	\$37.00	\$4,366.00	\$35.00	\$4,130.00
77	4" INSERTA TEE	2	EACH	\$500.00	\$1,000.00	\$820.00	\$1,640.00	\$330.00	\$660.00
78	CASTING ASSEMBLY (SANITARY)	10	EACH	\$850.00	\$8,500.00	\$1,200.00	\$2,400.00	\$715.00	\$1,430.00
79	4" PERF PVC PIPE DRAIN	(10)	LIN FT	\$14.25	\$97,840.50	\$1,900.00	\$19,000.00	\$1,100.00	\$11,000.00
80	4" PVC PIPE DRAIN CLEANOUT	17	EACH	\$400.00	\$6,800.00	\$10.00	\$68,660.00	\$11.25	\$77,242.50
81	MANHOLE RECONSTRUCTION - PARTIAL	8	EACH	\$4,000.00	\$32,000.00	\$320.00	\$5,440.00	\$650.00	\$11,050.00
82	12" RC PIPE SEWER DES 3006 CL V	1368	LIN FT	\$60.00	\$82,080.00	\$2,100.00	\$16,900.00	\$4,725.00	\$37,800.00
83	15" RC PIPE SEWER DES 3006 CL V	85	LIN FT	\$65.00	\$5,525.00	\$82.00	\$112,176.00	\$78.50	\$107,388.00
84	18" RC PIPE SEWER DES 3006 CL III	642	LIN FT	\$80.00	\$51,360.00	\$89.00	\$7,565.00	\$86.00	\$7,310.00
85	24" RC PIPE SEWER DES 3006 CL III	1424	LIN FT	\$120.00	\$170,880.00	\$94.00	\$60,348.00	\$92.00	\$59,064.00
86	48" RC PIPE SEWER DES 3006 CL III	931	LIN FT	\$300.00	\$279,300.00	\$120.00	\$170,880.00	\$111.30	\$158,491.20
87	36" EQ RC PIPE ARCH SEWER CL I/A	37	LIN FT	\$150.00	\$5,550.00	\$390.00	\$363,090.00	\$341.00	\$317,471.00
88	36" EQ RC PIPE ARCH APRON	2	EACH	\$2,500.00	\$5,000.00	\$20.00	\$11,840.00	\$323.00	\$11,951.00
89	48" RC PIPE APRON	1	EACH	\$3,000.00	\$3,000.00	\$8,200.00	\$16,400.00	\$7,800.00	\$15,600.00
90	BULKHEAD STORM PIPE	1	EACH	\$750.00	\$750.00	\$11,000.00	\$11,000.00	\$10,500.00	\$10,500.00
91	CONNECT TO EXISTING DRAINAGE STRUCTURE	3	EACH	\$2,500.00	\$7,500.00	\$1,300.00	\$1,300.00	\$1,100.00	\$1,100.00
92	CONNECT TO EXISTING STORM SEWER	3	EACH	\$2,500.00	\$7,500.00	\$7,500.00	\$22,500.00	\$2,500.00	\$7,500.00
93	CONNECT TO EXISTING DRAIN TILE	2	EACH	\$500.00	\$1,000.00	\$2,200.00	\$6,600.00	\$2,500.00	\$7,500.00
94	CASTING ASSEMBLY (STORM)	64	EACH	\$850.00	\$54,400.00	\$1,100.00	\$2,200.00	\$800.00	\$1,600.00
95	ADJUST FRAME & RING CASTING	2	EACH	\$850.00	\$1,700.00	\$1,900.00	\$121,600.00	\$1,250.00	\$80,000.00
96	CONSTRUCT DRAINAGE STRUCTURE DESIGN G	70.1	LIN FT	\$700.00	\$49,070.00	\$1,400.00	\$2,800.00	\$915.00	\$1,830.00
97	CONSTRUCT DRAINAGE STRUCTURE DES 48-4020	36.8	LIN FT	\$600.00	\$22,080.00	\$1,000.00	\$70,100.00	\$786.00	\$55,098.60
98	CONSTRUCT DRAINAGE STRUCTURE DES 72-4020	16.8	LIN FT	\$1,100.00	\$18,480.00	\$1,000.00	\$36,800.00	\$607.00	\$22,337.60
99	CONSTRUCT DRAINAGE STRUCTURE DES 48-4022	126.8	LIN FT	\$750.00	\$95,100.00	\$1,700.00	\$28,560.00	\$1,050.00	\$17,640.00
100	CONSTRUCT DRAINAGE STRUCTURE DES 60-4022	22.7	LIN FT	\$1,000.00	\$22,700.00	\$1,000.00	\$126,800.00	\$635.00	\$80,518.00
101	CONSTRUCT DRAINAGE STRUCTURE DES 72-4022	37.3	LIN FT	\$1,100.00	\$41,030.00	\$1,600.00	\$36,320.00	\$1,130.00	\$25,651.00
102	CONSTRUCT DRAINAGE STRUCTURE DES 84-4022	11.2	LIN FT	\$1,500.00	\$16,800.00	\$1,700.00	\$63,410.00	\$1,200.00	\$44,760.00
103	CONSTRUCT DRAINAGE STRUCTURE DES 108-4022	42.9	LIN FT	\$2,500.00	\$32,250.00	\$2,200.00	\$24,640.00	\$1,600.00	\$17,920.00
104	CONSTRUCT 84" OCS POND SKIMMER W/AWEIR WALL	2	EACH	\$15,000.00	\$30,000.00	\$3,500.00	\$45,150.00	\$3,150.00	\$40,635.00
						\$27,000.00	\$54,000.00	\$12,000.00	\$24,000.00

* Bid amount changed due to found calculation/addition error

ABSTRACT OF BIDS

STRAWBERRY LANE RECONSTRUCTION

CITY PROJECT NO. 19-05

CITY OF SHOREWOOD, MN

BID DATE: 10/13/2022
TIME: 10:00 AM

* Bid amount changed due to found calculation/addition error

ITEM NO.	ITEM	APPROX. QUANT.	NOTES	Engineer's Estimate Bolton & Menk, Inc.		Kuechle Underground		Valley Paving	
				UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
105	SUMP PUMP SERVICE CONNECTION	35		EACH	\$450.00	\$15,750.00	\$675.00	\$23,625.00	\$675.00
106	CHIMNEY SEAL	12		EACH	\$300.00	\$3,600.00	\$670.00	\$8,040.00	\$275.00
107	4" POLYSTYRENE INSULATION	75		SQ YD	\$50.00	\$3,750.00	\$62.00	\$4,650.00	\$70.00
108	RANDOM RIPRAP CL IV	23.8		CU YD	\$175.00	\$4,165.00	\$134.00	\$3,188.20	\$187.00
109	4" CONCRETE WALK (W/ 6" AGG. BASE CL 5)	13651		SQ FT	\$7.25	\$98,968.75	\$5.73	\$78,220.23	\$6.50
110	6" CONCRETE WALK (W/ 6" AGG. BASE CL 5)	1300		SQ FT	\$10.00	\$13,000.00	\$17.00	\$22,100.00	\$19.00
111	6" CONCRETE DRIVEWAY (W/ 6" AGG. BASE CL 5)	5500		SQ FT	\$11.00	\$60,500.00	\$11.00	\$60,500.00	\$13.00
112	6" CONCRETE DRIVEWAY PAVEMENT (SPECIAL) (W/ 6" AGG. BASE CL 5)	800		SQ FT	\$15.00	\$12,000.00	\$12.00	\$9,600.00	\$13.00
113	TRUNCATED DOMES	169		SQ FT	\$60.00	\$10,140.00	\$49.00	\$8,281.00	\$52.00
114	3" BITUMINOUS DRIVEWAY (W/ 6" AGG. BASE CL 5)	15179		SQ FT	\$4.00	\$60,716.00	\$4.58	\$69,519.82	\$5.15
115	CONCRETE CURB & GUTTER DESIGN SURMOUNTABLE	350		LIN FT	\$25.00	\$8,750.00	\$29.00	\$10,150.00	\$31.00
116	CONCRETE CURB & GUTTER DESIGN B618	6741		LIN FT	\$20.00	\$134,820.00	\$19.00	\$128,079.00	\$22.00
117	MAILBOX (TEMPORARY)	42		EACH	\$150.00	\$6,300.00	\$60.00	\$2,520.00	\$63.00
118	FURNISH & INSTALL MAILBOX	3		EACH	\$250.00	\$750.00	\$200.00	\$600.00	\$210.00
119	TRAFFIC CONTROL	1		LUMP SUM	\$20,000.00	\$20,000.00	\$4,900.00	\$4,900.00	\$43,000.00
120	TEMPORARY TRAIL DETOUR	1		LUMP SUM	\$5,000.00	\$5,000.00	\$1,500.00	\$1,500.00	\$2,700.00
121	STRUCTURE MARKER	13		EACH	\$200.00	\$2,600.00	\$180.00	\$2,340.00	\$135.00
122	SIGN PANEL TYPE C	21		EACH	\$60.00	\$1,260.00	\$50.00	\$5,350.00	\$375.00
123	SIGN PANEL TYPE SPECIAL	(13)		EACH	\$200.00	\$4,400.00	\$250.00	\$5,500.00	\$195.00
124	CROSS WALK PAVEMENT MARKING	90		SQ FT	\$5.00	\$450.00	\$5.00	\$450.00	\$9.00
125	TREE 2.5" CAL B&B	60		TREE	\$500.00	\$30,000.00	\$590.00	\$35,400.00	\$615.00
126	STABILIZED CONSTRUCTION EXIT	(16)		LUMP SUM	\$4,000.00	\$8,000.00	\$6,000.00	\$12,000.00	\$3,200.00
127	EROSION CONTROL SUPERVISOR	1		LUMP SUM	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$3,500.00
128	STORM DRAIN INLET PROTECTION	69		EACH	\$175.00	\$12,075.00	\$920.00	\$63,480.00	\$150.00
129	SILT FENCE, TYPE M5	2954		LIN FT	\$2.50	\$7,385.00	\$1.85	\$5,464.90	\$3.25
130	SEDIMENT CONTROL LOG TYPE WOOD FIBER	(14)		LIN FT	\$4.00	\$3,400.00	\$2.50	\$2,125.00	\$4.50
131	ORGANIC TOPSOIL BORROW (LV)	2470		CU YD	\$40.00	\$98,800.00	\$38.00	\$93,860.00	\$27.00
132	HYDROSEED/W SEED MIX 25-151	29542		SQ YD	\$1.25	\$36,927.50	\$1.39	\$41,063.38	\$1.70
133	HYDROSEED/W SEED MIX 35-241	(15)		SQ YD	\$4.50	\$4,275.00	\$4.00	\$3,800.00	\$1.70
134	EROSION CONTROL BLANKET W/SEED 34-262	1874		SQ YD	\$4.00	\$7,496.00	\$3.20	\$4,122.80	\$2.70
135	STAGING SITE SOIL RESTORATION	1		LUMP SUM	\$10,000.00	\$10,000.00	\$20,000.00	\$20,000.00	\$17,800.00
136	LANDSCAPING ALLOWANCE	1		ALLOWANCE	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00
BASE BID TOTAL:					\$4,478,919.50	\$4,672,906.41			\$4,682,322.60

ABSTRACT OF BIDS

STRAWBERRY LANE RECONSTRUCTION

CITY PROJECT NO. 19-05
CITY OF SHOREWOOD, MN

BID DATE: 10/13/2022
TIME: 10:00 AM

* Bid amount changed due to found calculation/addition error

ITEM NO.	ITEM	NOTES	APPROX. QUANT.	UNIT	Engineer's Estimate Bolton & Menk, Inc.		¹ Kuechle Underground		² Valley Paving	
					UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT

NOTES:

- (1) INCLUDES CASTING
- (2) ANY SIZE OR TYPE
- (3) SOIL BORINGS ENCOUNTERED 4" TO 7" OF BITUMINOUS PAVEMENT. NO COMPENSATION WILL BE MADE FOR VARIATIONS ENCOUNTERED. INCLUDES BITUMINOUS CURB.
- (4) NON-WOVEN
- 5 967 CY (CV) OF MATERIAL ARE ESTIMATED TO BE REMOVED AND DISPOSED OF. NO ADJUSTMENT IN UNIT PRICE WILL BE MADE.
- 6 SHALL BE VIRGIN LIMESTONE (100% CRUSHED)
- 7 FOR REMOVING TRACKED SEDIMENT FROM ROADWAY PAVEMENT
- 8 TO BE USED FOR EXPLORATORY DIGGING AND VERIFYING SANITARY SEWER SERVICE CROSSINGS. TO BE USED AT ENGINEERS DIRECTION
- 9 FOR PED RAMPS, CURB GAPS FOR DRIVEWAY ACCESS, AND TYING DRIVEWAYS
- 10 INCLUDES FILTER FABRIC SOCK
- 11 PAID AT ENGINEERS DISCRETION IF PIPE IS IN POOR CONDITION.
- 12 FOR DEWATERING STRAWBERRY COURT PONDS, ALL OTHER DEWATERING IS INCIDENTAL
- 13 STREET NAME PLAQUE SIGNS
- 14 TO BE USED AT THE ENGINEER'S DIRECTION
- 15 INCLUDES SEED AND FERTILIZER
- 16 INCLUDES PAYMENT FOR TEMPORARY ACCESS TO STAGING AREA.

ABSTRACT OF BIDS

STRAWBERRY LANE RECONSTRUCTION

CITY PROJECT NO. 19-05
CITY OF SHOREWOOD, MN

BID DATE: 10/13/2022
TIME: 10:00 AM

* Bid amount changed due to found calculation/addition error

ITEM NO.	ITEM	APPROX. QUANT.	UNIT	3		4		5	
				New Look Contracting		S R Weidema		Northwest Asphalt	
		NOTES		UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
BASE BID									
1	MOBILIZATION		1	LUMP SUM					
2	CLEARING		377	EACH	\$335,000.00	\$130,000.00	\$130,000.00	365,422.00	\$385,422.00
3	GRUBBING		381	EACH	\$180.00	\$67,860.00	\$200.00	180.00	\$67,860.00
4	CLEAN ROOT CUTTING		70	TREE	\$85.00	\$32,385.00	\$200.00	82.50	\$31,432.50
5	REMOVE & DISPOSE OF BRUSH		1	LUMP SUM	\$100.00	\$7,000.00	\$100.00	110.00	\$7,700.00
6	REMOVE DRAINAGE STRUCTURE	(1)	5	EACH	\$7,500.00	\$5,000.00	\$5,000.00	2,200.00	\$2,200.00
7	REMOVE SIGN		19	EACH	\$900.00	\$4,500.00	\$700.00	450.00	\$2,250.00
8	REMOVE POST		5	EACH	\$40.00	\$760.00	\$35.00	38.50	\$731.50
9	REMOVE MAILBOX SPECIAL		1	EACH	\$40.00	\$200.00	\$145.48	38.50	\$192.50
10	REMOVE DRAIN TILE		5061	LIN FT	\$400.00	\$400.00	\$650.00	500.00	\$500.00
11	REMOVE DRAIN TILE CLEANOUT		10	EACH	\$4.00	\$20,244.00	\$5.00	4.00	\$20,244.00
12	REMOVE SEWER PIPE (STORM)	(2)	763	LIN FT	\$25.00	\$250.00	\$50.00	35.00	\$350.00
13	REMOVE SANITARY SEWER SERVICE		150	LIN FT	\$20.00	\$15,260.00	\$21.00	12.00	\$9,156.00
14	REMOVE WATERMAIN		158	LIN FT	\$20.00	\$3,000.00	\$11.00	6.00	\$900.00
15	REMOVE WATER SERVICE PIPE		59	LIN FT	\$20.00	\$3,160.00	\$9.00	12.00	\$1,896.00
16	REMOVE HYDRANT		1	EACH	\$20.00	\$1,180.00	\$9.00	6.00	\$354.00
17	REMOVE CURB STOP		1	EACH	\$850.00	\$850.00	\$715.00	250.00	\$250.00
18	REMOVE CONCRETE CURB & GUTTER		797	LIN FT	\$500.00	\$500.00	\$85.00	150.00	\$150.00
19	REMOVE BITUMINOUS PAVEMENT		9435	SQ YD	\$6.50	\$5,180.50	\$5.50	10.33	\$8,233.01
20	REMOVE CONCRETE DRIVEWAY/SIDEWALK PAVEMENT	(3)	2149	SQ FT	\$4.00	\$37,740.00	\$7.00	4.05	\$38,211.75
21	REMOVE BITUMINOUS DRIVEWAY PAVEMENT		13381	SQ FT	\$2.50	\$5,372.50	\$2.00	2.75	\$5,909.75
22	SALVAGE & INSTALL FENCE		175	LIN FT	\$1.00	\$13,381.00	\$1.50	2.50	\$33,452.50
23	SALVAGE & INSTALL MAILBOX		27	EACH	\$75.00	\$13,125.00	\$80.00	35.00	\$6,125.00
24	SALVAGE & INSTALL SIGN		1	EACH	\$285.00	\$7,695.00	\$150.00	165.00	\$4,455.00
25	SALVAGE & INSTALL STORM SEWER PIPE		16	LIN FT	\$250.00	\$250.00	\$150.00	165.00	\$165.00
26	ABANDON WELL		1	LUMP SUM	\$100.00	\$1,600.00	\$38.00	60.00	\$960.00
27	GEOTEXTILE FABRIC TYPE 5	(4)	11451	SQ YD	\$30,000.00	\$30,000.00	\$4,000.00	5,000.00	\$5,000.00
28	COMMON EXCAVATION (EV)	(P)	13589	CU YD	\$2.75	\$1,480.25	\$3.70	1.90	\$21,756.90
29	SUBGRADE EXCAVATION (EV)		545	CU YD	\$27.50	\$373,697.50	\$28.00	29.15	\$396,119.35
30	STABILIZING AGGREGATE 3" MINUS (CV)		545	CU YD	\$35.00	\$19,075.00	\$26.00	29.15	\$15,886.75
31	DITCH GRADING		1	LUMP SUM	\$61.50	\$43,517.50	\$49.00	29.50	\$16,077.50
32	POND EXCAVATION	(5)	1	LUMP SUM	\$9,500.00	\$9,500.00	\$4,946.00	17,500.00	\$17,500.00
33	SELECT GRANULAR BORROW (CV)	(P)	8398	CU YD	\$35,000.00	\$35,000.00	\$40,073.00	49,600.00	\$49,600.00
34	SUBGRADE PREPARATION	(P)	12102	SQ YD	\$20.00	\$167,960.00	\$36.75	38.50	\$323,313.00
					\$1.25	\$15,127.50	\$1.80	0.70	\$8,471.40

ABSTRACT OF BIDS

STRAWBERRY LANE RECONSTRUCTION

CITY PROJECT NO. 19-05
CITY OF SHOREWOOD, MN

BID DATE: 10/13/2022
TIME: 10:00 AM

* Bid amount changed due to found calculation/addition error

ITEM NO.	ITEM	APPROX. QUANT.	UNIT	3		4		5	
				New Look Contracting		S R Weldema		Northwest Asphalt	
		NOTES		UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
35	DEWATERING	(12)	1	LUMP SUM					
36	AGGREGATE SURFACING (HCRRA TRAIL)	(6)	15	TON	\$2,500.00	\$0.01	\$0.01	7,500.00	\$7,500.00
37	AGGREGATE SURFACING CLASS 5		15	TON	\$1,000.00	\$1,500.00	\$600.00	45.00	\$675.00
38	STREET SWEEPER (WITH PICKUP BROOM)	(7)	40	HOUR	\$100.00	\$1,500.00	\$615.00	45.00	\$675.00
39	WATER (DUST CONTROL)		50	MGAL	\$1.00	\$40.00	\$6,000.00	165.00	\$6,600.00
40	EXPLORATORY DIGGING	(8)	30	HR	\$55.00	\$2,750.00	\$5,000.00	50.00	\$2,500.00
41	AGGREGATE BASE (CV) CLASS 5	(6) (P)	2019	CU YD	\$400.00	\$12,000.00	\$896.00	350.00	\$10,500.00
42	DRILL & GROUT REINF BARS (EPOXY COATED)	(9)	312	EACH	\$50.00	\$145,950.00	\$52.70	50.75	\$148,139.25
43	JOINT ADHESIVE - MASTIC		8243	LIN FT	\$15.50	\$4,836.00	\$14.00	24.20	\$7,550.40
44	TYPE SP 9.5 WEARING COURSE MIX (2 C)		1375	TON	\$1.00	\$8,243.00	\$0.85	0.89	\$7,336.27
45	TYPE SP 12.5 NON WEAR COURSE MIX (2 C)		1640	TON	\$135.00	\$185,625.00	\$120.00	112.00	\$154,000.00
46	BITUMINOUS RAMP CURB EDGE		6541	LIN FT	\$115.00	\$188,600.00	\$103.00	98.00	\$160,720.00
47	MILL OUT BITUMINOUS RAMP CURB EDGE		6541	LIN FT	\$4.50	\$29,434.50	\$4.00	7.28	\$47,618.48
48	FULL DEPTH RECLAMATION		2974	SQ YD	\$1.50	\$9,811.50	\$1.75	2.44	\$15,960.04
49	BITUMINOUS PATCH		18	SQ YD	\$3.50	\$10,409.00	\$5.00	4.42	\$13,145.08
50	CONNECT TO EXISTING WATERMAIN		7	EACH	\$150.00	\$2,700.00	\$135.00	104.00	\$1,872.00
51	CONNECT TO EXISTING WATER SERVICE		1	EACH	\$1,300.00	\$9,100.00	\$1,600.00	2,430.00	\$17,010.00
52	CONNECT WATER SERVICE TO EXISTING WATERMAIN		2	EACH	\$800.00	\$900.00	\$275.00	1,145.00	\$1,145.00
53	CONNECT TO MUNICIPAL WATER		1	EACH	\$1,000.00	\$2,000.00	\$275.00	1,230.00	\$2,460.00
54	ADJUST GATE VALVE BOX		4	EACH	\$900.00	\$900.00	\$700.00	2,000.00	\$2,000.00
55	HYDRANT		8	EACH	\$750.00	\$3,000.00	\$400.00	850.00	\$3,400.00
56	HYDRANT EXTENSION		8.5	LIN FT	\$7,400.00	\$59,200.00	\$7,586.00	7,190.00	\$57,520.00
57	6" GATE VALVE & BOX		9	EACH	\$1,400.00	\$11,900.00	\$1,488.00	1,555.00	\$13,217.50
58	8" GATE VALVE & BOX		3	EACH	\$3,450.00	\$11,050.00	\$2,361.00	2,731.00	\$24,579.00
59	12" GATE VALVE & BOX		7	EACH	\$3,900.00	\$11,700.00	\$3,254.00	3,633.00	\$10,899.00
60	1" CORPORATION STOP		11	EACH	\$6,250.00	\$43,750.00	\$5,613.00	5,929.00	\$41,503.00
61	1" CURB STOP & BOX		31	EACH	\$350.00	\$10,850.00	\$208.00	744.00	\$23,064.00
62	1" TYPE K COPPER PIPE		1239	LIN FT	\$500.00	\$15,500.00	\$381.00	900.00	\$27,900.00
63	6" DIP WATERMAIN, CL 52 W/POLY WRAP		100	LIN FT	\$46.00	\$56,994.00	\$67.00	47.02	\$58,257.78
64	8" DIP WATERMAIN, CL 52 W/POLY WRAP		1056	LIN FT	\$63.00	\$66,300.00	\$64.00	69.17	\$66,917.00
65	12" DIP WATERMAIN, CL 52 W/POLY WRAP		1732	LIN FT	\$98.00	\$103,488.00	\$81.00	81.52	\$86,085.12
66	8" NOM. WM (DIRECTIONALLY DRILLED)		756	LIN FT	\$126.00	\$218,232.00	\$120.00	112.47	\$104,758.04
67	3 LB ANODE BAG		15	EACH	\$110.00	\$83,160.00	\$104.00	85.00	\$67,284.00
68	9 LB ANODE BAG		40	EACH	\$150.00	\$2,250.00	\$179.00	127.00	\$1,905.00
69	17 LB ANODE BAG		2	EACH	\$235.00	\$2,350.00	\$250.00	260.00	\$2,600.00
					\$350.00	\$700.00	\$365.00	430.00	\$860.00

ABSTRACT OF BIDS

STRAWBERRY LANE RECONSTRUCTION

CITY PROJECT NO. 19-05

CITY OF SHOREWOOD, MN

BID DATE: 10/13/2022
TIME: 10:00 AM

* Bid amount changed due to found calculation/addition error

ITEM NO.	ITEM	APPROX. QUANT.	UNIT	3		4		5	
				New Look Contracting		S R Weidema		Northwest Asphalt	
		NOTES		UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
70	DUCTILE IRON FITTINGS		POUND	\$13.00	\$52,637.00	\$14.00	\$56,686.00	13.00	\$52,637.00
71	SANITARY SEWER BYPASS PUMPING		LUMP SUM	\$1,800.00	\$1,800.00	\$3,202.00	\$1,202.00	5,000.00	\$5,000.00
72	CONNECT SEWER SERVICE TO EXISTING SANITARY SEWER		EACH	\$6,900.00	\$13,800.00	\$214.00	\$428.00	1,038.00	\$2,076.00
73	CONNECT TO EXISTING SANITARY SEWER		EACH	\$850.00	\$2,400.00	\$305.00	\$1,220.00	4,331.00	\$17,324.00
74	SANITARY SEWER SERVICE REPAIR	(11)	LIN FT	\$55.00	\$7,700.00	\$113.00	\$15,320.00	61.67	\$8,633.80
75	4" PVC PIPE SEWER SERVICE SDR 26		LIN FT	\$71.00	\$8,378.00	\$80.00	\$9,440.00	48.17	\$5,684.06
76	4" SANITARY SEWER CLEANOUT		EACH	\$500.00	\$1,000.00	\$575.00	\$1,150.00	635.00	\$1,270.00
77	4" INSERTA TEE		EACH	\$1,300.00	\$2,600.00	\$799.00	\$1,598.00	2,458.00	\$4,916.00
78	CASTING ASSEMBLY (SANITARY)		EACH	\$850.00	\$8,500.00	\$1,259.00	\$12,590.00	1,935.00	\$19,350.00
79	4" PERF PVC PIPE DRAIN	(10)	LIN FT	\$20.00	\$137,320.00	\$16.00	\$109,856.00	17.39	\$119,399.74
80	4" PVC PIPE DRAIN CLEANOUT		EACH	\$450.00	\$7,650.00	\$217.00	\$3,689.00	285.00	\$4,845.00
81	MANHOLE RECONSTRUCTION - PARTIAL		EACH	\$2,400.00	\$19,200.00	\$1,235.00	\$9,880.00	3,500.00	\$28,000.00
82	12" RC PIPE SEWER DES 3006 CL V		LIN FT	\$87.00	\$119,016.00	\$80.00	\$109,440.00	73.50	\$100,548.00
83	15" RC PIPE SEWER DES 3006 CL V		LIN FT	\$97.00	\$8,245.00	\$91.00	\$7,735.00	83.23	\$7,074.55
84	18" RC PIPE SEWER DES 3006 CL III		LIN FT	\$101.00	\$64,842.00	\$99.00	\$68,558.00	86.27	\$55,385.34
85	24" RC PIPE SEWER DES 3006 CL III		LIN FT	\$122.00	\$173,728.00	\$123.00	\$175,152.00	105.24	\$140,861.76
86	48" RC PIPE SEWER DES 3006 CL III		LIN FT	\$370.00	\$344,470.00	\$485.00	\$451,535.00	348.08	\$324,062.48
87	36" EQ RC PIPE ARCH SEWER CL I/A		LIN FT	\$307.00	\$11,359.00	\$340.00	\$12,580.00	297.89	\$11,021.93
88	36" EQ RC PIPE ARCH APRON		EACH	\$7,500.00	\$15,000.00	\$6,961.00	\$13,922.00	6,941.00	\$13,882.00
89	48" RC PIPE APRON		EACH	\$10,500.00	\$10,500.00	\$9,559.00	\$9,559.00	8,822.00	\$8,822.00
90	BULKHEAD STORM PIPE		EACH	\$500.00	\$500.00	\$428.00	\$428.00	250.00	\$250.00
91	CONNECT TO EXISTING DRAINAGE STRUCTURE		EACH	\$900.00	\$2,700.00	\$1,723.00	\$5,169.00	1,070.00	\$3,210.00
92	CONNECT TO EXISTING STORM SEWER		EACH	\$900.00	\$2,700.00	\$1,129.00	\$3,387.00	1,070.00	\$3,210.00
93	CONNECT TO EXISTING DRAIN TILE		EACH	\$900.00	\$1,800.00	\$150.00	\$300.00	450.00	\$900.00
94	CASTING ASSEMBLY (STORM)		EACH	\$1,200.00	\$76,800.00	\$995.00	\$63,680.00	830.00	\$55,120.00
95	ADJUST FRAME & RING CASTING		EACH	\$1,500.00	\$3,000.00	\$650.00	\$1,300.00	1,560.00	\$3,120.00
96	CONSTRUCT DRAINAGE STRUCTURE DESIGN G		LIN FT	\$750.00	\$52,575.00	\$1,173.00	\$82,227.30	609.00	\$48,989.00
97	CONSTRUCT DRAINAGE STRUCTURE DES 48-4020		LIN FT	\$700.00	\$25,760.00	\$788.00	\$28,998.40	618.00	\$22,742.40
98	CONSTRUCT DRAINAGE STRUCTURE DES 72-4020		LIN FT	\$1,150.00	\$19,320.00	\$1,105.00	\$18,564.00	1,150.00	\$19,320.00
99	CONSTRUCT DRAINAGE STRUCTURE DES 48-4022		LIN FT	\$720.00	\$91,296.00	\$777.00	\$98,523.60	633.00	\$80,264.40
100	CONSTRUCT DRAINAGE STRUCTURE DES 60-4022		LIN FT	\$1,200.00	\$27,240.00	\$1,203.00	\$27,308.10	1,099.00	\$24,947.30
101	CONSTRUCT DRAINAGE STRUCTURE DES 72-4022		LIN FT	\$1,500.00	\$55,950.00	\$1,292.00	\$48,191.60	1,239.00	\$46,214.70
102	CONSTRUCT DRAINAGE STRUCTURE DES 84-4022		LIN FT	\$1,900.00	\$21,280.00	\$1,696.00	\$18,995.20	1,642.00	\$18,390.40
103	CONSTRUCT DRAINAGE STRUCTURE DES 108-4022		LIN FT	\$3,800.00	\$49,020.00	\$3,387.00	\$49,692.30	3,074.00	\$39,654.60
104	CONSTRUCT 84" OCS POND SKIMMER W/AWEIR WALL		EACH	\$29,000.00	\$58,000.00	\$31,565.00	\$63,130.00	30,465.00	\$60,930.00

ABSTRACT OF BIDS

STRAWBERRY LANE RECONSTRUCTION

CITY PROJECT NO. 19-05
CITY OF SHOREWOOD, MN

BID DATE: 10/13/2022
TIME: 10:00 AM

* Bid amount changed due to found calculation/addition error

ITEM NO.	ITEM	APPROX. QUANT.	UNIT	3		4		5	
				New Look Contracting		S R Weidema		Northwest Asphalt	
		NOTES		UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
105	SUMP PUMP SERVICE CONNECTION		EACH	\$900.00	\$11,500.00	\$227.00	\$7,945.00	625.00	\$21,875.00
106	CHIMNEY SEAL		EACH	\$500.00	\$6,000.00	\$260.00	\$3,120.00	200.00	\$2,400.00
107	4" POLYSTYRENE INSULATION		SQ YD	\$60.00	\$4,500.00	\$76.00	\$5,700.00	72.00	\$5,400.00
108	RANDOM RIPRAP CL IV		CU YD	\$150.00	\$3,570.00	\$138.00	\$3,284.40	110.00	\$2,618.00
109	4" CONCRETE WALK (W/ 6" AGG. BASE CL 5)		SQ FT	\$7.00	\$95,557.00	\$6.90	\$94,191.90	7.75	\$105,795.25
110	6" CONCRETE WALK (W/ 6" AGG. BASE CL 5)		SQ FT	\$20.00	\$26,000.00	\$18.60	\$24,180.00	15.50	\$20,150.00
111	6" CONCRETE DRIVEWAY (W/ 6" AGG. BASE CL 5)		SQ FT	\$13.50	\$74,250.00	\$13.50	\$68,750.00	9.50	\$52,250.00
112	6" CONCRETE DRIVEWAY PAVEMENT (SPECIAL) (W/ 6" AGG. BASE CL 5)		SQ FT	\$13.50	\$10,800.00	\$12.80	\$10,140.00	11.00	\$8,800.00
113	TRUNCATED DOMES		SQ FT	\$55.00	\$9,295.00	\$49.00	\$8,281.00	82.00	\$13,858.00
114	3" BITUMINOUS DRIVEWAY (W/ 6" AGG. BASE CL 5)		SQ FT	\$6.00	\$91,074.00	\$5.65	\$85,761.35	6.47	\$98,208.13
115	CONCRETE CURB & GUTTER DESIGN SURMOUNTABLE		LIN FT	\$32.00	\$11,200.00	\$30.90	\$10,815.00	28.00	\$9,800.00
116	CONCRETE CURB & GUTTER DESIGN B618		LIN FT	\$21.00	\$141,561.00	\$21.15	\$142,572.15	22.50	\$151,672.50
117	MAILBOX (TEMPORARY)		EACH	\$66.00	\$2,772.00	\$60.00	\$2,520.00	66.00	\$2,772.00
118	FURNISH & INSTALL MAILBOX		EACH	\$220.00	\$660.00	\$200.00	\$600.00	220.00	\$660.00
119	TRAFFIC CONTROL		LUMP SUM	\$5,500.00	\$5,500.00	\$6,900.00	\$6,900.00	5,400.00	\$5,400.00
120	TEMPORARY TRAIL DETOUR		LUMP SUM	\$10,000.00	\$10,000.00	\$2,000.00	\$2,000.00	1,650.00	\$1,650.00
121	STRUCTURE MARKER		EACH	\$150.00	\$1,950.00	\$171.35	\$2,227.55	135.00	\$1,755.00
122	SIGN PANEL TYPE C		EACH	\$275.00	\$5,775.00	\$250.00	\$5,250.00	275.00	\$5,775.00
123	SIGN PANEL TYPE SPECIAL	(13)	EACH	\$275.00	\$6,050.00	\$250.00	\$5,500.00	275.00	\$6,050.00
124	CROSS WALK PAVEMENT MARKING		SQ FT	\$14.00	\$1,260.00	\$5.00	\$450.00	5.50	\$485.00
125	TREE 2.5" CAL B&B		TREE	\$700.00	\$42,000.00	\$853.67	\$51,220.20	920.00	\$85,200.00
126	STABILIZED CONSTRUCTION EXIT	(16)	LUMP SUM	\$1.00	\$2.00	\$2,000.00	\$4,000.00	10,500.00	\$21,000.00
127	EROSION CONTROL SUPERVISOR		LUMP SUM	\$1.00	\$1.00	\$2,500.00	\$2,500.00	1,000.00	\$1,000.00
128	STORM DRAIN INLET PROTECTION		EACH	\$150.00	\$10,350.00	\$450.00	\$31,050.00	125.00	\$8,625.00
129	SILT FENCE, TYPE M5		LIN FT	\$4.00	\$11,816.00	\$2.10	\$6,203.40	2.30	\$6,794.20
130	SEDIMENT CONTROL LOG TYPE WOOD FIBER	(14)	LIN FT	\$6.00	\$5,100.00	\$2.55	\$2,167.50	2.80	\$2,380.00
131	ORGANIC TOPSOIL BORROW (LV)		CU YD	\$1.00	\$2,470.00	\$43.00	\$103,740.00	47.00	\$116,090.00
132	HYDROSEED/W SEED MIX 25-151	(15)	SQ YD	\$1.75	\$51,698.50	\$1.75	\$51,698.50	1.90	\$56,129.80
133	HYDROSEED/W SEED MIX 35-241	(15)	SQ YD	\$1.75	\$1,662.50	\$1.95	\$1,852.50	2.15	\$2,042.50
134	EROSION CONTROL BLANKET W/SEED 34-262		SQ YD	\$3.00	\$5,672.00	\$3.75	\$5,153.50	3.00	\$5,622.00
135	STAGING SITE SOIL RESTORATION		LUMP SUM	\$5,000.00	\$5,000.00	\$7,250.00	\$7,250.00	9,500.00	\$9,500.00
136	LANDSCAPING ALLOWANCE		ALLOWANCE	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	40,000.00	\$40,000.00
BASE BID TOTAL:					\$4,793,065.75		\$4,893,342.26		\$4,897,867.11

ABSTRACT OF BIDS

STRAWBERRY LANE RECONSTRUCTION

CITY PROJECT NO. 19-05
CITY OF SHOREWOOD, MN

BID DATE: 10/13/2022
TIME: 10:00 AM

* Bid amount changed due to found calculation/addition error

ITEM NO.	ITEM	NOTES	APPROX. QUANT.	UNIT	3		4		5	
					New Look Contracting		S R Weidema		Northwest Asphalt	
					UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT

NOTES:

- (1) INCLUDES CASTING
- (2) ANY SIZE OR TYPE
- (3) SOIL BORINGS ENCOUNTERED 4" TO 7" OF BITUMINOUS PAVEMENT. NO COMPENSATION WILL BE MADE FOR VARIATION
- (4) NON-WOVEN
- 5 967 CY (CV) OF MATERIAL ARE ESTIMATED TO BE REMOVED AND DISPOSED OF. NO ADJUSTMENT IN UNIT PRICE WILL BE
- 6 SHALL BE VIRGIN LIMESTONE (100% CRUSHED)
- 7 FOR REMOVING TRACKED SEDIMENT FROM ROADWAY PAVEMENT
- 8 TO BE USED FOR EXPLORATORY DIGGING AND VERIFYING SANITARY SEWER SERVICE CROSSINGS. TO BE USED AT ENGINEER
- 9 FOR PED RAMPS, CURB GAPS FOR DRIVEWAY ACCESS, AND TYING DRIVEWAYS
- 10 INCLUDES FILTER FABRIC SOCK
- 11 PAID AT ENGINEERS DISCRETION IF PIPE IS IN POOR CONDITION.
- 12 FOR DEWATERING STRAWBERRY COURT PONDS, ALL OTHER DEWATERING IS INCIDENTAL
- 13 STREET NAME PLAQUE SIGNS
- 14 TO BE USED AT THE ENGINEER'S DIRECTION
- 15 INCLUDES SEED AND FERTILIZER
- 16 INCLUDES PAYMENT FOR TEMPORARY ACCESS TO STAGING AREA.

ABSTRACT OF BIDS
STRAWBERRY LANE RECONSTRUCTION

CITY PROJECT NO. 19-05
CITY OF SHOREWOOD, MN

BID DATE: 10/13/2022
TIME: 10:00 AM

TIME: 10:00 AM					6		7		8	
ITEM NO.	ITEM	NOTES	APPROX. QUANT.	UNIT	S.M. Hentges & Sons		Meyer Contracting		Geislinger & Sons	
					UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
BASE BID										
1	MOBILIZATION		1	LUMP SUM	323,000.00	\$323,000.00	254,396.94	\$254,396.94	268,000.00	\$268,000.00
2	CLEARING		377	EACH	235.00	\$88,595.00	164.32	\$61,948.64	190.00	\$71,630.00
3	GRUBBING		381	EACH	155.00	\$59,055.00	74.89	\$28,533.09	70.00	\$26,670.00
4	CLEAN ROOT CUTTING		70	TREE	105.00	\$7,350.00	100.00	\$7,000.00	150.00	\$10,500.00
5	REMOVE & DISPOSE OF BRUSH		1	LUMP SUM	7,650.00	\$7,650.00	2,000.00	\$2,000.00	9,000.00	\$9,000.00
6	REMOVE DRAINAGE STRUCTURE	(1)	5	EACH	700.00	\$3,500.00	339.84	\$1,699.20	350.00	\$1,750.00
7	REMOVE SIGN		19	EACH	36.00	\$684.00	35.00	\$665.00	37.00	\$703.00
8	REMOVE POST		5	EACH	36.00	\$180.00	35.00	\$175.00	37.00	\$185.00
9	REMOVE MAILBOX SPECIAL		1	EACH	300.00	\$300.00	550.00	\$550.00	250.00	\$250.00
10	REMOVE DRAIN TILE		5061	LIN FT	4.00	\$20,244.00	1.57	\$7,945.77	0.50	\$2,530.50
11	REMOVE DRAIN TILE CLEANOUT		10	EACH	30.00	\$300.00	80.31	\$803.10	25.00	\$250.00
12	REMOVE SEWER PIPE (STORM)	(2)	763	LIN FT	23.50	\$17,930.50	20.91	\$15,954.33	15.00	\$11,445.00
13	REMOVE SANITARY SEWER SERVICE		150	LIN FT	22.00	\$3,300.00	22.26	\$3,339.00	1.00	\$150.00
14	REMOVE WATERMAIN		158	LIN FT	22.00	\$3,476.00	15.60	\$2,464.80	3.00	\$474.00
15	REMOVE WATER SERVICE PIPE		59	LIN FT	5.00	\$295.00	22.28	\$1,314.52	1.00	\$59.00
16	REMOVE HYDRANT		1	EACH	400.00	\$400.00	585.18	\$585.18	150.00	\$150.00
17	REMOVE CURB STOP		1	EACH	120.00	\$120.00	196.38	\$196.38	25.00	\$25.00
18	REMOVE CONCRETE CURB & GUTTER		797	LIN FT	2.80	\$2,231.60	6.79	\$5,411.63	4.00	\$3,188.00
19	REMOVE BITUMINOUS PAVEMENT	(3)	9435	SQ YD	2.75	\$25,946.25	5.05	\$47,646.75	4.00	\$37,740.00
20	REMOVE CONCRETE DRIVEWAY/SIDEWALK PAVEMENT		2149	SQ FT	1.00	\$2,149.00	1.94	\$4,169.06	1.00	\$2,149.00
21	REMOVE BITUMINOUS DRIVEWAY PAVEMENT		13381	SQ FT	1.00	\$13,381.00	0.67	\$8,965.27	1.00	\$13,381.00
22	SALVAGE & INSTALL FENCE		175	LIN FT	12.00	\$2,100.00	52.17	\$9,129.75	63.00	\$11,025.00
23	SALVAGE & INSTALL MAILBOX		27	EACH	155.00	\$4,185.00	150.00	\$4,050.00	158.00	\$4,266.00
24	SALVAGE & INSTALL SIGN		1	EACH	155.00	\$155.00	150.00	\$150.00	158.00	\$158.00
25	SALVAGE & INSTALL STORM SEWER PIPE		16	LIN FT	60.00	\$960.00	102.90	\$1,646.40	100.00	\$1,600.00
26	ABANDON WELL		1	LUMP SUM	3,600.00	\$3,600.00	3,060.00	\$3,060.00	2,500.00	\$2,500.00
27	GEOTEXTILE FABRIC TYPE 5	(4)	11451	SQ YD	2.25	\$25,764.75	1.96	\$22,443.96	5.00	\$57,255.00
28	COMMON EXCAVATION (EV)	(P)	13589	CU YD	31.25	\$424,656.25	20.16	\$273,954.24	25.00	\$339,725.00
29	SUBGRADE EXCAVATION (EV)		545	CU YD	25.50	\$13,897.50	28.00	\$15,260.00	26.00	\$14,170.00
30	STABILIZING AGGREGATE 3" MINUS (CV)		545	CU YD	45.00	\$24,525.00	76.00	\$41,420.00	71.00	\$38,695.00
31	DITCH GRADING		1	LUMP SUM	11,000.00	\$11,000.00	4,268.04	\$4,268.04	26,000.00	\$26,000.00
32	POND EXCAVATION	(5)	1	LUMP SUM	43,000.00	\$43,000.00	40,887.29	\$40,887.29	74,000.00	\$74,000.00
33	SELECT GRANULAR BORROW (CV)	(P)	8398	CU YD	24.65	\$207,010.70	35.23	\$295,861.54	33.00	\$277,134.00
34	SUBGRADE PREPARATION	(P)	12102	SQ YD	1.10	\$13,312.20	1.03	\$12,465.06	10.00	\$121,020.00

ABSTRACT OF BIDS
STRAWBERRY LANE RECONSTRUCTION

CITY PROJECT NO. 19-05
CITY OF SHOREWOOD, MN

BID DATE: 10/13/2022
TIME: 10:00 AM

ITEM NO.	ITEM	APPROX. QUANT.	UNIT	6		7		8	
				UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
35	DEWATERING	(12)	1						
36	AGGREGATE SURFACING (HCRRA TRAIL)	(6)	15	27,750.00	\$27,750.00	13,208.01	\$13,208.01	8,500.00	\$8,500.00
37	AGGREGATE SURFACING CLASS 5		15	17.00	\$255.00	74.42	\$1,116.30	25.00	\$375.00
38	STREET SWEEPER (WITH PICKUP BROOM)	(7)	40	25.50	\$382.50	62.45	\$936.75	25.00	\$375.00
39	WATER (DUST CONTROL)		50	180.00	\$7,200.00	140.00	\$5,600.00	200.00	\$8,000.00
40	EXPLORATORY DIGGING	(8)	30	75.00	\$3,750.00	44.23	\$2,211.50	75.00	\$3,750.00
41	AGGREGATE BASE (CV) CLASS 5	(6) (P)	2919	1,000.00	\$30,000.00	580.00	\$17,400.00	1,000.00	\$30,000.00
42	DRILL & GROUT REINF BARS (EPOXY COATED)	(9)	312	46.00	\$134,274.00	61.40	\$179,236.60	49.00	\$143,031.00
43	JOINT ADHESIVE - MASTIC	8243	LIN FT	9.50	\$2,964.00	13.99	\$4,364.88	21.60	\$6,739.20
44	TYPE SP 9.5 WEARING COURSE MIX (2.C)		1375	0.85	\$7,006.55	0.90	\$7,418.70	1.00	\$8,243.00
45	TYPE SP 12.5 NON WEAR COURSE MIX (2.C)		1640	113.00	\$155,375.00	120.00	\$165,000.00	126.00	\$173,250.00
46	BITUMINOUS RAMP CURB EDGE	6541	TON	99.00	\$162,360.00	102.00	\$167,280.00	107.00	\$175,480.00
47	MILL OUT BITUMINOUS RAMP CURB EDGE	6541	LIN FT	4.50	\$29,434.50	4.00	\$26,164.00	5.00	\$32,705.00
48	FULL DEPTH RECLAMATION	2974	SQ YD	3.00	\$19,623.00	1.75	\$11,446.75	2.00	\$13,082.00
49	BITUMINOUS PATCH	18	SQ YD	6.00	\$17,844.00	6.25	\$18,587.50	4.00	\$11,896.00
50	CONNECT TO EXISTING WATERMAIN	7	EACH	78.00	\$1,404.00	184.93	\$3,328.74	120.00	\$2,160.00
51	CONNECT TO EXISTING WATER SERVICE	1	EACH	3,500.00	\$24,500.00	2,049.35	\$14,345.45	5,500.00	\$38,500.00
52	CONNECT WATER SERVICE TO EXISTING WATERMAIN	2	EACH	1,400.00	\$1,400.00	\$13.95	\$513.95	1,060.00	\$1,060.00
53	CONNECT TO MUNICIPAL WATER	1	EACH	750.00	\$1,500.00	2,074.06	\$4,148.12	950.00	\$1,900.00
54	ADJUST GATE VALVE BOX	4	EACH	1,650.00	\$1,650.00	952.26	\$952.26	6,000.00	\$6,000.00
55	HYDRANT	8	EACH	175.00	\$700.00	130.92	\$523.68	200.00	\$800.00
56	HYDRANT EXTENSION	8.5	LIN FT	7,500.00	\$60,000.00	8,743.99	\$69,951.92	6,550.00	\$52,400.00
57	6" GATE VALVE & BOX	9	EACH	1,300.00	\$11,050.00	1,390.14	\$11,816.19	1,340.00	\$11,390.00
58	8" GATE VALVE & BOX	3	EACH	3,050.00	\$27,450.00	3,948.38	\$35,535.42	2,950.00	\$26,550.00
59	12" GATE VALVE & BOX	7	EACH	3,450.00	\$10,350.00	4,028.91	\$12,086.73	3,100.00	\$9,300.00
60	1" CORPORATION STOP	31	EACH	5,500.00	\$38,500.00	6,628.14	\$46,396.98	4,710.00	\$32,970.00
61	1" CURB STOP & BOX	31	EACH	300.00	\$9,300.00	1,306.91	\$40,514.21	1,460.00	\$45,260.00
62	1" TYPE K COPPER PIPE	1239	LIN FT	520.00	\$16,120.00	1,221.28	\$37,859.68	1,600.00	\$49,600.00
63	6" DIP WATERMAIN, CL 52 W/POLY WRAP	100	LIN FT	73.00	\$90,447.00	48.67	\$60,302.13	27.00	\$33,453.00
64	8" DIP WATERMAIN, CL 52 W/POLY WRAP	1056	LIN FT	78.50	\$7,850.00	89.61	\$8,961.00	70.00	\$7,000.00
65	12" DIP WATERMAIN, CL 52 W/POLY WRAP	1732	LIN FT	80.00	\$84,480.00	91.07	\$96,169.92	90.00	\$95,040.00
66	8" NOM. WM (DIRECTIONALLY DRILLED)	756	LIN FT	120.00	\$207,840.00	142.88	\$247,468.16	135.00	\$233,820.00
67	3 LB ANODE BAG	15	EACH	90.00	\$68,040.00	114.25	\$86,373.00	105.00	\$79,380.00
68	9 LB ANODE BAG	10	EACH	135.00	\$2,025.00	582.11	\$8,731.65	65.00	\$975.00
69	17 LB ANODE BAG	2	EACH	230.00	\$2,300.00	698.47	\$6,984.70	156.00	\$1,560.00
				360.00	\$720.00	855.60	\$1,711.20	280.00	\$560.00

ABSTRACT OF BIDS
STRAWBERRY LANE RECONSTRUCTION

CITY PROJECT NO. 19-05
CITY OF SHOREWOOD, MN

BID DATE: 10/13/2022
TIME: 10:00 AM

ITEM NO.	ITEM	APPROX. QUANT.	UNIT	6		7		8	
				UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
70	DUCTILE IRON FITTINGS	4049	POUND	17.00	\$68,833.00	27.45	\$111,145.05	12.12	\$49,073.88
71	SANITARY SEWER BYPASS PUMPING	1	LUMP SUM	1,350.00	\$1,350.00	2,100.00	\$2,100.00	0.01	\$0.01
72	CONNECT SEWER SERVICE TO EXISTING SANITARY SEWER	2	EACH	5,400.00	\$10,800.00	4,113.99	\$8,227.98	1,010.00	\$2,020.00
73	CONNECT TO EXISTING SANITARY SEWER	4	EACH	1,450.00	\$5,800.00	1,034.84	\$4,139.36	4,050.00	\$16,200.00
74	SANITARY SEWER SERVICE REPAIR	140	LIN FT	80.00	\$11,200.00	171.58	\$24,021.20	127.00	\$17,780.00
75	4" PVC PIPE SEWER SERVICE SDR 26	118	LIN FT	115.00	\$13,570.00	68.10	\$8,035.80	75.00	\$8,850.00
76	4" SANITARY SEWER CLEANOUT	2	EACH	294.00	\$588.00	740.88	\$1,481.76	1,150.00	\$2,300.00
77	4" INSERTA TEE	2	EACH	1,530.00	\$3,060.00	4,301.93	\$8,603.86	1,160.00	\$2,320.00
78	CASTING ASSEMBLY (SANITARY)	10	EACH	1,330.00	\$13,300.00	741.72	\$7,417.20	750.00	\$7,500.00
79	4" PERF PVC PIPE DRAIN	6866	LIN FT	12.25	\$84,108.50	14.77	\$101,410.82	16.30	\$111,915.80
80	4" PVC PIPE DRAIN CLEANOUT	17	EACH	200.00	\$3,400.00	444.34	\$7,553.78	570.00	\$9,690.00
81	MANHOLE RECONSTRUCTION - PARTIAL	8	EACH	1,500.00	\$12,000.00	2,552.14	\$20,417.12	3,000.00	\$24,000.00
82	12" RC PIPE SEWER DES 3006 CL V	1368	LIN FT	83.00	\$113,544.00	84.56	\$115,678.08	120.00	\$164,160.00
83	15" RC PIPE SEWER DES 3006 CL V	85	LIN FT	91.00	\$7,735.00	103.72	\$8,816.20	130.00	\$11,050.00
84	18" RC PIPE SEWER DES 3006 CL III	642	LIN FT	99.00	\$63,558.00	91.93	\$59,019.06	140.00	\$89,880.00
85	24" RC PIPE SEWER DES 3006 CL III	1424	LIN FT	131.00	\$186,544.00	116.35	\$165,682.40	180.00	\$256,320.00
86	48" RC PIPE SEWER DES 3006 CL III	931	LIN FT	375.00	\$349,125.00	428.93	\$399,333.83	400.00	\$372,400.00
87	36" EQ RC PIPE ARCH SEWER CL I/A	37	LIN FT	285.00	\$10,545.00	320.77	\$11,868.49	292.00	\$10,804.00
88	36" EQ RC PIPE ARCH APRON	2	EACH	7,650.00	\$15,300.00	7,458.84	\$14,917.68	6,450.00	\$12,900.00
89	48" RC PIPE APRON	1	EACH	10,000.00	\$10,000.00	10,536.13	\$10,536.13	11,700.00	\$11,700.00
90	BULKHEAD STORM PIPE	1	EACH	800.00	\$800.00	936.36	\$936.36	450.00	\$450.00
91	CONNECT TO EXISTING DRAINAGE STRUCTURE	3	EACH	2,900.00	\$8,700.00	1,844.44	\$5,533.32	2,500.00	\$7,500.00
92	CONNECT TO EXISTING STORM SEWER	3	EACH	700.00	\$2,100.00	1,733.65	\$5,200.95	2,050.00	\$6,150.00
93	CONNECT TO EXISTING DRAIN TILE	2	EACH	325.00	\$650.00	397.88	\$795.76	250.00	\$500.00
94	CASTING ASSEMBLY (STORM)	64	EACH	1,500.00	\$96,000.00	1,409.33	\$90,197.12	980.00	\$62,720.00
95	ADJUST FRAME & RING CASTING	2	EACH	725.00	\$1,450.00	440.87	\$881.74	200.00	\$400.00
96	CONSTRUCT DRAINAGE STRUCTURE DESIGN G	70.1	LIN FT	1,200.00	\$84,120.00	783.45	\$54,919.85	700.00	\$49,070.00
97	CONSTRUCT DRAINAGE STRUCTURE DES 48-4020	36.8	LIN FT	900.00	\$33,120.00	778.88	\$28,662.78	750.00	\$27,600.00
98	CONSTRUCT DRAINAGE STRUCTURE DES 72-4020	16.8	LIN FT	1,325.00	\$22,260.00	1,481.10	\$24,882.48	925.00	\$15,540.00
99	CONSTRUCT DRAINAGE STRUCTURE DES 48-4022	126.8	LIN FT	975.00	\$123,630.00	808.43	\$102,508.92	680.00	\$86,224.00
100	CONSTRUCT DRAINAGE STRUCTURE DES 60-4022	22.7	LIN FT	1,435.00	\$32,574.50	1,306.19	\$29,650.51	1,110.00	\$25,197.00
101	CONSTRUCT DRAINAGE STRUCTURE DES 72-4022	37.3	LIN FT	1,450.00	\$54,085.00	1,413.89	\$52,738.10	1,140.00	\$42,522.00
102	CONSTRUCT DRAINAGE STRUCTURE DES 84-4022	11.2	LIN FT	1,900.00	\$21,280.00	1,990.21	\$22,290.35	2,000.00	\$22,400.00
103	CONSTRUCT DRAINAGE STRUCTURE DES 108-4022	12.9	LIN FT	3,000.00	\$38,700.00	2,073.00	\$26,741.70	3,300.00	\$42,570.00
104	CONSTRUCT 84" OCS POND SKIMMER W/WEIR WALL	2	EACH	26,500.00	\$53,000.00	29,970.24	\$59,940.48	24,000.00	\$48,000.00

ABSTRACT OF BIDS
STRAWBERRY LANE RECONSTRUCTION

CITY PROJECT NO. 19-05
CITY OF SHOREWOOD, MN

BID DATE: 10/13/2022
TIME: 10:00 AM

ITEM NO.	ITEM	APPROX. QUANT.	UNIT	6		7		8	
				UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
105	SUMP PUMP SERVICE CONNECTION	35	EACH	287.00	\$10,045.00	366.58	\$12,830.30	83.00	\$2,905.00
106	CHIMNEY SEAL	12	EACH	290.00	\$3,480.00	320.85	\$3,850.20	160.00	\$1,920.00
107	4" POLYSTYRENE INSULATION	75	SQ YD	82.00	\$6,150.00	70.78	\$5,308.50	60.00	\$4,500.00
108	RANDOM RIPRAP CL IV	23.8	CU YD	129.00	\$3,070.20	263.34	\$6,267.49	110.00	\$2,618.00
109	4" CONCRETE WALK (W/ 6" AGG. BASE CL 5)	13651	SQ FT	7.50	\$102,382.50	7.23	\$98,696.73	6.50	\$88,731.50
110	6" CONCRETE WALK (W/ 6" AGG. BASE CL 5)	1300	SQ FT	15.25	\$19,825.00	18.92	\$24,596.00	24.00	\$31,200.00
111	6" CONCRETE DRIVEWAY (W/ 6" AGG. BASE CL 5)	5500	SQ FT	11.70	\$64,350.00	12.93	\$71,115.00	9.50	\$52,250.00
112	6" CONCRETE DRIVEWAY PAVEMENT (SPECIAL) (W/ 6" AGG. BASE CL 5)	800	SQ FT	15.75	\$12,600.00	13.22	\$10,576.00	19.50	\$15,600.00
113	TRUNCATED DOMES	169	SQ FT	54.50	\$9,210.50	49.00	\$8,281.00	52.00	\$8,788.00
114	3" BITUMINOUS DRIVEWAY (W/ 6" AGG. BASE CL 5)	15179	SQ FT	5.50	\$83,484.50	6.08	\$92,288.32	5.00	\$75,895.00
115	CONCRETE CURB & GUTTER DESIGN SURMOUNTABLE	350	LIN FT	36.00	\$12,600.00	28.90	\$10,115.00	41.60	\$14,560.00
116	CONCRETE CURB & GUTTER DESIGN B618	6741	LIN FT	22.50	\$151,672.50	20.73	\$139,740.93	20.70	\$139,538.70
117	MAILBOX (TEMPORARY)	42	EACH	61.00	\$2,562.00	60.00	\$2,520.00	63.00	\$2,646.00
118	FURNISH & INSTALL MAILBOX	3	EACH	205.00	\$615.00	200.00	\$600.00	210.00	\$630.00
119	TRAFFIC CONTROL	1	LUMP SUM	6,600.00	\$6,600.00	6,400.00	\$6,400.00	5,400.00	\$5,400.00
120	TEMPORARY TRAIL DETOUR	1	LUMP SUM	14,000.00	\$14,000.00	7,616.92	\$7,616.92	8,125.00	\$8,125.00
121	STRUCTURE MARKER	13	EACH	130.00	\$1,690.00	125.00	\$1,625.00	132.00	\$1,716.00
122	SIGN PANEL TYPE C	21	EACH	260.00	\$5,460.00	250.00	\$5,250.00	263.00	\$5,523.00
123	SIGN PANEL TYPE SPECIAL	(13)	EACH	260.00	\$5,720.00	250.00	\$5,500.00	263.00	\$5,786.00
124	CROSS WALK PAVEMENT MARKING	90	SQ FT	8.60	\$774.00	12.78	\$1,150.20	13.00	\$1,170.00
125	TREE 2.5" CAL B&B	60	TREE	860.00	\$51,600.00	843.00	\$50,580.00	630.00	\$37,800.00
126	STABILIZED CONSTRUCTION EXIT	(16)	LUMP SUM	1,500.00	\$3,000.00	1,800.00	\$3,600.00	2,500.00	\$5,000.00
127	EROSION CONTROL SUPERVISOR	1	LUMP SUM	2,000.00	\$2,000.00	45,000.00	\$45,000.00	2,500.00	\$2,500.00
128	STORM DRAIN INLET PROTECTION	69	EACH	155.00	\$10,695.00	153.06	\$10,561.14	150.00	\$10,350.00
129	SILT FENCE, TYPE MS	2954	LIN FT	1.90	\$5,612.60	1.89	\$5,583.06	2.20	\$6,498.80
130	SEDIMENT CONTROL LOG TYPE WOOD FIBER	(14)	LIN FT	2.50	\$2,125.00	2.55	\$2,167.50	2.70	\$2,295.00
131	ORGANIC TOPSOIL BORROW (LV)	2470	CU YD	35.00	\$86,450.00	58.40	\$144,248.00	39.00	\$96,330.00
132	HYDROSEED/W SEED MIX 25-151	29542	SQ YD	1.45	\$42,835.00	1.42	\$41,949.64	2.00	\$59,084.00
133	HYDROSEED/W SEED MIX 35-241	(15)	SQ YD	4.05	\$3,847.50	4.08	\$3,876.00	2.10	\$1,995.00
134	EROSION CONTROL BLANKET W/SEED 34-262	1874	SQ YD	2.25	\$4,216.50	2.24	\$4,197.76	3.00	\$5,622.00
135	STAGING SITE SOIL RESTORATION	1	LUMP SUM	14,000.00	\$14,000.00	8,557.22	\$8,557.22	3,800.00	\$3,800.00
136	LANDSCAPING ALLOWANCE	1	ALLOWANCE	40,000.00	\$40,000.00	40,000.00	\$40,000.00	40,000.00	\$40,000.00
BASE BID TOTAL:					\$4,959,602.16		\$5,065,930.39		\$5,131,365.39

ABSTRACT OF BIDS
STRAWBERRY LANE RECONSTRUCTION

CITY PROJECT NO. 19-05
CITY OF SHOREWOOD, MN

BID DATE: 10/13/2022
TIME: 10:00 AM

ITEM NO.	ITEM	NOTES	APPROX. QUANT.	UNIT	6 S.M. Hentges & Sons		7 Meyer Contracting		8 Geislinger & Sons	
					UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT

NOTES:

- (1) INCLUDES CASTING
- (2) ANY SIZE OR TYPE
- (3) SOIL BORINGS ENCOUNTERED 4" TO 7" OF BITUMINOUS PAVEMENT. NO COMPENSATION WILL BE MADE FOR VARIATION
- (4) NON-WOVEN
- 5 967 CY (CV) OF MATERIAL ARE ESTIMATED TO BE REMOVED AND DISPOSED OF. NO ADJUSTMENT IN UNIT PRICE WILL BE
- 6 SHALL BE VIRGIN LIMESTONE (100% CRUSHED)
- 7 FOR REMOVING TRACKED SEDIMENT FROM ROADWAY PAVEMENT
- 8 TO BE USED FOR EXPLORATORY DIGGING AND VERIFYING SANITARY SEWER SERVICE CROSSINGS. TO BE USED AT ENGINEER
- 9 FOR PED RAMPS, CURB GAPS FOR DRIVEWAY ACCESS, AND TYING DRIVEWAYS
- 10 INCLUDES FILTER FABRIC SOCK
- 11 PAID AT ENGINEERS DISCRETION IF PIPE IS IN POOR CONDITION.
- 12 FOR DEWATERING STRAWBERRY COURT PONDS, ALL OTHER DEWATERING IS INCIDENTAL
- 13 STREET NAME PLAQUE SIGNS
- 14 TO BE USED AT THE ENGINEER'S DIRECTION
- 15 INCLUDES SEED AND FERTILIZER
- 16 INCLUDES PAYMENT FOR TEMPORARY ACCESS TO STAGING AREA.

ABSTRACT OF BIDS
STRAWBERRY LANE RECONSTRUCTION

CITY PROJECT NO. 19-05
CITY OF SHOREWOOD, MN

BID DATE: 10/13/2022
TIME: 10:00 AM

ITEM NO.	ITEM	APPROX. QUANT.	UNIT	9		10		11	
				Park Construction		Northdale Construction		Veit & Company	
		NOTES		UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
BASE BID									
1	MOBILIZATION		1	LUMP SUM					
2	CLEARING		377	EACH	\$356,200.00	55,790.00	\$55,790.00	171,975.00	\$171,975.00
3	GRUBBING		381	EACH	\$64,844.00	219.24	\$82,653.48	225.00	\$84,825.00
4	CLEAN ROOT CUTTING		70	TREE	\$57,531.00	146.16	\$55,686.96	169.00	\$64,389.00
5	REMOVE & DISPOSE OF BRUSH		1	LUMP SUM	\$7,280.00	84.00	\$5,880.00	112.75	\$7,892.50
6	REMOVE DRAINAGE STRUCTURE		1	EACH	\$2,090.00	13,104.00	\$13,104.00	563.65	\$563.65
7	REMOVE SIGN	(1)	5	EACH	\$5,050.00	1,041.67	\$5,208.35	750.00	\$3,750.00
8	REMOVE POST		19	EACH	\$684.00	42.00	\$798.00	45.10	\$856.90
9	REMOVE MAILBOX SPECIAL		5	EACH	\$180.00	42.00	\$210.00	45.10	\$225.50
10	REMOVE DRAIN TILE		1	EACH	\$257.00	315.00	\$315.00	164.00	\$164.00
11	REMOVE DRAIN TILE CLEANOUT		5061	LIN FT	\$35,933.10	2.00	\$10,122.00	0.95	\$4,807.95
12	REMOVE SEWER PIPE (STORM)	(2)	763	LIN FT	\$5,280.00	200.00	\$2,000.00	39.00	\$390.00
13	REMOVE SANITARY SEWER SERVICE		150	LIN FT	\$36,852.90	30.00	\$22,890.00	25.00	\$19,075.00
14	REMOVE WATERMAIN		158	LIN FT	\$2,640.00	20.00	\$3,000.00	50.00	\$7,500.00
15	REMOVE WATER SERVICE PIPE		59	LIN FT	\$3,476.00	20.00	\$3,160.00	34.00	\$5,372.00
16	REMOVE HYDRANT		1	EACH	\$1,298.00	10.00	\$590.00	50.00	\$2,950.00
17	REMOVE CURB STOP		1	EACH	\$439.00	781.25	\$781.25	658.00	\$658.00
18	REMOVE CONCRETE CURB & GUTTER		1	EACH	\$439.00	208.33	\$208.33	658.00	\$658.00
19	REMOVE BITUMINOUS PAVEMENT		797	LIN FT	\$3,985.00	15.63	\$12,457.11	3.95	\$3,148.15
20	REMOVE CONCRETE DRIVEWAY/SIDEWALK PAVEMENT	(3)	9435	SQ YD	\$44,344.50	8.41	\$79,348.35	3.70	\$34,909.50
21	REMOVE BITUMINOUS DRIVEWAY PAVEMENT		2149	SQ FT	\$2,901.15	3.50	\$7,521.50	6.65	\$14,290.85
22	SALVAGE & INSTALL FENCE		13381	SQ FT	\$11,775.28	2.50	\$33,452.50	0.40	\$5,352.40
23	SALVAGE & INSTALL MAILBOX		175	LIN FT	\$10,045.00	78.75	\$13,781.25	71.35	\$12,486.25
24	SALVAGE & INSTALL SIGN		27	EACH	\$4,158.00	157.50	\$4,252.50	184.00	\$4,968.00
25	SALVAGE & INSTALL STORM SEWER PIPE		1	EACH	\$154.00	262.50	\$262.50	281.00	\$281.00
26	ABANDON WELL		16	LIN FT	\$920.00	120.00	\$1,920.00	118.00	\$1,888.00
27	GEOTEXTILE FABRIC TYPE 5		1	LUMP SUM	\$2,260.00	5,000.00	\$5,000.00	2,200.00	\$2,200.00
28	COMMON EXCAVATION (EV)	(4)	11451	SQ YD	\$37,788.30	4.58	\$52,445.58	2.10	\$24,047.10
29	SUBGRADE EXCAVATION (EV)	(P)	13589	CU YD	\$513,664.20	41.12	\$558,779.68	39.60	\$538,124.40
30	STABILIZING AGGREGATE 3" MINUS (CV)		545	CU YD	\$15,587.00	41.12	\$22,410.40	25.65	\$13,979.25
31	DITCH GRADING		545	CU YD	\$23,217.00	63.86	\$34,803.70	90.45	\$49,295.25
32	POND EXCAVATION		1	LUMP SUM	\$8,370.00	12,500.00	\$12,500.00	5,115.00	\$5,115.00
33	SELECT GRANULAR BORROW (CV)	(5)	1	LUMP SUM	\$37,700.00	25,000.00	\$25,000.00	39,515.00	\$39,515.00
34	SUBGRADE PREPARATION	(P)	8398	CU YD	\$261,177.80	50.63	\$425,190.74	19.15	\$160,821.70
			12102	SQ YD	\$13,312.20	2.00	\$24,204.00	0.75	\$9,076.50

ABSTRACT OF BIDS
STRAWBERRY LANE RECONSTRUCTION

CITY PROJECT NO. 19-05
CITY OF SHOREWOOD, MN

BID DATE: 10/13/2022
TIME: 10:00 AM

ITEM NO.	ITEM	APPROX. QUANT.	UNIT	9		10		11	
				Park Construction		Northdale Construction		Veit & Company	
		NOTES		UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
35	DEWATERING	(12)	1	LUMP SUM	5,550.00	\$5,550.00			
36	AGGREGATE SURFACING (HCRRA TRAIL)	(6)	15	TON	73.00	\$1,095.00	15,060.24	1.15	\$1.15
37	AGGREGATE SURFACING CLASS 5		15	TON	53.20	\$798.00	52.25	82.40	\$1,236.00
38	STREET SWEEPER (WITH PICKUP BROOM)	(7)	40	HOUR	144.00	\$5,760.00	40.80	82.40	\$1,236.00
39	WATER (DUST CONTROL)		50	MGAL	48.40	\$2,420.00	157.50	130.00	\$5,200.00
40	EXPLORATORY DIGGING	(8)	30	HR	314.00	\$9,420.00	50.00	124.00	\$6,200.00
41	AGGREGATE BASE (CV) CLASS 5	(6) (P)	2919	CU YD	62.40	\$182,145.60	1,354.28	134.00	\$4,020.00
42	DRILL & GROUT REINF BARS (EPOXY COATED)	(9)	312	EACH	14.40	\$4,492.80	53.60	97.90	\$285,770.10
43	JOINT ADHESIVE - MASTIC		8243	LIN FT	0.83	\$6,841.69	14.69	24.80	\$7,737.60
44	TYPE SP 9.5 WEARING COURSE MIX (2.C)		1375	TON	116.00	\$159,500.00	0.85	0.90	\$7,418.70
45	TYPE SP 12.5 NON WEAR COURSE MIX (2.C)		1640	TON	98.70	\$161,868.00	126.00	135.30	\$186,037.50
46	BITUMINOUS RAMP CURB EDGE		6541	LIN FT	7.25	\$47,422.25	107.10	115.00	\$188,600.00
47	MILL OUT BITUMINOUS RAMP CURB EDGE		6541	LIN FT	2.30	\$15,044.30	4.20	4.50	\$29,434.50
48	FULL DEPTH RECLAMATION		2974	SQ YD	4.40	\$13,085.60	1.84	0.85	\$5,559.85
49	BITUMINOUS PATCH		18	SQ YD	131.00	\$2,358.00	8.41	1.55	\$4,609.70
50	CONNECT TO EXISTING WATERMAIN		7	EACH	3,920.00	\$27,440.00	126.75	101.45	\$1,826.10
51	CONNECT TO EXISTING WATER SERVICE		1	EACH	2,880.00	\$2,880.00	2,537.50	5,690.00	\$39,830.00
52	CONNECT WATER SERVICE TO EXISTING WATERMAIN		2	EACH	2,880.00	\$5,760.00	1,670.00	3,060.00	\$3,060.00
53	CONNECT TO MUNICIPAL WATER		1	EACH	2,880.00	\$2,880.00	2,795.63	3,060.00	\$6,120.00
54	ADJUST GATE VALVE BOX		4	EACH	683.00	\$2,732.00	3,447.50	5,690.00	\$5,690.00
55	HYDRANT		8	EACH	7,260.00	\$58,080.00	260.42	1,286.00	\$5,144.00
56	HYDRANT EXTENSION		8.5	LIN FT	1,250.00	\$10,625.00	6,645.95	10,008.00	\$80,064.00
57	6" GATE VALVE & BOX		9	EACH	3,240.00	\$29,160.00	1,243.04	1,913.00	\$16,260.50
58	8" GATE VALVE & BOX		3	EACH	4,080.00	\$12,240.00	2,819.39	2,815.00	\$25,335.00
59	12" GATE VALVE & BOX		7	EACH	6,490.00	\$45,430.00	3,648.49	3,135.00	\$9,405.00
60	1" CORPORATION STOP		31	EACH	1,260.00	\$39,060.00	6,042.62	5,395.00	\$37,765.00
61	1" CURB STOP & BOX		31	EACH	1,370.00	\$42,470.00	\$8,892.04	584.00	\$18,104.00
62	1" TYPE K COPPER PIPE		1239	LIN FT	36.60	\$45,347.40	533.69	767.00	\$23,777.00
63	6" DIP WATERMAIN, CL 52 W/POLY WRAP		100	LIN FT	88.20	\$8,820.00	76.09	64.00	\$79,296.00
64	8" DIP WATERMAIN, CL 52 W/POLY WRAP		1056	LIN FT	84.00	\$88,704.00	103.19	104.00	\$10,400.00
65	12" DIP WATERMAIN, CL 52 W/POLY WRAP		1732	LIN FT	129.00	\$223,428.00	103.11	134.00	\$141,504.00
66	8" NOM. WM (DIRECTIONALLY DRILLED)		756	LIN FT	113.00	\$85,428.00	135.09	159.00	\$275,388.00
67	3 LB ANODE BAG		15	EACH	125.00	\$1,875.00	114.75	134.00	\$101,304.00
68	9 LB ANODE BAG		10	EACH	225.00	\$2,250.00	134.87	289.00	\$4,335.00
69	17 LB ANODE BAG		2	EACH	361.00	\$722.00	242.70	381.00	\$3,810.00
							421.00	503.00	\$1,006.00

ABSTRACT OF BIDS
STRAWBERRY LANE RECONSTRUCTION

CITY PROJECT NO. 19-05
CITY OF SHOREWOOD, MN

BID DATE: 10/13/2022
TIME: 10:00 AM

ITEM NO.	ITEM	APPROX. QUANT.	UNIT	9		10		11	
				Park Construction		Northdale Construction		Veit & Company	
		NOTES		UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
70	DUCTILE IRON FITTINGS		POUND	23.60	\$95,556.40				
71	SANITARY SEWER BYPASS PUMPING	4049				20.88	\$84,543.12	13.00	\$52,637.00
		1	LUMP SUM	8,800.00	\$8,800.00	25,000.00	\$25,000.00	1.00	\$1.00
72	CONNECT SEWER SERVICE TO EXISTING SANITARY SEWER	2	EACH	6,440.00	\$12,880.00	3,132.53	\$6,265.06	4,497.00	\$8,994.00
73	CONNECT TO EXISTING SANITARY SEWER	4	EACH	3,700.00	\$14,800.00	3,148.65	\$12,594.60	5,263.00	\$21,052.00
74	SANITARY SEWER SERVICE REPAIR	(11)	LIN FT	99.50	\$13,930.00	141.90	\$19,866.00	154.00	\$21,560.00
75	4" PVC PIPE SEWER SERVICE SDR 26	118	LIN FT	85.80	\$10,124.40	73.17	\$8,634.06	54.00	\$6,372.00
76	4" SANITARY SEWER CLEANOUT	2	EACH	600.00	\$1,200.00	508.07	\$1,016.14	2,519.00	\$5,038.00
77	4" INSERTA TEE	2	EACH	1,090.00	\$2,180.00	3,290.55	\$6,581.10	2,458.00	\$4,916.00
78	CASTING ASSEMBLY (SANITARY)	10	EACH	1,850.00	\$18,500.00	1,225.63	\$12,256.30	2,328.00	\$23,280.00
79	4" PERF PVC PIPE DRAIN	(10)	LIN FT	15.20	\$104,363.20	29.60	\$203,233.60	6.55	\$44,972.30
80	4" PVC PIPE DRAIN CLEANOUT	17	EACH	254.00	\$4,318.00	231.50	\$3,935.50	236.00	\$4,012.00
81	MANHOLE RECONSTRUCTION - PARTIAL	8	EACH	5,050.00	\$40,400.00	3,501.40	\$28,011.20	3,240.00	\$25,920.00
82	12" RC PIPE SEWER DES 3006 CL V	1368	LIN FT	103.00	\$140,904.00	94.00	\$128,592.00	110.00	\$150,480.00
83	15" RC PIPE SEWER DES 3006 CL V	85	LIN FT	111.00	\$9,435.00	107.91	\$9,172.35	118.00	\$10,030.00
84	18" RC PIPE SEWER DES 3006 CL III	642	LIN FT	111.00	\$71,262.00	108.45	\$69,624.90	126.00	\$80,892.00
85	24" RC PIPE SEWER DES 3006 CL III	1424	LIN FT	132.00	\$187,968.00	126.17	\$179,666.08	168.00	\$239,232.00
86	48" RC PIPE SEWER DES 3006 CL III	931	LIN FT	460.00	\$428,260.00	448.00	\$417,088.00	408.00	\$379,848.00
87	36" EQ RC PIPE ARCH SEWER CL I/A	37	LIN FT	359.00	\$13,283.00	325.16	\$12,030.92	269.00	\$9,953.00
88	36" EQ RC PIPE ARCH APRON	2	EACH	7,750.00	\$15,500.00	7,352.63	\$14,705.26	8,558.00	\$17,116.00
89	48" RC PIPE APRON	1	EACH	10,600.00	\$10,600.00	9,717.63	\$9,717.63	11,505.00	\$11,505.00
90	BULKHEAD STORM PIPE	1	EACH	395.00	\$395.00	2,083.33	\$2,083.33	2,458.00	\$2,458.00
91	CONNECT TO EXISTING DRAINAGE STRUCTURE	3	EACH	2,410.00	\$7,230.00	2,500.00	\$7,500.00	5,605.00	\$16,815.00
92	CONNECT TO EXISTING STORM SEWER	3	EACH	2,230.00	\$6,690.00	2,083.33	\$6,249.99	2,632.00	\$7,896.00
93	CONNECT TO EXISTING DRAIN TILE	2	EACH	758.00	\$1,516.00	350.04	\$700.08	462.00	\$924.00
94	CASTING ASSEMBLY (STORM)	64	EACH	1,350.00	\$86,400.00	1,251.85	\$80,118.40	1,956.00	\$125,184.00
95	ADJUST FRAME & RING CASTING	2	EACH	1,400.00	\$2,800.00	500.00	\$1,000.00	1,457.00	\$2,914.00
96	CONSTRUCT DRAINAGE STRUCTURE DESIGN G	70.1	LIN FT	831.00	\$58,253.10	776.20	\$54,411.62	1,033.00	\$72,413.30
97	CONSTRUCT DRAINAGE STRUCTURE DES 48-4020	36.8	LIN FT	713.00	\$26,238.40	635.26	\$23,377.57	788.00	\$28,998.40
98	CONSTRUCT DRAINAGE STRUCTURE DES 72-4020	16.8	LIN FT	815.00	\$13,692.00	1,047.59	\$17,599.51	1,139.00	\$19,135.20
99	CONSTRUCT DRAINAGE STRUCTURE DES 48-4022	126.8	LIN FT	769.00	\$97,509.20	659.53	\$83,628.40	819.00	\$103,849.20
100	CONSTRUCT DRAINAGE STRUCTURE DES 60-4022	22.7	LIN FT	1,200.00	\$27,240.00	1,343.21	\$30,490.87	1,335.00	\$30,304.50
101	CONSTRUCT DRAINAGE STRUCTURE DES 72-4022	37.3	LIN FT	1,270.00	\$47,371.00	1,374.66	\$51,274.82	1,386.00	\$51,697.80
102	CONSTRUCT DRAINAGE STRUCTURE DES 84-4022	11.2	LIN FT	1,970.00	\$22,064.00	1,750.94	\$19,610.53	1,889.00	\$21,156.80
103	CONSTRUCT DRAINAGE STRUCTURE DES 108-4022	12.9	LIN FT	3,410.00	\$43,989.00	3,000.07	\$38,700.90	3,283.00	\$42,350.70
104	CONSTRUCT 84" OCS POND SKIMMER W/WEIR WALL	2	EACH	28,700.00	\$57,400.00	30,306.84	\$60,613.68	19,745.00	\$39,490.00

ABSTRACT OF BIDS
STRAWBERRY LANE RECONSTRUCTION

CITY PROJECT NO. 19-05
CITY OF SHOREWOOD, MN

BID DATE: 10/13/2022
TIME: 10:00 AM

ITEM NO.	ITEM	APPROX. QUANT.	UNIT	9		10		11	
				Park Construction		Northdale Construction		Veit & Company	
		NOTES		UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
105	SUMP PUMP SERVICE CONNECTION		35	EACH	\$20,685.00	439.27	\$15,374.45	793.00	\$27,755.00
106	CHIMNEY SEAL		12	EACH	\$3,840.00	465.00	\$5,580.00	650.00	\$7,800.00
107	4" POLYSTYRENE INSULATION		75	SQ YD	\$4,192.50	79.63	\$5,972.25	48.00	\$3,600.00
108	RANDOM RIPRAP CL IV		23.8	CU YD	\$3,474.80	260.42	\$6,198.00	108.00	\$2,570.40
109	4" CONCRETE WALK (W/ 6" AGG. BASE CL 5)		13651	SQ FT	\$96,922.10	8.38	\$114,395.38	20.30	\$277,115.30
110	6" CONCRETE WALK (W/ 6" AGG. BASE CL 5)		1300	SQ FT	\$29,900.00	20.66	\$26,858.00	17.90	\$23,270.00
111	6" CONCRETE DRIVEWAY (W/ 6" AGG. BASE CL 5)		5500	SQ FT	\$69,300.00	14.36	\$78,980.00	11.05	\$60,775.00
112	6" CONCRETE DRIVEWAY PAVEMENT (SPECIAL) (W/ 6" AGG. BASE CL 5)		800	SQ FT	\$10,560.00	14.68	\$11,744.00	31.55	\$25,240.00
113	TRUNCATED DOMES		169	SQ FT	\$8,517.60	54.94	\$9,284.86	71.75	\$12,125.75
114	3" BITUMINOUS DRIVEWAY (W/ 6" AGG. BASE CL 5)		15179	SQ FT	\$88,038.20	7.17	\$108,833.43	5.60	\$85,002.40
115	CONCRETE CURB & GUTTER DESIGN SURMOUNTABLE		350	LIN FT	\$10,395.00	30.35	\$10,622.50	34.15	\$11,952.50
116	CONCRETE CURB & GUTTER DESIGN B618		6741	LIN FT	\$132,797.70	20.63	\$139,066.83	20.50	\$138,190.50
117	MAILBOX (TEMPORARY)		42	EACH	\$2,591.40	63.00	\$2,646.00	72.00	\$3,024.00
118	FURNISH & INSTALL MAILBOX		3	EACH	\$618.00	210.00	\$630.00	243.00	\$729.00
119	TRAFFIC CONTROL		1	LUMP SUM	\$5,040.00	7,350.00	\$7,350.00	5,070.00	\$5,070.00
120	TEMPORARY TRAIL DETOUR		1	LUMP SUM	\$1,540.00	17,850.00	\$17,850.00	2,255.00	\$2,255.00
121	STRUCTURE MARKER		13	EACH	\$1,677.00	185.00	\$2,405.00	141.00	\$1,833.00
122	SIGN PANEL TYPE C		21	EACH	\$5,397.00	367.50	\$7,717.50	395.00	\$8,295.00
123	SIGN PANEL TYPE SPECIAL	(13)	22	EACH	\$5,654.00	23.10	\$508.20	395.00	\$8,690.00
124	CROSS WALK PAVEMENT MARKING		90	SQ FT	\$783.00	10.50	\$945.00	22.55	\$2,029.50
125	TREE 2.5" CAL B&B		60	TREE	\$52,020.00	887.25	\$53,235.00	962.00	\$57,720.00
126	STABILIZED CONSTRUCTION EXIT	(16)	2	LUMP SUM	\$4,260.00	12,500.00	\$25,000.00	2,020.00	\$4,040.00
127	EROSION CONTROL SUPERVISOR		1	LUMP SUM	\$3,800.00	12,500.00	\$12,500.00	2,500.00	\$2,500.00
128	STORM DRAIN INLET PROTECTION		69	EACH	\$15,249.00	364.54	\$25,153.26	249.00	\$17,181.00
129	SILT FENCE, TYPE MS		2954	LIN FT	\$7,532.70	2.63	\$7,769.02	2.90	\$8,566.60
130	SEDIMENT CONTROL LOG TYPE WOOD FIBER	(14)	850	LIN FT	\$3,060.00	3.68	\$3,128.00	4.00	\$3,400.00
131	ORGANIC TOPSOIL BORROW (LV)		2470	CU YD	\$72,618.00	47.88	\$118,263.60	52.85	\$130,539.50
132	HYDROSEED/W SEED MIX 25-151	(15)	29542	SQ YD	\$47,267.20	1.63	\$48,153.46	1.80	\$53,175.60
133	HYDROSEED/W SEED MIX 35-241	(15)	950	SQ YD	\$1,520.00	1.63	\$1,548.50	1.80	\$1,710.00
134	EROSION CONTROL BLANKET W/SEED 34-262		1874	SQ YD	\$4,778.70	2.63	\$4,928.62	2.90	\$5,434.60
135	STAGING SITE SOIL RESTORATION		1	LUMP SUM	\$13,100.00	15,060.24	\$15,060.24	2,615.00	\$2,615.00
136	LANDSCAPING ALLOWANCE		1	ALLOWANCE	\$40,000.00	40,000.00	\$40,000.00	40,000.00	\$40,000.00
BASE BID TOTAL:					\$5,395,146.67	\$5,619,747.40		\$5,635,637.40	

STRAWBERRY LANE RECONSTRUCTION

BID DATE: 10/13/2022
TIME: 10:00 AM

NOTES:

- | | | |
|----|---|--|
| 1 | INCLUDES CASTING | |
| 2 | ANY SIZE OR TYPE | |
| 3 | SOIL BORINGS ENCOUNTERED 4" TO 7" OF BITUMINOUS PAVEMENT. NO COMPENSATION WILL BE MADE FOR VARIATION | |
| 4 | NON-WOVEN | |
| 5 | 967 CY (CV) OF MATERIAL ARE ESTIMATED TO BE REMOVED AND DISPOSED OF. NO ADJUSTMENT IN UNIT PRICE WILL BE | |
| 6 | SHALL BE VIRGIN LIMESTONE (100% CRUSHED) | |
| 7 | FOR REMOVING TRACKED SEDIMENT FROM ROADWAY PAVEMENT | |
| 8 | TO BE USED FOR EXPLORATORY DIGGING AND VERIFYING SANITARY SEWER SERVICE CROSSINGS. TO BE USED AT ENGINEER | |
| 9 | FOR PED RAMPS, CURB GAPS FOR DRIVEWAY ACCESS. AND TYING DRIVEWAYS | |
| 10 | INCLUDES FILTER FABRIC SOCK | |
| 11 | PAID AT ENGINEERS DISCRETION IF PIPE IS IN POOR CONDITION. | |
| 12 | FOR DEWATERING STRAWBERRY COURT PONDS, ALL OTHER DEWATERING IS INCIDENTAL | |
| 13 | STREET NAME PLAQUE SIGNS | |
| 14 | TO BE USED AT THE ENGINEER'S DIRECTION | |
| 15 | INCLUDES SEED AND FERTILIZER | |
| 16 | INCLUDES PAYMENT FOR TEMPORARY ACCESS TO STAGING AREA. | |

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

RESOLUTION 22-106

**A RESOLUTION TO ACCEPT BIDS AND AWARD CONTRACT FOR
THE STRAWBERRY LANE RECONSTRUCTION,
CITY PROJECT 19-05**

WHEREAS, pursuant to an advertisement for bids for the Strawberry Lane Reconstruction project, bids were received on October 13th, 2022, opened and tabulated according to law, with the following bids received and complying with the advertisement:

Contractor	Total Bid
Kuechle Underground	\$4,622,906.41
Valley Paving	\$4,682,322.60
New Look Contracting	\$4,793,065.75
S R Weidema	\$4,893,342.26
Northwest Asphalt	\$4,897,867.11
S.M. Hentges & Sons	\$4,959,602.00
Meyer Contracting	\$5,065,930.16
Geislinger & Sons	\$5,131,365.39
Park Construction	\$5,395,146.67
Northdale Construction	\$5,619,747.63
Veit & Company	\$5,635,637.40

WHEREAS, Kuechle Underground, Inc. is the lowest responsible bidder; and

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

NOW THEREFORE, IT RESOLVED: by the City Council of the City of Shorewood hereby authorized and directed to enter into a contract with Kuechle Underground, Inc. based on the lowest bid amount in the name of the City of Shorewood for the Strawberry Lane Reconstruction Project according to the plans and specifications therefore approved by the City Council and on file in the office of the City Clerk.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF SHOREWOOD this 24th day of October 2022.

Jennifer Labadie, Mayor

Attest:

Sandie Thone, City Clerk



City of Shorewood Council Meeting Item

Title/Subject: 2022A Street Reconstruction and Utility
Revenue Financing

7A

Meeting Date: October 24, 2022

Prepared By: Joe Rigdon, Finance Director

Reviewed By: Ed Shukle, Interim City Administrator

MEETING
TYPE
REGULAR

Attachments: Letter from Shannon Sweeney of David Drown Associates;
project & bond summaries; resolution

Background: The City Council held a public hearing and approved a five-year Street Reconstruction Plan on May 11, 2020. A ten-year Capital Improvement plan was approved on December 14, 2020.

The first year of the Street Reconstruction Plan was in 2020, and bonds were issued in both 2020 and 2021 to finance various street and utility projects. For 2022, estimated projects to be financed amount to \$7,637,750, including:

• Strawberry Lane	4,775,593
• Strawberry Court	443,445
• Peach Circle	590,868
• Rehabilitation of Wastewater Lift Stations 7, 9, and 10	1,075,344
• 2022 Mill & Overlay	752,500

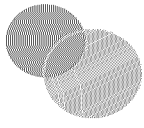
The 2022 note issue is proposed at \$7,580,000. The issuance of debt is contingent upon the acceptance of bids and the awarding of bids for the Strawberry Lane, Strawberry Court, and Peach Circle projects.

Financial or Budget Considerations: Shannon Sweeney of David Drown Associates will be at the council meeting to go through the process with the council.

Recommended Action: Staff recommends approval of a resolution initiating the sale of a general obligation street reconstruction and utility revenue note series 2022A through negotiated bank placement.

Next Steps and Timeline: If the authorization of the negotiated bank placement process is approved on October 24, 2022, the financing of the projects will be completed thereafter.

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.*



DDA

David Drown Associates, Inc.
Public Finance Advisors

Cologne Office:
10555 Orchard Road
Cologne, MN 55322
Phone: (952) 356-2992
shannon@daviddrown.com

October 13, 2022

City of Shorewood
Attn: Ed Shukle, Interim City Administrator
Attn: Joe Rigdon, Finance Director
5755 Country Club Road
Shorewood, MN 55331

RE: 2022/2023 Street & Utility Reconstruction Project Financing

Honorable Mayor, Council Members, Administrator Shukle & Director Rigdon:

In 2020 the City of Shorewood adopted a 10-year capital improvement plan and a 5-year Street Reconstruction Plan for the purpose of authorizing the issuance of bonds for street reconstruction projects. A number of those projects have been implemented and were previously financed through the issuance of General Obligation Street Reconstruction and Utility Revenue Bonds issued by the City.

Projects being initiated in 2022 and 2023 that would be funded through the issuance of additional bonds include the 2022 Mill & Overlay Project, the rehabilitation of wastewater lift stations 7, 9, and 10, Strawberry Lane Reconstruction Project, Strawberry Court Street Reclamation Project, and the Peach Circle Reconstruction Project.

As the City is in the process of receiving and potentially awarding bids for the Strawberry Lane, Strawberry Court and Peach Circle Projects which are estimated to be more than 70% of the total amount of project costs to be financed, it is our recommendation that financing for the projects be initiated following decisions made regarding the award of those construction bids.

In 2022 we have found that in this environment of increasing interest rates negotiated bank placements are performing better than the competitive sale of bonds for a couple of reasons, which include:

- 1) We can fix an interest rate within days of authorization rather than 30 to 40 days when conducting a competitive sale; and
- 2) Issuance costs are reduced as a placement agent receives lower compensation and a credit rating is not required (\$16,250); and
- 3) A negotiated bank placement does include an element of competition as multiple lenders are asked to submit proposals for the purchase of the bonds.

Based on this recommendation I have drafted the attached resolution for council consideration which would authorize the engagement of R.W. Baird to serve as placement agent. R.W. Baird offers significant national experience in acting as a bank placement agent and has previously served in this capacity for the City of Shorewood when the 2017A EDA Public Project Lease Revenue Bonds were issued.

Please feel free to contact me with any questions regarding the attached materials. Thank you for your time and consideration.

Sincerely,

Shannon Sweeney
David Drown Associates, Inc.

City of Shorewood, Minnesota

2022A GO Street Reconstruction and Utility Revenue Bond Summary

Project Name:	Bid Date:	Comments:	Cost Estimate:
Mill & Overlay	May-22		752,500.00
Lift Station Rehab 7, 9, 10	Apr-22		1,075,344.00
Strawberry Lane Reconstruct	Oct-22	95% of work in 2023	4,775,593.06
Strawberry Court Reclaim	Oct-22	95% of work in 2023	443,445.71
Peach Circle Reconstruct	Oct-22	95% of work in 2023	590,867.64
			<u>7,637,750.41</u> - Does not include finance costs

Cost by Levy/Enterprise Fund:	Levy (Streets & Storm):	Cash (Street Fund)	Water:	Sanitary:	Storm:	Total:
Mill & Overlay	752,500.00	-	-	-	-	752,500.00
Lift Station Rehab 7,9,10	-	-	-	1,075,344.00	-	1,075,344.00
Strawberry Lane Reconstruction	2,169,814.02	126,416.21	622,130.83	119,786.85	1,737,445.15	4,775,593.06
Strawberry Court Reclaim	241,776.33	-	192,082.96	9,586.42	-	443,445.71
Peach Circle Reconstruct	327,913.39	27,621.13	159,785.70	6,352.56	69,194.86	590,867.64
	<u>3,492,003.74</u>	<u>154,037.34</u>	<u>973,999.49</u>	<u>1,211,069.83</u>	<u>1,806,640.01</u>	<u>7,637,750.41</u>

\$7,580,000

General Obligation Street Reconstruction & Utility Revenue Bonds, Series 2022A

Uses of Funds

Street Reconstruction	3,492,003.74
Utility Construction & Reconstruction	3,991,709.33
Street Reconstruction Ineligible Project Costs	154,037.34
Total Project Costs	7,637,750.41
Underwriter's Discount Allowance 0.000%	-
Unused Underwriter's Discount Allowance	-
Fiscal Fee	22,000.00
Bond Counsel	18,000.00
Pay Agent/Registrar	-
Printing & Misc	1,500.00
Placement Agent Fee	45,480.00
Capitalized Interest	24,435.83
Accrued Interest	-
Rounding	-
	<u>7,749,166.24</u>

Sources of Funds

Bond Issue	7,580,000.00
Construction Fund Earnings	15,128.90
Cash Contribution for Ineligible Street Costs	154,037.34
	<u>7,749,166.24</u>

Payment Schedule & Cashflow

Payment Schedule					
12-Month Period ending	Principal	Interest Rate	Interest	Payment Total	plus 5% Coverage
10/12/2022	-	-	-	-	-
2/1/2023	-	4.13%	52,176	52,176	53,563
2/1/2024	205,000	4.13%	313,054	518,054	543,957
2/1/2025	265,000	4.13%	304,588	569,588	598,067
2/1/2026	275,000	4.13%	293,643	568,643	597,075
2/1/2027	285,000	4.13%	282,286	567,286	595,650
2/1/2028	295,000	4.13%	270,515	565,515	593,791
2/1/2029	310,000	4.13%	258,332	568,332	596,748
2/1/2030	320,000	4.13%	245,529	565,529	593,805
2/1/2031	335,000	4.13%	232,313	567,313	595,678
2/1/2032	350,000	4.13%	218,477	568,477	596,901
2/1/2033	365,000	4.13%	204,022	569,022	597,473
2/1/2034	380,000	4.13%	188,948	568,948	597,395
2/1/2035	395,000	4.13%	173,254	568,254	596,666
2/1/2036	415,000	4.13%	156,940	571,940	600,537
2/1/2037	425,000	4.13%	139,801	564,801	593,041
2/1/2038	445,000	4.13%	122,248	567,248	595,610
2/1/2039	465,000	4.13%	103,870	568,870	597,313
2/1/2040	485,000	4.13%	84,665	569,665	598,148
2/1/2041	500,000	4.13%	64,635	564,635	592,866
2/1/2042	520,000	4.13%	43,985	563,985	592,184
2/1/2043	545,000	4.13%	22,509	567,509	595,884
	7,580,000		3,775,784	11,355,784	11,922,351

Bond Details

Set Sale Date	N/A
Sale Date	11/14/2022
Dated Date	12/1/2022
Closing Date	12/1/2022
1st Interest Payment	2/1/2023
Proceeds spent by:	12/1/2024
	<i>to Dated Date</i>
Purchase Price	7,580,000.00
Net Interest Cost	3,775,783.67
Net Effective Rate	4.1300%
Average Coupon	4.1300%
Yield	TBD
Average Life	12.0611
Call Option	2/1/2030
Purchaser	Preliminary
Bond Counsel	Taft
Pay Agent	U.S. Bank, N.A.
Tax Status	Tax Exempt, Bank Qualified
Continuing Disclosure	TBD
Rebate	Subject to Rebate
Statutory Authority	M.S. 444 & 475

Pledged Revenues					Account Balances	
Collection Year	Tax Levy	Water Revenues	Sanitary Sewer Revenues	Storm Sewer Revenues	Surplus (deficit)	Account Balance
				Capitalized & accrued interest >		24,436
2022	-	7,282	8,738	13,107	(24,436)	-
2023	232,696	77,815	93,378	140,067	-	-
2024	281,943	79,031	94,837	142,256	-	-
2025	281,773	78,826	94,591	141,886	-	-
2026	281,385	78,566	94,279	141,419	-	-
2027	280,781	78,252	93,903	140,854	-	-
2028	279,960	79,197	95,036	142,555	-	-
2029	278,922	78,721	94,465	141,697	-	-
2030	282,917	78,190	93,828	140,742	-	-
2031	281,229	78,918	94,702	142,052	-	-
2032	279,324	79,537	95,445	143,167	-	-
2033	282,452	78,736	94,483	141,724	-	-
2034	279,896	79,193	95,031	142,547	-	-
2035	282,373	79,541	95,449	143,174	-	-
2036	279,167	78,468	94,162	141,243	-	-
2037	280,994	78,654	94,385	141,577	-	-
2038	282,388	78,731	94,478	141,716	-	-
2039	283,347	78,700	94,440	141,660	-	-
2040	278,623	78,561	94,273	141,409	-	-
2041	278,933	78,313	93,975	140,963	-	-
2042	278,808	79,269	95,123	142,684	-	-
	5,567,911	1,582,501	1,899,001	2,848,502		-

City of Shorewood, Minnesota

Preliminary

\$3,550,000

Street Reconstruction Portion Only

General Obligation Street Reconstruction Bonds, Series 2022A

Uses of Funds

Street Reconstruction		3,492,003.74
Street Reconstruction Ineligible Project Costs		154,037.34
Total Project Costs		3,646,041.08
Underwriter's Discount Allowance	0.0000%	-
Unused Underwriter's Discount Allowance		-
Costs of Issuance		40,000.00
Capitalized Interest		24,435.83
Accrued Interest		-
Rounding		-
		<u>3,710,476.91</u>

Sources of Funds

Bond Issue	3,550,000.00
Construction Fund Earnings	6,439.57
Cash Contribution for Ineligible Street Costs	154,037.34
	<u>3,710,476.91</u>

Payment Schedule & Cashflow

Payment Schedule					
12-Month Period ending	Principal	Interest Rate	Interest	Payment Total	plus 5% Coverage
10/12/2022	-		-	-	
2/1/2023	-	4.13%	24,436	24,436	24,436
2/1/2024	75,000	4.13%	146,615	221,615	232,696
2/1/2025	125,000	4.13%	143,518	268,518	281,943
2/1/2026	130,000	4.13%	138,355	268,355	281,773
2/1/2027	135,000	4.13%	132,986	267,986	281,385
2/1/2028	140,000	4.13%	127,411	267,411	280,781
2/1/2029	145,000	4.13%	121,629	266,629	279,960
2/1/2030	150,000	4.13%	115,640	265,640	278,922
2/1/2031	160,000	4.13%	109,445	269,445	282,917
2/1/2032	165,000	4.13%	102,837	267,837	281,229
2/1/2033	170,000	4.13%	96,023	266,023	279,324
2/1/2034	180,000	4.13%	89,002	269,002	282,452
2/1/2035	185,000	4.13%	81,568	266,568	279,896
2/1/2036	195,000	4.13%	73,927	268,927	282,373
2/1/2037	200,000	4.13%	65,874	265,874	279,167
2/1/2038	210,000	4.13%	57,614	267,614	280,994
2/1/2039	220,000	4.13%	48,941	268,941	282,388
2/1/2040	230,000	4.13%	39,855	269,855	283,347
2/1/2041	235,000	4.13%	30,356	265,356	278,623
2/1/2042	245,000	4.13%	20,650	265,650	278,933
2/1/2043	255,000	4.13%	10,532	265,532	278,808
	<u>3,550,000</u>		<u>1,777,208</u>	<u>5,327,208</u>	<u>5,592,346</u>

Pledged Revenues			Account Balances	
Collection Year	Tax Levy	Other Revenues	Surplus (deficit)	Account Balance
		Capitalized & accrued interest >		24,436
2022	-	-	(24,436)	-
2023	232,696	-	-	-
2024	281,943	-	-	-
2025	281,773	-	-	-
2026	281,385	-	-	-
2027	280,781	-	-	-
2028	279,960	-	-	-
2029	278,922	-	-	-
2030	282,917	-	-	-
2031	281,229	-	-	-
2032	279,324	-	-	-
2033	282,452	-	-	-
2034	279,896	-	-	-
2035	282,373	-	-	-
2036	279,167	-	-	-
2037	280,994	-	-	-
2038	282,388	-	-	-
2039	283,347	-	-	-
2040	278,623	-	-	-
2041	278,933	-	-	-
2042	278,808	-	-	-
	<u>5,567,911</u>	<u>-</u>		<u>-</u>

\$4,030,000
General Obligation Utility Revenue Bonds, Series 2022A

Utility Portion Only

Uses of Funds			
Utility Construction & Reconstruction		3,991,709	
Other		-	
Total Project Costs		3,991,709	
Underwriter's Discount Allowance	0.0000%	-	
Issuance Cost		46,980	
Capitalized Interest		-	
Accrued Interest		-	
Rounding		-	
		4,038,689	

Sources of Funds			
Bond Issue		4,030,000	
Construction Fund Earnings		8,689	
Cash Contribution		-	
		4,038,689	

Payment Schedule & Cashflow

Payment Schedule					
12-Month Period ending	Principal	Interest Rate	Interest	Payment Total	plus 5% Coverage
10/12/2022	-		-	-	
2/1/2023	-	4.13%	27,740	27,740	29,127
2/1/2024	130,000	4.13%	166,439	296,439	311,261
2/1/2025	140,000	4.13%	161,070	301,070	316,124
2/1/2026	145,000	4.13%	155,288	300,288	315,302
2/1/2027	150,000	4.13%	149,300	299,300	314,264
2/1/2028	155,000	4.13%	143,105	298,105	313,010
2/1/2029	165,000	4.13%	136,703	301,703	316,788
2/1/2030	170,000	4.13%	129,889	299,889	314,883
2/1/2031	175,000	4.13%	122,868	297,868	312,761
2/1/2032	185,000	4.13%	115,640	300,640	315,672
2/1/2033	195,000	4.13%	108,000	303,000	318,149
2/1/2034	200,000	4.13%	99,946	299,946	314,943
2/1/2035	210,000	4.13%	91,686	301,686	316,770
2/1/2036	220,000	4.13%	83,013	303,013	318,164
2/1/2037	225,000	4.13%	73,927	298,927	313,873
2/1/2038	235,000	4.13%	64,635	299,635	314,616
2/1/2039	245,000	4.13%	54,929	299,929	314,925
2/1/2040	255,000	4.13%	44,811	299,811	314,801
2/1/2041	265,000	4.13%	34,279	299,279	314,243
2/1/2042	275,000	4.13%	23,335	298,335	313,251
2/1/2043	290,000	4.13%	11,977	301,977	317,076
	4,030,000		1,998,576	6,028,576	6,330,005

Pledged Revenues					Account Balances	
Collection Year	Water Revenues	Sanitary Sewer Revenues	Storm Sewer Revenues	Other Revenues	Surplus (deficit)	Account Balance
				Capitalized & accrued interest >		-
2022	7,282	8,738	13,107	-	-	-
2023	77,815	93,378	140,067	-	-	-
2024	79,031	94,837	142,256	-	-	-
2025	78,826	94,591	141,886	-	-	-
2026	78,566	94,279	141,419	-	-	-
2027	78,252	93,903	140,854	-	-	-
2028	79,197	95,036	142,555	-	-	-
2029	78,721	94,465	141,697	-	-	-
2030	78,190	93,828	140,742	-	-	-
2031	78,918	94,702	142,052	-	-	-
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2037	78,654	94,385	141,577	-	-	-
2038	78,731	94,478	141,716	-	-	-
2039	78,700	94,440	141,660	-	-	-
2040	78,561	94,273	141,409	-	-	-
2041	78,313	93,975	140,963	-	-	-
2042	79,269	95,123	142,684	-	-	-
	1,582,501	1,899,001	2,848,502	-		-

EXTRACT OF MINUTES OF A MEETING OF THE
CITY COUNCIL OF THE
CITY OF SHOREWOOD, MINNESOTA

HELD: October 24, 2022

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Shorewood, Hennepin County, Minnesota, was duly held at the City Hall in said City on the 24th day of October, 2022, beginning at 7:00 o'clock P.M. for the purpose, in part, of initiating the sale of the General Obligation Street Reconstruction and Utility Revenue Note, Series 2022A, of said City.

The following Council members were present:

And the following were absent:

Council member _____ introduced the following resolution and moved its adoption:

RESOLUTION # 22-107

RESOLUTION INITIATING THE SALE OF A
GENERAL OBLIGATION STREET RECONSTRUCTION AND UTILITY REVENUE
NOTE SERIES 2022A
THROUGH NEGOTIATED BANK PLACEMENT

A. WHEREAS, the City Council of the City of Shorewood, Minnesota (the "City"), has heretofore determined that it is necessary and expedient to issue the City's General Obligation Street Reconstruction and Utility Revenue Note, Series 2022A, to provide financing for projects included in the Street Reconstruction Plan and Capital Improvement Plan of the City, and;

B. WHEREAS, the City has retained David Drown Associates, Inc., in Minneapolis, Minnesota ("David Drown"), as its independent municipal advisor in accordance with Minnesota Statutes, Section 475.60, Subdivision 2(9):

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

Authorization. The Council hereby authorizes the engagement of R.W. Baird as placement agent to solicit bids for a negotiated bank placement for the sale of the 2022A General Obligation Street Reconstruction and Utility Revenue Note.

The motion for the adoption of the foregoing resolution was duly seconded by Council member _____ and, after full discussion thereof and upon a vote being taken thereon,

the following Council members voted in favor thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted. Approved this 24th day of October, 2022.

STATE OF MINNESOTA)
COUNTY OF HENNEPIN)
CITY OF SHOREWOOD)

I, the undersigned, being the duly qualified and acting Clerk of the City of Shorewood, Minnesota, DO HEREBY CERTIFY that I have compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true and complete transcript of the minutes of a meeting of the City Council of said City, duly called and held on the date therein indicated, insofar as such minutes relate to the City's 2022A General Obligation Street Reconstruction and Utility Revenue Note.

WITNESS my hand as City Clerk of the City this 24th day of October, 2022

City Clerk



City of Shorewood Council Meeting Item

Title/Subject: **Accept Resignation and Approve Organizational Changes and Advertisement for Position**

Meeting Date: Monday, October 24, 2022

Prepared by: Ed Shukle, Interim City Administrator

Reviewed by: Sandie Thone, City Clerk/Human Resource Director
Joe Rigdon, Finance Director

Attachments: **Updated Position Descriptions**

7B

MEETING TYPE
Regular Meeting

Background: On October 12, 2022 staff received Communications/Recycling Coordinator Julie Moore's resignation. Julie has been with the city in various roles for over 20 years but most recently in the capacity of Communications/Recycling Coordinator. Julie has made significant and lasting contributions to the city and has participated in many great community events. She will be missed. We wish her the very best in her future endeavors.

Upon receiving the notice that the Communications/Recycling Coordinator position would be vacated, staff would typically request permission to repost for the position as it stands. Upon further reflection and consideration of organizational needs and current staffing we aimed to be mindful of the need to create stability and consider the current state of the job market. The situation we have been experiencing is real and thriving and the challenge is fairly new to public sector since typically we have been insulated by such trends in the past, but no longer.

Staff explored other options that would support development and advancement of our current employees to keep the high level of service that is expected. After much recent turnover, it was determined that this is a unique opportunity to be able to develop and advance employees from within the organization. This opportunity presents many advantages in a time when employee retention is so crucial and stability is key to rebuilding the positive and sustaining culture at the City of Shorewood. In addition, the hire of the new Park/Recreation Director proves an opportunity as well, as she currently has the skillset and experience to manage the SCEC website and communications, a responsibility that fell previously to the City Communications staff.

We determined that in dividing up the duties of the Communications/Recycling Coordinator position (which until 2021 was a 32-hour a week position) and absorbing them into the four newly created positions, it allows us to take advantage of developing and advancing internal candidates and posting the position for a part time administrative assistant, with duties consistent with entry level office work. The plan values the hard work, commitment, and experience/education of existing employees over that of a new candidate to fill the higher-level position.

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.*

Upon compensation studies and job match performed for the following positions, it was determined that many of the positions were below, some grossly below, and none of them were above the average range for comparable sized cities in the metro area. Some examples have been included for your reference for the proposed positions. Please see below the suggested organizational changes, the justification for the changes, and the impacts to the budget.

Brenda Pricco

Current Position: Deputy City Clerk
Reports to: City Clerk/HR Director
Pay Grade: 10F \$37.22/hour Non-Exempt

Proposed Position: City Clerk
Reports to: Administrative Services Director
Pay Grade: 12F \$43.01/hour Non-Exempt

Brenda has worked at the City of Shorewood for 7 years. She began her employment in the capacity of Administrative Assistant. Brenda has a Bachelor's degree in Psychology and is educated in Speech-Language Pathology as well. She has previous work experience in administration and teaching. Brenda obtained her 3-Year Clerk Certification of MN Certified Municipal Clerk while performing her duties here and was promoted to Deputy City Clerk in 2019 after the City Clerk was promoted to City Clerk/Human Resource Director adding the HR duties to her role. Brenda has been developing and working toward advancement to a City Clerk role and is ready and willing to accept the added responsibilities and challenges of that role. She has had exemplary performance at the highest level over the course of her employment and is an extremely valuable asset to the City of Shorewood.

Nelia Criswell

Current Position: Administrative Assistant
Reports to: City Clerk/HR Director
Pay Grade: 3E \$19.97/hour Non-Exempt

Proposed Position: Administrative/Communications Coordinator
Reports to: Administrative Services Director
Pay Grade: 8B \$27.51/hour Non-Exempt

Nelia has worked at the City of Shorewood for 3-1/2 years. She began her employment in the capacity of Part-Time Administrative Assistant but was promoted to Full-Time status in January of 2020. Nelia has a Bachelor's degree in Business Administration. She has previous work experience as an office manager, in accounts receivable, payable and payroll as well as organizational management. Nelia currently assists in the newsletter process and is adept with social media platforms. She has been working toward a goal of performing additional duties in the communications area. Nelia is ready and willing to accept the added responsibilities and challenges of this new role.

She has had exemplary performance at the highest level over the course of her employment and is an extremely valuable asset to the City of Shorewood.

Miechelle Norman

Current Position: Administrative Assistant

Reports to: City Clerk/HR Director

Pay Grade: 3D \$18.72/hour Non-Exempt

Proposed Position: Administrative/Recycling Coordinator

Reports to: Administrative Services Director

Pay Grade: 8Min \$26.41/hour Non-Exempt

Miechelle has worked at the City of Shorewood for 1-1/2 years. She began her employment in the capacity of Part-Time Administrative Assistant, where she remains currently but has taken on an expanding role helping at the Community and Event Center and with events. She also has served as a head election judge for many years for the City of Shorewood elections. Miechelle has a Bachelor's degree in History with a minor in Spanish. She has previous work experience in meeting/event planning, public sector parks experience, teaching and is a Certified Meeting Professional (CPM). Miechelle has been working toward advancement opportunities with the city and is ready and willing to accept the added responsibilities of this new role. She is knowledgeable in recycling activities and has extensive experience planning events. She has had exemplary performance at the highest level over the course of her employment and is an extremely valuable asset to the City of Shorewood.

Sandie Thone

Current Position: City Clerk/Human Resource Director

Reports to: City Administrator

Pay Grade: 13Max \$47.61/hour Exempt

Proposed Position: Administrative Services Director

Reports to: City Administrator

Pay Grade: 15F \$52.99/hour Exempt

Sandie has worked at the City of Shorewood for 5-1/2 years. She began her employment in the capacity of City Clerk. Sandie has a Bachelor's degree in Organizational Management and Leadership and a Master's degree in Human Resources Management. She has worked in municipal government for 17 years, with 15 years of supervisory experience, 12 years of City Clerk and Elections Administration experience, 8 years of Human Resource experience, 8 years of Communications experience and 2 years as a City Administrator/Clerk and Zoning Administrator. Sandie is currently the President of IPMA-HR MN Chapter and has her MN Certified Municipal Clerk (MCMC). In 2019 Sandie was promoted from City Clerk to City Clerk/HR Director for the City of Shorewood. Sandie has been working toward advancement to an Administrative Services or Assistant City Administrator role and is ready and willing to accept the added responsibilities and challenges of that role. She has had exemplary

performance at the highest level over the course of her employment and is an extremely valuable asset to the City of Shorewood.

In addition, the Part-Time Administrative Assistant position description is attached for your reference as well as the Communication/Recycling Coordinator position description.

Below are comparable salaries for similar positions of cities of similar size: Please note that years of service will affect the salaries and is not indicated in this snapshot.

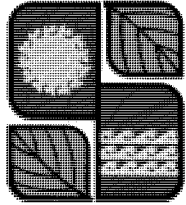
City Clerk	Admin/Comm	Admin/Recycling	Admin Svcs Director
Proposed \$43.01	Proposed \$27.51	Proposed \$26.41	Proposed \$52.99
Minnetrista \$37.20	Minnetrista \$25.41	Minnetrista \$30.75	Minnetrista \$49.52
New Hope \$43.70	Champlin \$24.55	Lino Lakes \$23.02	Moundsview \$54.50
Mendota Hts \$39.74	Farmington \$28.19	Rosemount \$26.15	Stillwater \$53.73

Financial Considerations: The overall impact of replacing 4 FT staff and 1 PT staff in the Administration department with the exact amount of 4 FT staff and 1 PT staff in the proposed structure as delineated above and in the attached job descriptions results in a total budget impact, including wages and benefits of \$11,484 to the 2023 budget. Finance Director Rigdon has performed and provided the impact calculations of the proposed organizational changes. It should be noted it will only have a slight impact on the 2022 budget as it is planned to be implemented, if approved, on November 1, 2022 as duties will be immediate for the employees affected.

Action Requested: Staff respectfully recommends the city council accept the resignation of Julie Moore. Staff respectfully recommends the city council approve the organizational changes as presented or suggest changes and approve the advertisement and recruitment for the Part-Time Administrative Assistant position as presented.

Motion, second and simple majority vote required.

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



CITY OF
SHOREWOOD

POSITION TITLE: Communications/Recycling Coordinator (32-hour Position)
DEPARTMENT: Administration
ACCOUNTABLE TO: City Clerk/Human Resources Director

OBJECTIVE AND SCOPE

The Communications Coordinator is responsible for a variety of communications related duties including design, preparation, and production of the City Newsletter and other communication publications, managing the City websites, and provides assistance to City staff in preparation of effective communications. The incumbent also provides assistance with audio/video production of meetings and special events. The position is also responsible for the city's recycling, yard waste, and other solid waste related programs.

ESSENTIAL FUNCTIONS OF THE POSITION

A. Responsible for Communications

1. Responsible for production of monthly Newsletter and Shorewood Community and Event Center events including identifying and researching projects and special interest items.
2. Edits copy; proofs for grammatical and spelling errors.
3. Arranges and takes photos for the Newsletter.
4. Prepares final draft for printing and coordinates production and mailing of final product with Printer Service, Mail Service, and for email list.
5. Designs and produces fliers, brochures and other informational pieces as requested for Parks, Shorewood Community and Event Center, and other departments as needed.
6. Works with staff and contractors on communication plans for special projects, classes and events, and upon request, assist with meeting presentations. Works with staff on communications and events for Shorewood Community and Event Center and Park and Recreation programming.
7. Serves as the Public Alert System administrator, communicating and administering the system for the City of Shorewood.

B. Website and On-line Services

1. Responsible for performing updates to three websites: City of Shorewood, Arctic Fever and Shorewood Community and Event Center and ensures information is up-to-date.
2. Responsible for posting updates to the city's Facebook and other social media sites on timely and pertinent information.
3. Researches and reviews continuous improvements to the City website to include the addition of on-line services for residents and the general public, ways to enhance resident input and communication with the city.

C. Audio/Video Production

1. Maintains audio/video equipment in Council Chambers, which involves working with equipment vendor.
2. Serves as audio-video recorder for Council meetings, as needed and trains other staff in audio-video processes.
3. Coordinates with the LMCC the production of city events for cablecast.

D. Recycling Coordinator

1. Works with Hennepin County to meet county recycling requirements.
2. Reviews current and new recycling opportunities.
3. Works with Recycling Contractor on public education.
4. Attend county and district recycling meetings.
5. Responds to resident's questions regarding the city's recycling program.
6. Provides recycling-related informational pieces for newsletter and website articles.
7. Co-coordinates the city-wide recycling and environmental activities and special programs such as Spring Clean-up.

E. Coordinates Grant Opportunities

1. Seeks grant opportunities pertinent to current city programs, goals and objectives.
2. Prepares grant applications and background information for consideration by city council; may involve working with city staff or others.

3. Submits grant application and, if awarded, follows-up on requirements to receive the grant.
 4. Maintains records, prepares and submits annual municipal recycling grant and application for State funding.
- F. Performs other duties as apparent or assigned. These examples are intended as illustrative of various types of work performed, and are not all inclusive. The job description is subject to change as the needs of the employer and requirements of the position change.

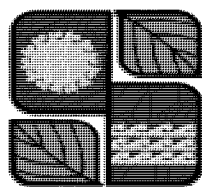
EDUCATION and/or EXPERIENCE

This position requires Bachelor's Degree in communications, journalism, writing, or related field and at least two years experience editing newsletters or similar publications and maintaining multiple websites or a combination of education and experience in communications, graphic arts, editing, or journalism. Experience working for a city, county, or state agency preferred.

OTHER KNOWLEDGE, SKILLS AND ABILITIES

- Working knowledge of municipal operations, procedures and functions.
- Knowledge of correct English language usage, including grammar and spelling; visual proofreading skills.
- Ability to read and interpret documents and procedure manuals.
- Utilizes effective communicate skills both verbally and in writing with elected officials, supervisors, other employees and the general public.
- Ability to prepare reports and correspondence.
- Experience with computer operations and proficient use of Microsoft Office (Word, Excel, PowerPoint, Outlook, etc); Adobe Photoshop; Adobe In-Design; Dreamweaver, and capable of learning other software programs as required.
- Familiar with operation of various types of office equipment.
- Capable of making arithmetic computations using whole numbers, fractions and decimals. Ability to compute rate, ratios and percentages.
- Must coordinate activities with minimum supervision, and work as a team member, as well as independently.
- Understanding concepts of print and layout design, and knowledge of typesetting principles.
- Ability to prioritize and organize work effort to meet deadlines.
- Adheres to the values and behaviors established for employees of the city of Shorewood.

In compliance with the American With Disabilities Act the following represents the Physical and Environmental Demands: The position requires an equal amount of time spent standing, walking, and sitting. Lifting, pushing/pulling, or carrying objects weighing up to twenty five (25) pounds is required. Climbing, stooping, kneeling, crouching, crawling, twisting, and bending are sometimes required. Repetitive movements of the hands are required. Audio, visual, and verbal functions are essential functions to performing this position. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus. Also must understand safety policies and actively promote safe practices in the workplace, based on annual safety training. While performing the duties of this job, the employee occasionally works near moving mechanical parts.



CITY OF
SHOREWOOD

POSITION TITLE:	Administrative & Recycling Coordinator
DEPARTMENT:	Administration
ACCOUNTABLE TO:	Administrative Services Director
FLSA STATUS:	Non-Exempt
PAY GRADE:	8

POSTION SUMMARY

The Administrative & Recycling Coordinator is part of a team that promotes a positive customer experience within the Administration department and contributes to the city's mission of providing resident's quality public services through effective, efficient, and visionary leadership. In addition, they provide recycling support to the community by managing recycling programs, promoting recycling events and education, yard waste, organics and other related sustainability programming.

ESSENTIAL FUNCTIONS OF THE POSITION

ADMINISTRATION RESPONSIBILITIES

1. Customer Service: Phone communications, answering phones and providing information to callers or routes call to appropriate department/person. Assists walk-in customers at front counter with items such as the acceptance and/or issuance of various applications, licenses and building permits.
2. Ensures that front-desk information is organized and accessible. Receives, sorts, opens, date-stamps and distributes all incoming correspondence, including mail and packages received at the city.
3. Processes building permits; schedules building inspections appointments and prepares inspection slips.
4. Purchases office supplies and monitors office supply inventory. Upon request, purchases furnishings and equipment for all departments.
5. Assists with preparing receipts and daily deposit, balances petty cash and submits to Finance Department. Assists when need for processing utility billing payments.

6. Assists in the administration of all elections including but not limited to: attend training sessions; answering inquiries, issuance of absentee ballots, maintenance of files and reports, and assembly and maintenance of voting precinct supply boxes.
7. Assist with processing various licenses/permits such as Dog Kennel, Horse Stable Permits, Fertilizer Applicator Licenses, Gambling Permits (temporary and biennial); Solicitors; special event and parking permits.
8. Organize and maintain administrative filing system; uses the records retention schedule to maintain files. Assist with preparation of general city-related informational pieces and new resident information packets.
9. Assist with preparation and distribution of Council meeting agenda packets, as needed.
10. Assists with public works or engineering projects and lists as needed and forward emergency notifications.
11. Schedules Water and Sewer inspections for the public works department.
12. Performs other duties as apparent or assigned

RECYCLING AND SUSTAINABILITY RESPONSIBILITIES

1. Works with Hennepin County to meet county recycling requirements.
2. Reviews current and new recycling opportunities.
3. Works with Recycling Contractor on public education.
4. Attend county and district recycling meetings.
5. Responds to resident's questions regarding the city's recycling program.
6. Provides recycling-related informational pieces for newsletter and website articles.
7. Coordinates the city-wide recycling and environmental activities and special programs such as Spring Clean-up and Shredding events.
8. Assists with grant opportunities and other programs consistent with the City's sustainability and recycling goals and objectives. Manages requirements of various grants and programs. Maintains records and assists with preparation to submit annual municipal recycling grant and application for State funding.

MINIMUM REQUIREMENTS

Minimum Qualifications: High school diploma or GED; two years office, clerical and customer service experience. One year of increasing responsibility in programming for events and knowledge of recycling programs preferably in the public sector. Experience with multi-line telephone system and a variety of office equipment. Training in Microsoft Office Products (Word, Excel, PowerPoint).

DESIRED QUALIFICATIONS

Desired qualifications include an Associates or Bachelor's degree in Business Administration, or a related field and three years of customer service experience and two years of increasing responsibility in recycling programming and event planning in a public sector or related position.

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

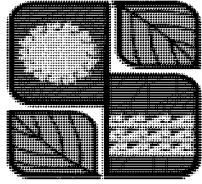
- Knowledge of governmental, municipal policies, operation, organization.
- Encourages respect and team spirit for fellow employees.
- Knowledge of correct English language usage, grammar, spelling; proofreading.
- Knowledge of recycling and sustainability programming.
- Knowledge of event planning and community education.
- Ability to read and interpret documents, and procedure manuals.
- Encourages suggestions and ideas that improve quality of service.
- Effective communication both verbally and in writing, reports and correspondence.
- Excellent customer service skills and ability to develop positive relationships with employees and managers.
- Maintain complete, accurate records, and knowledge of records retention practices.
- Experience with computer operations and proficient use of Microsoft Office (Word, Excel, PowerPoint, Outlook, etc)
- Familiar with operation of various types of office equipment.
- Capable of making arithmetic computations using whole numbers, fractions and decimals. Ability to compute rate, ratios and percentages.
- Knowledge of election procedures.
- Ability to prioritize and organize work effort to meet deadlines.
- Adheres to the core values and behaviors established for employees of the City of Shorewood.

PHYSICAL DEMANDS

Physical effort is light, with lifting or carrying limited to 25 pounds intermittently. There is some pressure associated with project or activity deadlines. Report preparation and writing may at times require extended use of a keyboard. Work interruptions are frequent.

WORK ENVIRONMENT

Work is mostly performed in an office environment. There is occasional driving to locations near the city or in the metro area. At times, the job may involve handling and calming individuals who are emotionally charged over an issue.



**CITY OF
SHOREWOOD**

POSITION TITLE:	Administrative & Communications Coordinator
DEPARTMENT:	Administration
ACCOUNTABLE TO:	Administrative Services Director
FLSA STATUS:	Non-Exempt
PAY GRADE:	8

POSTION SUMMARY

The Administrative & Communications Coordinator is part of a team that promotes a positive customer experience within the Administration department and contributes to the city's mission of providing resident's quality public services through effective, efficient, and visionary leadership. In addition, they provide communications support in the design, preparation, and production of the city's newsletter and social media platforms.

ESSENTIAL FUNCTIONS OF THE POSITION

ADMINISTRATION RESPONSIBILITIES

1. Customer Service: Phone communications, answering phones and providing information to callers or routes call to appropriate department/person. Assists walk-in customers at front counter with items such as the acceptance and/or issuance of various applications, licenses and building permits.
2. Ensures that front-desk information is organized and accessible. Receives, sorts, opens, date-stamps and distributes all incoming correspondence, including mail and packages received at the city.
3. Processes building permits; schedules building inspections appointments and prepares inspection slips.
4. Purchases office supplies and monitors office supply inventory. Upon request, purchases furnishings and equipment for all departments.
5. Assists with preparing receipts and daily deposit, balances petty cash and submits to Finance Department. Assists when need for processing utility billing payments.

6. Assists in the administration of all elections including but not limited to: attend training sessions; answering inquiries, issuance of absentee ballots, maintenance of files and reports, and assembly and maintenance of voting precinct supply boxes.
7. Assist with processing various licenses/permits such as Dog Kennel, Horse Stable Permits, Fertilizer Applicator Licenses, Gambling Permits (temporary and biennial); Solicitors; special event and parking permits.
8. Organize and maintain administrative filing system; uses the records retention schedule to maintain files. Assist with preparation of general city-related informational pieces and new resident information packets.
9. Assist with preparation and distribution of Council meeting agenda packets, as needed.
10. Assists with public works or engineering projects and lists as needed and forward emergency notifications.
11. Schedules Water and Sewer inspections for the public works department.
12. Performs other duties as apparent or assigned

COMMUNICATIONS RESPONSIBILITIES

1. Responsible for production of monthly Newsletter including identifying and researching projects and special interest items. Edits copy; proofs for grammatical and spelling errors. Arranges and takes photos for the Newsletter. Prepares final draft for printing and coordinates production and mailing of final product with Printer Service, Mail Service, and for email list.
2. Responsible for posting updates to the city's Facebook and other social media sites on timely and pertinent information.
3. Assists with City website maintenance when needed.
4. Assists with event flyers and marketing materials when needed.

MINIMUM REQUIREMENTS

Minimum Qualifications: High school diploma or GED; two years office, clerical and customer service experience. One year of increasing responsibility in communications and/or newsletter editing or website maintenance. Experience with multi-line telephone system and a variety of office equipment. Training in Microsoft Office Products (Word, Excel, PowerPoint).

DESIRED QUALIFICATIONS

Desired qualifications include an Associates or Bachelor's degree in Business Administration, Communications or a related field and three years of customer service experience and two years of communications experience in a public sector or related position.

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

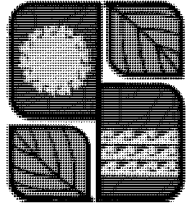
- Knowledge of governmental, municipal policies, operation, organization.
- Encourages respect and team spirit for fellow employees.
- Knowledge of correct English language usage, grammar, spelling; proofreading.
- Knowledge of print/electronic media and newsletter editing and publication
- Knowledge of social media platforms and best practices
- Ability to read and interpret documents, and procedure manuals.
- Encourages suggestions and ideas that improve quality of service.
- Effective communication both verbally and in writing, reports and correspondence.
- Excellent customer service skills and ability to develop positive relationships with employees and managers.
- Maintain complete, accurate records, and knowledge of records retention practices.
- Experience with computer operations and proficient use of Microsoft Office (Word, Excel, PowerPoint, Outlook, etc)
- Familiar with operation of various types of office equipment.
- Capable of making arithmetic computations using whole numbers, fractions and decimals. Ability to compute rate, ratios and percentages.
- Knowledge of election procedures.
- Ability to prioritize and organize work effort to meet deadlines.
- Adheres to the core values and behaviors established for employees of the City of Shorewood.

PHYSICAL DEMANDS

Physical effort is light, with lifting or carrying limited to 25 pounds intermittently. There is some pressure associated with project or activity deadlines. Report preparation and writing may at times require extended use of a keyboard. Work interruptions are frequent.

WORK ENVIRONMENT

Work is mostly performed in an office environment. There is occasional driving to locations near the city or in the metro area. At times, the job may involve handling and calming individuals who are emotionally charged over an issue.



**CITY OF
SHOREWOOD**

POSITION TITLE:	City Clerk
DEPARTMENT:	Administration
ACCOUNTABLE TO:	Administrative Services Director
FSLA STATUS:	Non-Exempt
PAY GRADE:	12

POSITION SUMMARY

The City Clerk is responsible for the statutory duties of the city such as maintaining all municipal records and coordinating city elections. The City Clerk is responsible for the preparation, custody, preservation, and distribution of official city documents; prepares agenda and supporting material for City Council meetings; responds to public and staff inquiries; prepares and processes permits and licenses.

ESSENTIAL FUNCTIONS OF THE POSITION

CITY CLERK RESPONSIBILITIES

1. Prepares notices and legal publications for publication in the newspaper and complies with state statutes and local ordinances regarding public notification.
2. Administer all licenses and general permits, such as liquor, tobacco, waste haulers, tree trimmers, dogs, and stable permits.
3. Serves as the city's election administrator including maintenance of election records; recruiting and training of election judges and staff; candidate filing and campaign financial reporting; publication of legal notices, managing absentee ballot process; maintenance of election equipment and supplies; conducting election equipment testing; setting up polling sites and supervising election day procedures.
4. Attend seminars, workshops, and city clerk professional organization meetings as necessary and related to the position.

5. Coordinates timely preparation of a wide variety of documents for city council and various city commissions and boards; including reports, agendas, agenda packets, resolutions, minutes, and ordinances.
6. Assists in the administration of all elections including but not limited to: attend training sessions, answering inquiries, issuance of absentee ballots, maintenance of files and reports, and assembly and maintenance of voting precinct supply boxes.
7. Assist with processing various licenses/permits such as liquor, tobacco, dog kennel, horse stable and licenses for fertilizer applicator, gambling (temporary and biennial), solicitors, fireworks, special event and parking permits. Prepares license renewal letters and reviews submitted applications; follows up with the applicant as necessary.
8. Serves as the City's records manager, maintaining all official city records: Direct the recording, filing, maintenance, distribution, storage, retention coordination, retrieval and disposal of vital city records such as the city code, minutes, resolutions, meeting packets, ordinances, contracts and agreements, oaths of office, deeds, easements, and leases. Sign, certify and/or notarize official documents; proofread minutes, resolutions and other city documents for accuracy.
9. Organize and maintain administrative filing system including Laserfiche; uses the records retention schedule to maintain files. Serves as Laserfiche Administrator. Assists employees with Laserfiche filing system and process and set-up new employees and annual maintenance.
10. Designated the "designee" for responding to data request pursuant to the MNGDPA. Provide support to the Responsible Authority and serve as back-up in their absence.
11. Assists with Audio/Video production and coordinate with LMCC and production staff and equipment vendor for city meetings and other events. Coordinate with minute taking staff and manage contracts for Timesavers.

ADMINISTRATION RESPONSIBILITIES

1. Supports and backs up for administrative staff in handling correspondence, mail, and various inquiries, involving building inspection, water meters and tree or weed maintenance.
2. Serves as the Public Alert System administrator, communicating and administering the system for the City of Shorewood.

3. Recommends office purchases and maintains postal machine and maintenance of copiers and general office equipment.
4. Assists with communications; Prepares weekly e-news on various topics: General city e-news and others.
5. Assist with other duties and special projects as apparent or assigned.
6. Serves as a back-up for administrative staff in answering phone calls, providing information, assisting walk-in customers, or with acceptance and/or issuance of various applications, licenses and permits.
7. Assists with issuing notices and inspection records for city Weed Inspector.
8. Assists with organizing and maintaining engineering project files
9. Maintains contract data, electronic records and water meter inventory.
10. Performs other duties as apparent or assigned.

MINIMUM REQUIREMENTS

Minimum Qualifications: High school diploma or GED; possess certified municipal clerk designation (MCMC) or ability to obtain certification within three years of hire; two years office, clerical and customer service experience, preferably in the public sector or a municipality; experience with multi-line telephone system and a variety of office equipment. Training in Microsoft Office Products (Word, Excel, PowerPoint)

DESIRED QUALIFICATIONS

Desired qualifications include a Bachelor's degree in Public Administration, Business Administration or a closely related field and three years of City Clerk, Deputy Clerk experience in the public sector or a related position.

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of governmental, municipal policies, operation, organization.
- Encourages respect and team spirit for fellow employees.
- Knowledge of correct English language usage, grammar, spelling; proofreading.
- Knowledge of principles/practices of public/media relations; print/electronic media
- Ability to read and interpret documents, and procedure manuals.
- Encourages suggestions and ideas that improve quality of service.

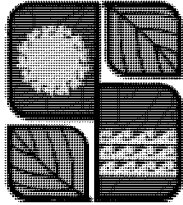
- Effective communication both verbally and in writing, reports and correspondence.
- Excellent customer service skills and ability to develop positive relationships with employees and managers.
- Maintain complete, accurate records, and knowledge of records retention practices.
- Experience with computer operations and proficient use of Microsoft Office (Word, Excel, PowerPoint, Outlook, etc)
- Familiar with operation of various types of office equipment.
- Capable of making arithmetic computations using whole numbers, fractions and decimals. Ability to compute rate, ratios and percentages.
- Knowledge of election procedures.
- Ability to train election judges, volunteers.
- Ability to maintain the highest level of confidentiality when dealing with private or sensitive information.
- Skill delivering verbal presentations to the city council, employees, and others.
- Ability to prioritize and organize work effort to meet deadlines.
- Adheres to the core values and behaviors established for employees of the City of Shorewood.

PHYSICAL DEMANDS

Physical effort is light, with lifting or carrying limited to 25 pounds intermittently. There is some pressure associated with project or activity deadlines. Report preparation and writing may at times require extended use of a keyboard. Work interruptions are frequent.

WORK ENVIRONMENT

Work is mostly performed in an office environment. There is occasional driving to locations near the city or in the metro area.



CITY OF
SHOREWOOD

POSITION TITLE: Administrator Services Director
DEPARTMENT: Administration
ACCOUNTABLE TO: City Administrator
FLSA: Exempt
PAY GRADE: 15

POSITION SUMMARY

The Administrative Services Director reports to the City Administrator and is primarily responsible for all Administration and Human Resources related functions for the city. The position is responsible for the day-to-day operations and supervision of Administration, Human Resources, the City Clerk's office, Communications and Recycling. In addition, the position coordinates with IT services in its support for city equipment and employees. The City Clerk, the Administrative/Communications Coordinator, the Administrative/Recycling Coordinator, and the Administrative Assistant are direct reports to this position.

ESSENTIAL FUNCTIONS OF THE POSITION

ADMINISTRATION RESPONSIBILITIES

1. Administration and Management: Responsible for management of the day-to-day operation of the city office. Responsible for supervision and development of administrative staff. Serves as a member of the City's management team. Provide information and recommendations regarding operations; assists in making decisions relating to day-to-day operations and processes. Carry out supervisory responsibilities relating to administrative support staff in accordance with the City's policies and applicable laws, to include coordinating clerical support functions; training and evaluation; reviewing employment applications, interviewing and recommending applicants for employment. Answers a variety of public inquiries regarding municipal practices, policies, procedures, licensing and applications. Prepares and manages the Administration budget.
2. City Clerk's Office: Responsible for management and oversight of the City Clerk's office, including staffing, mentoring, coaching, training, elections, licensing, records management, data practices, agenda process.
3. Communications: Responsible for management and oversight of City Communications. Serves as city website Administrator. Assists in public

relations with media inquiries as directed by the City Administrator, from citizens, other mass media agencies in the form of inquiries, press releases, and maintains professional relationships with media and outside groups. Oversight of the preparation, production and maintenance of printed and electronic communications including newsletter, website, E-news, social media, resident information, and other informational materials. Responsible for developing key communication issues and information opportunities and develop strategies to maximize opportunities city wide. Provides support and assistance for city events, the community center and other city affiliated organizations and partners. Works with contractors and city staff on special projects or requests.

4. Budget Process: Plans for, prepares and administers the Administration, Elections, City Council, City Facilities, and Recycling budgets. Works as a team member with other executive staff in preparation of overall final budget as directed by the City Administrator.
5. Technology Coordination: Coordinates with IT for support services and oversees the technology for city operations. Directs and assists with software training. Determines maintenance and replacement schedules for technology equipment and provide direction on future technology needs of the city. Serves as conduit for technology vendors for overall maintenance needs. Troubleshoot and communicate software and hardware issues to IT network provider and software service providers, and follow-up to resolve issues. Oversees Audio/Video production and staff for meetings and special events. Works with LMCC and technology vendors to maintain and coordinate the production of meetings and city events.
6. Facilities and Contract Management: Responsible for managing contract for services and oversight of city vendors such as the city hall custodial service, mat services, shredding services, pest control services, etc. Prepares and manages the Facilities budget.
7. City Administrator Support: Provides assistance to the City Administrator including preparation of correspondence, reports, resolutions and ordinances and provides relevant research or field expertise when requested.
8. Project Management/Research: Responsible for project management as assigned or relevant, including human resources, communications, legislative, or city-initiated initiatives. Responsible for researching laws, policies, ordinance background, legislative activities, professional and peer associations to support thoughtful change.
9. City Council Support: Attend city council meetings: Oversees the preparation and distribution of the city council meeting agendas; oversees

City Recorder, Audio/Visual production and staffing, and production and staffing for council meeting minutes. Coordinates training and onboarding for city council members. Prepares and manages the City Council budget.

9. Data Requests: Designated the “responsible authority” for responding to data requests. Attend training and conduct research to support the city in MN Government Data Practices Act.
10. Elections: Oversees and offers assistance and training regarding the City’s election administration and process. Oversees the maintenance of election records; recruiting and training of election judges and staff; candidate filing and campaign financial reporting; publication of legal notices, managing absentee ballot process; maintenance of election equipment and supplies; conducting election equipment testing; setting up polling sites and supervising election day procedures. Prepares and manages the Election budget.
11. Recycling: Oversees recycling programs and administration. Seeks and prepares grant opportunities for consideration by the city council and monitors grant programs. Oversees city recycling and sustainability programs, including Spring Clean-Up, Shred events, city-wide recycling program. Prepares and manages the Recycling budget.
12. Performs other duties as apparent or assigned.

HUMAN RESOURCES RESPONSIBILITIES

1. Staffing and Recruitment: Responsible for all aspects of staffing for full time, part-time and seasonal positions, including recruitment, interviewing, hiring, and onboarding processes. Responsible for Background Investigations and Assessments on new hires. Responsible for coordinating new hire orientation and onboarding. Ensures city compliance in hiring requirements of Americans with Disability Act and other federal and state regulations including Veteran’s Preference.
2. Benefit Administration: Administers benefits program including but not limited to: Health, LTD, life insurance, dental, and deferred compensation for new hires, current employees and retirees. Develops and maintain relationships with all benefit vendors. Stays relevant in new benefit offerings and understanding what employees benefit preferences are. Develops and oversees the open enrollment process. Administers and maintains the online employee benefit portal and trains new employees in how to use it. Resolves benefit issues, provides benefit support and answers questions.
3. Human Resources Leadership: Provides leadership, guidance and recommendations in human resources strategies and policy development

- under the direction of the City Administrator. Manages human resources functions and activities including employee engagement, training, development, retention strategies, regulatory compliance, performance management and personnel policies. Provide human resources support for department heads and employees alike with various requests or advisement. Prepare programming to allow for employee engagement and development. Recommend and support employee training initiatives. Stay active and connected in outside leadership opportunities and committee board to continue growing HR expertise and knowledge to support the city's workforce.
4. Contract Negotiations: Assists City Administrator with negotiating collective bargaining agreements, interpreting labor contracts and preparing for grievances or arbitrations. Serves on the city negotiation team.
 5. Human Resource Laws: Responsible for maintaining compliance with applicable federal and state laws and regulations. Responsible for maintaining personnel files under mandated records retention schedule and data practices, organized for confidentiality. Responsible for maintaining and updating the city's personnel policy to ensure it is up to date with current laws and practices. Stays relevant with Non-DOT and DOT drug and alcohol testing protocols. Serves as the reference for employee policies and personnel matters.
 6. Human Resource Discipline, Investigations, and Termination: Responsible for assisting and providing direction and support to the City Administrator or other management staff on employee discipline, workplace investigations, and or termination. Responsible for maintaining documentation related to disciplinary actions.
 7. Human Resources Reporting: Prepares Pay Equity report. Coordinates compensation plan administration job analysis and annual salary survey. Prepares and submits all required Safety training and OSHA reports.
 8. Human Resource Relations: Provide for employee development programs, employee engagement programs, and positive employee relations. Maintain and manage the Performance Management process.
 9. Human Resource Administration: Administer all leaves of absence including; the Family Medical Leave Act (FMLA), non-FMLA, injury on duty, short-term disability, long-term disability and military leave. Administers and files all workers compensation claims with the city's insurance company. Maintains worker's compensation files in compliance with state law.
 10. Human Resources/Safety: Maintains and records all OSHA required safety records and prepares and submits annual reports. Completes First Reports of Injuries and determines course of action.

11. Compensation and Payroll Support: Serves as back-up for payroll processing and answers employee's questions as they relate to compensation and payroll. Researches and recommends compensation plans, market analysis studies and generally keeps abreast of trends and developments in the job and compensation market.

SUPERVISORY RESPONSIBILITIES

Carries out supervisory responsibilities of all employees within the administration department. Responsibilities include training; planning, assigning, and directing work; evaluating performance; rewarding employees; disciplining employees including oral and written reprimands and the ability to suspend; transferring; adjusting grievances; addressing complaints and resolving problems of employees. Responsibilities also include the ability to effectively recommend hiring; promoting; demoting; and discharging employees.

MINIMUM REQUIREMENTS

Requires a Bachelor's degree in Human Resource Management, Organizational Leadership and Management, Business Administration, Public Administration, or a closely related field and four or more years of work experience, including at least two years of Human Resources experience and two years of supervisory experience in a public sector or related position.

DESIRED QUALIFICATIONS

Desired qualifications include a Master's degree in Human Resources Management, Organizational Leadership and Management, Public Administration, Business Administration or a closely related field and six years of experience, with at least three years of Human Resources experience and three years of supervisory experience in a public sector or related position.

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of governmental, municipal policies, operation, organization.
- Encourages respect and team spirit for fellow employees.
- Knowledge of correct English language usage, grammar, spelling; proofreading.
- Knowledge of principles/practices of public/media relations; print/electronic media
- Ability to read and interpret documents, and procedure manuals.
- Encourages suggestions and ideas that improve quality of service.
- Knowledge of human resources administration, principles, practices and techniques including legal requirements.
- Effective communication both verbally and in writing, reports and correspondence.

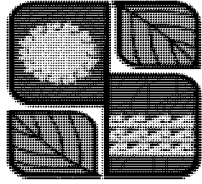
- Web content design and management.
- Excellent customer service skills and ability to develop positive relationships with employees and managers.
- Maintain complete, accurate records, and knowledge of records retention practices.
- Experience with computer operations and proficient use of Microsoft Office (Word, Excel, PowerPoint, Outlook, etc)
- Familiar with operation of various types of office equipment.
- Capable of making arithmetic computations using whole numbers, fractions and decimals. Ability to compute rate, ratios and percentages.
- Knowledge of election procedures.
- Ability to train and supervise employees, election judges, volunteers.
- Ability to maintain the highest level of confidentiality when dealing with private or sensitive information.
- The ability to provide leadership to and motivate employees.
- Skill delivering verbal presentations to the city council, employees, and others.
- Ability to prioritize and organize work effort to meet deadlines.
- Adheres to the core values and behaviors established for employees of the City of Shorewood.

PHYSICAL DEMANDS

Physical effort is light, with lifting or carrying limited to 25 pounds intermittently. There is a need to deliver training or presentations, which may involve up to several hours of public speaking in front of employee groups or the city council and an audience. There is some pressure associated with project or activity deadlines. Report preparation and writing may at times require extended use of a keyboard. Work interruptions are frequent.

WORK ENVIRONMENT

Work is mostly performed in an office environment. There is occasional driving to locations near the city or in the metro area. At times, the job may involve handling and calming individuals who are emotionally charged over an issue.



CITY OF
SHOREWOOD

POSITION TITLE:	Administrative Assistant – Part-Time (20 hours/week)
DEPARTMENT:	Administration
ACCOUNTABLE TO:	Administrative Services Director
FSLA STATUS:	Non-Exempt
PAY GRADE:	5

POSITION SUMMARY

The Administrative Assistant is part of a team that promotes a positive customer experience within the Administration department and contributes to the city's mission of providing resident's quality public services through effective, efficient, and visionary leadership. This position provides customer service and office support for the administration department.

NATURE OF WORK

The Administrative Assistant in the Administration Department performs a variety of moderate clerical support work that requires general knowledge of Microsoft applications and office procedures and excellent customer service skills.

ESSENTIAL FUNCTIONS OF THE POSITION

CUSTOMER SERVICE

1. Phone communications, answering phones and providing information to callers or routes call to appropriate department/person.
2. Greets and assists walk-in customers at front counter with items such as the acceptance and/or issuance of various applications, licenses and building permits. Collects payments and issues receipts for various payments for city services.
3. Ensures that front-desk information is organized and accessible.

ADMINISTRATIVE SERVICES

1. Receives, sorts, opens, date-stamps and distributes all incoming correspondence, including mail and packages received at the city.
2. Processes building permits and schedules building inspections appointments and prepares inspection slips.

3. Monitors office supply inventory and recommends purchases.
4. Prepares receipts and daily deposit, balances petty cash, processes utility bills.
5. Assist all departments with mailings and scanning documents.
7. Assist with processing various licenses/permits such as Dog Kennel, Horse Stable Permits, Fertilizer Applicator Licenses, Gambling Permits (temporary and biennial); Solicitors; special event and parking permits.
8. Organize and maintain administrative filing system; uses the records retention schedule to maintain files.
9. Assist with preparation and distribution of meeting agenda packets for various departments, as needed and help with meeting set-up.
10. Assist with preparation of general city-related informational pieces and new resident information packets.
11. Assist with other duties and special projects as apparent or assigned.
12. Schedules water and sewer inspections for the public works department.
13. Performs other duties as apparent or assigned.

MINIMUM REQUIREMENTS

Minimum Qualifications: High school diploma or GED; one year of office, clerical and customer service experience. Experience with multi-line telephone system and a variety of office equipment. Training in Microsoft Office Products (Word, Excel, PowerPoint).

DESIRED QUALIFICATIONS

Desired qualifications include an Associate' degree in Business Administration, or a related field and two years customer service experience in an office environment preferably in the public sector.

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of governmental, municipal policies, operation, organization.
- Encourages respect and team spirit for fellow employees.
- Knowledge of correct English language usage, grammar, spelling; proofreading.
- Ability to read and interpret documents, and procedure manuals.

- Encourages suggestions and ideas that improve quality of service.
- Effective communication both verbally and in writing, reports and correspondence.
- Excellent customer service skills and ability to develop positive relationships with employees and managers.
- Maintain complete, accurate records, and knowledge of records retention practices.
- Experience with computer operations and proficient use of Microsoft Office (Word, Excel, PowerPoint, Outlook, etc)
- Familiar with operation of various types of office equipment.
- Capable of making arithmetic computations using whole numbers, fractions and decimals. Ability to compute rate, ratios and percentages.
- Ability to prioritize and organize work effort to meet deadlines.
- Adheres to the core values and behaviors established for employees of the City of Shorewood.

PHYSICAL DEMANDS

Physical effort is light, with lifting or carrying limited to 25 pounds intermittently. There is some pressure associated with project or activity deadlines. Work duties may at times require extended use of a keyboard. Work interruptions are frequent.

WORK ENVIRONMENT

Work is mostly performed in an office environment.